



## Crosswalk: Document Codes to Training Guides

HowTo	Training Guide(s)	Page(s)	MajorSection
<b>ABDL Accounting Based Document Lapse</b>			
Close out remaining open balance on an accounting documents such as the GAP and GAX.	General Accounting	110	8: Batch Processing Overview
<b>AD Automated Disbursement</b>			
Cancel a warrant	Accounts Payable	7 , 93, 103	Cancel a Warrant
Disburse a payment to a vendor for a non-commodity based payment in AFIS; also applies to transactions that originate in ProcureAZ	Cost Accounting	9, 194, 270	Recording a Non-Commodity Based Payment in AFIS, Reclassification Process
Referenced in	Cost Allocation	113-116	Appendix
<b>BGA90 Appropriation and Allotment</b>			
Create an Appropriation Budget	Budgetary Control	33, 42-55	2: Budgetary Overview; 3. Appropriation Budgets

HowTo	Training Guide(s)	Page(s)	MajorSection
Referenced in	General Accounting	39	3: General Accounting Queries

### **BGE91 Department Expense - Department Object Group**

Establish an Operating Budget	Budgetary Control	33, 65, 70	2: Budgetary Overview; 4: Departmental Budgets
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Referenced in	General Accounting	39	3: General Accounting Queries
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### **BGE92 Department Expense - District**

Establish an Operating Budget	Budgetary Control	33, 65	2: Budgetary Overview; 4: Departmental Budgets
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Referenced in	General Accounting	39	3: General Accounting Queries
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### **BGE93 Department Expense - Division**

Establish an Operating Budget	Budgetary Control	33, 65-75	2: Budgetary Overview; 4: Departmental Budgets
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Referenced in	General Accounting	39	3: General Accounting Queries
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### **BGE95 Department Expense - Unit**

Establish an Operating Budget	Budgetary Control	33, 65	2: Budgetary Overview; 4: Departmental Budgets
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Referenced in	General Accounting	40	3: General Accounting Queries
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HowTo	Training Guide(s)	Page(s)	MajorSection
<b>BGPDE Grant Budget</b>			
Create a Cost Accounting Budget	Cost Accounting	9, 92, 95, 97-112, 128, 160, 164-165	4. Cost Accounting Budget Structures; 5: Cost Accounting Setup Document
Establish a Cost Structure Expenditure Budget	Budgetary Control	33, 89-93	2: Budgetary Overview; 6: Cost Structure Expenditure Budgets
<b>BGPDR Reimbursable Grant Budget</b>			
Establish Budgets for Cost Accounting	Cost Accounting	9, 21, 92, 95, 97-112, 128, 144, 159, 164-165	4. Cost Accounting Budget Structures; 5: Cost Accounting Setup Document
Establish Grant Funding Reimbursement Budgets	Budgetary Control	33, 97, 98, 99-102	7: Grant Reimbursement Budgets
<b>BGPHE Program Phase</b>			
Create a Cost Accounting Budget	Cost Accounting	9, 95, 112, 128	4: Cost Accounting Budget Structures; 5: Cost Accounting Setup Document
Establish Cost Structure Expenditure Budgets	Budgetary Control	33, 89-90	6: Cost Structure Expenditure Budgets
<b>BGPHR Phase Reimbursable Budget</b>			
Establish Grant Funding Reimbursement Budgets	Budgetary Control	33, 97-98	7: Grant Reimbursement Budgets

HowTo	Training Guide(s)	Page(s)	MajorSection
<b>BGR94 Dept Rev - Dept Rev Source</b>			
Establish Decentralized Revenue	Budgetary Control	33, 82-88	5: Revenue Budgets
<b>CA Cost Allocation</b>			
Referenced in	Cost Allocation	6, 8, 9, 48, 80, 89-106, 109, 111, 114-119	6: The Automated Cost Allocation Process; 8: Appendix
<b>CACR Cost Accounting Cash Receipt</b>			
Referenced in	Cash Receipts	8, 23, 27, 60, 67, 70-72, 88, 111, 122-124	4. Cash Receipt with Reference Documents; 5: Cash Receipt for Vendor Refund; 6: ACH Credit/Wire Cash Receipts
Referenced in	Cost Accounting	9, 70, 255	3: Overview of the Cost Structure; 13: FHWA
<b>CAM Cost Accounting Modification</b>			
Modify existing entries on reference pages and budgets related to a grant.	Grant Lifecycle Management	8, 24, 81, 109-110	2: Overview of Grant Lifecycle Management; 5: Creating Grant Awards; 7: Closing Out a Grant
Modify existing entries on reference pages and budgets related to a project.	Cost Accounting	7, 9, 30, 32, 34, 112, 128-129, 146, 174-192, 196,	6: Cost Maintenance
<b>CARE Cost Accounting Receivable</b>			
Referenced in	Cost Accounting	9, 70-71, 256,	3: Overview of Cost Structure; 13: FHWA

