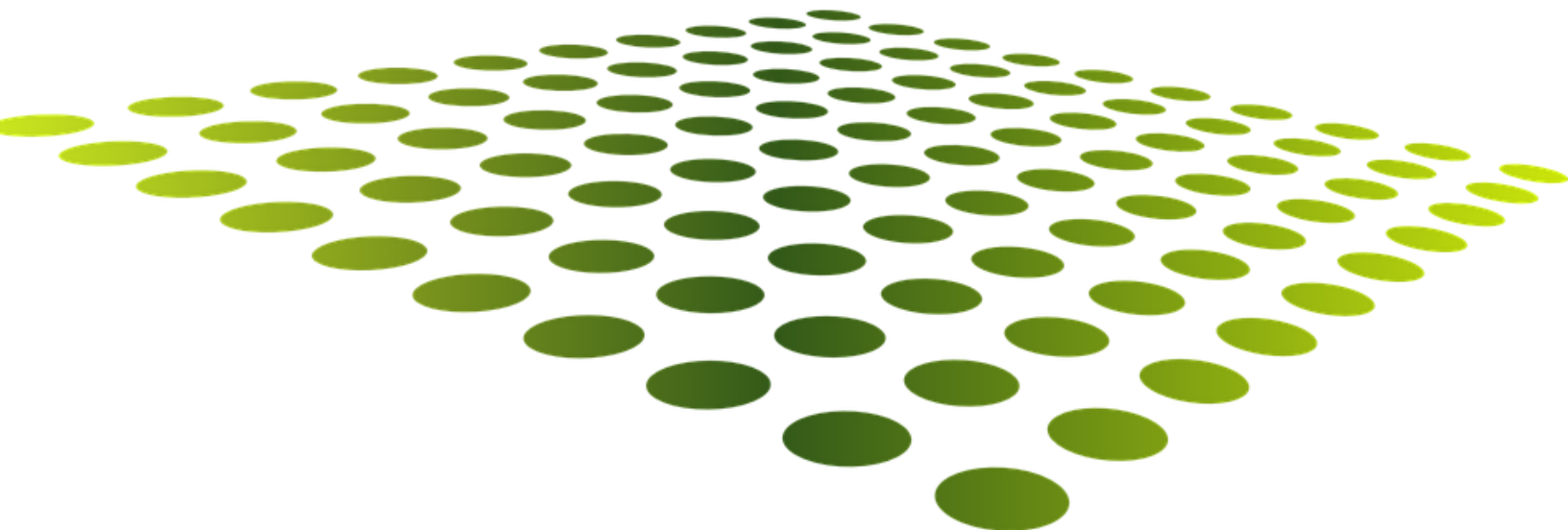


ADOA – General Accounting Office

AFIS MANUAL: ACCOUNTS PAYABLE





Accounts Payable

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All activities will be displayed with an icon, for participate



All activities will be displayed with an icon, for facilitator demo



ACCOUNTS PAYABLE

Purpose

The Accounts Payable class is a **four-hour** course designed for users who start and complete payments in AFIS. The course focuses on the activities required to understand when and how to make encumbrances and payments utilizing AFIS.

Assessment

At the end of class, you will be demonstrating proficiency to prove that you've mastered the subject matter. The Assessment will use individual exercises to determine your ability to successfully create, modify, and cancel a GAE and to convert a GAE to a GAX document. In order to show proficiency of the subject, each participant will need to **score at least 80%**.

Course Objectives

As a result of this class, you will be able to create encumbrances and payments in AFIS based on specific realistic scenarios.

You will be able to:

- Encumber Funds using a General Accounting Encumbrance (GAE) Create a GAE with multiple lines
- Modify and Cancel a GAE
- Make a payment using a General Accounting Expenditure (GAX) from a GAE
- Complete a GAX payment using a Function
- Process a GAX payment without a GAE
- Modify and Delete a GAX
- Process a partial payment
- Process a GAX against multiple budget lines
- Create and process a Disbursement Request Modification (DRM)
- Research payments and disbursements using query tables in AFIS and reports in InfoAdvantage

Accounts Payable (AP) Basics

Arizona Procurement Portal (APP) is the statewide online procurement system. Procurement consists of processing Requisitions, Purchase Orders and Receipts. APP manages all agency and statewide solicitations and contracts. When an item is purchased using a Purchase Order, it is purchased through APP.

AFIS is the statewide financial management system. It handles all of the financial tasks associated with running the State of Arizona, but for Accounts Payable purposes, it is where bills are paid. APP and AFIS



are integrated, meaning there is an automatic verification of accounting and budget information for goods or services purchased through APP. APP training and how it integrates with AFIS is taught by Arizona Department of Administration – State Procurement Office (SPO) in a separate class.

Some purchases do not go through APP. They don't require a Purchase Order, nor do they need to be handled through the procurement system. The payment of goods and services that do not go through APP will be paid directly from AFIS. These types of payments are referred to as Accounting Based (ABS) documents in AFIS.

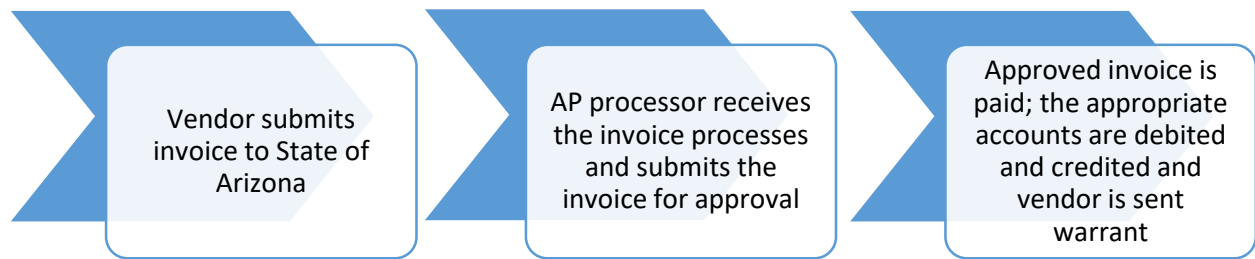
The focus on the Accounts Payable course is to process encumbrances and expenditures that do **not** go through the APP system. In this lesson, the following payment processes are introduced:

- General Accounting Encumbrances (GAE)
- General Accounting Expenditures (GAX)

APP – Arizona Procurement Portal	AFIS
Invoice for expenses that require a Purchase Order <ul style="list-style-type: none">▪ Products or services purchased through State contract	Payments that do not require a Purchase Order Specific examples of payments that can be paid directly in AFIS include: <ul style="list-style-type: none">▪ Rent▪ Debt service payments▪ Utility payments▪ Payments to other government entities external to the State (e.g. Forestry sending monies to fire districts)▪ Providing loans to individuals (e.g., Housing)▪ Aid to clients' / service providers such as: foster care, payments for family assistance, etc.▪ Transfers between agencies



Accounts Payable Process



The AP process begins when the vendor creates and submits an invoice to the State of Arizona. When the Account Payable processor receives the vendor's invoice, it is necessary to determine and validate that the:

- Invoice was not generated through the APP system
- Charges are correct
- Quantities received were correct
- The vendor information is correct
- The General Ledger (GL) and other coding data is entered manually and submitted
- The nightly batch is run nightly to create warrants and electronic funds transfers. An Automated Disbursement (AD) document is created to issue a warrant and an Electronic Funds Transfer (EFT) document is created to issue an ACH payment. In some business situations, a payment may be generated manually using the Manual Disbursement (MD) document.

For the purposes of this AP course, we will assume the purchase and invoice did not go through APP; therefore, the invoice will be processed through AFIS.

What is a warrant? A **warrant** is basically a check but if funds aren't available then the State doesn't pay. In government finance, a **warrant** is an instrument authorizing payment to a designated payee upon availability of funds. The State Treasurer's Office is authorized to pay the warrant holder on demand or after a maturity date. Such warrants look like checks and clear through the banking system like checks, but are not drawn against cleared funds in a checking account. Instead they may be drawn against "available funds" so that the issuer can collect interest on the float or delay redemption.

Things to know before we begin: Event Types, Posting Codes, Templates and Functions

Knowing some of the fundamental concepts that underpin paying invoices can help those processes go more smoothly. This section will explain those concepts and terminology.

Event Types

An AFIS Event Type code triggers a business process. In other words, the code tells the system what to do. A common event type used in Accounts Payable is AP01 – Authorize Normal Payment. When this



Event Type is used, you are telling the system you want to make a normal payment. When you select an Event Type, the system automatically applies the customer codes, vendor codes, and all defined Chart of Accounts (COA) elements in the system.

All documents have default Event Types. Default Event Types mean when you process a document the most common Event Type for that document will be populated in the Event Type field. For example, when you go to pay an invoice, the system will default to the Event Type AP01 – Authorize Normal Payment. If you need to change the Event Type, you can do so manually entering it or by using the Picklist. The Picklist gives you the ability to choose all allowable Event Types by clicking the green up arrow.

The following table details the allowable Event Types (AETDC) for GAE and GAX documents and the corresponding description.

Event Types Descriptions

Event Type	Description
PR02	Request from External Vendor – Accounting
PRZ5	Order from External Vendor - Accounting - Conversion
AP01	Authorize Normal Payment
AP26	Authorize Accounts Receivable Tax Remittance
AP29	Authorize Check Writer Clearing Account Payment
APW1	Authorize Wire Payment
APW2	Authorize Wire Payment - No AE Reimbursement
APZ1	Authorize Normal Payment - No AE Reimbursement
GA23	Record Escrow Expenditure
LS24	Authorize Capital Lease Principal Payment

Event Requirement Table

AFIS requires particular fields be populated when processing an Accounts Payable transaction (paying an invoice, encumbering funds, etc.). Some fields are required, some fields are optional, and some fields are prohibited. The Events Requirement(ERQ) table is a table in AFIS that tells you what is required for a particular event type. For example, when you are paying an invoice by using Event Type AP01 – Authorize Normal Payment, some fields are going to be required such as Vendor Customer and Vendor Address ID.



Instructor Demo – Events Requirement Table (ERQ) Table

Scenario

You need to determine the optional and required fields for PR02.



Posting Codes

In accounting, for a transaction to balance, such as an Accounts Payable transaction, an account needs to be debited and an account needs to be credited. These amounts need to balance or be equal. We've talked about Event Types telling the system what to do. The advantage with AFIS is when the Event Type is selected and the accounting line information is entered, AFIS knows what to debit and what to credit. This information is called the posting pair and is shown on the document in the Posting section. The Event Type triggers the Posting Code and cannot be manually entered.

For example, if you are paying a phone bill the phone bill account is credited and the operating account is debited. The Posting section in AFIS populates this because you selected the Event Type.

Accounting Lines

In the simplest sense, Accounting Lines refers to the bucket (or buckets) of money that the charges will be paid. The Accounting Lines provide very specific information to AFIS on which bucket to pull from.

Functions and Accounting Templates

In AFIS, document data entry requires that accurate information be entered in order for the process to be efficient. There are two tools that help reduce both the time required to complete data entry and the number of errors committed in the process:

- Function
- Accounting Template

A **Function** (FUNC) can be set up in the AFIS system to auto-fill particular COA elements such as an Appropriation Unit, Task, Department, etc. Once the Function is set up, all of those elements will pre-fill. Keep in mind that a Function uses a "hard inference" meaning if you enter the Function, then change an auto-filled element, such as the Appropriation Unit, the Function will override that element when validated or submitted. Many Functions are already set up for agencies, meaning less data entry and fewer errors than manually entering all data.

Functions are the preferred method of accounting data entry because they are less susceptible to error than the Accounting Templates or manual entry

The **Accounting Template** (ACTPL) table allows an authorized user to create a template of Chart of Accounts elements with a unique name for identification. The difference between an Accounting Template and Function is the Accounting Template has a "soft inference" meaning the template will pre-fill the COA elements but does not override any changes to the pre-filled data when validated.



Function versus Template: <i>Comparison of Capabilities</i>	
Function <i>(preferred method of use)</i>	Template
<ul style="list-style-type: none">▪ Is an AFIS Chart of Account Element that automatically completes many fields, reducing errors▪ <i>Currently set up for most recurring expenditures</i>▪ <i>Is a budgetary requirement for some transactions</i>▪ <i>Function Overrides other AFIS Chart of Account fields</i>	<ul style="list-style-type: none">▪ Is an AFIS Chart of Account Element that automatically completes many fields, reducing errors▪ <i>Automatically completes but does not override other AFIS Chart of Account fields.</i>▪ <i>Used for specific purposes which differ between agencies</i>

Note: A Function will overwrite any changes made to the inferred elements. If you use a Function, change fields populated from the Function and save the transaction, the Function will overwrite those fields to the data that is programmed on the Function Inference table.

Document Catalog

The Document Catalog serves as a repository for all of the documents created in AFIS. It is the central location where all documents can be queried and processed. New documents can be entered and existing documents can be modified or cancelled. Access to documents is controlled by a user's security roles.



Encumbrance Documents

Accounts Payable focuses on two main documents, the General Accounting Encumbrance (GAE) document and the General Accounting Expense (GAX) document. A GAE document is used to encumber or “set aside” particular funds for a future date for expenditures that have been obligated or that do not use a purchase order. If there is an expenditure for Appropriation Type 1 or 2 and the amount is over \$5,000, then an encumbrance (GAE) is required. Once funds are encumbered, or set aside, those funds and budget are no longer available for use by the agency. The purpose and main benefit of using an encumbrance is to help avoid budget overspending. Common examples are utilities or travel. See State of Arizona Accounting Manual (SAAM) Topic 45, Section 15 for more information.

General Accounting Encumbrance Document Components

The AFIS data entry requirements for a General Accounting Encumbrance (GAE) document are minimal.

Header

In the **Header** component, on the **General Information** tab, the **Document Description** field is required; and is used to give a brief description of the purpose of the document.

The other fields in the Header component are not required.

