



ADOA – General Accounting Office

AZ360 MANUAL: ACCOUNTS PAYABLE





Accounts Payable

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All activity demonstrations will be displayed with an icon. Demonstrations will detail which elements to input, but agency data should always be used when processing in AZ360.



Accounts Payable

The Accounts Payable (AP) manual is designed for users who start and complete payments in AZ360, the statewide financial management system. The activities will focus on the processes required to understand when and how to make encumbrances and payments utilizing AZ360.

Manual Objectives

As a result of reading this manual, the user will be able to create encumbrances and payments in AZ360 based on specific realistic scenarios.

- Encumber funds using a General Accounting Encumbrance (GAE) transaction.
- Create a GAE with multiple lines.
- Modify and cancel a GAE.
- Make a payment using a GAE from a General Accounting Encumbrance (GAX) transaction.
- 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) transaction.
- Research payments and disbursements using query tables in AZ360 and reports in infoAdvantage.

Accounts Payable (AP) Basics

The Arizona Procurement Portal (APP) is the statewide online procurement system. Procurement consists of processing requisitions, purchase orders, and receipts. APP manages agency and statewide solicitations and contracts that are subject to Arizona Procurement Code. When an item is purchased using a purchase order, it is purchased through APP.

AZ360 handles all of the financial tasks associated with running the State of Arizona's accounting system, but for accounts payable purposes, it is where bills are paid. APP and AZ360 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 AZ360 is taught by the Arizona Department of Administration (ADOA) – State Procurement Office (SPO). Contact ADOA SPO at app@azdoa.gov for details regarding APP training.

Some purchases do not go through APP. They do not 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 AZ360. These types of payments are referred to as Accounting Based (ABS) transactions in AZ360.



The focus of the AP manual is to process encumbrances and expenditures that do *not* go through the APP system.

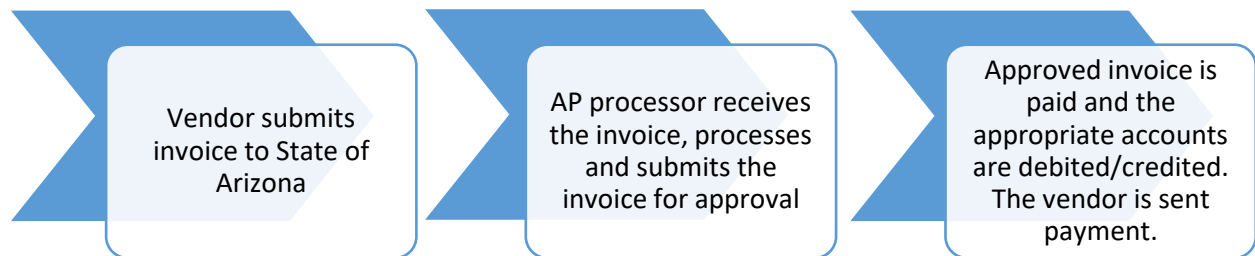
In this manual, the following payment processes are introduced:

- Encumbering funds using a GAE transaction.
- Making payments with a GAX transaction.

Encumbrance and Expenditure Comparison

APP	AZ360
<p>Payments that require a purchase order:</p> <ul style="list-style-type: none"> ▪ Products or services purchased through a state contract 	<p>Payments that do not require a purchase order:</p> <p>Specific examples of payments that can be paid directly in AZ360 include:</p> <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

AP Process



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

- The invoice was not generated through the APP system.
- The charges are correct.
- The quantities received are correct.
- The vendor information is correct.



The General Ledger (GL) and other coding data are entered in AZ360 manually (using GAE and/or GAX transactions) submitted, and then approved. The process culminates in a nightly batch run to create warrants and electronic funds transfers. An Automated Disbursement (AD) transaction is created to issue a warrant or an Electronic Funds Transfer (EFT) transaction is created to issue an Automated Clearing House (ACH) payment. In some business situations, a payment may be generated manually using the Manual Disbursement (MD) transaction.

For the purposes of this AP manual, assume the purchase and invoice did not go through APP; therefore, the invoice will be processed through AZ360.

AP Terminology

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.

Warrant

A warrant is essentially a check. 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 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.

Event Types

Within AZ360 transactions, there are event types. An AZ360 event type code triggers a business process. In other words, the code tells the system what to do. For example, a common event type used in AP is AP01 – Authorize Normal Payment. When this event type is used, the user is telling the system to make a normal payment request.

All transactions have default event types. Default event types mean when the user processes a transaction the most common event type for that transaction will be populated in the Event Type field. For example, when an individual goes to pay an invoice, the system will default to the Event Type AP01 – Authorize Normal Payment. If the event type needs to be changed, do so by manually entering the intended event type or by using the pick list.

It is recommended to select from the pick list as it ensures the fields will auto-populate based on the information in the applicable table.

The Allowable Event Type for Transaction Code (AETDC) table, shown below, details the allowable event types for GAE and GAX transactions and the corresponding description.

Event Types Descriptions

Event Type	Description
PR05	Order 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



Event Type	Description
APZ1	Authorize Normal Payment - No AE Reimbursement
GA23	Record Escrow Expenditure
LS24	Authorize Capital Lease Principal Payment

Event Requirement Table

AZ360 requires particular fields to be populated when processing an AP transaction (paying an invoice, encumbering funds, etc.). Some fields are required, while others are optional and prohibited. The Event Requirement (ERQ) table is a table in AZ360 that states what is required for a particular event type. For example, when 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.

Posting Codes

In accounting, for a transaction to balance, such as an AP transaction, an account needs to be debited and an account needs to be credited. These amounts need to be equal. The advantage with AZ360 is when the event type is selected and the accounting line information is entered, AZ360 knows what to debit and what to credit. This information is called the posting pair and is shown on the transaction on the Posting tab. The Event Type triggers the Posting Code and cannot be manually entered.

Accounting Lines

In the simplest sense, accounting lines refer to the bucket (or buckets) of money that will be used to pay the charges. The accounting lines provide very specific information to AZ360 from which bucket to pull. While entering a transaction, the agency will need to select the various chart of account (COA) elements associated with where the transaction needs to be posted to. Some elements will need to be entered manually, while others can be inferred by the use of functions or accounting templates.

Note: Required COA are dependent on which values the agency has listed as required on the Fund Department Requirements (FDREQ) table. For more instruction on the FDREQ table see the “Decentralized” section of the AZ360 Manual - General Accounting available at <https://gao.az.gov/resources/training/gao-training-resources>.

Functions and Accounting Templates

In AZ360, transaction 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 AZ360 system to auto-fill particular COA elements such as an Appropriation Unit, Task, Fund, etc. Once the function is set up, a Function Inference (FUNCINF) will need to be set up to infer additional COA elements. The COA elements are inferred (they will pre-fill) upon validation of the transaction. Keep in mind that a function uses a hard inference, meaning if the user enters the function, then changes an element that was inferred from the Function Inference table, such as the appropriation unit, the function will override that element when the transaction is validated or submitted. Many functions are already set up for agencies, meaning less data entry and fewer errors than when 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 COA elements with a unique name for identification. The difference between an accounting template and function is the accounting template has a soft inference. Soft inference means the template will pre-fill the COA elements, but does not override any changes to the pre-filled data when validated.

Function versus Accounting Template

Function (Preferred method of use)	Accounting Template
<p>An AZ360 COA element that automatically completes many fields and reduces errors.</p> <ul style="list-style-type: none"> • <i>Currently set up for most recurring expenditures.</i> • <i>A budgetary requirement for some transactions.</i> • <i>Function overrides other AZ360 COA fields.</i> 	<p>An AZ360 COA element that automatically completes many fields and reduces errors.</p> <ul style="list-style-type: none"> • <i>Automatically completes but does not override other AZ360 COA 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 a function is used and the transaction saved, the function will overwrite those fields to the data that is defined on the Function Inference table.

Financial Transaction Catalog

The Financial Transaction Catalog serves as a repository for all of the transactions created in AZ360. It is the central location where all transactions can be queried and processed. New transactions can be created and existing transactions can be accessed, modified, or cancelled from the Financial Transaction Catalog. Access to transactions is controlled by the user’s security roles.



General Accounting Encumbrance (GAE) Transactions

Accounts payable focuses on two main transactions, the GAE transaction and the GAX transaction. A GAE transaction 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. According to the State of Arizona Accounting Manual (SAAM) Topic 45, Section 15: “Except as otherwise provided, an encumbrance must be applied against an appropriation and/or allotment for all actual or anticipated obligations of five thousand (\$5,000) or more.” This would mean that for appropriated funds, if there is an expenditure over \$5,000, a 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 SAAM 4515 for more information.

GAE Transaction Tabs

The AZ360 data entry requirements for a GAE transaction are minimal.

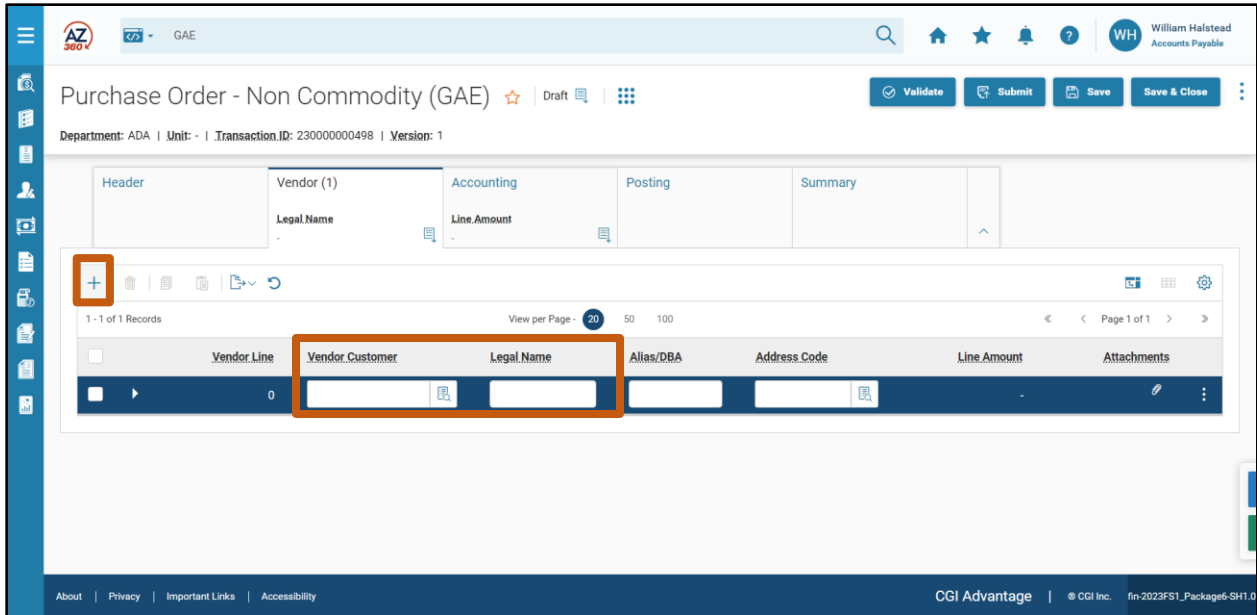
GAE Header Tab

On the Header tab, General Information section, the Transaction Description field is required and is used to give a brief description of the transaction's purpose. The other fields in the Header tab are not required.