HowTo	Training Guide(s)	Page(s)	MajorSection
Referenced in	Cash Receipts	8, 72,	4: Cash Receipt with Reference Documents

## CAS Cost Accounting Setup

Set up reference pages and budgets related to a grant.	Grant Lifecycle Management	8, 24, 68, 72, 75	2: Overview of Grant Lifecycle Management; 5: Creating Grant Awards
Set up reference pages and budgets related to a project.	Cost Accounting	7, 9, 30, 33, 68, 119-184, 187,	5: Cost Accounting Setup

## CH Charge Transaction

Charge a project or grant for non-financial costs that are not set up on the Internal Costing pages. Can also be used to record collected revenue.	Cost Accounting	9, 206-207, 217-227, 251-253, 270	8: Track and Record Program Costs
Referenced in	Cost Allocation	6, 7, 8, 21, 90, 98-99, 113	6: Automated Cost Allocation Process

## CL Referral to Collection Agency

Process payments received for a receivable that has been sent to collections.	Cash Receipts	8, 59, 81-82	4: Cash Receipt with Reference Documents
Refer a receivable to a collection agency.	AR Billing & Collections	30, 39, 47, 118, 125-132	8: Referral to Collection Agency

HowTo	Training Guide(s)	Page(s)	MajorSection
<b>CR Cash Receipt</b>			
Record money collected.	AR Billing & Collections	7, 10, 30, 47	2: Overview of Accounts Receivable; 4: Create a Receivable Document
Record money collected.	Cash Receipts	Throughout	Throughout
Record money collected.	Process a Cash Receipt Quick Reference Guide	Throughout	Throughout
Referenced in	Cost Allocation	113-117	8: Appendix
Referenced in	Cost Accounting	9, 125, 140, 229, 234-241, 270	9: Project Revenue
<b>CRTRI Cash Receipt - Real Estate</b>			
Record money related to TRIRIGA activity.	Cash Receipts	6, 8, 23, 27, 37, 59, 69, 72, 88, 98, 111, 121	Throughout
<b>CRWP Cash Receipt - Web Portal</b>			
Referenced in	Cash Receipts	6, 8, 23, 27, 37, 60, 88, 111, 121, 134	Throughout

HowTo	Training Guide(s)	Page(s)	MajorSection
<b>DADJ Department - Treasury Adjustment Clearing</b>			
Adjust revenue or expenditures related to unfavorable and favorable deposit adjustments, NSF write-offs, credit card favorable or unfavorable adjustments.	Create a Department-Treasury Cash Adjustment Quick Reference Guide	Throughout	Throughout
Clear NSF, Deposit, and Credit Card adjustment activity from the State Treasurer--Treasure Adjustment Clearing (STADJ) document and update the Accounting Journal (JACTG).	Cash Receipts	8, 151-152	9: Cash Receipt Adjustments
Clear NSF, Deposit, and Credit Card adjustment activity from the State Treasurer--Treasure Adjustment Clearing (STADJ) document and update the Accounting Journal (JACTG).	AR Billing & Collections	7, 9, 10, 141	10: Cash Adjustments
<b>DC Disbursement Reclassification</b>			
Referenced in	Accounts Payable	95-96	6: Modifying and Canceling Payments and Disbursements
<b>DRM Disb Request Modification</b>			
Modify disbursement options.	Accounts Payable	7, 85-90	6: Modifying and Canceling Payments and Disbursements