Purchase Order - Non Commodity(GAE) Dept: ADA ID: 190000002242 Ver.: 1 Function: New Phase: Draft Modified by 171879 , 01/02/2019

Header

General Information Contract Details Extended Description Contact Document Information

Document Name:

Record Date:

Budget FY:

Fiscal Year:

Period:

Document Description:

Accounting Profile:

Expected Amount:

Billing Location:

Shipping Location:

Delivery Date:

Cited Authority:

Escrow ID:

Actual Amount: \$0.00

Closed Amount: \$0.00

Closed Date:

Open Amount: \$0.00

Open Accrual Amount: \$0.00

Referenced Amount: \$0.00

Vendor

The vendor component is used to record information on the vendor and payment for an expense transaction. If we aren't paying a vendor and are simply recording the encumbrance, then we may not have a vendor. The system, however, requires that you Insert New Line and leave the vendor component blank when recording an encumbrance.



Welcome, Training 2 | Procurement | Budgeting | Accounts Receivable | Accounts Payable

Purchase Order - Non Commodity (GAE) | Dept: 100 | ID: 34343 | Ver.: 1 | Function: New | Phase: Draft | Modified by Training2, 04/11/2016

Header

Vendor | Total Lines: 1 | Vendor Line: 1 | Vendor Customer: | Legal Name: |

Vendor Line	Vendor Customer	Legal Name	Line Amount
1			\$0.00

From 1 to 1 Total: 1 | First | Previous | Next | Last | Go to line: | Go

General Information

Vendor Customer: | Vendor Contact ID: |

Legal Name: | Vendor Contact Name: |

Alias/DBA: | Vendor Contact Phone: |

Address Code: | Vendor Contact Phone Ext.: |

Address Line 1: | Vendor Contact Email: |

Address Line 2: | Fax: |

City: |

Save | Undo | **Insert New Line** | Insert Copied Line | Edit with Grid

Accounting | Total Lines: 0 | Accounting Line: none | Line Amount: none | Line Open Amount: none

Accounting

In the Accounting component, on the **General Information** tab, the only required field that does not default is the **Line Amount** field, which is used to record the amount of the encumbrance. The event type, Budget FY and Fiscal Year will default.

The **Fund Accounting** tab is used to record the Chart of Accounts (COA) elements for the transaction. The following COA element fields are required: Fund, Department, Unit, Appr Unit, and Object. Most of the fields, with the exception of the Department and Object, will be inferred from the Function entered on the **detail accounting** tab.

If using an Accounting Template to fill in the COA fields, it can be entered or selected using the Picklist on the **General Information** tab.

General Information | Reference | Fund Accounting | Detail Accounting

Event Type: PR05 | Budget FY: 2015

Accounting Template: | Fiscal Year: 2015

Line Description: | Period: 12

Line Amount: \$15,000.00 | Line Closed Amount: \$0.00

Reserved Funding: No | Line Closed Date: |

Roll Indication 1: | Line Open Amount: \$15,000.00

Roll Indication 2: | Referenced Line Amount: \$0.00

Outyear Adjustments Amount: |

Obligation Amt Adjusted for Outyear: \$15,000.00

Related Accounting Line: |

If using a Function code to fill in the COA fields, it can be entered or selected using the Picklist on the **Detail Accounting** tab.



Accounting			
Total Lines: 0 Accounting Line: none Line Amount: none Line Open Amount: none			
Accounting Line	Line Amount	Line Open Amount	Line Closed Amount
From 0 to 0 Total: 0			<input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Last"/>
<div> <input type="button" value="General Information"/> <input type="button" value="Reference"/> <input type="button" value="Fund Accounting"/> <input type="button" value="Detail Accounting"/> </div>			
Location:	<input type="text"/>	Reporting:	<input type="text"/>
Sub Location:	<input type="text"/>	Sub Reporting:	<input type="text"/>
Activity:	<input type="text"/>	Task:	<input type="text"/>
Sub Activity:	<input type="text"/>	Sub Task:	<input type="text"/>
Function:	<input type="text"/>	Task Order:	<input type="text"/>
Sub Function:	<input type="text"/>		

A General Accounting Encumbrance may contain multiple Accounting lines; each line must have the **Line Amount** and COA elements defined.

Posting

There are no data entry fields in the Posting component of an encumbrance document.

Creating a General Accounting Encumbrance Document (GAE)

General Account Encumbrance (GAE) documents can be created by navigating to the Document Catalog and using the **Create** link or typing GAE in the Jump To field.



Create a General Accounting Encumbrance Document

Scenario

Your agency receives an Invoice from Tucson Electric Power for Q4 2015 estimated electric usage. Create a GAE that encumbers the amount of the quarterly utility bill. Use Invoice 2.2.

Login to the **AFIS** Home Page. Create a new General Accounting Encumbrance document.

1. In the **Jump To** field, enter **GAE**
2. In the **Dept.** field, enter the data from *your student data card*
3. Click **Create**
4. Check the **Auto Numbering** check box
5. Click **Create**



Document Catalog

[Search](#)

Document Identifier

Code : Unit :

Dept. : ID :

Other Options

Auto Numbering : ☒

Create Template : ☐

[Create](#)

[Menu](#)

Auto numbering allows for AFIS to automatically number the document based on the next in the series. All agencies and departments will want to check with their supervisors to determine to use Auto numbering or not. In class we auto-number.

6. Write down the ID number: _____

Purchase Order - Non Commodity(GAE)	Dept: 100	ID: 201500000017	Ver.: 1	Function: New	Phase: Draft	
--	------------------	-------------------------	----------------	----------------------	---------------------	--

Complete the Header component of the document.

1. In the **Document Description** field, enter **Utility Invoice**
2. Click on the **Vendor** component

Create a line in the Vendor component.

1. Click **Insert New Line**
2. In the **Vendor Customer** field, select the Picklist
3. In the **Legal Name** field, enter **Tucson***
4. Click **Browse**
5. Select **Tucson Electric Power**
6. In the **Address Code** field, enter **001**



Header

Vendor Total Lines: 1 Vendor Line: 0 Vendor Customer: TUC62700 Legal Name:

Vendor Line	Vendor Customer
0	TUC62700

From 1 to 1 Total: 1

First Previous Next

General Information

Vendor Customer: TUC62700

Legal Name:

Alias/DBA:

Address Code: 001

Address Line 1:

Address Line 2:

City:

State:

Zip:

Save Undo Insert New Line Insert Copied Line Edit with Grid

Accounting Total Lines: 0 Accounting Line: none Line Amount: none Line Open Amount: none

Posting Total Lines: 0 Posting Line: none

- Click **Save** to view the inferences. Notice how the address information auto-filled based on what was in the vendor table

Header

Vendor Total Lines: 1 Vendor Line: 1 Vendor Customer: TUC62700 Legal Name: TUCSON ELECTRIC POWER CO

Vendor Line	Vendor Customer	Legal Name	Line Amount
1	TUC62700	TUCSON ELECTRIC POWER CO	\$0.00

From 1 to 1 Total: 1

First Previous Next Last Go to line: Go

General Information

Vendor Customer: TUC62700

Legal Name: TUCSON ELECTRIC POW

Alias/DBA:

Address Code: 001

Address Line 1: P O BOX 80077

Address Line 2:

City: PRESCOTT

State: Arizona

Zip: 86304-8077

Vendor Contact ID:

Vendor Contact Name:

Vendor Contact Phone:

Vendor Contact Phone Ext.:

Vendor Contact Email:

Fax:

Fax Extension:

Web Address http://:

- Select the **Accounting** component

Complete the Accounting component of the document.

- Click **Insert New Line**
- On the **General Information** tab, in the **Line Amount** field, enter the amount you are encumbering from the invoice (**\$15,000**)



3. Click the **Fund Accounting** tab
4. In the **Department** field, enter the data from *your student data card*
5. In the **Object** field, enter **7181**

General Information	Reference	Fund Accounting	Detail Accounting
Fund: <input type="text"/>			
Sub Fund: <input type="text"/>			
Department: <input type="text" value="100"/>			
Unit: <input type="text"/>			
Sub Unit: <input type="text"/>			
Appr Unit: <input type="text"/>			
Object: <input type="text" value="7181"/>			
Sub Object: <input type="text"/>			
Revenue: <input type="text"/>			
Sub Revenue: <input type="text"/>			
BSA: <input type="text"/>			
Sub BSA: <input type="text"/>			

6. Click the **Detail Accounting** tab
7. In the **Function** field, enter the data from *your student data card*
8. Click **Save**

Validate and submit the document for approval.

1. Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed in the upper left corner of the screen: **Document validated successfully**
2. Click **Submit** to submit the document for approval. If submission is successful, the following message is displayed in the upper left corner of the screen: **Document submitted successfully – Pending Approval**
3. Click **Close**
4. Click **Home** in the Primary Navigation Panel to return to the Home Page



Creating a General Accounting Encumbrance Document with Multiple Lines

You may have a need to encumber multiple accounting lines with one GAE. For example, you are encumbering utility funds for multiple locations and need to account for all the locations. AFIS allows you to encumber multiple lines within one document.



Create a General Accounting Encumbrance Document with Multiple Lines

Scenario

Your agency receives an Invoice from Tucson Electric Power for each quarter of 2016 electric usage. Using Invoice 2.3., create a GAE document with 4 Accounting Lines that encumbers the quarterly amounts.

Login to the **AFIS** Home Page. Create the new General Accounting Encumbrance document.

1. In the **Jump To** field, enter **GAE**
2. In the **Dept.** field, enter the data from *your student data card*
3. Click **Create**
4. Check the **Auto Numbering** check box
5. Click **Create**

Document Catalog

[Search](#)

Document Identifier

Code : Unit :
Dept. : ID :

Other Options

Auto Numbering : ☒
Create Template : ☐

[Create](#)
[Menu](#)

6. Write down the ID number: _____

Purchase Order - Non Commodity(GAE)	Dept: 100	ID: 201500000017	Ver.: 1	Function: New	Phase: Draft	
-------------------------------------	-----------	------------------	---------	---------------	--------------	--

7. Complete the Header component of the document



8. In the **Document Description** field, enter **Utility Invoice**
9. Click on the **Vendor** component

Create a line in the Vendor component.

1. Click **Insert New Line**
2. In the Vendor Customer field, select the Picklist
3. In the Legal Name field, enter **Tucson***
4. Click **Browse**
5. Select *Tucson Electric Power*
6. In the Address Code field, enter **001**

The screenshot displays the AFIS Vendor component interface. At the top, the 'Header' section shows 'Vendor' with 'Total Lines: 1', 'Vendor Line: 0', 'Vendor Customer: TUC62700', and 'Legal Name:'. Below this is a table with columns: Vendor Line, Vendor Customer, Legal Name, and Line Amount. The first row shows '0' for Vendor Line, 'TUC62700' for Vendor Customer, and 'From 1 to 1 Total: 1' for Legal Name. The 'General Information' tab is selected, showing fields for Vendor Customer (TUC62700), Legal Name, Alias/DBA, Address Code (001), Address Line 1, Address Line 2, City, State, Zip, Vendor Contact ID, Vendor Contact Name, Vendor Contact Phone, Vendor Contact Phone Ext., Vendor Contact Email, Fax, Fax Extension, and Web Address http://. The 'Accounting' and 'Posting' sections at the bottom show 'Total Lines: 0', 'Accounting Line: none', 'Line Amount: none', 'Line Open Amount: none', and 'Posting Line: none'.

7. Click **Save** to view the inferences
8. Select the Accounting component

Complete the Accounting component of the document.

1. Click **Insert New Line**
2. On the General Information tab, in the Line Amount field, enter **15000**
3. Click the Fund Accounting tab
4. In the Department field, enter the data from *your student data card*
5. In the Object field, enter **7181**



Purchase Order - Non Commodity(GAE) Dept: 100 ID: 201500000014 Ver.: 1 Function: New Phase: Draft Modified by Student20 , 06/01/2015

Header						
Vendor		Total Lines: 1	Vendor Line: 1	Vendor Customer: TUC62700	Legal Name: TUCSON ELECTRIC POWER CO	
Accounting		Total Lines: 1	Accounting Line: 1	Line Amount: \$15,000.00	Line Open Amount: \$15,000.00	
Accounting Line	Line Amount	Line Open Amount	Line Closed Amount	Referenced Line Amount	Event Type	
1	\$15,000.00	\$15,000.00	\$0.00	\$0.00	PR05	
From 1 to 1 Total: 1						

First Previous Next Last

List View

General Information Reference **Fund Accounting** Detail Accounting

Fund: 9000	Object: 7181	OBSA:
Sub Fund:	Sub Object:	Sub OBSA:
Department: 100	Revenue:	Dept Object:
Unit: 0100	Sub Revenue:	Dept Revenue:
Sub Unit:	BSA:	
Appr Unit: 1000000	Sub BSA:	

- Click the Detail Accounting tab
- In the Function field, enter the data from your student data card
- Click **Save**
- With Accounting Line 1 selected, click the copy line icon. This copies the entire line on a clipboard and saves it to insert

Accounting Line	Line Amount	Line Open Amount	Line Closed Amount	Referenced Line Amount	Event Type	
1	\$15,000.00	\$15,000.00	\$0.00	\$0.00	PR05	
From 1 to 1 Total: 1						

First Previous Next Last

Go to line: **Go**

- Click Insert Copied Line button. All elements of the copied line are inserted



- Click **Save**
- Click Fund Accounting Tab. Enter **100000** in Appropriation unit
- Click **Save**. Look at your appropriation unit. Is it 100000 as you entered it? No, it's not. Why?
- You now just want to change the object. Since the object is not part of the function then you can change it without a hard inference
- Enter **7599** for the object
- Click **Validate**
- With Accounting Line 2 selected, click the copy line icon
- Click **Insert Copied Line**
- Enter**



20. Click **Save**
21. With Accounting line 3 selected, click the copy line icon
22. Click **Insert Copied Line. Enter**
23. Click **Save**


Accounting				
Total Lines: 4 Accounting Line: 4 Line Amount: \$15,000.00 Line Open Amount: \$15,000.00				
Accounting Line	Line Amount	Line Open Amount	Line Closed Amount	
1	\$15,000.00	\$15,000.00	\$0.00	
2	\$15,000.00	\$15,000.00	\$0.00	
3	\$15,000.00	\$15,000.00	\$0.00	
4	\$15,000.00	\$15,000.00	\$0.00	
From 1 to 4 Total: 4				
First Previous Next Last				

Validate and submit the document for approval.

1. Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed in the upper left corner of the screen:
Document validated successfully
2. Click **Submit** to submit the document for approval. If submission is successful, the following message is displayed in the upper left corner of the screen: **Document submitted successfully – Pending Approval**
3. Click **Close**
4. Click **Home** in the Primary Navigation Panel to return to the Home Page



Create a General Accounting Encumbrance Document with Multiple Lines



Tucson Electric Power

Date 6/1/2015
Invoice # See Participants Manual

Tucson Electric Power
P.O. Box 80077
Prescott, AZ 86304-8077
Vendor Customer ID
TUC62700

TO State of Arizona

SHIP TO State of Arizona

Salesperson	PO	Shipping Method	Shipping Terms	Delivery Date	Payment Terms	Due Date
Andre Iguodala	N/A					

Line	Item #	Description	Unit	Discount	Line total
1	5001	Q1 2016 Utilities	15,000 kWh		\$15,000
2	5001	Q2 2016 Utilities	15,000 kWh		\$15,000
3	5001	Q3 2016 Utilities	15,000 kWh		\$15,000
4	5001	Q4 2016 Utilities	15,000 kWh		\$15,000
				Total	\$60,000



Modify / Cancel an Encumbrance Document

When an encumbrance document requires modification or cancellation due to errors in the data entry process, you can perform these actions from within the document. In other words, you simply edit the document and it creates a modification version. Once the user has located and opened the document using the **Document Catalog**, the **Edit** action will create a **Modification** version and the **Discard** action will create a **Cancellation** version. These new versions must be submitted and approved by the department approver in order to update the Accounting Journal (JACTG) and other associated tables in AFIS.

If the original encumbrance was interfaced from APP, any modification/cancellation must be initiated and interfaced from APP.



Modify an Encumbrance Document

Scenario

You have received a request to correct a mistake on a General Accounting Encumbrance (GAE) document. The wrong accounting information was entered on the document for exercise (Create a General Accounting Encumbrance Document on page 11). You should have encumbered 14000 instead of 15000. You will create a GAE modification document and submit it for approval.

Login to the **AFIS** Home Page. Navigate to the document using the Document Catalog.

1. In the **Jump To** field enter **GAE**
2. In the **Dept.** field, enter the data from ***your student data card***
3. Click **Browse**

Document Catalog

Create

Document Identifier

Code : GAE Unit :

Dept. : 100 ID :

User Information

Document State

Browse Clear

Open Validate Submit Copy

	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	GAE	100		201500000011	No	1	New	Final	Submitted	6/1/15	Training2	\$15,000.00	Yes
<input type="checkbox"/>	GAE	100		201500000012	No	1	New	Final	Submitted	6/1/15	Training2	\$60,000.00	Yes
<input type="checkbox"/>	GAE	100		INST 1.1.2	No	1	New	Final	Submitted	10/27/14	Training	\$800.00	Yes
<input type="checkbox"/>	GAE	100		INST 1.4.4	No	1	New	Final	Submitted	10/27/14	Training	\$200.00	Yes
<input type="checkbox"/>	GAE	100		INST 1.3A	No	1	New	Final	Submitted	11/25/14	Training5	\$15,000.00	Yes
<input type="checkbox"/>	GAE	100		INSTRUC 4.2	No	1	New	Final	Submitted	10/7/14	Training	\$100,000.00	Yes
<input type="checkbox"/>	GAE	100		INSTRUCT 5.1	No	1	New	Final	Submitted	10/27/14	dboudrie	\$1,000.00	Yes

First Prev Next Last

Menu



Click the **ID** link in the grid to search for the document you just created that encumbered 15,000 for Tucson Power (Activity from page 11.)

Create and edit a modification version.

1. In the bottom left corner of the document, click **Edit**
2. In the new document screen, click on the **Accounting** component
3. Click on the **General Information** tab
4. In the **Amount** field, enter **14000**

Validate and submit the document for approval.

1. Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed in the upper left corner of the screen: **Document validated successfully**
2. Click **Submit** to submit the document for approval. If the submission is successful, the following message is displayed in the upper left corner of the screen: **Document submitted successfully – Pending Approval**

Review the modification version.

1. In the **Jump To** field enter **GAE**
2. In the **Dept.** field, enter the data from *your student data card*
3. Click **Browse**
4. Notice the \$14000 is the 2nd version and the modification version



Document Catalog

[Create](#)

Document Identifier

Code : Unit :

Dept. : ID :

User Information

Document State

[Browse](#) [Clear](#)

[Open](#) [Validate](#) [Submit](#) [Copy](#)

	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	GAE	100		12345	No	1	New	Historical (Final)	Submitted	4/11/16	Training2	\$15,000.00	Yes
<input type="checkbox"/>	GAE	100		12345	No	2	Modification	Final	Submitted	6/1/15	Training5	\$14,000.00	Yes
<input type="checkbox"/>	GAE	100		201500000011	No	1	New	Draft	Rejected	6/1/15	Training5	\$0.00	Yes
<input type="checkbox"/>	GAE	100		201500000012	No	1	New	Final	Submitted	6/1/15	Training5	\$60,000.00	Yes
<input type="checkbox"/>	GAE	100		3423	No	1	New	Draft	Rejected	4/11/16	Training2	\$30,000.00	Yes
<input type="checkbox"/>	GAE	100		INST 1.1.2	No	1	New	Final	Submitted	10/27/14	Training	\$800.00	Yes
<input type="checkbox"/>	GAE	100		INST 1.4.4	No	1	New	Final	Submitted	10/27/14	Training	\$200.00	Yes
<input type="checkbox"/>	GAE	100		INST 1.3A	No	1	New	Final	Submitted	11/25/14	Training5	\$15,000.00	Yes
<input type="checkbox"/>	GAE	100		INSTRUC 4.2	No	1	New	Final	Submitted	10/7/14	Training	\$100,000.00	Yes
<input type="checkbox"/>	GAE	100		INSTRUCT 5.1	No	1	New	Final	Submitted	10/27/14	dboudrie	\$1,000.00	Yes

First Prev [Next](#) Last

- Click **Home** to return to primary screen.

Researching an Encumbrance Document

General Accounting Encumbrance (GAE) documents can be found by searching the Accounting Journal (JACTG). Entering the appropriate search criteria, such as **Department**, **Unit**, or **Doc ID** will significantly narrow the results.

Accounting Journal (JACTG) Table

The accounting journal is an electronic record of all accounting transactions, debits, and credits. There are several ways to access the Accounting Journal. You can navigate to it using the **Jump to** field, by entering JACTG, or using **Page Search** and entering JACTG into the **Page Code** field.



Search for a General Accounting Encumbrance in the Accounting Journal

Scenario

You need to verify the creation of a General Accounting Encumbrance (GAE) document by searching the Accounting Journal (JACTG).

Login to the **AFIS** Home Page. Navigate to the Accounting Journal.

- In the Primary Navigation Panel, in the **Jump to** field, enter **JACTG**



2. Click **Go**. The Accounting Journal and Search window open

The search window appears.

3. In the **Department** field, enter the data from *your student data card*
4. In the **Fund** field, enter the data from *your student data card*
5. In the **Doc CD** field, enter **GAE**
6. In the **Doc Dept** field, enter the data from *your student data card*
7. Click **Ok**

Examine the document information in the Accounting Journal.

Accounting Journal

Run Tm	Document	Doc Pstng Ln	Dr/Cr	Pstng Am
✓ 04/04/2016	GAE,100,201500000011,3	1	C	(\$1,000.00)
04/04/2016	GAE,100,201500000011,3	1	D	\$1,000.00

[First](#) [Prev](#) [Next](#) [Last](#) [Download](#)

[Copy](#) [Search](#)

[Calculate Total](#) **Calculated Amount :**

General Accounting

Doc Record Date : 06/01/2015

Posting Pair : A

Fiscal Period : 12

Posting Code : P005

Fiscal Year : 2015

Dr/Cr : C

Budget FY : 2015

Ln Func : Standard

Fiscal Quarter : 4

Pstng Am : (\$1,000.00)

Event Category : PR

Incr/Dcrs : D

Event Type : PR05

Run Tm : 04/04/2016

Bank Account :

Fund Accounting

Organizational

Cost Accounting

Other Chart of Accounts

COA Rollups

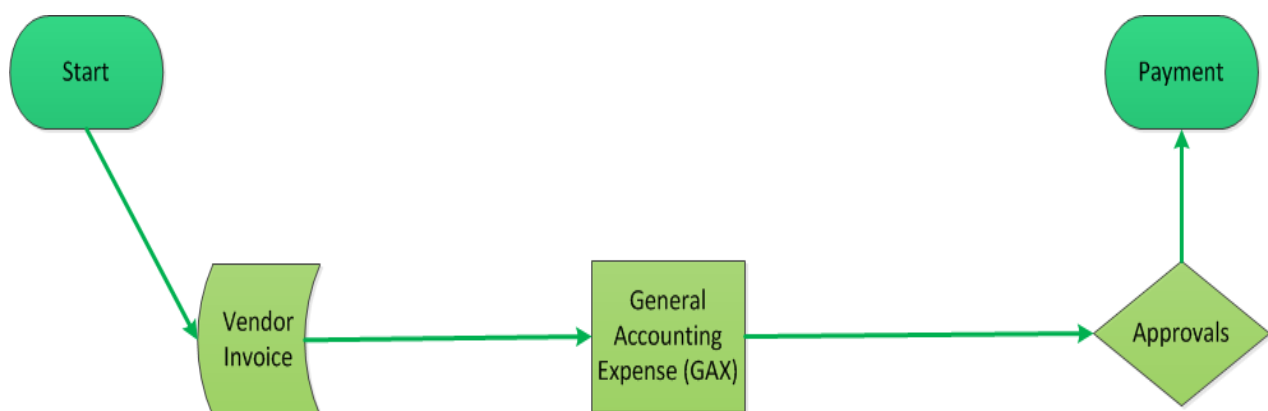


General Accounting Expense Document (GAX)

The actual payment for goods and services is processed using a General Accounting Expense (GAX) based document. In AFIS, a GAX document can be created one of two ways:

1. Create and submit a GAX **with** reference to a GAE. Using the copy/forward feature you can copy or clone the data from the GAE to the GAX. This process is used when an encumbrance is recorded for the expense by using a GAE. The submission and approval of a GAX document can fully or partially liquidate the encumbrance.
2. Create and submit a GAX **without** reference to a GAE. This is common for, but not limited to, utilities and rent. This type of payment is referred to as an Accounting-Based (ABS) document.

The graphic below shows the GAX payment process. It is typically used when there is no purchase order or award referenced. The vendor invoice can be received in the form of a paper invoice or an electronic invoice such as a PDF. Keep in mind that once the nightly batch is run then a warrant is issued to the vendor.



General Accounting Expense (GAX) Document Components

A General Accounting Expense (GAX) based document has four components, also referred to as sections, which contain all of the information necessary to process the transaction. These sections are the same as the General Accounting Encumbrance (GAE) document because most GAX documents are created by using the **Copy Forward** feature from a GAE document, reducing the data entry requirements significantly.

It is also possible to create a General Accounting Expense (GAX) based document without referencing an encumbrance.

Header

The Header component is used to record information that pertains to the rest of the document, such as a name and description. The **Payee** tab is used when designating a Third Party Payment.



In the **Header** component, on the **General Information** tab, the Document Description field is **recommended**; it is used to give a brief description of the purpose of the document.

Header

General Information | Payee | Additional Amounts | Extended Description | Contact | Document Information

Document Name: 1099 Processing - Activity 1.2

Record Date: 11/12/2014

Budget FY: 2015

Fiscal Year: 2015

Period: 5

Document Description: Expenditure Document for 1099 Processing Activity 1.2

Accounting Profile:

Expected Amount: \$545.00

Actual Amount: \$0.00

Closed Amount: \$0.00

Closed Date:

Open Amount: \$0.00

Referenced Amount: \$0.00

Pre-Processing Allowed: ☐

Bank Account: BK01

Replacement: ☐

Contract Withholding Exempt: ☐

Cited Authority:

Escrow ID:

Vendor Invoice Number:


Vendor Invoice Line:

Vendor Invoice Date:

Tracking Date:

Check Description:

Vendor


The Vendor component is used to record information on the vendor for an expense transaction. AFIS does require a vendor to be entered when creating a GAX. Since the expense document is recording a payment to a vendor, the **Vendor Customer** code must be entered or selected using the **Picklist**. The picklist is identified by an arrow pointing up  and it will give you a list of items to be retrieved or **picked** from the AFIS database. It's always a good idea to select from the picklist as it ensures the fields will auto populate based on the information in the **Vendor Customer** (VCUST) table

Vendor Vendor Line: none Vendor Customer: none Legal Name: none

Vendor Line	Vendor Customer	Legal Name	Lin
From 0 to 0 Total: 0			


First Previous Next Last

General Information | Disbursement Options | Discount Terms | Misc Vendor ACH Details

Vendor Customer: 

Legal Name:

Alias/DBA:

Vendor Contact ID: 

Vendor Contact Name:

Vendor Contact Phone:

Once the picklist is selected, the vendor customer box appears and you can search for the vendor from the box. When the correct vendor appears, you can select that correct vendor.



