



Creating an Encumbrance, Payment Request, and Researching Disbursements in New AFIS

In general, agencies will process encumbrance information in ProcureAZ which will automatically integrate to New AFIS as a Purchase Order ProcureAZ (POPZ1) document. This POPZ1 document is used to encumber funds. However, there are business scenarios where encumbrances will be processed directly in New AFIS. Payments that do not require a Purchase Order to be issued can be paid directly in New AFIS. Specific examples of payments that can be paid directly in AFIS include: rent, debt service payments, utility payments, and transfers between agencies. This business process addresses processing encumbrances and payments directly in New AFIS.

Creating an Encumbrance

Procedure

- A. Log into New AFIS
- B. **Navigate** to the Document Catalog
- C. **Create** GAE document.
 1. In the **Code** field, enter **GAE**
 2. Click **Create**
 3. In the **Dept.** field, enter **your Agency code**
 4. Click **Auto Number** checkbox to generate a unique ID
 5. Click **Create**. A new document is generated.
- D. Complete the **Header** component.
 1. At a minimum, enter the following:
 - Document Description
- E. Complete the **Vendor** component.
 1. Click **Insert New Line**.
 2. At a minimum, enter the following information on the **General Information** tab:
 - Vendor Customer
 - Address Code
 3. Click **Save**

Creating an Encumbrance

F. Complete the **Accounting** component.

1. Click the Insert New Line.
2. At a minimum, enter the following information on the **General Information** tab:
 - Line Amount
3. At a minimum, enter the following information on the **Fund Accounting** tab:
 - Department
 - Object
4. At a minimum, enter the following information on the **Detail Accounting** tab:
 - Function

Note: For additional accounting lines repeat step F.

G. **Validate** GAE document.

1. Confirm that the document validated successfully in the upper left-hand corner. If it did not, please see your accounting supervisor.

H. **Submit** GAE document.

Note: The document will be handled through workflow and will be pending the Department Approver.

Creating a Payment Using Copy Forward

When processing a payment request using a General Accounting Expenditure (GAX) document using Copy Forward, the primary difference relates to the creation of the GAX.

A. Locate the General Accounting Encumbrance document.

1. On the Secondary Navigation Panel, click **Search**.
2. Click **Document Catalog**.
3. In the **Code** field, enter **GAE**.
4. In the **Dept** field, enter **your Agency code**.
5. Click **Browse**.
6. In the search results, click the **ID** that is on the GAE to be paid.

B. Create a General Accounting Expense document.

1. Observe the Total Amount of the General Accounting Encumbrance document.
2. At the bottom of the page, click **Copy Forward**.
3. On the Copy Forward screen, in the **Doc. Department Code**, enter **your Agency code**.
4. Check the **Auto Numbering** check box.
5. Verify that the Target Document Code selected is **GAX**.

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6. Click **Ok**
- C. Complete the Accounting Component.
 1. Line Amount – Adjust if necessary to reflect the amount to be paid.
- D. **Validate** GAX Document
 1. Confirm that the document validated successfully in the upper left-hand corner. If it did not, please see your accounting supervisor.
- E. **Submit** GAX Document

Note:

 - The document will be handled through workflow and will be pending the Department Approver.
 - From the general information tab of the document header component the Actual Amount indicates the total amount of the requested payment; the Closed Amount indicates the total amount disbursed.

Researching Payments

After the GAX document is approved, a nightly batch process will run to create warrants and electronic funds transfers. An Automated Disbursement (AD) document is created to issue a warrant. An Electronic Funds Transfer (EFT) document is created to issue an ACH payment. In some business situations, a payment may be generated manually using a manual disbursement (MD) document. The steps to find the status of your payment are shown below.

- A. Locate the General Accounting Expenditure document.
 1. On the Secondary Navigation Panel, click **Search**.
 2. Click **Document Catalog**.
 3. In the **Code** field, enter **GAX**.
 4. In the **Dept** field, enter the data from **your Agency Code**.
 5. Click **Browse**.
 6. In the search results, click the **ID** that is on the GAX being researched.
- B. View the **Closed Amount** and **Closed Date** on the **General Information** tab on the GAX header component to determine if the GAX has been disbursed.
- C. If additional information is needed, then in the Document menu on the top of the screen represented by a downward pointing arrow, click **Document References**.
- D. Click **Forward Reference**.
- E. Click the **Referencing Document** link for the AD, or MD document used to issue the disbursement.
- F. Review the information provided on the **General Information** tab of the document header component: **Check/EFT Number, Date Printed, and Amount**
- G. If you click on **Disbursement Query**, and then click **Ok**, you can view the status of the payment.

Creating an Encumbrance

Processing of Warrants

Centralized Warrant Processing: For warrants distributed by GAO, agencies will be able to use the research functions above to monitor the status of their warrants.

As a general rule, warrants with a processing date (e.g. closed date in New AFIS) for example of Monday will be mailed on Tuesday. If issues cause a delay, GAO will publish a Web Story to alert agencies of the delay.

Agency Warrant Pick-up: GAO will continue the current process for warrants designated for agency pick-up. Any changes will be communicated by Web Story.