HowTo	Training Guide(s)	Page(s)	MajorSection
<b>FA Fixed Asset Acquisition</b>			
Record newly acquired assets, additions to existing assets, or information about betterments or additions	Acquiring a New Fixed Asset Quick Reference Guide	Throughout	Throughout
Record newly acquired assets, additions to existing assets, or information about betterments or additions	Asset Management	Throughout	Throughout
<b>FAS Fixed Asset Acquisition - Shell Generated</b>			
Record newly acquired assets, additions to existing assets, or information about betterments or additions. This document is system-generated and is a shell until the user adds additional details.	Asset Management	Throughout	Throughout
Record newly acquired assets, additions to existing assets, or information about betterments or additions. This document is system-generated and is a shell until the user adds additional details.	Acquiring a New Fixed Asset Quick Reference Guide	Throughout	Throughout
<b>FC Fixed Asset Cancellation</b>			
Cancel a fixed asset.	Asset Management	10, 12, 14, 29, 137, 163-166	5: Maintaining Assets

HowTo	Training Guide(s)	Page(s)	MajorSection
<b>FD</b>	<b>Fixed Asset Disposition</b>		
Record the disposition of existing assets.	Asset Management	10, 14, 28, 163, 170, 196-226	8: Asset Disposition
<b>FE</b>	<b>Fixed Asset Depreciation Expense</b>		
Record manual depreciation.	Asset Management	10, 28, 186-188	7: Asset Depreciation
<b>FI</b>	<b>Fixed Asset Increase/Decrease</b>		
Make changes to the actual cost of existing assets.	Asset Management	10, 11, 13, 28, 135, 155-163, 174, 229-239	5: Maintaining an Asset; 9: Construction Work in Process
<b>FM</b>	<b>Fixed Asset Modification</b>		
Make modifications that do not have accounting impact (such as location and useful) to a fixed asset.	Asset Management	11, 12, 13, 14, 27, 28, 136, 145-151, 176, 286	5: Maintaining an Asset
<b>FP</b>	<b>Fixed Asset Selling Price Change</b>		
Correct selling price and adjust associated gain or loss.	Asset Management	11, 29, 196-198, 214-24	8: Asset Disposition
<b>FRM</b>	<b>Fixed Asset Repair and Warranty</b>		
Record repair, maintenance, and warranty information for assets.	Asset Management	11, 13, 29, 71, 136, 150-155, 286	5: Maintaining an Asset

HowTo	Training Guide(s)	Page(s)	MajorSection
<b>FS</b>	<b>Fixed Asset Internal Sale</b>		
Record transferring and asset between different fund types.	Asset Management	11, 14, 29, 169, 176-185, 280,	6: Asset Transfers & Internal Sales
<b>FT</b>	<b>Fixed Asset Transfer</b>		
Record transfer of responsibility of location information within the same fund and sub fund.	Asset Management	11, 14, 27, 29, 169-185	6: Asset Transfers & Internal Sales
<b>FX</b>	<b>Fixed Asset Type Change</b>		
Modify the asset type when a construction-in-progress asset is placed in service.	Asset Management	11, 12, 14, 29, 230, 233, 239-241 9: Construction Work in Progress	9: Construction Work in Progress
<b>GAE</b>	<b>Encumbrance - Non Commodity</b>		
Copy forward to create a GAX to create a non-balance sheet account payment.	Create a Non Balance Sheet Account Payment Quick Reference Guide	1	Procedure--with GAE Referenced
Encumber funds for non-commodity-based expenditures, such as utilities or travel.	Accounts Payable	7, 19, 25-37, 39, 41, 44, 46, 49, 51, 65-68	3: Creating Accounts Payable Documents

HowTo	Training Guide(s)	Page(s)	MajorSection
<b>GAP Pre Encumbrance - Non Commodity</b>			
Create a pre-encumbrance for a purchase not under contract (i.e., ProcureAZ does not need to be used.)	Accounts Payable	21-25	3: Creating Accounts Payable Documents
<b>GAX General Accounting Expense/Expenditure</b>			
Expend Grant funds for a non-commodity-based payment.	Cost Accounting	10, 194-203	7: Expending Program Funds
Make a direct non-commodity-based payment.	Accounts Payable	6, 39-91	4: Recording a Payment Request, 5: Additional Functionality in a Payment Document
Referenced in	Asset Management	30, 106, 233, 277	4: Acquiring an Asset; 9: Construction Work in Progress; 10: Capital Leases
<b>GAXR1 Payment Request - Revenue Refund</b>			
Process a refund.	Cash Receipts	147	8: Cash Receipt Maintenance
<b>GTAM Grant Amendment</b>			
Record an amendment for a specific Grant Award.	Grant Lifecycle Management	9, 27, 28, 30, 89-107, 110	6: Creating Grant Amendments
<b>GTAMR Grant Amendment Revision</b>			
Modify a grant amendment.	Grant Lifecycle Management	9, 27, 91, 96, 110	6: Creating Grant Amendments