[Browse](#) [Clear](#)

Vendor/Customer : Legal Name : TUC*

Alias/DBA : Last Name :

Vendor Active Status : Customer Active Status :

	Vendor/Customer	Legal Name	Alias/DBA	Vendor Active Status	Customer Active Status	EFT Status	Lock Account
Select	00560401	TUCSON DIAG IMAG		Active	Active		No
Select	00806001	TUCSON CARDIOVASACULAR IM		Active	Active		No
Select	01748401	TUCSON RESIDENCE FOUNDATI		Active	Active		No
Select	01775801	TUCSON RES FOUNDATION		Active	Active		No
Select	01820001	TUCSON HOSPITALIST GRP		Active	Active		No
Select	02026301	TUCKER/DEBORAH C.		Active	Active		No
Select	02046201	TUCSON MEDICAL CENTER		Active	Active	Eligible for EFT	No
Select	02046202	TUCSON MEDICAL CENTER		Active	Active		No
Select	0204621B	TUCSON MEDICAL CENTER		Active	Active		No
Select	02584501	TUCKFIELD/DEBBIE L.		Active	Active		No

[Cancel](#) [First](#) [Previous](#) [Next](#) [Last](#)

If there is not a default payment address, the picklist next to the **Address Code** can be used to find the proper payment address code. This could also be a Miscellaneous Vendor that has been set up for use, which requires that the user enter the necessary contact and address information for the vendor.

General Accounting Expense(GAX) | Dept: 100 | ID: INST 1.2 | Ver.: 1 | Function: New | Phase: Final | Modified by: Training5, 11/12/2014

Header

Vendor: Vendor Line: 1 Vendor Customer: VC0000000261 Legal Name: Instructor 1

Vendor Line	Vendor Customer	Legal Name	Line Amount
1	VC0000000261	Instructor 1	\$545.00

From 1 to 1 Total: 1 [First](#) [Previous](#) [Next](#) [Last](#) [Go to line:](#) [Go](#) [List View](#)

General Information | Disbursement Options | Discount Terms | Misc Vendor ACH Details

Vendor Customer: VC0000000261 [+](#)

Legal Name: Instructor 1

Alias/DBA:

Address Code: AD001 [+](#)

Address Line 1: 1001 South IH35

Address Line 2:

City: Round Rock

State: Texas

Vendor Contact ID: PC001 [+](#)

Vendor Contact Name: Bob Smith

Vendor Contact Phone: 512-728-4100

Vendor Contact Phone Ext.:

Vendor Contact Email: bobsmith@deli.com

Fax:

Fax Extension:

Web Address http://:

Accounting Total Lines: 1 Accounting Line: 1 Line Amount: \$545.00 Line Open Amount: \$545.00

Posting Total Lines: 1 Posting Line: 1

Accounting

The **Accounting** component is where the **event type** is recorded as well as the amount of the expense along with the Chart of Accounts (COA) elements for the accounting transaction. The Accounting component requires that you insert accounting lines by using the **Insert New Line** button.

A General Accounting Expense document may contain multiple Accounting lines. Each line must have a Line Amount and COA elements defined.



Header					
Vendor					
Accounting					
Total Lines: 1 Accounting Line: 1 Line Amount: \$545.00 Line Open Amount: \$545.00					
Accounting Line	Line Amount	Line Closed Amount	Line Open Amount	Referenced Line Amount	Event Type
1	\$545.00	\$0.00	\$545.00	\$0.00	AP01

From 1 to 1 Total: 1 First Previous Next Last Go to line: Go

List View

General Information Reference Fund Accounting Detail Accounting Service Dates Additional Amounts

Event Type: AP01 Budget FY: 2015

Accounting Template: Fiscal Year: 2015

Line Description: Accounting Line 1 Period: 5

Line Amount: \$545.00 Bank: BK01

Line Closed Amount: \$0.00 Vendor Invoice Number:

Line Closed Date: Vendor Invoice Line:

Line Open Amount: \$545.00 Vendor Invoice Date:

Tracking Date:

Check Description:

Posting Total Lines: 1 Posting Line: 1

Can you think of why you would have more than one accounting line?

You may have an expense document may contain more than one Accounting line because the expense is being split across several departments. In that case you don't have to do multiple accounting entries but can use one GAX and split the expense appropriately.

The Accounting component also allows you to enter an Accounting Template or Function in order to auto fill the necessary COA information. Keep in mind, when using the **Copy Forward** feature from an encumbrance document, the COA information will auto populate with the information from the encumbrance.

In the Accounting component, on the General Information tab, the only required field that doesn't default is the **Line Amount** field which is used to record the amount of the expense. When using **Copy Forward**, this component will be auto populated with the information from the encumbrance document; the line amount can be changed to a lesser amount than what was on the encumbrance. If not using **Copy Forward**, the information will need to be entered manually.

Accounting	
Total Lines: 1 Accounting Line: 1 Line Amount: \$800.00 Line Open Amount: \$800.00	
List View	
General Information Reference Fund Accounting Detail Accounting Service Dates Additional Amounts	
Event Type: AP01 Budget FY: 2015	
Accounting Template: Fiscal Year:	
Line Description: Period:	
Bank:	
Vendor Invoice Number:	
Vendor Invoice Line:	
Vendor Invoice Date:	
Tracking Date:	
Check Description:	
Special Instructions Code:	
Disbursement Category: PYCN	
Interest Amount From IPR:	
Interest Ineligible: <input type="checkbox"/>	
Payment Type:	
Line Amount: \$800.00	
Line Closed Amount: \$0.00	
Line Closed Date:	
Line Open Amount: \$800.00	
Referenced Line Amount: \$0.00	

The **Fund Accounting** tab is used to record the Chart of Accounts (COA) elements for the transaction. The following COA element fields are required: **Fund, Department, Unit, Appr Unit, and Object**.



General Information	Reference	Fund Accounting	Detail Accounting	Service Dates	Additional Amounts
Fund: 9000			Object: 7599		
Sub Fund:			Sub Object:		
Department: 100			Revenue:		
Unit: 0100			Sub Revenue:		
Sub Unit:			BSA:		
Appr Unit: 1000000			Sub BSA:		

The **Detail Accounting** tab is used to complete additional accounting information such as tasks and sub tasks. Some departments use these fields for additional tracking and reporting. This is where the function comes into play. If a Function code has been set up it can be selected using the **Picklist** on the **Detail Accounting** tab. Remember when the document is validated with a function then the COA elements will auto-fill or **infer** based on that function.

Accounting						
Total Lines: 1 Accounting Line: 1 Line Amount: \$545.00 Line Open Amount: \$545.00						
Accounting Line	Line Amount	Line Closed Amount	Line Open Amount	Referenced Line Amount	Event Type	
1	\$545.00	\$0.00	\$545.00	\$0.00	AP01	
From 1 to 1 Total: 1						
First Previous Next Last Go to line: Go						
List View						
General Information Reference Fund Accounting Detail Accounting Service Dates Additional Amounts						
Location: 100A		Reporting:		Major Program:		
Sub Location:		Sub Reporting:		Program:		
Activity:		Task: 100000		Phase:		
Sub Activity:		Sub Task: 987654		Program Period:		
Function: 1005205		Task Order:				
Sub Function:						

Posting

The Posting component displays the updates that the expense document will make based on the information entered into the Accounting component. There is no data entry performed in the Posting component of an expense document.

Posting						
Total Lines: 1 Posting Line: 1						
Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount	
1	Standard	D011 D001	External AE Disb Payable	\$545.00	\$545.00	
From 1 to 1 Total: 1						
First Previous Next Last Go to line: Go						



Creating a General Accounting Expense Document from a GAE (GAX)

A General Accounting Expense (GAX) based document can be created by navigating to the **Document Catalog** and either using the **Create** link to create a blank document or by selecting an encumbrance document and using the **Copy Forward** feature. In this scenario, you will Copy Forward to create an expense document from an encumbrance.



Create a General Accounting Expense Document from a GAE

Scenario

You have received a request to process a payment to Tucson Electric Power for actual October 2015 electric usage. Using the GAE from Exercise 2.2, you will search for the General Accounting Encumbrance (GAE) document and copy forward to create a General Accounting Expense (GAX) document.

Login to the **AFIS** Home Page. Navigate to 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 the data from *your student data card*
5. Click **Browse**
6. In the search results, click the **ID** that is on the data from *previous activity*



Document Catalog

[Create](#)

▼ **Document Identifier**

Code : Unit :

Dept. : ID :

► **User Information**

► **Document State**

[Browse](#) [Clear](#)

[Open](#) [Validate](#) [Submit](#) [Copy](#)

	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	GAE	100		201500000011	No	1	New	Historical (Final)	Submitted	6/1/15	Training2	\$15,000.00	Yes
<input type="checkbox"/>	GAE	100		201500000011	No	2	Modification	Historical (Final)	Submitted	6/1/15	Training2	\$15,000.00	Yes
<input type="checkbox"/>	GAE	100		201500000011	No	3	Modification	Final	Submitted	6/1/15	Training2	\$14,000.00	Yes
<input type="checkbox"/>	GAE	100		201500000012	No	1	New	Final	Submitted	6/1/15	Training2	\$60,000.00	Yes
<input type="checkbox"/>	GAE	100		INST 1 1.2	No	1	New	Final	Submitted	10/27/14	Training	\$800.00	Yes
<input type="checkbox"/>	GAE	100		INST 1 4.4	No	1	New	Final	Submitted	10/27/14	Training	\$200.00	Yes
<input type="checkbox"/>	GAE	100		INST 1.3A	No	1	New	Final	Submitted	11/25/14	Training5	\$15,000.00	Yes
<input type="checkbox"/>	GAE	100		INSTRUC 4.2	No	1	New	Final	Submitted	10/7/14	Training	\$100,000.00	Yes
<input type="checkbox"/>	GAE	100		INSTRUCT 5.1	No	1	New	Final	Submitted	10/27/14	dboudrie	\$1,000.00	Yes

First Prev Next Last

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**

Edit
Copy
Copy Forward
Discard

3. On the Copy Forward screen, in the **Doc. Department Code**, enter the data from ***your student data card***
4. Check the **Auto Numbering** check box
5. Verify that the Target Document Code selected is **GAX**



Copy Forward

From Document

Category : ABS Doc Dept : 100
 Type : ABS Doc Unit :
 Code : GAE ID : INST 1 1.2
 Select Entire Document : ☒ Version : 1

To Document

Doc. Department Code : 100 Document Id :
 Unit Code : Auto Numbering : ☒

Target Doc Type	Target Doc Code	Description
✓ ABS	GAX	Create GAX from GAE
ABS	GAEC	Correct Encumbrance

First Prev Next Last

OK Cancel

6. Click **Ok**. The Draft GAX document opens. Notice the document is in draft mode.

Welcome, Training 2

General Accounting Expense(GAX) Dept: 100 ID: 12323 Ver.: 1 Function: New **Phase: Draft**

Complete the Header component of the General Accounting Expense document.

1. On the General Information tab, in the **Document Description** field, enter **Utility Payment**
2. Since this document is copied forward, data entry is reduced. Other required fields will populate during Validation.

Navigate to the **Vendor** component.

Observe the vendor information is automatically inferred when using **Copy Forward**.

Vendor Vendor Line: 1 Vendor Customer: TUC62700 Legal Name: TUCSON ELECTRIC POWER CO

Vendor Line	Vendor Customer	Legal Name
1	TUC62700	TUCSON ELECTRIC POWER CO

From 1 to 1 Total: 1

First Previous Next Last

General Information Disbursement Options Discount Terms Misc Vendor ACH Details

Vendor Customer: TUC62700 Vendor Contact ID:

Legal Name: TUCSON ELECTRIC PO Vendor Contact Name:

Alias/DBA: Vendor Contact Phone:

Address Code: 001 Vendor Contact Phone Ext.:

Address Line 1: P O BOX 80077 Vendor Contact Email:

Address Line 2: Fax:

City: PRESCOTT Fax Extension:

State: Arizona Web Address http://:

Zip: 86304-8077

Country: USA

County:



Navigate to and complete the Accounting component.

3. Click on the **Accounting** component to expand that field
4. Observe the **General Information** tab
5. Verify the **Line Amount** field contains the amount copied forward from the GAE document
6. Click the **Reference** tab
7. Click the drop down menu for **Ref Type**, select **Final**

General Information | **Reference** | Fund Accounting | Detail Accounting | Service Dates | Additional Amounts

Ref Doc Code: GAE Ref Vendor Line: 1 Debt ID:

Ref Doc Dept: 100 Ref Commodity Line: Schedule Number:

Ref Doc ID: 201500000012 Ref Accounting Line: 1 Schedule Line:

Ref Type: **Final** ▼

8. Click the **Fund Accounting** tab
9. Verify that the **Fund, Department, Unit, Appr Unit**, and **Object** fields have been populated with information copied forward from the GAE

General Information | Reference | **Fund Accounting** | Detail Accounting | Service Dates | Additional Amounts

Fund: 9000 Object: 7181

Sub Fund: Sub Object:

Department: 100 Revenue:

Unit: 0100 Sub Revenue:

Sub Unit: BSA:

Appr Unit: 1000000 Sub BSA:

Validate and submit the document for approval.

10. Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed in the upper left corner of the screen: **Document validated successfully**
11. Click **Submit** to submit the document for approval. If the submission is successful, the following message is displayed in the upper left corner of the screen: **Document submitted successfully – Pending Approval**
12. Click **Close**
13. Click **Home**



Creating a General Accounting Expense Document (GAX)

A General Accounting Expense (GAX) based document can also be created by navigating directly to the **Document Catalog** without using **Copy/Forward** from a GAE.



Create a General Accounting Expense Document (GAX)

Scenario

Your agency received an invoice for a Lease Payment due. Your agency uses the Function field to populate the GAX Chart of Accounts for these payments. Using Invoice 3.3 from Tucson Electric Power, create a GAX for \$975 using the Function field.

Login to the **AFIS** Home Page. Create the new General Accounting Encumbrance document.

1. In the Jump To field, enter **GAX**
2. In the **Dept.** field, enter the data from *your student data card*
3. Click **Create**
4. Check the **Auto Numbering** check box
5. Click **Create**

6. Write down the ID number: _____

Complete the Header component of the document.