The screenshot shows the AZ360 web interface for a GAE transaction. The title is "Purchase Order - Non Commodity (GAE)". The breadcrumb trail includes "Department: ADA | Unit: - | Transaction ID: 23000000498 | Version: 1". The form is divided into tabs: Header, Vendor, Accounting, Posting, and Summary. The "Header" tab is active, showing a "General Information" section. The "Transaction Description" field is highlighted with a red box. Other fields include "Transaction Name", "Record Date" (MM/DD/YYYY), "Budget FY", "Fiscal Year", "Period", "Accounting Profile", and "Actual Amount" (\$0.00). The "Attachments" button is visible in the top right of the form area.

GAE Vendor Tab

The Vendor tab is used to record information on the vendor and payment for an expense transaction. If an agency is not paying a vendor and is simply recording the encumbrance, then there may not be a vendor. The system, however, requires that the user insert a new Vendor Line by selecting the “+” icon and leaving the vendor section blank when recording an encumbrance.



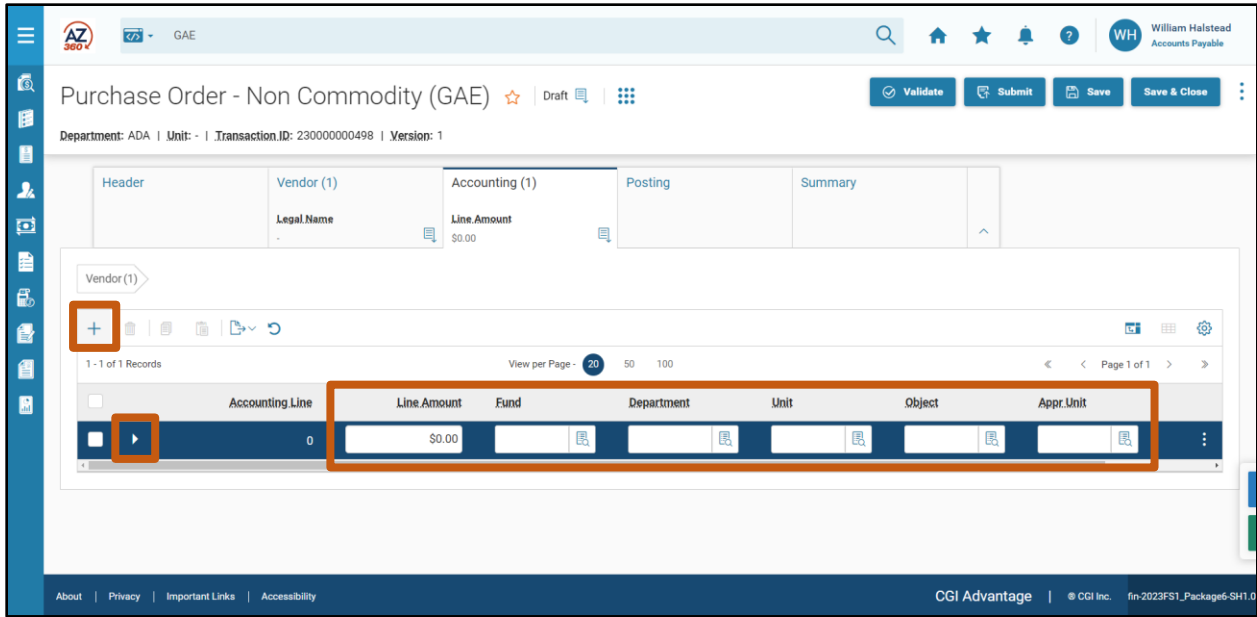
GAE Accounting Tab

On the Accounting tab, insert a new Accounting Line by selecting the “+” icon. A blue Accounting line then generates.

On the Accounting tab, on the blue Accounting Line, the following fields are required:

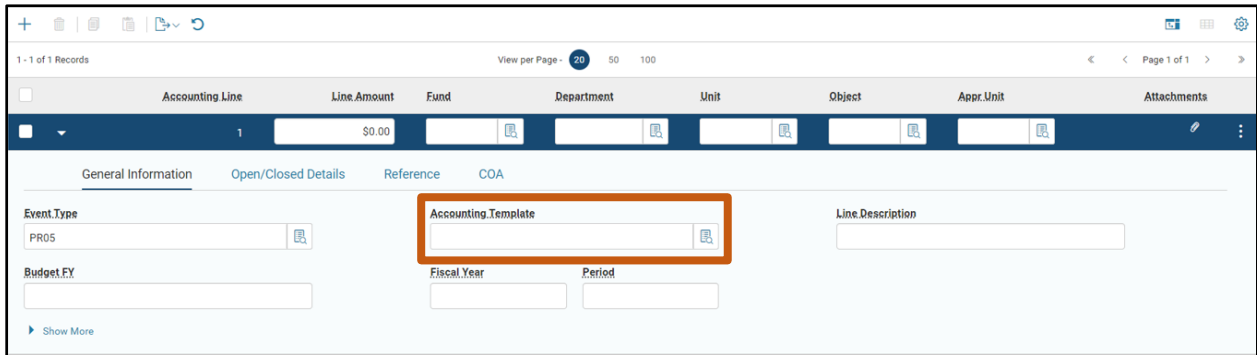
- Line Amount
- Fund
- Department
- Unit
- Object
- Appr Unit

The Line Amount field records the amount of the encumbrance. Click the Expand caret on the blue Accounting Line to open the various sections of the Accounting tab.



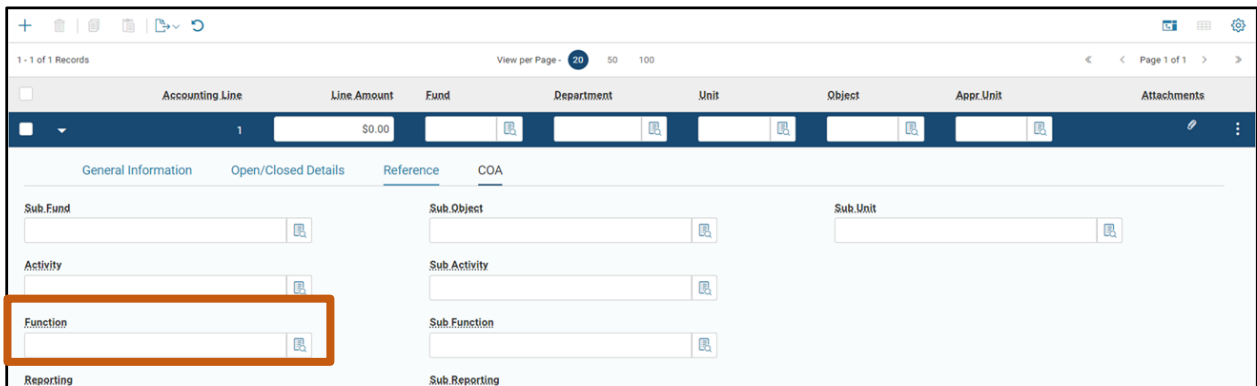
Accounting – General Information Section

The General Information section contains the Accounting Template field, which, if being used, can infer COA elements. Select the Accounting Template by using the pick list. This tab also contains the following default fields: Event Type, Budget FY, and Fiscal Year.



Accounting – COA Section

The COA section contains the Function field, which, if being used, can infer COA elements. Select the Function by using the pick list. This tab also contains additional COA elements that are not required.

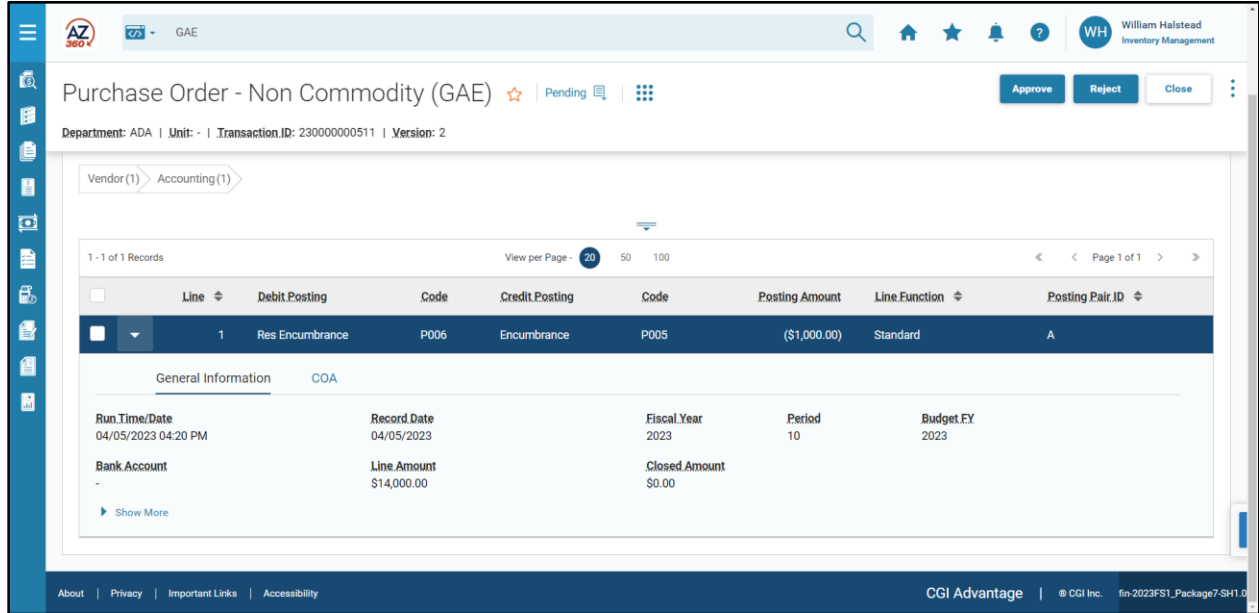




Note: A GAE may contain multiple accounting lines and each line must have the Line Amount and COA elements defined.

GAE Posting Tab

There are no data entry fields in the Posting tab of a GAE transaction.



Creating a GAE Transaction

GAE transactions can be created using the Financial Transaction Catalogue, from a Quicklink on the user’s homepage or from the Global Search field. Scenarios detailed in this manual utilize the Global Search field method.

Create a GAE Transaction



Scenario 1.

An agency receives an invoice from Tucson Electric Power for Quarter 4 2022 estimated electric usage. Referencing the invoice below, create a GAE that encumbers the quarterly utility bill amount of \$15,000.