HowTo	Training Guide(s)	Page(s)	MajorSection
<b>GTAP Grant Application</b>			
Referenced in	Grant Lifecycle Management	9, 24, 27, 30, 43-64, 66, 75	4: Creating Grant Applications
<b>GTAPR Grant Application Revision</b>			
Revise a Grant Application that has been uploaded from eCivis.	Grant Lifecycle Management	9, 27, 28, 44, 46, 54, 59-64	4: Creating Grant Applications
<b>GTAW Grant Award</b>			
Record the details of a Grant Award.	Grant Lifecycle Management	9, 27, 30, 44, 66-86, 89, 95, 99, 102, 104, 110, 114, 116-117	5: Creating Grant Awards
<b>GTAWR Grant Award Revision</b>			
Revise a Grant Award.	Grant Lifecycle Management	9, 27, 28, 44, 67, 69, 77, 80-7, 89, 95, 102-103, 110, 114, 116, 117	5: Creating Grant Awards
<b>GTCO Grant Close-Out/Audit</b>			
Close out a Grant.	Grant Lifecycle Management	9, 27, 30, 109-120, 121	7: Closing Out a Grant

HowTo	Training Guide(s)	Page(s)	MajorSection
<b>GTCOR Grant Close-Out/Audit Revision</b>			
Revise a grant close-out.	Grant Lifecycle Management	9, 27, 110, 120-121	7: Closing Out a Grant
<b>ICT Internal Costing Usage Transaction</b>			
Establish fee and rate schedules for costs related to labor hours, equipment use, or other non-financial elements to which a rate is applied.	Cost Accounting	10, 206-217, 219, 226	8: Record and Track Program Costs
<b>IET Internal Exchange Transaction</b>			
Record intra- and inter-agency fund transfers.	Create ITI ITA IPO Quick Reference Guide	3-4	Process an Internal Exchange Document
Record intra- and inter-agency fund transfers.	General Accounting	68-82	6: Internal Exchange Transaction
Referenced in	Cost Accounting	10, 70, 73, 127, 140, 142, 269, 270	3: Overview of the Cost Structure; 5: Cost Accounting Setup Document
<b>IETAT Internal Exchange Transaction - Automated Transfer</b>			
Process an internal exchange involving an automated transfer.	Process an Internal Exchange--Automated Transfer Document	Throughout	Throughout
<b>IETUT Internal Exchange Transaction - Use Tax</b>			
Transfer out Use Tax Liability created through ProcureAZ transactions	Process an Internal Exchange--Use Transfer Document	Throughout	Throughout

HowTo	Training Guide(s)	Page(s)	MajorSection
<b>IPO Internal Purchase Order</b>			
Process a transaction involving appropriated funds of greater than or equal to \$1000 between or within State agencies.	General Accounting	51-67	5: Internal Purchase Order
Process a transaction involving appropriated funds of greater than or equal to \$1000 between or within State agencies.	Create ITI ITA IPO Quick Reference Guide	1-2	Process an Internal Purchase Order
<b>ITA Internal Transaction Agreement</b>			
Complete an inter-agency transfer. Step 2 of a process that begins with an ITI.	Create ITI ITA IPO Quick Reference Guide	6-8	Process Inter-Agency Transfers
Complete an inter-agency transfer. Step 2 of a process that begins with an ITI.	General Accounting	83-103	7: Interagency Transfer
Complete an inter-agency transfer. Step 2 of a process that begins with an ITI.	Cost Accounting	9, 270	Appendix