1. In the Document Description field, enter **Lease Payment**
2. Click on the **Vendor** component



Create a line in the Vendor component.

1. Click Insert New Line
2. In the **Vendor Customer** field, select the Pick List
3. In the Legal Name field, enter *Tuc**
4. Click **Browse**
5. Select *Tucson Electric Power*
6. Click Save to view the inferences
7. Select the Accounting component

Complete the Accounting component of the document.

1. Click **Insert New Line**
2. On the General Information tab, in the Line Amount field, enter **975.00**
3. Click the **Fund Accounting** tab
4. In the Department field, enter the data from *your student data card*
5. In the Object field, enter **7599**

General Information	Reference	Fund Accounting	Detail Accounting	Service Dates	Additional Amounts
Fund: <input type="text"/>					
Sub Fund: <input type="text"/>					
Department: <input type="text" value="101"/>					
Unit: <input type="text"/>					
Sub Unit: <input type="text"/>					
Appr Unit: <input type="text"/>					
Object: <input type="text" value="7599"/>					
Sub Object: <input type="text"/>					
Revenue: <input type="text"/>					
Sub Revenue: <input type="text"/>					
BSA: <input type="text"/>					
Sub BSA: <input type="text"/>					

6. Click the **Detail Accounting** tab
7. In the **Function** field, enter the data from *your student data card*
8. Click **Save**


Validate and Submit the document for approval.

1. Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed in the upper left corner of the screen:
Document validated successfully



2. Click **Submit** to submit the document for approval. If submission is successful, the following message is displayed in the upper left corner of the screen: **Document submitted successfully – Pending Approval**
3. Click **Close**
4. Click **Home** in the Primary Navigation Panel to return to the Home Page

Invoice – Create a General Accounting Expense Document (GAX)



Tucson Electric Power

Date 6/1/2015

Tucson Electric Power
P.O. Box 80077
Prescott, AZ 86304-8077
Vendor Customer ID
TUC62700

TO State of Arizona

SHIP TO State of Arizona

Salesperson	PO	Shipping Method	Shipping Terms	Delivery Date	Payment Terms	Due Date
Derek Williams	N/A					

Line	Item #	Description	Unit	Discount	Line total
1	6001	January 2016 Lease Payment			\$975
Total					\$975



Creating a Partial Payment from a GAE

AFIS gives you the ability to make partial payments from an encumbered amount.



Create a Partial Payment from a GAE

Scenario

You have received a request to process a partial payment of the Tucson Electric Power encumbrance that does not completely liquidate the referenced encumbrance. You are paying the first quarter of the encumbrance in the amount of \$5000. Invoice 3.4. You will be referencing the encumbrance in Exercise 2.3 (The Tucson Power Encumbrance with multiple lines encumbered at \$15000 per quarter)

Login to the **AFIS** Home Page. Create the new General Accounting Encumbrance document.

1. In the **Jump To** field, enter **GAE**
2. In the **Dept.** field, enter the data from *your student data card*
3. Click **Browse**

Document Catalog

[Create](#)

Document Identifier

Code : Unit :

Dept : ID :

User Information

Document State

[Browse](#) [Clear](#)

[Open](#) [Validate](#) [Submit](#) [Copy](#)

	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	GAE	100		201500000011	No	1	New	Draft	Held	6/1/15	Training2	\$0.00	Yes
<input type="checkbox"/>	GAE	100		201500000012	No	1	New	Final	Submitted	6/1/15	Training2	\$15,000.00	Yes
<input type="checkbox"/>	GAE	100		201500000013	No	1	New	Final	Submitted	6/1/15	Training2	\$60,000.00	Yes
<input type="checkbox"/>	GAE	100		INST 1 1.2	No	1	New	Final	Submitted	10/27/14	Training	\$800.00	Yes
<input type="checkbox"/>	GAE	100		INST 1 4.4	No	1	New	Final	Submitted	10/27/14	Training	\$200.00	Yes
<input type="checkbox"/>	GAE	100		INST 1.3A	No	1	New	Final	Submitted	11/25/14	Training5	\$15,000.00	Yes
<input type="checkbox"/>	GAE	100		INSTRUC 4.2	No	1	New	Final	Submitted	10/7/14	Training	\$100,000.00	Yes
<input type="checkbox"/>	GAE	100		INSTRUCT 5.1	No	1	New	Final	Submitted	10/27/14	dboudrie	\$1,000.00	Yes

First Prev Next Last

[Menu](#)

In the search results, click the **ID** of the GAE document that you created in Exercise 2.3. The amount is \$60,000.

Create a General Accounting Expense document

1. Observe the Actual Amount of the GAE document



- At the bottom of the page, click **Copy Forward**

- On the **Copy Forward** screen, in the **Doc Department Code**, enter the data from your **student data card**
- Check the **Auto Numbering** check box
- Verify that the **Target Document Code** selected is GAX
- Click **Ok**. The draft GAX document opens

- Write down the ID number: _____

Complete the Header component of the General Accounting Expense document.

- On the General Information tab, in the Document Description field, enter Partial Payment
- Since this document is copied forward, data entry is reduced. Other required fields will populate during Validation

Navigate to and complete the Accounting component.

- Click the **Accounting** component to expand
- Observe the **General Information** Tab. Four accounting lines exist for the encumbrances



Vendor				
Vendor Line: 1 Vendor Customer: TUC62700 Legal Name: TUCSON ELECTRIC POWER CO				
Accounting				
Total Lines: 4 Accounting Line: 1 Line Amount: \$15,000.00 Line Open Amount: \$15,000.00				
	Accounting Line	Line Amount	Line Closed Amount	Line Open Amount
	1	\$15,000.00	\$0.00	\$15,000.00
	2	\$15,000.00	\$0.00	\$15,000.00
	3	\$15,000.00	\$0.00	\$15,000.00
	4	\$15,000.00	\$0.00	\$15,000.00
From 1 to 4 Total: 4			First	Previous
			Next	Last

1. Complete the **Accounting** component of the document
2. Click **Line 2** to select
3. Click the **trashcan icon** to delete Line 2
4. Click **Line 3** to select
5. Click the **trashcan icon** to delete Line 3
6. Click **Line 4** to select
7. Click the **trashcan icon** to delete Line 4
8. On the General Information tab, in the **Line Amount** field, enter the amount you are paying from the invoice (**\$5000**)
9. Click the **Reference** tab
10. Verify the Ref Type is **Partial**

General Accounting Expense(GAX) Dept: 100 ID: 150601000026 Ver.: 1 Function: New Phase: Draft Modified by: Training2, 06/01/2015

Accounting Line	Line Amount	Line Closed Amount	Line Open Amount	Referenced Line Amount	Event Type
1	\$15,000.00	\$0.00	\$15,000.00	\$0.00	AP01

From 1 to 1 Total: 1

Go to line: Go

List View

General Information **Reference** Fund Accounting Detail Accounting Service Dates Additional Amounts

Ref Doc Code: GAE	Ref Vendor Line: 1	Debit ID:
Ref Doc Dept: 100	Ref Commodity Line: <input type="text"/>	Schedule Number: <input type="text"/>
Ref Doc ID: 201500000012	Ref Accounting Line: 1	Schedule Line: <input type="text"/>
	Ref Type: Partial <input checked="" type="checkbox"/>	

Save Undo Insert New Line Insert Copied Line Edit with Grid

Posting Total Lines: 0 Posting Line: none

11. Click the **Fund Accounting** tab
12. Verify that the **Fund, Department, Unit, Appr Unit**, and **Object** fields have been populated with information copied forward from the GAE



General Information	Reference	Fund Accounting	Detail Accounting	Service Dates	Additional Amounts
Fund:	9000		Object:	7181	
Sub Fund:			Sub Object:		
Department:	100		Revenue:		
Unit:	0100		Sub Revenue:		
Sub Unit:			BSA:		
Appr Unit:	1000000		Sub BSA:		

13. Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed in the upper left corner of the screen: **Document validated successfully**
14. Click **Submit** to submit the document for approval. If the submission is successful, the following message is displayed in the upper left corner of the screen: **Document submitted successfully – Pending Approval**
15. Click **Close**
16. Click **Home** in the Primary Navigation Panel to return to the Home Page

Navigate to the General Accounting Encumbrance document.

1. On the **Jump To** type **GAE**
2. In the **Dept.** field, enter the data from *your student data car*
3. Click **Browse**



Create

▼ **Document Identifier**

Code : Unit :
Dept. : ID :

► **User Information**

► **Document State**

[Browse](#) [Clear](#)

[Open](#) [Validate](#) [Submit](#) [Copy](#)

	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	GAE	100		201500000011	No	1	New	Draft	Held	6/1/15	Training2	\$0.00	Yes
<input type="checkbox"/>	GAE	100		201500000012	No	1	New	Final	Submitted	6/1/15	Training2	\$15,000.00	Yes
<input type="checkbox"/>	GAE	100		201500000013	No	1	New	Final	Submitted	6/1/15	Training2	\$60,000.00	Yes
<input type="checkbox"/>	GAE	100		201500000015	No	1	New	Draft	Held	6/1/15	Training2	\$0.00	Yes
<input type="checkbox"/>	GAE	100		INST 1.1.2	No	1	New	Final	Submitted	10/27/14	Training	\$800.00	Yes
<input type="checkbox"/>	GAE	100		INST 1.4.4	No	1	New	Final	Submitted	10/27/14	Training	\$200.00	Yes
<input type="checkbox"/>	GAE	100		INST 1.3A	No	1	New	Final	Submitted	11/25/14	Training5	\$15,000.00	Yes
<input type="checkbox"/>	GAE	100		INSTRUC 4.2	No	1	New	Final	Submitted	10/7/14	Training	\$100,000.00	Yes
<input type="checkbox"/>	GAE	100		INSTRUCT 5.1	No	1	New	Final	Submitted	10/27/14	dboudrie	\$1,000.00	Yes

First Prev Next Last

In the search results, click the **ID** of the GAE document in Exercise 2.3. (the \$60,000 encumbrance)

Review a General Accounting Encumbrance Document.

Click on the **Accounting** Tab and observe Line 1.

1. Observe the **Line Amount** of the General Accounting Encumbrance document
2. Observe the **Line Closed Amount** of the General Accounting Encumbrance document
3. Observe the **Referenced Line Amount** of the General Accounting Encumbrance document

Accounting				
Total Lines: 4 Accounting Line: 1 Line Amount: \$15,000.00 Line Open Amount: \$10,000.00				
Accounting Line	Line Amount	Line Open Amount	Line Closed Amount	Referenced Line Amount
1	\$15,000.00	\$10,000.00	\$5,000.00	\$5,000.00
2	\$15,000.00	\$15,000.00	\$0.00	\$0.00
3	\$15,000.00	\$15,000.00	\$0.00	\$0.00
4	\$15,000.00	\$15,000.00	\$0.00	\$0.00
1 to 4 Total: 4				
<div>First Previous Next Last</div>				

4. Click **Home** in the Primary Navigation Panel to return to the Home Page



Invoice – Create a Partial Payment from a GAE



Tucson Electric Power

Date 6/1/2015

Tucson Electric Power
P.O. Box 80077
Prescott, AZ 86304-8077
Vendor Customer ID
TUC62700

TO State of Arizona

SHIP TO State of Arizona

Salesperson	PO	Shipping Method	Shipping Terms	Delivery Date	Payment Terms	Due Date
Aaron Gordon	N/A					

Line	Item #	Description	Unit	Discount	Line total
1	5001	October 2015	5,000 kWh		\$5,000
Total					\$5,000



Create a Split Accounting Distribution

You may have a need to split an expense between two units or departments, AFIS allows a General Accounting Expense (GAX) document to contain multiple Accounting lines in order to process a split expense. The GAX document can be created using the Document Catalog or by copying forward from a General Accounting Encumbrance (GAE) document.



Create a Split Accounting Distribution

Scenario

You have received a request to process a payment with multiple budget lines so you will create a General Accounting Expense (GAX) document with an additional Accounting line to split the payment evenly between two units.

Login to the **AFIS** Home Page. Create a new General Accounting Expense document using the **Document Catalog**.

1. In the **Jump To** Field type **GAX**
2. In the **Dept** field, enter the data from *your student data card*
3. Click **Create**
4. Click the **Auto Numbering** check box

Document Catalog

Search

▼ **Document Identifier**

Code : Unit :

Dept : ID :

▼ **Other Options**

Auto Numbering : ☒

Create Template : ☐

[Create](#)

[Menu](#)

5. Click **Create**

Complete the **Header Component General Information** tab.

1. In the Document Description field, enter *Utility Split Expense*
2. Click on the Vendor component at the bottom of the pag



Complete the **Vendor Component General Information** tab.

1. Click **Insert New Line**
2. In the **Vendor Customer** field, click the **picklist**
3. In the **Legal Name** field, enter **Tuc***
4. Click **Browse**
5. In the grid select **Tucson Electric Power**
6. In the **Address Code** field, click the **picklist**
7. In the grid, click the **Select** link for Address ID **001**
8. Click **Save**

Complete the **Accounting** component.

1. Click **Insert New Line**
2. In the **Line Amount** field, enter **100**

Complete the **Fund Accounting** tab and **Detail Accounting** tabs.