Invoice Example – Create a GAE Transaction

Tucson Electric Power					
PO Box 80077 Prescott, AZ 86304-8077 Vendor Customer ID: IV0000003106					
Bill To: State of Arizona		Invoice Date: 6/1/2022			
Salesperson: Kevin Rhea					
Line	Item #	Description	Unit	Discount	Line Total
1	5001	Q4 2022 Estimated Utilities	15,000 kWh		\$ 15,000.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
				TOTAL	\$ 15,000.00

Log in to the AZ360 **Home Page**. Create a new GAE transaction.



1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter *GAE*.
4. In the drop down menu that generates, select **GAE Purchase Order – Non Commodity**. The GAE Financial Transaction page will generate.
5. Click the **Create** button.

6. In the **Transaction Department** field, enter the user’s department 3-digit code.
7. Select **Auto Numbering** check box.
8. Click **Continue**.

9. A new GAE transaction will generate and opens to the Header tab. Note that the transaction is in **Draft**, the **Version** number is **1**, the **Function** is **New** and the **Status** is **Held**.



Purchase Order - Non Commodity (GAE) ☆

Department: ADA | Unit: - | Transaction ID: 230000000511 | **Version: 1**

Header Vendor Accounting

Draft | Function New | Status Held

Complete the **Header** tab of the transaction.

1. In the General Information section, in the **Transaction Description** field, enter the reason for the encumbrance. In this scenario enter, *Quarter 4 2022 estimated electric usage*.

General Information

Transaction Name

Record Date

Fiscal Year Period

Transaction Description
Quarter 4 2022 estimated electric usage

2. Click the **Vendor** tab.

Complete the **Vendor** tab of the transaction.

1. In the **Tab Level Actions** section, click the “+” icon to add a Vendor line.
2. On the **Vendor Line**, in the **Vendor Customer** field, select the code for the vendor. In this scenario, select the vendor code for Tucson Electric Power.
3. Click **Save**. Notice that the Legal Name field has inferred based on the values in the vendor table.

Vendor Line	Vendor Customer	Legal Name	Alias/DBA	Address Code	Line Amount	Attachments
1	IV0000003106	TUCSON ELECTRIC			\$0.00	

4. In the **Address Code** field, select the payment address code for the vendor from the pick list.
5. Click **Save**.
6. Click the **Expand** caret on the blue Vendor line. Note that the vendor’s address information has inferred based on the values in the vendor table.



7. Click on the **Accounting** tab.

Complete the **Accounting** tab of the transaction.

1. In the **Tab Level Actions** section, click the “+” icon to add an Accounting line.
2. In the **Line Amount** field, enter the amount the user is encumbering from the invoice. In this scenario, enter *15000*.
3. In the **Department** field, enter the user’s department 3-digit code.
4. In the **Object** field, enter the user’s department object number.
5. In the **Function** field, enter the user’s department function number.

6. Click **Save**.

Validate and submit the transaction 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: **Transaction validated successfully**.

Note: Notice the COA fields that have been inferred due to the use of the Function.

2. Click **Submit** to submit the transaction for approval. If submission is successful, the following message is displayed: **Transaction submitted successfully - Pending Approval**.
3. Click **Close**.



- Click **Home** icon to return to the home page.

GAE Transaction with Multiple Lines

The user may need to utilize multiple accounting lines within one GAE. For example, an agency is encumbering utility funds for multiple locations and needs to account for all the locations. AZ360 allows the user to utilize multiple lines within one encumbrance transaction. Below is an example of how an encumbrance with multiple lines should be processed.

Create a GAE Transaction with Multiple Lines



Scenario 2.

An agency receives an invoice from Tucson Electric Power for each quarter of 2023 electric usage. Using the invoice below, create a GAE transaction with four accounting lines that encumber the quarterly amounts.

Invoice Example – Create a GAE Transaction with Multiple Lines

Tucson Electric Power					
PO Box 80077 Prescott, AZ 86304-8077 Vendor Customer ID: IV0000003106					
Bill To: State of Arizona		Invoice Date: 6/1/2022			
Salesperson: Kevin Rhea					
Line	Item #	Description	Unit	Discount	Line Total
1	5001	Q1 2023 Estimated Utilities	15,000 kWh		\$ 15,000.00
2	5001	Q2 2023 Estimated Utilities	15,000 kWh		\$ 15,000.00
3	5001	Q3 2023 Estimated Utilities	15,000 kWh		\$ 15,000.00
4	5001	Q4 2023 Estimated Utilities	15,000 kWh		\$ 15,000.00
					\$ -
					\$ -
					\$ -
				TOTAL	\$ 60,000.00

Log in to the AZ360 **Home Page**. Create a new GAE transaction.

- Complete the steps from the “Create a GAE Transaction” scenario to create a GAE transaction.
- A new GAE transaction will generate and opens to the Header tab. Note that the transaction is in **Draft**, the **Version** number is **1**, the **Function** is **New** and the **Status** is **Held**.



Complete the **Header** tab of the transaction.

1. In the **Transaction Description** field, enter the reason for the encumbrance. In this scenario, enter *Quarterly 2023 Electric Usage*.
2. Click on the **Vendor** tab.

Complete the **Vendor** tab of the transaction.

1. In the **Tab Level Actions** section, click the “+” icon to add a Vendor line.
2. On the **Vendor** Line, in the **Vendor Customer** field, select the code for the vendor. In this scenario, select the vendor code for Tucson Electric Power.
3. In the **Address Code** field, select the payment address code for the vendor from the pick list.
4. Click **Save**.
5. Click on the **Accounting** tab.

Complete the **Accounting** tab of the transaction.

1. In the **Tab Level Actions** section, click the “+” icon to add an Accounting line.
2. In the **Line Amount** field, enter the amount the user is encumbering from the invoice. In this scenario, enter *15000*.
3. In the **Department** field, enter the user’s department 3-digit code.
4. In the **Object** field, enter the user’s department object number.
5. In the **Function** field, enter the user’s department function number.
6. Click the **Expand** caret on the blue Accounting line.
7. In the **General Information** section, in the **Line Description** field, enter the reason for the Accounting Line. In this scenario, enter *Q1 2023 Utilities*.



1 - 4 of 4 Records View per Page - 20 50 100 Page 1 of 1

Accounting Line	Line Amount	Fund	Department	Unit	Object	Appr. Unit	Attachments	Function	Sub. Fund
1	\$15,000.00	1600	ADA	2201	7181	AD00011		GSDUT22000	

General Information Open/Closed Details Reference COA

Event Type: PRO5 Accounting Template: Line Description: Q1 2023 Utilities

Line Description
Q1 2023 Utilities

8. Click **Validate**.
9. With **Accounting Line 1** selected, click the **Row 3-dot** menu and select **Copy**. The following message will display highlighted in yellow: **1 Record Copied**.

1 - 1 of 1 Records View per Page - 20 50 100 Page 1 of 1

Accounting Line	Line Amount	Fund	Department	Unit	Object	Appr. Unit	Attachments	Function	Sub. Fund
1	\$15,000.00	1600	ADA	2201	7181	AD00011		GSDUT22000	

Copy Delete

AD00001 Copy Delete

10. In the **Tab Level Actions** section, click the **Paste** icon.

+ | | | 1 Record Copied | | |

11. A new Accounting line has been generated with line number "0". Notice that all elements from the copied line have been inserted onto the copied line.
12. With **Accounting Line 0** selected, click the **Expand** caret.
13. In the **General Information** section, in the **Line Description** field, enter the reason for the second Accounting Line. In this scenario, enter *Q2 2023 Utilities*.



Accounting Line	Line Amount	Fund	Department	Unit	Object	Appr. Unit	Attachments	Function	Sub. Fund
1	\$15,000.00	1600	ADA	2201	7181	AD00011		GSDUT22000	-
0	\$15,000.00	1600	ADA	2201	7181	AD00011		GSDUT22000	

Event Type	Accounting Template	Line Description
PRO5		Q2 2023 Utilities
Fiscal Year	Period	

Line Description
Q2 2023 Utilities

14. Click **Save**. Notice that the Accounting line number has updated to “2”.

Accounting Line	Line Amount	Fund	Department	Unit	Object	Appr. Unit	Attachments	Function
1	\$15,000.00	1600	ADA	2201	7181	AD00011		GSDUT22000
2	\$15,000.00	1600	ADA	2201	7181	AD00011		GSDUT22000

2

15. Click **Validate**.

16. With **Accounting Line 2** selected, click the **Row 3-dot** menu and select **Copy**.

17. In the **Tab Level Actions** section, click the **Paste** icon and follow the previous steps to add Accounting Lines 3 and 4 for the Q3 and Q4 utility payments.

Accounting Line	Line Amount	Fund	Department	Unit	Object	Appr. Unit	Attachments	Function
1	\$15,000.00	1600	ADA	2201	7181	AD00011		GSDUT22000
2	\$15,000.00	1600	ADA	2201	7181	AD00011		GSDUT22000
3	\$15,000.00	1600	ADA	2201	7181	AD00011		GSDUT22000
4	\$15,000.00	1600	ADA	2201	7181	AD00011		GSDUT22000

Validate and submit the transaction 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: **Transaction validated successfully**.



2. Click **Submit** to submit the transaction for approval. If submission is successful, the following message is displayed: **Transaction submitted successfully - Pending Approval**.
3. Click **Close**.
4. Click **Home** icon to return to the home page.

Modify/Cancel a GAE Transaction

When an encumbrance transaction requires modification or cancellation due to errors in the data entry process, the user can perform these actions from within the transaction. In other words, simply editing the transaction will generate a modified version. Once the user has located and opened the transaction using the Financial Transaction Catalog, the edit action will create a modified version and the discard action will create a cancelled 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 AZ360.

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

Below is an example of how an encumbrance should be modified.

Modify an Encumbrance Transaction



Scenario 3.

An agency received a request to correct a mistake on a GAE transaction. The wrong amount was encumbered on the GAE transaction. The user should have encumbered \$14,000 instead of \$15,000. Create a GAE modification transaction and submit it for approval.

Log in to the AZ360 **Home Page**. Locate an existing GAE transaction.

1. Complete the steps from the “Create a GAE Transaction” scenario to generate the GAE Financial Transaction page.
2. In the **Dept** field, enter the user’s department 3-digit code.
3. In the **ID** field, enter the Transaction ID for the GAE to be modified.
4. Click **Search**.

Financial Transaction ☆

Code: GAE

Dept: [Empty]

Unit: [Empty]

ID: [Empty]

Phase: [Empty]

Status: [Empty]

Created On: >01/01/2023

Show More

Search Reset

5. Click the **ID** link in the grid for the GAE that is being modified.

Code	Dept	Unit	ID	Version	Function	Phase	Status	Created On	Created By	Actual
GAE	ADA	-	23000000511	1	New	Final	Submitted	04/05/2023	184984	

Create and edit a modification version of a GAE transaction.