HowTo	Training Guide(s)	Page(s)	MajorSection
<b>ITABS Internal Transaction Agreement - Balance Sheet</b>			
Process a non-revenue transfer moving funds between balance sheet accounts. Two step process that begins with the creation of an ITABS.	General Accounting	104-106	7: Interagency Transfer
<b>ITAOP Internal Transaction Agreement - Operating Transfer</b>			
Process a non-revenue transfer moving funds between operating accounts. Two step process that begins with the creation of an ITAOP.	General Accounting	104	7: Interagency Transfer
<b>ITI Internal Transaction Initiator</b>			
Initiate an inter-agency transfer where buyer and seller sides are to be processed by separate parties and no encumbrance is needed. Part one of a process that concludes with an ITA	Create ITI ITA IPO Quick Reference Guide	5-6	Process Inter-Agency Transfers
Initiate an inter-agency transfer where buyer and seller sides are to be processed by separate parties and no encumbrance is needed. Part one of a process that concludes with an ITA	General Accounting	83-103	7: Interagency Transfer
Referenced in	Cost Accounting	9, 270	Appendix

HowTo	Training Guide(s)	Page(s)	MajorSection
<b>ITIBS Internal Transaction Initiator - Balance Sheet</b>			
Process a non-revenue transfer moving funds between balance sheet accounts. Two step process that concludes with the creation of an ITABS.	General Accounting	104-106	7: Interagency Transfer
<b>ITIOP Internal Transaction Initiator - Operating Transfer</b>			
Process a non-revenue transfer moving funds between operating accounts. Two step process that concludes with the creation of an ITAOP	General Accounting	104	7: Interagency Transfer
<b>JV Standard Journal Voucher</b>			
Record investment transactions (used by Departments that are managing their own investments.)	Investment Accounting	6, 20, 23-29	3: Department Investment Process
Referenced in	Cost Accounting	10, 204	7: Expending Program Funds
Referenced in	Accounts Payable	97	6: Modifying and Canceling Payments and Disbursements
Referenced in	General Accounting	112	8: Batch Processing Overview
<b>JVC Cost Accounting Journal Voucher</b>			
Referenced in	Cost Accounting	10, 204	7: Expending Program Funds

HowTo	Training Guide(s)	Page(s)	MajorSection
<b>JVSW Journal Voucher Cash Sweep</b>			
Record cash movement from investment back to operating cash.	Investment Accounting	6, 39, 41	4: Cash Sweep Process
<b>LEASEM Lease Modification</b>			
Modify a lease.	Asset Management	252-255, 271 -277	10: Capital Leases
<b>LEASES Lease Setup</b>			
Create capital leases, operational leases, and lease authorization.	Asset Management	29, 249, 252-273	10: Capital Leases
<b>MD Manual Disbursement</b>			
Record manually written warrants.	Accounts Payable	71-82	5: Additional Functionality in a Payment Document
Referenced in	Cost Accounting	10, 194, 270	7: Expending Program Funds; Appendix
<b>MDCC1 Manual Disbursement - Cover Claim</b>			
Referenced in	Accounts Payable	72	5: Additional Functionality in a Payment Document
<b>MDWT1 Manual Disbursement - Wire Transfer</b>			
Referenced in	Accounts Payable	72	5: Additional Functionality in a Payment Document

HowTo	Training Guide(s)	Page(s)	MajorSection
<b>PO Purchase Order - Commodity</b>			
Referenced in	Accounts Payable	19	2: Overview of Payment Processing
<b>POPZ1 Purchase Order - ProcureAZ</b>			
Referenced in	Accounts Payable	25, 33	3: Creating Accounts Payable Documents
<b>PRCPZ1 Payment Request - ProcureAZ</b>			
Referenced in	Accounts Payable	19, 39, 72, 93	2: Overview of Payment Processing; 4: Recording a Payment Request; 5.2: Identify Different Disbursement Options on a Payment Document; 6.4: Disbursement Cancellation Process
View invoice for a payment interfaced into AFIS from ProcureAZ	ProcureAZ Invoice Training Handout	4-5	ProcureAZ: Finding Invoices Between ProcureAZ and AFIS; AP: 2.2: Accounts Payable Event Types; 4: Recording a Payment Request; 5.2: Identify Different Disbursement Options on a Payment Docum
<b>RE Receivable</b>			
Bill external customers for goods or services. Modify and cancel an RE.	AR Billing & Collections	Throughout	Throughout
Process payment for a receivable.	AR Cash Receipts	Throughout	Throughout