1. Click the **Fund Accounting** tab
2. In the **Fund** field, enter the data from *your student data card*
3. In the **Department** field, enter the data from *your student data card*
4. In the **Unit** field, enter the data from *your student data card*
5. In the **Appr Unit** field, enter the data from *your student data card*
6. In the **Object** field, enter **7181**

General Information	Reference	Fund Accounting	Detail Accounting	Service Dates	Additional Amounts																																				
<table><tr><td>Fund:</td><td>9000</td><td></td><td>Object:</td><td>7181</td><td></td></tr><tr><td>Sub Fund:</td><td></td><td></td><td>Sub Object:</td><td></td><td></td></tr><tr><td>Department:</td><td>100</td><td></td><td>Revenue:</td><td></td><td></td></tr><tr><td>Unit:</td><td>0100</td><td></td><td>Sub Revenue:</td><td></td><td></td></tr><tr><td>Sub Unit:</td><td></td><td></td><td>BSA:</td><td></td><td></td></tr><tr><td>Appr Unit:</td><td>1000000</td><td></td><td>Sub BSA:</td><td></td><td></td></tr></table>						Fund:	9000		Object:	7181		Sub Fund:			Sub Object:			Department:	100		Revenue:			Unit:	0100		Sub Revenue:			Sub Unit:			BSA:			Appr Unit:	1000000		Sub BSA:		
Fund:	9000		Object:	7181																																					
Sub Fund:			Sub Object:																																						
Department:	100		Revenue:																																						
Unit:	0100		Sub Revenue:																																						
Sub Unit:			BSA:																																						
Appr Unit:	1000000		Sub BSA:																																						

7. Click the **Detail Accounting** tab
8. In the **Location** field, enter the data from *your student data card*
9. In the **Task** field, enter the data from *your student data card*
10. Click **Save**



Insert and complete a second Accounting line.

11. Click **Insert New Line** and click the **General Information** tab
12. In the **Line Amount** field, enter **75.9**

Complete the second Accounting Line **Fund Accounting** tab, **Detail Accounting** tabs.

1. Click the **Fund Accounting** tab
2. In the **Fund** field, enter the data from *your student data card*
3. In the **Department** field, enter the data from *your student data card*
4. In the **Unit** field, enter the data from *your student data card*
5. In the **Appr Unit** field, enter the data from *your student data card*
6. In the **Object** field, enter **8143**

The screenshot shows the 'Fund Accounting' tab in the AFIS system. It contains two columns of input fields, each with a green up arrow icon to its right. The left column includes: Fund (9000), Sub Fund (empty), Department (100), Unit (0100), Sub Unit (empty), and Appr Unit (1000000). The right column includes: Object (7599), Sub Object (empty), Revenue (empty), Sub Revenue (empty), BSA (empty), and Sub BSA (empty).

7. Click the **Detail Accounting** tab
8. In the **Location** field, enter the data from *your student data card*
9. In the **Activity** field, enter **123456**
10. In the **Task** field, enter the data from *your student data card*
11. Click **Save**

Validate and submit the document for approval.

1. Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed in the upper left corner of the screen: **Document validated successfully**
2. Click **Submit** to submit the document for approval. If the submission is successful, the following message is displayed in the upper left corner of the screen: **Document submitted successfully – Pending Approval**
3. Click **Close**
4. Click **Home** in the Primary Navigation Panel to return to the Home Page



Modify a GAX

Modifications can only be made to a payment request (GAX) **before** it has been disbursed.

Once a payment request (GAX) has been disbursed (closed), changes cannot be made until the warrant paying the Accounting line has been cancelled and the payment request is re-opened.



Modify a General Accounting Expense Document

Scenario

You have received a request to modify the General Accounting Expense (GAX) document that has incorrect data. You will locate the document you completed in Activity 3.3. The amount was for \$975.00 and you received a notice it should have been \$950.00. The first thing you do is make sure that the document has not been disbursed. Once you identify it hasn't been paid then you edit and submit the correct amount.

Login to the **AFIS** Home Page. Navigate to Vendor Transaction History Page (VTH)

1. In the **Code** field, enter **VTH**
2. In the **Vendor/Customer Code** field, enter the vendor from previous activity
3. Click **Browse**

Choose

[Browse](#) [Clear](#)

Vendor/Customer : Legal Name : TUC*

Last Name : Vendor Active Status :

Vendor Approval Status : Lock Account :

	Vendor/Customer	Legal Name	Last Name	Vendor Active Status	Vendor Approval Status	Lock Account
Select	000012484	TUCSON SCTP		Active	Complete	No
Select	0063354601	TUCSON SOUTH CENTRAL		Active	Complete	No
Select	63354601	TUCSON SOUTH CENTRAL		Active	Complete	No
Select	CIT00266	TUCSON CITY OF		Active	Complete	No
Select	DTT880X	TUCSON		Inactive	Incomplete	No
Select	STAMNLGBT	Tucson LGBT Museum		Inactive	Incomplete	No
Select	TUC37567	TUCSON MEDICAL CENTER		Active	Complete	No
Select	TUC42798	TUCSON ORTHOPAEDIC INSTITUTE PC		Active	Complete	No
Select	TUC44245	TUCSON EYE PHYSICIANS PLLC		Active	Complete	No
Select	TUC62700	TUCSON ELECTRIC POWER CO		Active	Complete	No

[Cancel](#) [First](#) [Previous](#) [Next](#) [Last](#)

4. Select **Tucson Electric Power**
5. Click **Vendor Invoice Registry**
6. Click **Vendor Transaction History**. You can also filter by document type, record date, etc.
7. Confirm the payment has not been made




Locate the existing GAX document.

1. In the **Code** field, enter **GAX**
2. In the **Dept** field, enter the data from ***your student data card***
3. Click **Browse**
4. In the grid below, click the **ID** of the document to open the GAX on the data from ***Activity on page 37***

Create and edit a modification version of the GAX document.

1. At the bottom of the page, click **Edit**. A new modification version is created
2. Click on the **Accounting** component
3. On the **General Information** tab, in the **Line Amount** field, enter **950.00**
4. Click **Validate**
5. Click on the **Posting** component
6. Observe the posting amounts

Posting							Total Lines: 1	Posting Line: 1	
Line	Function	Debit Posting Credit Posting		Debit Posting Name Credit Posting Name		Debit Amount	Credit Amount		
1	Standard	D001 D011		Disb Payable External AE		\$25.00		\$25.00	
From 1 to 1 Total: 1									
				First	Previous	Next	Last	Show Lines: 10	Go to line: <input type="text"/> Go <input type="button" value="Export to CSV"/>



Validate and submit the document for approval.

1. Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed in the upper left corner of the screen: **Document validated successfully**
2. Click **Submit** to submit the document for approval. If the submission is successful, the following message is displayed in the upper left corner of the screen: **Document submitted successfully – Pending Approval**
3. Click **Close**
4. Click **Home** in the Primary Navigation Panel to return to the Home Page

Cancel a Payment

A disbursement document can be cancelled in AFIS, as long as it has not cleared the bank. Once a disbursement is cancelled, it can be reissued, if necessary. Depending on whether or not the payment is still with the State, or has been sent to the vendor, different actions must be taken. For instance, if the payment has been sent to the vendor, a **State Indemnity Form (SIF)** must be completed which will request that the bank put a Stop Payment on the disbursement.

When a disbursement needs to be cancelled because a vendor was issued a payment in error, the user confirms the warrant has not been paid and then cancels the original disbursement document with a **cancellation type of Close**. The disbursement cancellation request document routes through workflow for approval by a department approver and GAO.

When a payment has been disbursed but has not been received by a vendor, the most common approach is to reissue the payment after requesting that the bank put a Stop Payment on the original disbursement. The user confirms the warrant has not been paid and verifies the vendor's current address, before requesting a reissue of the payment. The user cancels the original disbursement document with the **cancellation type of Rescheduled**. After the document routes through workflow for approval, the user navigates to the Disbursement Request (DISRQ) table to verify the associated payment request document appears on the table and is ready for disbursement.

Additional details regarding stop, canceling and rescheduling a warrant are find on the GAO website under the QRG – **Stop, Cancel or Reschedule a Warrant**.

Cancel a Warrant

To cancel a warrant, the user cancels the outstanding disbursement document in AFIS. The user will select the **Discard** command from the **Action** Menu. At which point, the user needs to complete several areas; cancellation type, cancellation reason, cancellation comment and scheduled payment date.

The options for cancellation types are:

- **Reschedule** – Used to reverse the effects of the original disbursement and allows for rescheduling of the disbursement by specifying a new Scheduled Payment Date
- **Close** – Used to cancel the disbursement and cancel the payment request



- **Hold** – A field on the system that the state is not using
- **PR Cancellation** A field on the system that the state is not using

The option for cancellation reason:

- **Lost** – Payee claims warrant was received and then lost
- **Stolen** – Payee claims warrant was stolen
- **Never Received** – Payee claims they never received the payment
- **Destroyed** – Payee claims warrant was destroyed
- **Incorrect Information** – Payee information is incorrect
- **Stale** – Money released on a disbursement but never cashed (up to 180 days). This will be system generated and not an option for a manually entered cancellation.

Cancellation Comment – This field is used to add more detailed information about why the disbursement is being cancelled. This is a GAO required field.

Scheduled Payment Date – This field is required if the payment is rescheduled. Make sure that you enter a date which is a day later or more than when approved by your agency.

Once these fields are completed, the document is validated and submitted. This creates a cancellation version of the document. The cancellation document then routes to workflow for approval by a department level approver and GAO. After approvals are submitted, the document is ready for re-issue, if required.

Cancel a Payment Prior to Disbursement

There are several scenarios that would require the cancellation of a payment request (GAX). This is when the GAX has been submitted but the warrant hasn't processed. A few such scenarios are:

- The wrong vendor was on the GAX document
- The referenced encumbrance was incorrect
- There is not enough cash to pay the warrant

The options vary depending on the phase of the document:

- **Pending – Reject the document**, the payment request returns to the Draft phase; open the document and click **Edit**
- **Final – Open the payment** request (GAX) and click **Discard**

Documents that are in Draft phase can be changed at any time by clicking the **Edit** button. Once a document is approved, it reaches the Final phase and is accepted into AFIS. If a document in Final phase requires modification, the Edit feature will create a new version of the document. Previous versions of the document are set to Historical-Final and will appear with that phase in the Document Catalog.



	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	GAX	101		150408000025	No	1	New	Draft	Held	4/8/15	Student1	\$200.00	Yes
<input type="checkbox"/>	GAX	101		150408000026	No	1	New	Draft	Held	4/8/15	Student1	\$175.99	Yes
<input type="checkbox"/>	GAX	101		STU 1.1.2	No	1	New	Final	Submitted	11/12/14	Training	\$545.00	Yes
<input type="checkbox"/>	GAX	101		STU 1.1.3A	No	1	New	Final	Submitted	11/25/14	Training	\$6,000.00	Yes
<input type="checkbox"/>	GAX	101		STU 1.1.3B	No	1	New	Final	Submitted	11/25/14	dboudrie	\$530.00	Yes
<input type="checkbox"/>	GAX	101		STU 1.4.2	No	1	New	Final	Submitted	10/7/14	Training	\$100,000.00	Yes
<input type="checkbox"/>	GAX	101		STU 1.4.6	No	1	New	Final	Submitted	10/27/14	Training	\$50.00	Yes
<input type="checkbox"/>	GAX	101		STU 1.5.3	No	1	New	Historical (Final)	Submitted	10/27/14	Training5	\$50.00	Yes
<input type="checkbox"/>	GAX	101		STU 1.5.3	No	2	Cancellation	Final	Submitted	10/27/14	Training5	\$50.00	Yes
<input type="checkbox"/>	GAX	101		STU 1.5.3 A	No	1	New	Final	Submitted	10/27/14	Training5	\$50.00	Yes

First Prev [Next](#) [Last](#)



Additional Functionality in Payment Documents

In AFIS, there are other options for processing payments that will be needed in certain situations. Disbursement options for payments are available for specific scenarios such as creating consolidated payments.

Identify Different Disbursement Options on a Payment Document

The following options are available on a payment document for disbursement.

- Payment Consolidation
- Single Payment
- Hold Warrant for Pickup
- Request Same Day Payment
- Pay a Third Party

Payment Consolidation

All payments are consolidated by document department.

Single Payment

When the **Single Payment** Flag on the Vendor/Customer record is selected, the vendor will receive one warrant/electronic fund transfer (EFT) per unique payment document (GAX). If this flag is not checked, then the payments are grouped in the disbursement by agency.

▼ Disbursement Options

Category : PYCN

Description : Payment Consolidation Te

Default Type : Warrant

Default Priority : 99

Default Format : WAR

Default Format Description :

Scheduled Payment Day :

Single Payment Indicator : ☐

Name on Check : Legal Name

Hold Payment : ☐

Hold Payment Authorized By :

Hold Payment Authorized On :

Hold Reason :

Prevent New Spending :

Third Party Code :

Third Party Name :

Third Party Approved By :

Third Party Approved On :

Third Party Reason :

Always Infer Third Party Vendor : ☐

Third Party Address ID :

The accepted way to override Payment Consolidation is to create a General Accounting Expense (GAX) document and on the **Vendor Component Disbursement Options** tab check the **Single Payment** box.



General Information	Disbursement Options	Discount Terms	Misc Vendor ACH Details
Disbursement Category: PYCN	EFT Status: N/A		
Schedule Payment Date:	Handling Code:		
Disbursement Priority: 99	On Line Disbursement Rqst:		
Disbursement Type:	Taxpayer Id:		
Disbursement Format:	Taxpayer Id Type:		
Single Payment:	Pay Third Party:		

Hold Warrant for Pickup

When a payment is created, **Hold for Pickup** can be indicated on the document. On the **Vendor Component Disbursement Options** tab in the **Disbursement Category** field, enter or select **PULL** from the picklist.

Pay a Third Party

Special payment arrangements can be made when payment should not be made to third party instead of the vendor identified in the Vendor/Customer field on the payment. In all of these three situations, referencing the Vendor Customer (VCUST) will give the information needed.