1. Click the **Page 3-dot** menu, select **Modify** from Primary Actions.

Purchase Order - Non Commodity (GAE) ☆ Final

Department: ADA | Unit: | Transaction ID: 23000000511 | Version: 1

Summary Header Vendor (1) Accounting (1)

Legal Name: TUCSON ELECTRIC POWER... Line Amount: \$15,000.00

Record Date: 04/05/2023 Transaction Name: -

Actual Amount: \$15,000.00 Open Amount: \$15,000.00

Primary Actions: Modify, Cancel, Collaborate, Comments, Copy, Copy Forward

Other Actions: Additional Transaction Information, Future Transaction Triggering, Schedule, Send Page, Print, View PDF, Download Transaction

Research: Transaction References, Track Work In Progress, Transaction History, Forms

2. Click on the **Accounting** tab.

3. On the blue **Accounting Line**, in the **Line Amount** field, enter the corrected amount of the encumbrance. In this scenario, enter **14,000**.

Accounting Line	Line Amount	Fund	Department	Unit	Object	Appr. Unit	Attachments	Function
1	14,000.00	1600	ADA	2201	7181	AD00011		GSDU

Validate and submit the transaction 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: **Transaction validated successfully.**
2. Click **Submit** to submit the transaction for approval. If submission is successful, the following message is displayed: **Transaction submitted successfully - Pending Approval.**
3. Click **Close.**
4. Click **Home** icon to return to the home page.

Review the modification version.

1. Following the steps above, call up the GAE that was modified.
2. View in the Grid how the **Version** is now **2** and the **Function** is **Modification**.

Code	Dept	Unit	ID	Version	Function	Phase	Status	Created.On	Created.By	Actual
GAE	ADA	-	230000000511	1	New	Final	Submitted	04/05/2023	184984	
GAE	ADA	-	230000000511	2	Modification	Pending	Submitted	04/05/2023	184984	

3. Click **Home** icon to return to the home page.

Researching a GAE Transaction

GAE transactions can be found by searching the Accounting Journal (JACTG). Entering the appropriate search criteria, such as department, unit, or Transaction ID will significantly narrow the results.

Accounting Journal (JACTG) Table

The JACTG table is an electronic record of all accounting transactions, debits, and credits. Below is an example of how to research an encumbrance transaction.

Search for a GAE in the Accounting Journal



Scenario 4.

An agency needs to verify the creation of a GAE transaction by searching the JACTG.

Log in to the AZ360 **Home Page**. Navigate to the Accounting Journal.



1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter *JACTG*.
4. In the drop down menu that generates, select **JACTG Accounting Journal**. The JACTG page opens.

The screenshot shows a dropdown menu for 'JACTG'. The menu items are: 'ALL' (selected), 'Transaction', 'Inquiry', and 'Reference'. Below this, the 'Page Code' option is selected with a checkmark. A search results list is shown below, with 'JACTG Accounting Journal' highlighted in a box, and 'JACTGC Closing Classification Journal' listed below it.

5. In the **Transaction Dept** field, enter the department 3-digit code from the GAE.
6. In the **Fund** field, enter the user's department fund number.
7. In the **Transaction Code** field, enter *GAE*.
8. In the **Department** field, enter the user's 3-digit code. *Note: To access this field click the Show More caret.*
9. Click **Apply**.



Accounting Journal

Narrow your data search criteria to as specific as possible by utilizing specific record date, fiscal period, fiscal year, budget fiscal year and chart of accounts to quickly retrieve data without impacting the online application.

Filters

Run Time: MM/DD/YYYY hh:mm
Record Date: >03/01/2023
Budget FY:

Fiscal Year: APD: Posting Code: Fund:

Transaction Code: GAE Transaction Dept: Transaction ID:

Function: Activity: Major Program:

Program: Phase: Program Period:

Show More Apply Reset

Object: Revenue: BSA:

Department: Unit: Appr. Unit:

Vendor Customer: Warehouse: Commodity:

Stock Item Suffix: Closing Classification:

Show Less Apply Reset

10. Verify if the GAE transaction was created by reviewing the transactions in the grid.

Run Time	Fund	Record Date	Transaction	Sub.Fund	Trans.PL	Department	Budget FY	Debit/Credit	APD	Fiscal Year
04/05/2023 03:59 PM	1600	04/05/2023	GAE,ADA,230000000511,1	-	1	ADA	2023	D	10	2023
04/05/2023 03:59 PM	1600	04/05/2023	GAE,ADA,230000000511,1	-	1	ADA	2023	C	10	2023

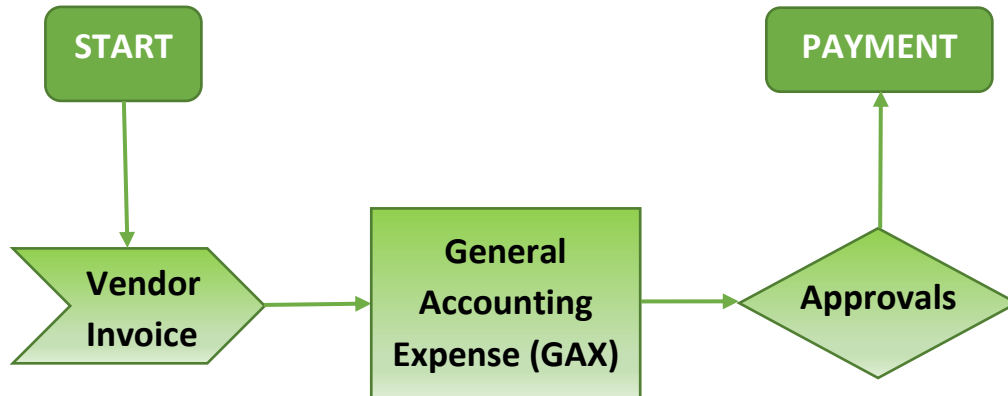


General Accounting Expense (GAX) Transaction

Within AZ360, the actual payment for goods and services is processed using a GAX based transaction. In AZ360, a GAX transaction can be created one of two ways:

- Create and submit a GAX **with** reference to a GAE. Using the copy/forward feature a user 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 transaction can fully or partially liquidate the encumbrance.
- 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) transaction.

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, a warrant or an EFT is issued to the vendor.



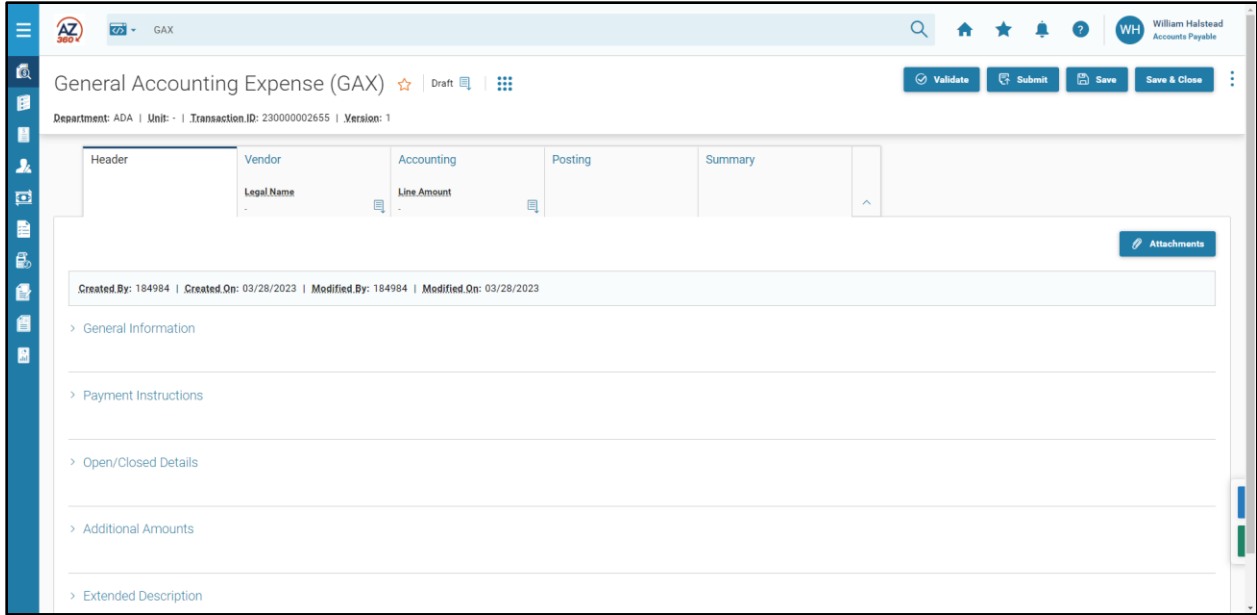
GAX Transaction Tabs

A GAX transaction has four tabs which contain all of the information necessary to process the transaction. These tabs are the same as the GAE transaction because most GAX transactions are created by using the Copy Forward feature from a GAE transaction. The use of the Copy Forward feature reduces the data entry requirements significantly.

It is also possible to create a GAX without referencing a GAE.

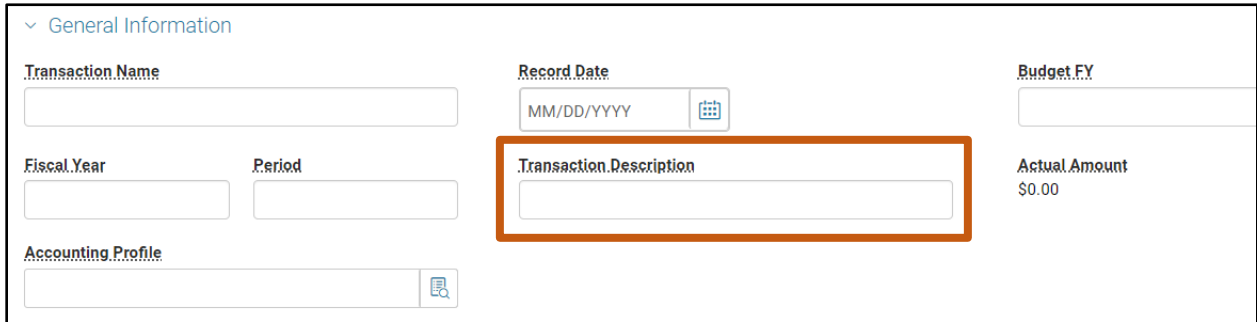
GAX Header Tab

The Header tab is used to record information that pertains to the rest of the transaction, such as a name and description.