HowTo	Training Guide(s)	Page(s)	MajorSection
Request project or grant revenue ("drawdown request.")	Cost Accounting	10, 71, 77, 125, 126, 140, 229-241, 259, 261	9: Project Revenue

### RETRI Receivable - Real Estate

Bill external customers for facilities-related goods and services (for the TRIRIGA system).	AR Billing & Collections	133	9: Write Off Uncollectable Amounts
Referenced in	Cash Receipts	9, 72	4: Cash Receipt with Reference Documents

### RQPZ1 Requisition - ProcureAZ

Modify or cancel a pre-encumbrance created in ProcureAZ and interfaced to AFIS.	Accounts Payable	19	2: Overview of Payment Processing
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### STADJ State Treasurer - Treasury Adjustment

Copy forward to create a DADJ	Create a Department-Treasury Cash Adjustment Quick Reference Guide	1	Procedure
Referenced in	Cash Receipts	9, 140, 149-151	9: Cash Receipt Adjustments
Referenced in	AR Billing & Collections	7, 9, 11, 141, 142,	10: Cash Adjustments
Referenced in	Investment Accounting	6, 18, 21	2: Overview of Investment Accounting

HowTo	Training Guide(s)	Page(s)	MajorSection
<b>STTFC State Treasurer - Treasury Fund Clearing</b>			
Referenced in	Investment Accounting	6, 18, 21	2: Overview of Investment Accounting
<b>UDOC User Maintenance</b>			
Create a new user, modify user information or role, or remove user access.	Creating and Updating a User Maintenance Document	Throughout	Throughout
Set up new users or maintain existing users of AFIS.	UDOC Creation Quick Reference Guide	Throughout	Throughout
<b>VCCD1 Vendor/Customer Creation - Department</b>			
Add Vendor/Customer records when the records are being created by Departments.	Vendor Customer	5, 6, 16, 24-46	3: Create a New Vendor/Customer Record
Create a vendor in AFIS	Creating a Vendor in New AFIS Quick Reference Guide	Throughout	Throughout
<b>VCCE1 Vendor/Customer Creation - ACH</b>			
Add or update Vendor/Customer information provided via paper form for GAO to enter.	Vendor Customer	5, 6, 16, 77	6: Vendor ACH Data
<b>VCCG1 Vendor/Customer Creation - GAO</b>			
Referenced in	Vendor Customer	5, 6, 16	2: Vendors and Customers Overview

HowTo	Training Guide(s)	Page(s)	MajorSection
<b>VCCPZ1 Vendor/Customer Creation - ProcureAZ</b>			
Referenced in	Vendor Customer	6, 16, 48	3: Create New Vendor/Customer Record
<b>VCMD1 Vendor/Customer Modification - Department</b>			
Change a vendor or customers address	Change Vendor/Customer Address Quick Reference Guide	Throughout	Throughout
Modify or add to existing vendor/customer records.	Vendor Customer	6, 17, 53, 67-70	4: Modify an Existing Vendor/Customer Record
<b>VCME1 Vendor/Customer Modification - ACH</b>			
Modify or add to existing vendor/customer records based upon paper form provided by vendor/customer to GAO.	Vendor Customer	6, 17, 77-78	6: Vendor ACH Data
<b>VCMG1 Vendor/Customer Modification - GAO</b>			
Referenced in	Vendor Customer	6, 17	2: Vendors and Customers Overview
<b>VCMPZ Vendor/Customer Modification - ProcureAZ</b>			
Referenced in	Vendor Customer	6, 17, 52, 70	4: Modify an Existing Vendor/Customer Record
<b>WO Write Off</b>			
Create a Cash Receipt from a Write-Off	Cash Receipts	9, 59, 82	4: Cash Receipt with Reference Documents

HowTo	Training Guide(s)	Page(s)	MajorSection
Write off receivable or collection documents that are deemed uncollectible.	AR Billing & Collections	30, 47, 133-140	9: Write-Off Uncollectable Amounts
<b>WOAGA Write Off - Attorney General</b>			
Attorney General's Office: initiate the write-off of a receivable or collection document that is deemed uncollectible.	AR Billing & Collections	135	9: Write-Off Uncollectable Amounts
Create a Cash Receipt for a Write-Off - Attorney General.	Cash Receipts	82	4: Cash Receipt with Reference Documents