There are three ways to pay a third party:

1. If the Vendor is set up to **Always Infer Third Party Vendor** on the **Vendor/Customer** (VCUST) table, then no action is required. The third party will be automatically paid.
2. If the Vendor has a third party assigned to it on the **Vendor/Customer** (VCUST) table but is not set up to **Always Infer Third Party Vendor**, then the **Pay Third Party** box needs to be checked on the payment request (GAX)

General Information	Disbursement Options	Discount Terms	Misc Vendor ACH Details
Disbursement Category: INP	EFT Status: N/A		
Schedule Payment Date: 10/27/2014	Handling Code:		
Disbursement Priority: 99	On Line Disbursement Rqst:		
Disbursement Type: Warrant	Taxpayer Id:		
Disbursement Format: WAR	Taxpayer Id Type:		
Single Payment:	Pay Third Party:		

3. If the Vendor Customer (VCUST) indicates there is no assigned third party for the Vendor, you designate a third party on the GAX. The third party vendor must be active and set up as a third party vendor in VCUST in order to be eligible to receive payment, then you can designate a one-time payment to a third party that is flagged as eligible to receive a payment.



Save Undo Delete Insert Copy Paste Search

▼ General Info

Vendor/Customer : 09626301	Restrict Use by Department : <input type="checkbox"/>
Legal Name : CVS PHARMACY #09297	Miscellaneous Account : <input type="checkbox"/>
Alias/DBA :	Internal Account : <input type="checkbox"/>
Vendor Active Status : Active ▼	Third Party Only : <input type="checkbox"/>
Vendor Approval Status : Complete	Third Party Vendor : <input type="checkbox"/>
Customer Active Status : Active ▼	Third Party Customer : <input type="checkbox"/>
Customer Approval Status : Complete	Inventory Customer : <input type="checkbox"/>
Location Name :	Healthcare Provider : <input type="checkbox"/>
First Name :	Never Archive : <input type="checkbox"/>
Middle Name :	Restrict VSS Access : Yes ▼
Last Name :	Discontinue - No New Business : <input type="checkbox"/>
Company Name : CVS PHARMACY #09297	Prevent MA Reference : <input type="checkbox"/>
Vendor Performance Rating :	PunchOut Enabled : <input type="checkbox"/>
EDI Enabled : <input type="checkbox"/>	Re-PunchOut Enabled : <input type="checkbox"/>
	Electronic Order Enabled : <input type="checkbox"/>
	W-9 Received : <input type="checkbox"/>
	W-9 Received Date :
	W-8 Received : <input type="checkbox"/>
	W-8 Received Date :
	Accepts Credit Cards : <input type="checkbox"/>
	Active From : 01/01/1980
	Active To :
	Last Usage Date : 06/05/2015
	Department :
	Unit :

Disbursement Request Modification Document (DRM)

When we talk about a disbursement request modification, we are talking about how the vendor wants to receive their payment. You may have a vendor that typically receives their payment in the mail but this month wants it to be held for pickup. Changes like this take place by changing the disbursement options on the General Accounting Expense (GAX). It is important to pay attention at the top and see what phase the document is in because a document must be in Final phase to submit a disbursement request modification. You can submit a Disbursement Request Modification (DRM) document to update the following items:

- Request for Single Warrant
- Request for Hold for Pickup
- Add a third party Payee
- Request a change to the Scheduled Payment Date
- Change EFT to Warrant

Most of these options are located on the **Disbursement Control** tab of the DRM document.



Disbursement Request Modification(DRM) Dept: 101 ID: 150408000006 Ver.: 1 Function: New Phase

Header

General Information Payee Reference **Disbursement Control** Document Information

Scheduled Payment Date:

Scheduling Reason Code:

Single Payment: No Change

Handling Code:

Online Disb Request: No Change

Disbursement Management: No Change

User Hold: No Change

Disbursement Format:

Disbursement Category:

Priority:

Hold Payment Reason:

Save Undo

Copy Validate Submit Discard

Changes made through a DRM document do not update the referenced document on the document catalog but do update the Disbursement Request table. The Warrant/EFT generated uses the information on the Disbursement Request table.

On the **Header** Component **General Information** tab of the DRM document, the **Changes Applicable to** field allows the selection of the type of change requested. The options are:

- **Document** – The DRM will modify the entire payment request, affecting all Accounting lines for every vendor on the document.
- **Vendor** – The DRM will modify all Accounting lines for a specific vendor.

Once a Disbursement Request Modification (DRM) document has been submitted to Final, it cannot be modified or cancelled. A new DRM document must be created to make additional changes. You may utilize the Disbursement Request Modification table to view modifications to a payment request.



Create a Disbursement Request Modification Document

Scenario

You have obtained approval on a General Accounting Expense (GAX) document, but you need to request that the warrant be held for pickup as a single warrant disbursement. Using the GAX you created in Activity on page 37., create a Disbursement Request Modification (DRM) document to make the necessary changes.

Login to the **AFIS** Home Page. Locate the General Accounting Expense 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 student data card*
5. In the **ID** field, enter the data from *your student data card*
6. Click **Browse**
7. Click the **ID** of the payment document to open it

Header

General Information | Payee | Additional Amounts | Extended Description | Contact | Document Information

Document Name:

Record Date: 08/01/2015

Budget FY: 2015

Fiscal Year: 2015

Period: 4

Document Description:

Accounting Profile:

Expected Amount: \$5,000.00

Actual Amount: \$5,000.00

Closed Amount: \$0.00

Closed Date:

Open Amount: \$5,000.00

Referenced Amount: \$0.00

Pre-Processing Allowed: ☐

Bank Account:

Replacement: ☐

Contract Withholding Exempt: ☐

Cited Authority:

Escrow ID:

Vendor Invoice Number:

Vendor Invoice Line:

Vendor Invoice Date:

Tracking Date:

Check Description:

Create a Disbursement Request Modification document using **Copy Forward**.

1. In the GAX document, click **Copy Forward**
2. In the **Doc Department Code** field, enter the data from *your student data card*
3. Click the **Auto Numbering** check box
4. Select the line for **DRM** in the **Target Doc Type** grid



Copy Forward

From Document

Category : ABS Doc Dept : 101

Type : ABS Doc Unit :

Code : GAX ID : STU 1 6.2

Select Entire Document : ☒ Version : 1

To Document

Doc. Department Code : 101 Document Id :

Unit Code : Auto Numbering : ☒

Target Doc Type	Target Doc Code	Description
MD	MD	Create MD from GAX
MD	MDWT1	Create MDWT1 from GAX
✓ DRM	DRM	Create DRM from GAX
MD	EAMD	Create EAMD from GAX
MD	EAMD	Create EAMD from GAX with 2AL

First Prev Next Last

OK Cancel

5. Click **Ok**. The new DRM document opens

6. Write down document number: _____

Disbursement Request Modification(DRM) Dept: 101 ID: 150408000007 Ver.: 1 Function: New Phase: Draft Modified by Student1 , 04/08/2015

Complete the **General Information** tab of the **Header** component.

1. In the Reason field, enter *hold for pickup*
2. In the Document Description field, enter *Warrant to be held for pickup*
3. In the Changes Applicable To drop down, select *Document*

General Information Payee Reference Disbursement Control Document Information

Document Name: Changes Applicable To: Document

Record Date: Reason: hold for pickup

Document Description: Warrant to be held for pickup.



4. Click the **Disbursement Control** tab
5. In the **Disbursement Category** field, click the Picklist
6. Select **Pull**
7. In the Single Payment drop down, select **Yes**

1. Click the **Vendor** component
2. Click on the **trash can**

Vendor				
Vendor Line	Vendor Code	Vendor Legal Name	Line Amount	
1				
From 1 to 1 Total: 1				
First Previous Next Last				
Go to line:				Go

3. In the pop-up window, click **Yes**

Validate and submit the document for approval.

1. Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed in the upper left corner of the screen: **Document validated successfully**
2. Click **Submit** to submit the document for approval. If the submission is successful, the following message is displayed in the upper left corner of the screen: **Document submitted successfully – Pending Approval**
3. Click **Close**
4. Click **Home** in the Primary Navigation Panel to return to the Home Page

Navigate to the Disbursement Request table.

5. In the Primary Navigation Panel, in the **Jump to** field, enter **DISRQ**
6. Click **Go**. The Disbursement Request (DISRQ) table opens

Locate the General Accounting Expense document information.

7. Below the grid, click **Search**



8. In the Search pop-up window, in the **Doc Dept** field, enter the **Dept** from *your student data card*
9. In the Search pop-up window, in the **Doc ID** field, enter the document ID
10. Click **Ok** to return to the Disbursement Request table
11. Click **Disbursement Control** section, to expand that section
12. Observe the **Disbursement Category** is now Pull

Document	Vendor Code	Legal Name	Accounting Line Amount
GAX,101,STU 1 1.2	VC000000231	Student 1	\$545.00
GAX,101,STU 1 1.3A	0000010299	PHX MEM HOSP DBA PHX HLT PLN	\$6,000.00
GAX,101,STU 1 1.3B	0000010299	PHX MEM HOSP DBA PHX HLT PLN	\$530.00
GAX,101,STU 1 4.2	PLACEHOLDER	Placeholder Vendor	\$100,000.00
GAX,101,STU 1 4.6	VC000000231	Student 1	\$50.00
GAX,101,STU 1 5.3 A	VC000000231	Student 1	\$50.00
✓ GAX,101,STU 1 6.2	APPLE INC.	Apple Inc.	\$500.00

First Prev Next Last

[Save](#) [Undo](#) [Search](#)

▶ **Vendor**

▶ **Payee**

▼ **Disbursement Control**

Scheduled Payment Date :	10/27/2014	Disbursement Format :	WAR
Single Payment :	<input checked="" type="checkbox"/>	Disbursement Category :	PULL
Handling Code :	<input type="text"/>	Disbursement Type :	Warrant
Online Disb Request :	<input type="checkbox"/>	Consolidation Object 1 :	<input type="text"/>
Disbursement Management :	<input type="checkbox"/>	Consolidation Object 2 :	<input type="text"/>
User Hold :	<input type="checkbox"/>	Consolidation Object 3 :	<input type="text"/>
Restricted :	<input type="checkbox"/>	Consolidation Object 4 :	<input type="text"/>
Hold Payment Reason :	<input type="text"/>	Consolidation Object 5 :	<input type="text"/>
System Hold Flag :	No	Consolidation Object 6 :	101
System Hold Reason :	Blank	Sort Object 1 :	<input type="text"/>
Priority :	99	Sort Object 2 :	<input type="text"/>
Payment Type :	<input type="text"/>	Contract Withholding Exempt :	<input type="checkbox"/>
Scheduling Reason Code :	<input type="text"/>		

13. Click **Home** in the **Primary Navigation Panel** to return to the Home Page



Accounts Payable Queries and Reports

General Accounting Expense (GAX) documents can be found by searching several areas in AFIS including the (DISRQ) page. Automated Disbursement (AD), Manual Disbursement (MD) and Electronic Funds Transfer (EFT) can be found by searching either the Check Reconciliation (CHREC) or Paid Checks (PDCHK) tables. InfoAdvantage also provides an environment to run Accounts Payable reports.

Queries

General Accounting Expense (GAX) documents can be found by searching the Disbursement Request (DISRQ) page. By entering the appropriate search criteria, such as Vendor Code or Scheduled Payment Date, results can be narrowed.

Disbursements Query (DISBQ)

The Disbursements Query (DISBQ) page displays a summary of information from the disbursement documents in AFIS as well as from the Check Reconciliation and Paid Check tables. The DISBQ provides numerous search fields that can be used to narrow down the list of documents. The Search window requires a value be entered for Vendor/Customer, Payee, Document Record Date, or Check/EFT Status in order to display any results. Once the desired document has been located, the links provided allow you to view the Disbursement Detail Query (DISBDQ), Intercept Activity, and Retainage Detail pages for the selected document.

Disbursement Query

Menu Back

Search

Disbursement Document	Vendor Code	Vendor Name	Payee Name	Traveler ID	Check Amount	Issued Date	Check/EFT Number	Check Status
✓ AD AAA.140826000056.2	APPLE INC.	Apple Inc.	Apple Inc.		\$150.00	08/26/2014	000000070000006	Cancelled
AD ICA.1408260000063.1	APPLE INC.	Apple Inc.	Apple Inc.		\$192.00	08/26/2014	000000070000009	Warranted

First Prev Next Last

Record Date : 08/26/2014
Disbursement Doc Type : AD
Disbursement Doc Code : AD
Disbursement Doc Dept : AAA
Disbursement Doc ID : 140826000056
Payee Code :
Payee Name : Apple Inc.
Payee Indicator : v
Total Accounting Line Amount : \$150.00
Total Intercept Amount : \$0.00
Issued Date : 08/26/2014
Check/EFT Number : 000000070000006
Check Status : Cancelled
Cleared Date :
Check Amount : \$150.00

Total Discount Amount : \$0.00
Total Penalty Amount : \$0.00
Total Interest Amount : \$0.00
Total Backup Withholding Amount : \$0.00
Total Contract Withholding Amount : \$0.00
Total default Intercept Fee Amount : \$0.00
Total Supplementary Intercept Fee Amount : \$0.00
Total Retainage Amount : \$0.00
Total Freight Amount : \$0.00
Total Use Amount : \$0.00
Total Tax Amount : \$0.00
Cancel/Reclass Reason : Incorrect Information
Vendor Code : APPLE INC.
Vendor Name : Apple Inc.
Traveler ID :
Disbursement Category : TST1

Top

Disbursement Detail Query
Intercept Activity
Retainage Detail
Accrual Inquiry



Disbursement Detail Query (DISBDQ)

The Disbursement Detail Query (DISBDQ) displays detailed information from the disbursement documents in AFIS as well as from the Check Reconciliation and Paid Check tables. This table will tell you how many times you've paid and particular vendor as well as the warrants for that vendor. The DISBDQ allows you to see which payment request documents were referenced by the disbursement document selected on the DISBQ page.