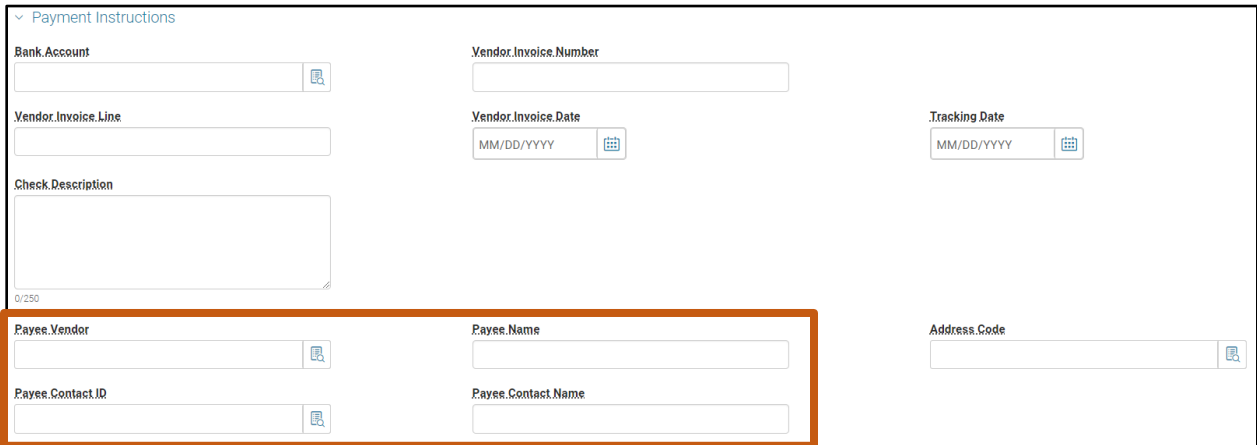
Header – General Information Section

The General Information section contains the Transaction Description field. This is a recommended field as it provides a brief description of the purpose of the transaction.



Header – Payment Instructions Section

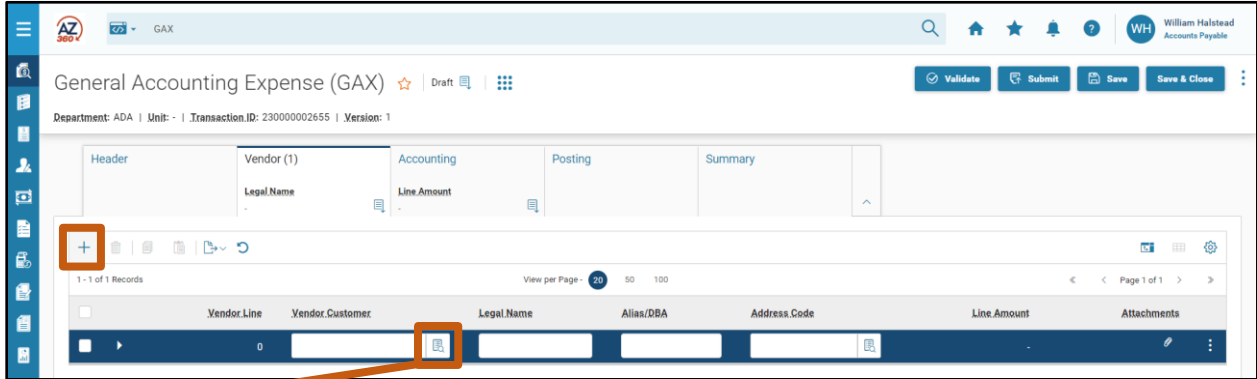
The payee fields are used when designating a third party payment.



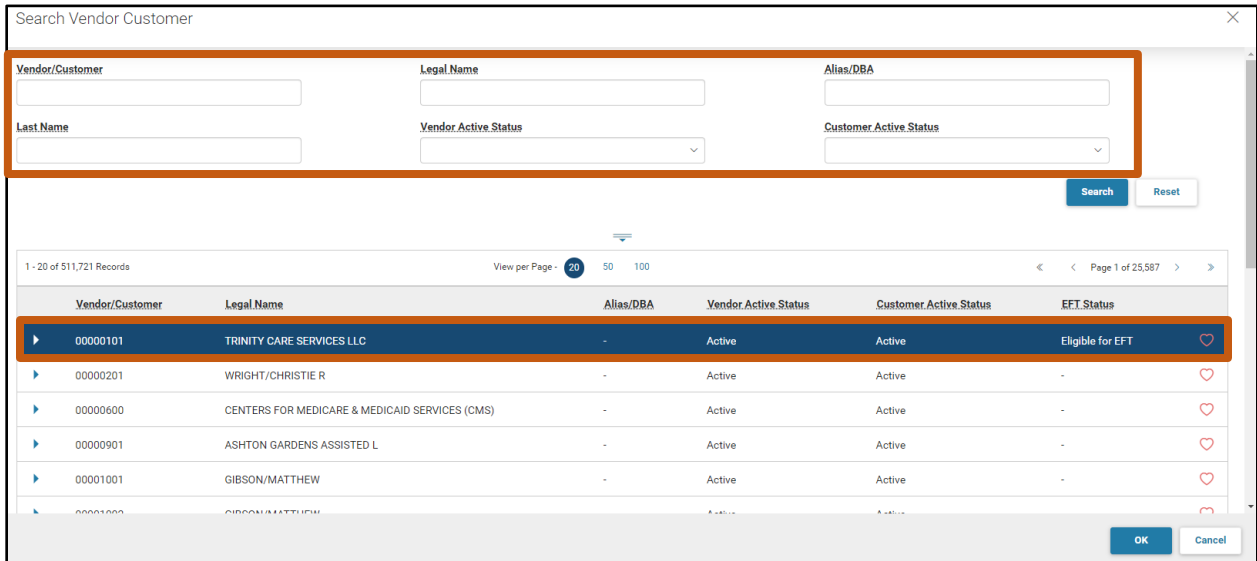


GAX Vendor Tab

The Vendor tab is used to record information on the vendor for an expense transaction. AZ360 does require a vendor to be entered when creating a GAX. Since the expense transaction is recording a payment to a vendor, the Vendor Customer code must be entered or selected using the pick list. Insert a new Vendor Line by selecting the “+” icon.

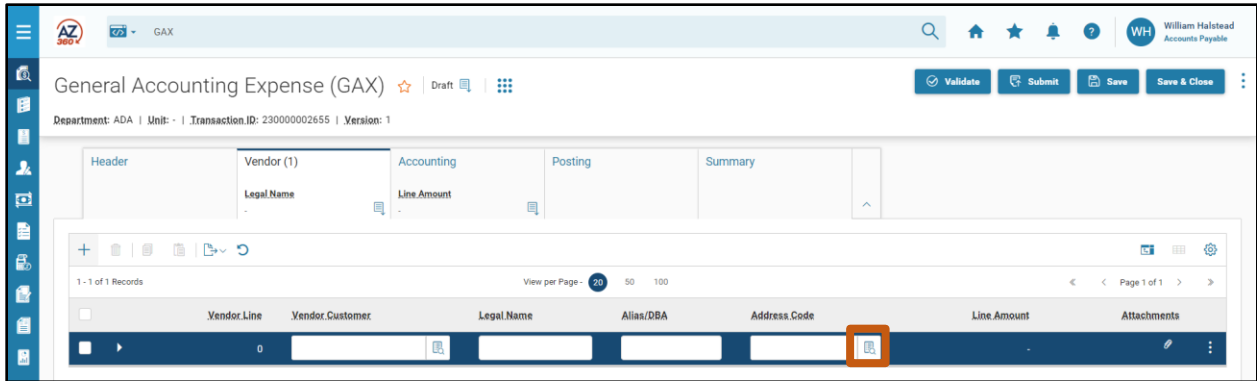


Once the pick list is selected, the Search Vendor Customer box appears and a user can search for the vendor using the search criterion. When the correct vendor appears, select the vendor.



If there is not a default payment address, the pick list 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.

For more information on miscellaneous vendors, see the “Miscellaneous Vendor/Customer Record” section of the **AZ360 Manual – Vendor Customer and Maintenance** available at <https://gao.az.gov/resources/training/gao-training-resources>.



GAX Accounting Tab

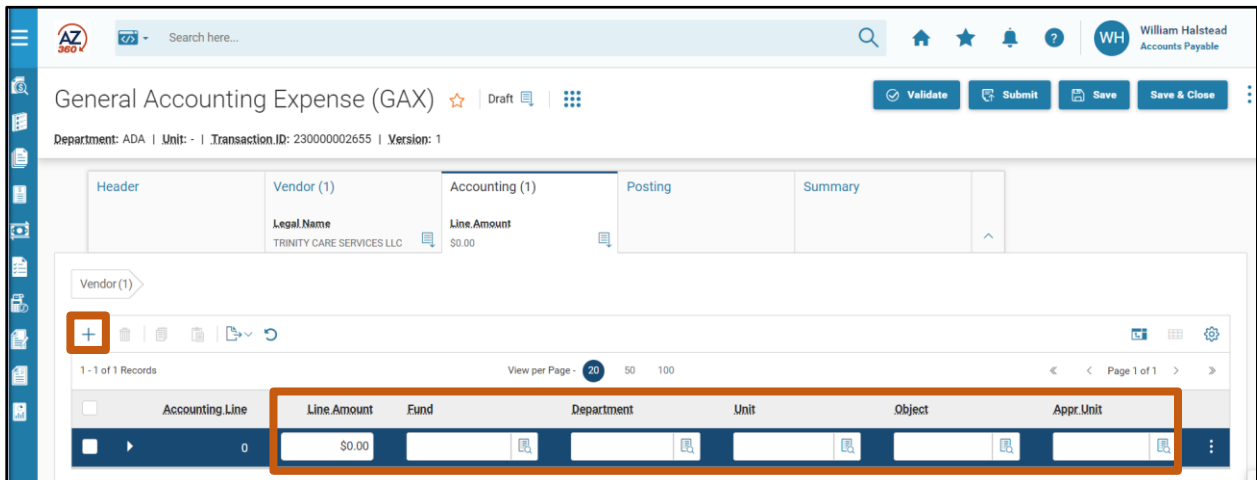
The Accounting tab is where the Event Type is recorded as well as the amount of the expense along with the COA elements for the accounting transaction. The Accounting tab requires that the user insert an accounting line(s) by selecting the “+” icon.

On the Accounting tab, on the blue Accounting Line, the following fields are required:

- Line Amount
- Fund
- Department
- Unit
- Object
- Appr Unit

The Line Amount field records the amount of the expense. When using Copy Forward, this section will be auto-populated with the information from the encumbrance transaction.

Note: 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.



A GAX may contain multiple accounting lines. Each line must have a line amount and COA elements defined. One example of when the user would have an expense transaction that contains more than one accounting line would be if the expense is going to be split across several departments within an agency.



In this case, the user would not have to complete multiple accounting entries, but can instead use one GAX and split the expense appropriately.

Accounting Line	Line Amount	Fund	Department	Unit	Object	Appr. Unit	Attachments	Func
1	\$500.00	1600	ADA	2400	7251	AD00001		
2	\$500.00	1600	ADA	2400	7252	AD00001		
3	\$500.00	1600	ADA	2400	7253	AD00001		
4	\$500.00	1600	ADA	2400	7254	AD00001		

The Accounting tab also allows the user 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 a GAE, the COA information will auto-populate with the information from the encumbrance.

Click the Expand caret on the blue Accounting Line to open the various sections of the Accounting tab.

Accounting – General Information Section

The General Information section contains the Accounting Template field, which, if being used, can infer COA elements. Select the Accounting Template by using the pick list. This tab also contains the following default fields: Event Type, Budget FY, and Fiscal Year.