Disbursement Detail Query

[Menu Back](#)

[Browse](#) [Clear](#)

Disbursement Doc Type: AD

Disbursement Doc Code: AD

Disbursement Doc Dept: ADA

Disbursement Doc ID: 190000150716

Payment Request Doc Code:

Payment Request Doc Dept:

Payment Request Doc ID:

Vendor Code:

Traveler ID:

Payee Code:

Vendor Invoice Number:

Check / EFT Number:

Line Amount:

Intercept Amount:

Discount Amount:

Penalty Amount:

Interest Amount:

Backup Withholding Amount:

Contract Withholding Amount:

Default Intercept Fee Amount:

Supplementary Intercept Fee Amount:

Retainage Amount:

Freight Amount:

Tax Amount:

Cancel/Reclass Reason:

Disbursement Doc ID	Disb. Line	Payment Doc ID	Payee Name	Payee Indicator	Vendor Invoice Number	Vendor Invoice Line	Line Amount	Contact Name	Contact Number	Check/EFT Number
✓ AD ADA 190000150716.1	1	GAXRM ADA 192V001544.1	JONATHON ROBERSON	V	092218 100518	1	\$715.47			000000218979226

[Copy](#) [First](#) [Prev](#) [Next](#) [Last](#)

[Disbursement Query](#) [Check Reconciliation](#) [Accrual Inquiry](#)

Disbursement Request (DISRQ)

The Disbursement Request (DISRQ) page contains all the information necessary for the generation of payments during the Automated Disbursement process. The DISRQ page primarily gets updated with payment requests recorded on expense document codes. Once a document is disbursed it will be **removed** from this table. It is the event type used on the expense document that determines whether or not the DISRQ page is updated. All of the information on the DISRQ is grouped together into sections that can be expanded or collapsed as needed.

The grid at the top of the DISRQ displays all of the expense and payment request documents that have been posted in AFIS.



Disbursement Request[Menu Back](#)

Document	Vendor Code	Legal Name	Accounting Line Amount
✓ GAX AAA 19000002231	00010088	BRIDGEWAY HEALTH SOLUTIONS OF AZ	\$50.00
GAX AAA 190000018333	00010088	BRIDGEWAY HEALTH SOLUTIONS OF AZ	\$50.00
GAX AAA 190000018334	00010088	BRIDGEWAY HEALTH SOLUTIONS OF AZ	\$500.00
GAX AAA 190000018336	00010088	BRIDGEWAY HEALTH SOLUTIONS OF AZ	\$50.00
GAX AAA 190000018337	00010088	BRIDGEWAY HEALTH SOLUTIONS OF AZ	\$50.00
GAX AAA 13110902E	MISCPAYVEND	State of Arizona	\$1.00
GAX ADA 170000047949	VC0000004547	UNITED HEALTHCARE	\$0.00
GAX ADA 180000025327	VC0000004547	UNITED HEALTHCARE	\$0.00
GAX ADA 18UHC180424	VC0000004547	UNITED HEALTHCARE	\$0.00
GAX ADA 18UHC180424	VC0000004547	UNITED HEALTHCARE	\$0.00

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[Save](#) [Undo](#) [Search](#)

▼ Vendor

Doc Code : GAX

Doc Dept : AAA

Doc ID : 19000002231

Vendor Line Number : 1

Date of Record : 12/12/2018

Vendor Code : 00010088

Vendor Contact ID : C0004

Phone : 8664753129

Phone Extension : 26830

Email Address :

Fax Number :

Fax Extension :

Legal Name : BRIDGEWAY HEALTH SOLU

Vendor Alias Name :

Address Code : A0004

Address 1 : 7711 CARONDELET AVE

Address 2 :

City : ST LOUIS

State : Missouri

Zip Code : 63105

Taxpayer ID Number :

Taxpayer ID Type :

Miscellaneous Vendor Flag : No

Traveler ID :

Trip ID :

Expense Payment Method :

▶ Payee

▶ Disbursement Control

▶ Automated Payment Hold

▶ Commodity

▶ Accounting

▶ Reference Information

▶ Award Information

Check Reconciliation (CHREC) and Paid Checks (PDCHK)

The Check Reconciliation (CHREC) displays information such as Check/EFT Number, Amount, Issue Date, Status and Document Information for Automated Disbursement (AD), Manual Disbursement (MD) and Electronic Funds Transfer (EFT) documents. The Common status found on this table for these documents are Warranted or Disbursed. The Check Reconciliation process moves records from the Check Reconciliation (CHREC) table to the Paid Checks (PDCHK) table if the Cleared Date is not blank and the Status is not Disbursed or Warranted.



Bank Account	Check / EFT	Amount	Issue Date	Record Date	Cleared Date	Status	Document
✓ BK01	000000218916963	\$125.39	08/29/2018	08/29/2018		Warranted	AD.AAA.190000078399.1
BK01	000000218916970	\$178.57	08/29/2018	08/29/2018		Warranted	AD.AAA.190000078406.1
BK01	000000218916972	\$1,807.45	08/29/2018	08/29/2018		Warranted	AD.AAA.190000078408.1
BK01	000000218916992	\$242.91	08/29/2018	08/29/2018		Warranted	AD.AAA.190000078430.1
BK01	000000218934176	\$835.25	09/12/2018	09/12/2018		Warranted	AD.AAA.190000095882.1
BK01	000000218934186	\$1,024.36	09/12/2018	09/12/2018		Warranted	AD.AAA.190000095892.1
BK01	000000218934208	\$198.94	09/12/2018	09/12/2018		Warranted	AD.AAA.190000095917.1
BK01	000000218951644	\$1,805.13	09/26/2018	09/26/2018		Warranted	AD.AAA.190000113591.1
BK01	000000218951655	\$33,567.30	09/26/2018	09/26/2018		Warranted	AD.AAA.190000113602.1
BK01	000000218951656	\$2,863.33	09/26/2018	09/26/2018		Warranted	AD.AAA.190000113603.1

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[Copy](#) [Search](#)

Bank Account : BK01

Check / EFT : 000000218916963

Disbursement Type : Check

Amount : \$125.39

Issue Date : 08/29/2018

Record Date : 08/29/2018

Last Action : 08/29/2018

Status : Warranted

Cancellation Reason :

Cleared Date :

Comments :

Doc Code : AD

Doc Dept : AAA

Doc ID : 190000078399

Recently Reconciled : ☐

Stopped Reason :

Stopped Date :

Undelivered Reason :

Undelivered Date :

Last Manual Update By :

Reason for Change :

[Check Status Update](#) [Check Writer Payment](#) [Check/Deposit Manual Update Tracking](#)
[Check Exception](#) [Disbursement Detail Query](#) [Accrual Inquiry](#)

The Paid Checks (PDCHK) displays the same information as the Check Reconciliation (CHREC). The common status found on this table for Automated Disbursement (AD), Manual Disbursement (MD) and Electronic Funds Transfer (EFT) documents are Cancelled, Stale Dated, or Paid. This page allows you to view all checks that have been reconciled by the system.

Bank Account	Disbursement Type	Check / EFT	Amount	Issue Date	Record Date	Document ID	Status	Last Action Date	Cleared Date	Cancel / Reclass Reason	Stopped Reason	Stopped Date	Undelivered Reason	Undelivered Date
✓ BK01	Warrant	000000218979222	\$1,000.00	12/12/2018	12/12/2018	181212000024	Cancelled	12/12/2018	12/12/2018	Destroyed				
BK01	EFT	201812110781511	\$1,000.00	12/11/2018	12/11/2018	190000091387	Paid	12/24/2018	12/13/2018					

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[Paid Check Restore](#) [Check Writer Payment](#) [Accrual Inquiry](#) [Check/Deposit Manual Update Tracking](#)



Research a General Accounting Expense Document

Scenario

You need to research a General Accounting Expense (GAX) document to determine the amount of a payment request. Use the Disbursement Request (DISRQ) table to locate the document information.

Login to the **AFIS** Home Page. Navigate to the Disbursement Request table.

1. In the Primary Navigation Panel, in the **Jump to** field, enter **DISRQ**
2. Click **Go**. The Disbursement Request (DISRQ) table opens

Disbursement Request			
Document	Vendor Code	Legal Name	Accounting Line Amount
✓ GAX AAA 190000002231	00010088	BRIDGEWAY HEALTH SOLUTIONS OF AZ	\$50.00
GAX AAA 190000018333	00010088	BRIDGEWAY HEALTH SOLUTIONS OF AZ	\$50.00
GAX AAA 190000018334	00010088	BRIDGEWAY HEALTH SOLUTIONS OF AZ	\$500.00
GAX AAA 190000018336	00010088	BRIDGEWAY HEALTH SOLUTIONS OF AZ	\$50.00
GAX AAA 190000018337	00010088	BRIDGEWAY HEALTH SOLUTIONS OF AZ	\$50.00
GAX AAA I3110902E	MISCPAYVEND	State of Arizona	\$1.00
GAX ADA 170000047949	VC0000004547	UNITED HEALTHCARE	\$0.00
GAX ADA 180000025327	VC0000004547	UNITED HEALTHCARE	\$0.00
GAX ADA 18UHC180424	VC0000004547	UNITED HEALTHCARE	\$0.00
GAX ADA 18UHC180424	VC0000004547	UNITED HEALTHCARE	\$0.00

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[Save](#) [Undo](#) [Search](#)

▼ Vendor

Doc Code : GAX	Legal Name : BRIDGEWAY HEALTH SOLU
Doc Dept : AAA	Vendor Alias Name :
Doc ID : 190000002231	Address Code : A0004
Vendor Line Number : 1	Address 1 : 7711 CARONDELET AVE
Date of Record : 12/12/2018	Address 2 :
Vendor Code : 00010088	City : ST LOUIS
Vendor Contact ID : C0004	State : Missouri
MARK BROWN	Zip Code : 63105
Phone : 8664753129	Taxpayer ID Number :
Phone Extension : 26830	Taxpayer ID Type :
Email Address :	Miscellaneous Vendor Flag : No
Fax Number :	Traveler ID :
Fax Extension :	Trip ID :
	Expense Payment Method :



Locate the General Accounting Expense document information.

1. Below the grid, click **Search**
2. In the Search pop-up window, in the **Doc ID** field, **enter**
3. Click **Ok** to return to the Disbursement Request table
4. In the grid, click the line for the document to view the details in the scalar at the bottom of the page
5. In the scalar, click **Disbursement Control**, to expand that section
6. Observe the **Scheduled Payment Date** on the document

Disbursement Request

Document	Vendor Code	Legal Name	Accounting Line Amount
GAX AAA 190000002231	00010088	BRIDGEWAY HEALTH SOLUTIONS OF AZ	\$50.00
GAX AAA 190000018333	00010088	BRIDGEWAY HEALTH SOLUTIONS OF AZ	\$50.00
GAX AAA 190000018334	00010088	BRIDGEWAY HEALTH SOLUTIONS OF AZ	\$500.00
GAX AAA 190000018336	00010088	BRIDGEWAY HEALTH SOLUTIONS OF AZ	\$50.00
✓ GAX AAA 190000018337	00010088	BRIDGEWAY HEALTH SOLUTIONS OF AZ	\$50.00
GAX AAA 13110902E	MISCPAYVEND	State of Arizona	\$1.00
GAX ADA 170000047949	VC0000004547	UNITED HEALTHCARE	\$0.00
GAX ADA 180000025327	VC0000004547	UNITED HEALTHCARE	\$0.00
GAX ADA 18UHC180424	VC0000004547	UNITED HEALTHCARE	\$0.00
GAX ADA 18UHC180424	VC0000004547	UNITED HEALTHCARE	\$0.00

[First](#) [Prev](#) [Next](#) [Last](#)

[Save](#) [Undo](#) [Search](#)

▶ Vendor

▶ Payee

▼ Disbursement Control

Scheduled Payment Date : 10/17/2018

Single Payment : ☐

Handling Code :

Online Disb Request : ☐

Disbursement Management : ☐

User Hold : ☐

Restricted : ☐

Hold Payment Reason :

System Hold Flag : Yes

System Hold Reason : Document Rejected

Priority : 99

Payment Type :

Scheduling Reason Code :

Disbursement Format : CCD

Disbursement Category :

Disbursement Type : EFT

Consolidation Object 1 :

Consolidation Object 2 :

Consolidation Object 3 :

Consolidation Object 4 :

Consolidation Object 5 :

Consolidation Object 6 : AAA

Sort Object 1 :

Sort Object 2 :

Contract Withholding Exempt : ☐

If the system has rejected the payment request, then the system hold flag will be Yes. This means the disbursement document didn't generate.



Accounts Payable Interactive Reports

InfoAdvantage is the reporting tool that organizes AFIS data in an understandable format so that the information can be read and analyzed. InfoAdvantage sits “on top of” AFIS—that is, it is a separate application from AFIS, but connects directly to it.

The report data you see comes directly from AFIS. There is a lot of data in AFIS; InfoAdvantage organizes that data and packages it up so that it’s more understandable than just the raw data.

The key reports needed to support the AFIS Accounts Payable business processes are found in two primary folders, the statewide AP folder and the automated disbursement folder. The key reports in the Statewide AP Folder are:

- **FIN-AZ-AP-N157** - Monthly Paid Warrants - This report provides monthly paid warrants by Department and Fund for a given Fiscal Year. Some warrant amounts are summarized by documents.
 - **FIN-AZ-AP-N291** - Warrant Register by Agency - Lists all warrants issued day before.
 - **FIN-AZ-AP-N345** - Open Encumbrance Report - The report provides a listing of open encumbrance inception to date up through the end of processing for the Fiscal Year (FY) and Accounting Period (APD) provided as prompted.
 - **FIN-AZ-AP-N391** - Disbursements by Vendor - Report is a Listing of Disbursements by Vendor for a specified disbursement date range.
 - **FIN-AZ-AP-N456** - ACH Payment Transmittal Report - This report lists total ACH payments for prior day by ACH types.
 - **FIN-AZ-AP-N613** - Payment Details Report – The report shows a list of all warrant/EFT by department. The prompts include department, vendor code, vendor name, and issue date range. Input controls allow for the ability to filter by fund or payment status.
- FIN-AZ-AP-N297 – Expired Warrants By Agency**

A valuable report in the automated disbursement folder is the **AD Document Exception Report**. This will tell you the reason a disbursement was rejected. This is loaded daily so you will want to pull the most recent date.