General Information	Payment Instructions	Open/Closed Details	Reference	COA	Additional Amounts
Event Type				Accounting Template	Line Description
Fiscal Year	Period		Service From	Service To	
Debt ID			MM/DD/YYYY	MM/DD/YYYY	
Billing Profile			Schedule Number		Schedule Line

Accounting – COA Section

The COA section contains the Function field, which, if being used, can infer COA elements. Remember, when the transaction is validated with a function, the COA elements will auto-fill or infer based on that function. The COA section also contains additional accounting information such as Tasks and Sub Tasks. Some departments use these fields for additional tracking and reporting.



General Information Payment Instructions Open/Closed Details Reference **COA** Additional Amounts

Function

Major Program Program Phase

Program Period

Funding Profile Funding Priority Funding Line

Task Sub.Task Reporting

Note: A GAX may contain multiple accounting lines and each line must have the Line Amount and COA elements defined.

GAX Posting Tab

The Posting tab displays the debits and the credits that the expense transaction will make based on the information entered into the Accounting section. There is no data entry performed in the Posting section of an expense transaction.

AZ 360 - GAX

General Accounting Expense (GAX) ☆ Final

Department: ADA | Unit: PHXW | Transaction ID: 0349700000 | Version: 1

Summary Header Vendor (1) Accounting (44) Posting (1)

Legal Name: CITY OF PHOENIX Line Amount: \$0.00

Vendor (1) > Accounting (44)

Line	Debit Posting	Code	Credit Posting	Code	Posting Amount	Line Function	Posting Pair ID
1	Rea Encumbrance	P006	Encumbrance	P005	\$0.00	Liquidation	A

General Information COA

Run Time/Date	Record Date	Fiscal Year	Period	Budget FY
03/03/2022 08:52 AM	03/03/2022	2022	9	2022
Bank Account	Line Amount	Closed Amount	Event Category	
-	\$0.00	\$0.00	PR	
Event Type	Accounting Line Description			
PRO5	4539 1021 W. Washington			
Commodity	Debt ID	Fixed Asset Number	Component Number	
-	-	-	-	
Journal Posting	Budget Posting			
N/A	Posted			

GAX Transaction from a GAE

The user can generate a GAX based transaction by navigating directly to the Financial Transaction Catalog and either:

- Select an encumbrance transaction and use the Copy Forward feature.
- Use the Create link to create a blank transaction.

Below is an example of how to use Copy Forward to create an expense transaction from an encumbrance. Using the create link will be demonstrated in a following scenario.



Create a GAX Transaction from a GAE



Scenario 1.

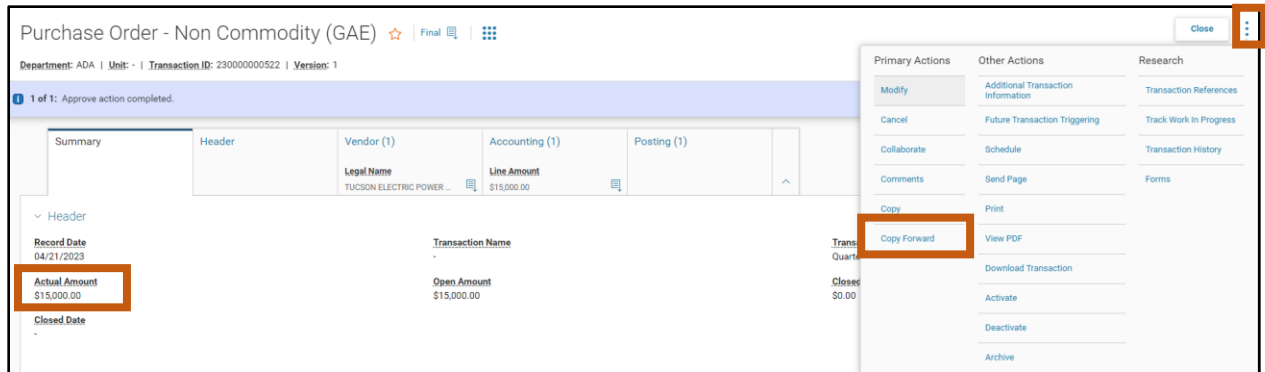
An agency received an invoice to process a payment to Tucson Electric Power for actual Quarter 4 2022 electric usage. Locate the GAE transaction and copy forward to create a GAX transaction. In this scenario, the encumbered amount for this time period was \$15,000 while the actual invoiced amount was for \$14,500.

Log in to the AZ360 **Home Page**. Navigate to the GAE transaction.

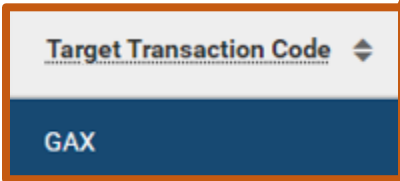
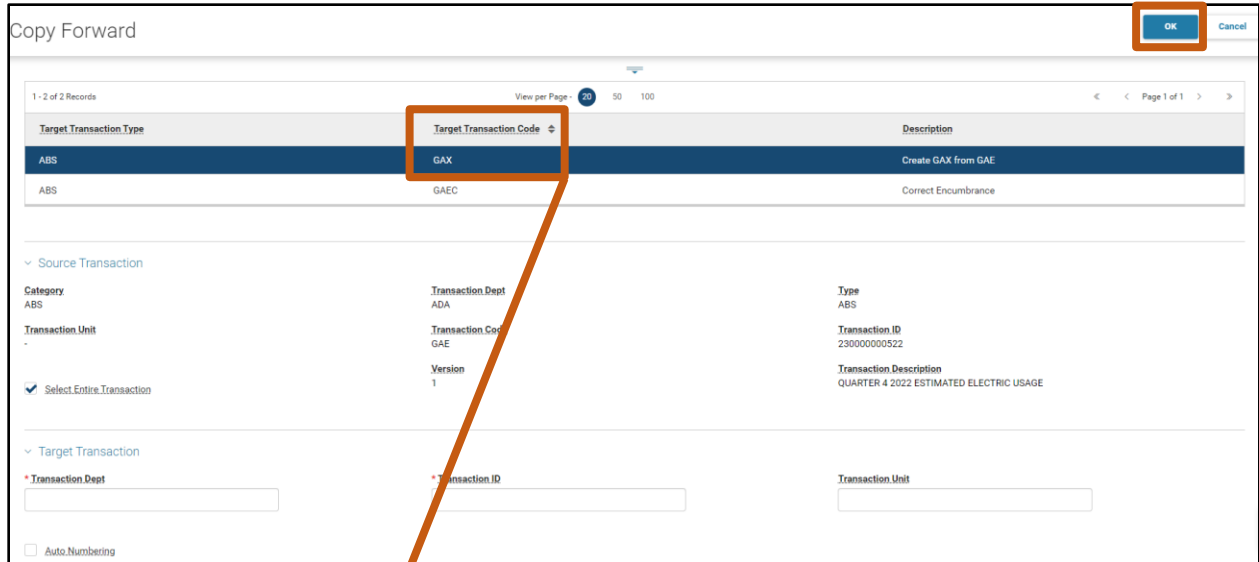
1. Complete the steps from the “Modify an Encumbrance Transaction” scenario to generate the GAE to be copied forward.

Create a GAX transaction.

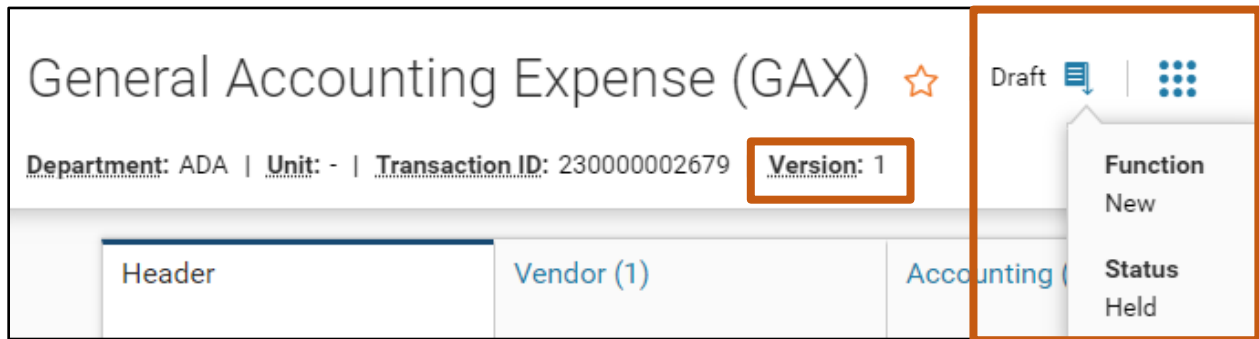
1. Observe the Actual Amount of the GAE transaction.
2. Click the **Page 3-dot** menu, select **Copy Forward** from Primary Actions.



3. On the **Copy Forward** screen, in the **Transaction Dept** field, enter the user’s department 3-digit code.
4. Check the **Auto Numbering** check box.
5. Verify that the **Target Transaction Code** selected is **GAX**.
6. Click **Ok**.



7. A new GAX transaction will generate and opens to the Header tab. Note that the transaction is in **Draft**, the **Version** number is **1**, the **Function** is **New** and the **Status** is **Held**.



Complete the **Header** tab of the GAX transaction.

1. In the **General Information** section, in the **Transaction Description** field, update the field to reflect the reason for the invoice. In this scenario, enter *Quarter 4 2022 Electric Usage*.
2. Since this transaction was copied forward, data entry is reduced. Other required fields will populate during validation.
3. Click the **Vendor** tab.

Review the **Vendor** tab of the GAX transaction.

1. Click the **Expand** caret on the blue Vendor line.



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

3. Click the **Accounting** tab.

Complete the **Accounting** tab of the GAX transaction.

1. Observe the **Line Amount** reflected on the blue Accounting line. Notice that the Line Amount copied forward from the GAE is 15,000. Update the **Line Amount** field to **14,500** to reflect the invoiced amount.
2. Verify that the **Fund, Department, Unit, Object,** and **Appr Unit** fields have populated with information copied forward from the GAE.

Accounting Line	Line Amount	Fund	Department	Unit	Object	Appr. Unit
1	\$14,500	1600	ADA	2201	7181	AD00011

3. Click the **Expand** caret on the blue Accounting line.
4. Click the **Reference** section.
5. In the **Reference Type** field, select **Final** from the drop down menu.



1	\$14,500	1600	ADA	2201	7181	AD00011	2023
General Information		Payment Instructions	Open/Closed Details	Reference	COA	Additional Amounts	
Referenced.Transaction.Code GAE		Referenced.Transaction.Department ADA		Referenced.Transaction.ID 230000000522			
Referenced.Vendor.Line 1		Referenced.Commodity.Line		Referenced.Accounting.Line 1			
Reference.Type Final							

Validate and submit the transaction 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: **Transaction validated successfully.**
2. Click **Submit** to submit the transaction for approval. If submission is successful, the following message is displayed: **Transaction submitted successfully - Pending Approval.**
3. Click **Close.**
4. Click **Home** icon to return to the home page.

GAX Transaction Without a GAE

The user can also generate a GAX based transaction by navigating directly to the Financial Transaction Catalog without using Copy Forward from a GAE. Below is an example of this process.

Create a GAX Transaction Without a GAE



Scenario 2.

An agency receives an invoice for a January 2023 lease payment due. The agency uses the Function field to populate the GAX COAs for these payments. Using the invoice below from Tucson Electric Power, create a GAX for \$975 using the Function field.



Invoice Example – Create a GAX Transaction

Tucson Electric Power					
PO Box 80077 Prescott, AZ 86304-8077 Vendor Customer ID: IV0000003106					
Bill To: State of Arizona			Invoice Date: 6/1/2022		
Salesperson: Kevin Rhea					
Line	Item #	Description	Unit	Discount	Line Total
1	6001	January 2023 Lease Payment			\$ 975.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
				TOTAL	\$ 975.00

Log in to the AZ360 **Home Page**. Create a new GAX transaction.



1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter **GAX**.

4. In the drop down menu that generates, select **GAX General Accounting Expense**. The GAX Financial Transaction screen will generate.

5. Click the **Create** button.

6. In the **Transaction Department** field, select the user's department 3-digit code from the pick list.
7. Select **Auto Numbering** check box.
8. Click **Continue**.

9. A new GAX transaction will generate and opens to the Header tab. Note that the transaction is in **Draft**, the **Version** number is **1**, the **Function** is **New** and the **Status** is **Held**.



General Accounting Expense (GAX) ☆

Department: ADA | Unit: - | Transaction.ID: 230000002667 **Version: 1**

Draft | [Grid Icon]

Function: New
Status: Held

Header | Vendor | Accounting

Complete the **Header** tab of the transaction.

1. In the General Information section, in the **Transaction Description** field, enter the reason for the payment. In this scenario, enter *01/2023 Lease Payment*.

General Information

Transaction Name: [Field]

Record Date: MM/DD/YYYY [Calendar Icon]

Fiscal Year: [Field] | Period: [Field]

Transaction Description: 01/2023 Lease Payment

2. Click on the **Vendor** tab.

Complete the **Vendor** tab of the transaction.

1. In the **Tab Level Actions** section, click the “+” icon to add a Vendor line.
2. On the **Vendor Line**, in the **Vendor Customer** field, select the code for the vendor. In this scenario, select the vendor code for Tucson Electric Power.
3. Click **Save**. Notice that the Legal Name field has inferred based on the values in the vendor table.

[+ Icon] [Trash Icon] [Copy Icon] [Paste Icon] [Save Icon] [Refresh Icon]

1 - 1 of 1 Records | View per Page - 20

Vendor Line	Vendor Customer	Legal Name
1	IV0000003106 [Search Icon]	TUCSON ELECTRIC

4. In the **Address Code** field, select the payment address code for the vendor from the pick list.



5. Click **Save**.
6. Click the **Expand** caret on the blue Vendor line. Note that the vendor’s address information has inferred based on the values in the vendor table.

Vendor Line	Vendor Customer	Legal Name	Alias/DBA	Address Code	Line Amount	Attachments
1	IV0000003106	TUCSON ELECTRIC PO'		10003	\$0.00	

General Information		Disbursement Options		Discount Terms	
Address Line 1 PO BOX 80077		Address Line 2		City PRESCOTT	
State AZ <small>Arizona</small>		Zip 86304-8077		Country USA <small>United States</small>	
County		Vendor Contact Name KEVIN RHEA		Contact Phone	Extension
Vendor Contact ID V0001		Vendor Contact Email KRHEA@TEPCOM			

7. Click on the **Accounting** tab.

Complete the **Accounting** tab of the transaction.

1. In the **Tab Level Actions** section, click the “+” icon to add an Accounting line.
2. In the **Line Amount** field, enter the amount the user is encumbering from the invoice. In this scenario, enter *975*.
3. In the **Department** field, enter the user’s department 3-digit code.
4. In the **Object** field, enter the user’s department object number.
5. Click the **Expand** caret on the blue Accounting line.
6. Click the **COA** section.
7. In the **Function** field, enter the user’s department function number.



8. Click **Save**.

Validate and submit the transaction 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: **Transaction validated successfully**.

Note: Notice the COA fields that have been inferred due to the use of the Function.

2. Click **Submit** to submit the transaction for approval. If submission is successful, the following message is displayed: **Transaction submitted successfully - Pending Approval**.
3. Click **Close**.
4. Click **Home** icon to return to the home page.

Partial Payment from a GAE

AZ360 enables users to make partial payments from an encumbered amount. The following frequently asked questions can arise from making a partial payment:

- What happens to the left over amounts that did not pay on the encumbrance?
- How do users go about paying the remainder at a later date?

When the vendor sends the bill for the next month, the amounts will show the additional balance due. The agency may pay the GAX and mark it as **Reference Type: Final** (as shown in the “Create a GAX Transaction from a GAE” scenario detailed previously), but not Partial, to close out the balance of the encumbrance.

- If the state agency gave the vendor too much money, can they hold the overage as a credit?

Based on the agency’s departmental procedures, it could end up being a refund or a credit. *Note: If the overage is processed as a refund, the agency must use the same expenditure object(s) that were used on the initial GAX(s) to process the refund to accurately report the overall vendor payment in AZ360.*



The scenario below details how to make a partial payment from an encumbrance.

Create a Partial Payment from a GAE



Scenario 3.

An agency receives a request to process a partial payment of the Tucson Electric Power encumbrance that does not completely liquidate the referenced encumbrance. The agency is to pay the first quarter of the encumbrance for \$5000 using the invoice below.

Invoice Example – Create a Partial Payment from a GAE

Tucson Electric Power					
PO Box 80077 Prescott, AZ 86304-8077 Vendor Customer ID: IV0000003106					
Bill To: State of Arizona			Invoice Date: 6/1/2022		
Salesperson: Kevin Rhea					
Line	Item #	Description	Unit	Discount	Line Total
1	5001	September 2022 Utilities	5,000 kWh		\$ 5,000.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
				TOTAL	\$ 5,000.00

Log in to the AZ360 **Home Page**. Copy forward the GAE transaction to a GAX transaction.

1. Complete the steps from the “Create a GAX Transaction from a GAE” scenario to locate the GAE transaction and copy it forward to a GAX transaction. The GAX will open to the Header tab.

Complete the **Header** tab of the GAX transaction.

1. In the **General Information** section, in the **Transaction Description** field, enter the reason for the payment. In this scenario enter, *Partial Payment*.



General Information

Transaction Name:

Record Date:

Fiscal Year: Period:

Transaction Description:

Note: Since this transaction was copied forward, data entry is reduced. Other required fields will populate during validation.

2. Click on the **Accounting** tab.

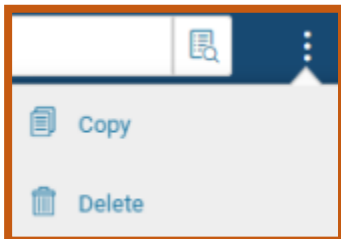
Complete the **Accounting** tab of the transaction.

1. Observe the **Accounting** line grid. In this scenario, four accounting lines exist for the encumbrances.

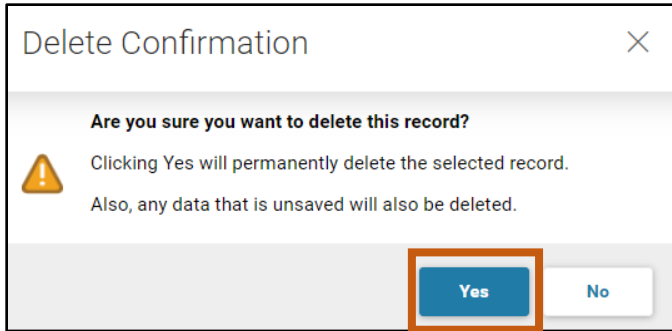
Accounting Line	Line Amount	Fund	Department	Unit	Object	Appr. Unit
1	\$15,000.00	1600	ADA	2201	7181	AD00011
2	\$15,000.00	1600	ADA	2201	7182	AD00011
3	\$15,000.00	1600	ADA	2201	7181	AD00011
4	\$15,000.00	1600	ADA	2201	7182	AD00011

2. Click and select Accounting **Line 2**.
3. Click the **Row 3-dot** menu and select **Delete**.

Accounting Line	Line Amount	Fund	Department	Unit	Object	Appr. Unit
1	\$15,000.00	1600	ADA	2201	7181	AD00011
2	\$15,000.00	1600	ADA	2201	7182	AD00011
3	\$15,000.00	1600	ADA	2201	7181	AD00011
4	\$15,000.00	1600	ADA	2201	7182	AD00011



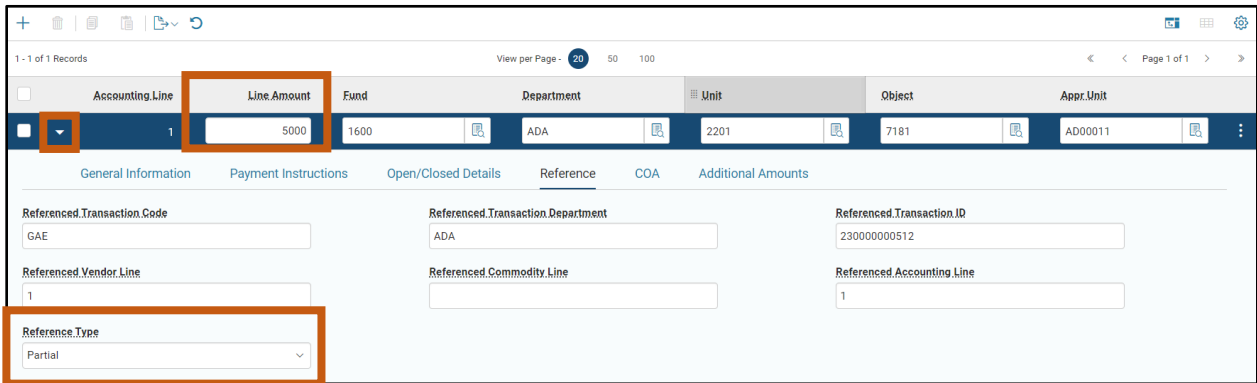
4. On the **Delete Confirmation** page, click **Yes** to permanently delete the record.



- Repeat steps 2-4 to delete Accounting Lines 3 and 4.

Note: Only one accounting line is being paid in this scenario. As a result, the other accounting lines not being paid are deleted.

- On the blue **Accounting Line**, in the **Line Amount** field, enter the corrected amount of the expense. In this scenario, enter *5,000*.
- Click the **Expand** caret on the blue Accounting line.
- Click the **Reference** section.
- In the **Reference Type** field, select **Partial** from the drop down menu.



Validate and submit the transaction for approval.

- 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: **Transaction validated successfully**.
- Click **Submit** to submit the transaction for approval. If submission is successful, the following message is displayed: **Transaction submitted successfully - Pending Approval**.
- Click **Close**.
- Click **Home** icon to return to the home page.



Navigate to the GAE transaction and observe the partial payment.

1. Complete the steps from the “Modify an Encumbrance Transaction” scenario to locate the original GAE.
2. Click the **Accounting** tab.
3. Click **Accounting Line 1**.
4. Click the **Open/Closed Details** section.
5. Observe the Line Closed Amount, Line Open Amount and Referenced Line Amount fields.

Note: The Line Closed Amount and the Referenced Line Amount reflect the recent GAX payment. The Line Open Amount field reflects the remaining encumbrance for this Accounting Line.

The screenshot shows a table with 4 records. The first record is selected. Below the table, three callout boxes highlight specific values:

- Line Closed Amount:** \$5,000.00
- Line Open Amount:** \$10,000.00
- Referenced Line Amount:** \$5,000.00

Accounting Line	Line Amount	Fund	Department	Unit	Object	Appr. Unit	Attachments	Function	Sub. Fund	Budget FY
1	\$15,000.00	1600	ADA	2201	7181	AD00011		GSDUT22000	-	2023
2	\$15,000.00	1600	ADA	2201	7182	AD00011		GSDUT22000	-	2023
3	\$15,000.00	1600	ADA	2201	7181	AD00011		GSDUT22000	-	2023
4	\$15,000.00	1600	ADA	2201	7182	AD00011		GSDUT22000	-	2023

6. Click **Home** icon to return to the home page.

Split Accounting Distribution

A user may have a need to split an expense between two units or departments within an agency. AZ360 allows a GAX transaction to contain multiple accounting lines in order to process a split expense. As a reminder, the GAX transaction can be created using the Financial Transaction Catalog or by copying forward from a GAE transaction. Below is an example of how to create a split accounting distribution.



Create a Split Accounting Distribution



Scenario 4.

An agency receives a request to process a payment with multiple budget lines. Create a GAX transaction with an additional accounting line to split the payment evenly between two locations.

Log in to the AZ360 **Home Page**. Create a new GAX transaction using the Financial Transaction Catalog.

1. Complete the steps from the “Create a GAX Transaction Without a GAE” scenario to create a GAX transaction.
2. Click on the **Header** tab.

Complete the **Header** tab of the transaction.

1. In the **General Information** section, in the **Transaction Description** field, update the field to reflect the reason for the invoice. In this scenario, enter *Utility Split Expense*.
2. Click the **Vendor** tab.

Complete the **Vendor** tab of the transaction.

1. In the **Tab Level Actions** section, click the “+” icon to add a Vendor line.
2. On the **Vendor** Line, in the **Vendor Customer** field, select the code for the vendor.
3. Click **Save**. Notice that the Legal Name field has inferred based on the values in the vendor table.
4. In the **Address Code** field, select the payment address code for the vendor from the pick list.
5. Click **Save**. Note that the vendor’s address information has inferred based on the values in the vendor table.
6. Click on the **Accounting** tab.

Complete the **Accounting** tab of the transaction.

1. In the **Tab Level Actions** section, click the “+” icon to add an Accounting line.
2. In the **Line Amount** field, enter the amount the of the user’s first split payment.
3. In the **Department** field, enter the department 3-digit code for the first split payment.
4. In the **Function** field, enter the department function number for the first split payment.



- In the **Object** field, enter the department object number for the first split payment.
- Click **Validate**. Note the fields that have inferred from the FUNCINF table.

Accounting Line	Line Amount	Department	Function	Object	Fund	Unit	Appr. Unit
1	\$500.00	ADA	GSDUT22000	7181	1600	2201	AD00011

- Click the **Expand** caret on the blue Accounting line.
- Click the **COA** section. Note the fields that have inferred from the FUNCINF table.
- In the **Location** field, enter the user's department location number for the first split payment.

Accounting Line	Line Amount	Department	Function	Object	Fund	Unit	Appr. Unit	Sub Fund
1	\$500.00	ADA	GSDUT22000	7181	1600	2201	AD00011	

General Information Payment Instructions Open/Closed Details Reference **COA** Additional Amounts

Major Program: GSD000000000001 Program: GSD0000001 Phase:

Program Period: GSD1

Funding Profile: Funding Priority: Funding Line:

Task: 800000 Sub Task: 810000 Reporting:

Sub Reporting:

Dept. Object: Dept. Revenue: Sub. Unit:

Task Order: Activity: 221000 Sub Activity:

Sub Location:

Location:

BSA:

Location

- Click **Save**.

Insert and complete a second accounting line.

- With **Accounting Line 1** selected, click the **Row 3-dot** menu and select **Copy**. The following message will display highlighted in yellow: **1 Record Copied**.
- In the **Tab Level Actions** section, click the **Paste** icon.





3. A new Accounting line has been generated with line number "0". Notice that all elements from the copied line have been inserted onto the copied line.

Accounting Line	Line Amount	Fund	Department	Unit	Object	Appr Unit
1	\$10,000.00	1600	ADA	2400	7251	AD00001
0	\$5,000.00	1900	ADA	2500	7250	AD00002

4. Click the **Expand** caret on the new blue **Accounting** line.
5. Click the **COA** section.
6. In the **Location** field, enter the department location number for the second split payment.

Accounting Line	Line Amount	Department	Function	Object	Fund	Unit	Appr Unit	Sub Fund
1	\$500.00	ADA	GSDUT22000	7181	1600	2201	AD00011	-
0	\$500.00	ADA	GSDUT22000	7181	1600	2201	AD00011	

COA Section Fields:

- Major Program: -
- Program Period: GSD1
- Funding Profile: [Empty]
- Task: 800000
- Sub Reporting: [Empty]
- Dept Object: [Empty]
- Task Order: [Empty]
- Location: 0055
- Program: GSD000001
- Funding Priority: [Empty]
- Sub Task: 810000
- Dept Revenue: [Empty]
- Activity: 221000
- Sub Location: [Empty]
- Phase: [Empty]
- Funding Line: [Empty]
- Reporting: [Empty]
- Sub Unit: [Empty]
- Sub Activity: [Empty]

Location

0055

Note: The user is able to change the Location number in this instance as the Location is not part of the COA elements inferred by the function. The other COA elements (e.g. Fund, Unit, Appr Unit) are inferred by the function and as a result cannot be changed due to the function's hard inference.

7. Click **Save**.

Validate and submit the transaction 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: **Transaction validated successfully**.



2. Click **Submit** to submit the transaction for approval. If submission is successful, the following message is displayed: **Transaction submitted successfully - Pending Approval.**
3. Click **Close.**
4. Click **Home** icon to return to the home page.

Modify a GAX Transaction

Modifications can only be made to GAX *before* it has been disbursed (closed). Once a GAX has been disbursed, changes cannot be made until the warrant paying the Accounting Line has been cancelled and the payment request is re-opened. Below is an example of modifying a GAX.

Modify a GAX Transaction

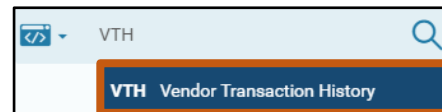
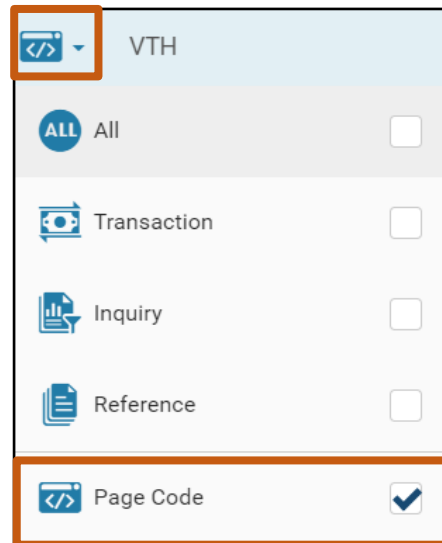


Scenario 5.

An agency received a request to modify the GAX transaction that has incorrect data. The amount was for \$5,000 and the agency received a notice that it should have been \$2,500. First, the user must make sure that the transaction has not been disbursed. Second, the user will edit and submit the correct amount.

Log in to the AZ360 **Home Page**. Navigate to Vendor Transaction History (VTH) page.

1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter *VTH*.
4. In the drop down menu that generates, select **VTH Vendor Transaction History**. The VTH page will generate.



5. In the **Vendor Customer** field, enter the code for the vendor.
6. Click **Apply**.



Note: While the Vendor Customer field is the only required field when searching the VTH table, it is strongly recommended to search by additional fields in order to minimize search results.

Vendor Transaction History ☆ Calculate Total ← Back

Total Al. Amount:

Filters

Vendor Customer	Legal Name	Address ID
Vendor Invoice Number	Bank Code	Record Date
Budget FY	Fiscal Year	Accounting Period
Department		

Apply Reset

7. The result of the search will appear in grid at the bottom of the screen. If no payment has yet been disbursed, there will not be an associated EFT or AD transaction listed.

Example of payment not being disbursed:

Record Date	Legal Name	Transaction	Phase	Vendor Line	Commodity Line	Vendor Invoice Number	Check Number	Account
04/05/2023	TUCSON ELECTRIC POWER CO	GAX,ADA,230000002668	F	1	-	-	-	

Example of payment being disbursed:

Record Date	Legal Name	Transaction	Phase	Vendor Line	Commodity Line	Vendor Invoice Number	Check Number	Account
01/31/2022	TUCSON ELECTRIC POWER CO	GAX,ADA,TEPJAN22	F	1	-	0655893006 2207	-	
01/31/2022	TUCSON ELECTRIC POWER CO	EFT,ADA,220000389734	F	1	-	0655893006 2207	202201312083268	

After verifying that a payment has not been disbursed, locate the existing GAX transaction.

1. Complete the steps from the “Create a GAX Transaction Without a GAE” scenario to locate the GAX to be modified. The GAX will open to the Header tab.

Complete the **Header** tab of the transaction.

1. Click the **Page 3-dot** menu, select **Modify** from Primary Actions.



General Accounting Expense (GAX) ☆ Final | [Close] [Menu]

Department: ADA | Unit: - | Transaction ID: 23000002668 | Version: 1

Summary	Header	Vendor (1)	Accounting (1)
		Legal Name TUCSON ELECTRIC POWER ...	Line Amount \$5,000.00

Primary Actions	Other Actions	Research
Modify	Additional Transaction Information	Transaction References
Cancel	Future Transaction Triggering	Track Work In Progress
Collaborate	Schedule	Transaction History
Comments	Send Page	Forms
Copy	Print	
Copy Forward	View PDF	
	Download Transaction	
	Activate	
	Deactivate	
	Archive	

2. Click on the **Accounting** tab.
3. In the **Line Amount** field, enter the correct amount listed on the invoice. In this scenario, enter **2,500**.

General Accounting Expense (GAX) ☆ Draft | [Validate] [Submit] [Save] [Save & Close]

Department: ADA | Unit: - | Transaction ID: 1500978 | Version: 2

Summary	Header	Vendor (1)	Accounting (1)	Posting (2)
		Legal Name GUIDESOFT INC	Line Amount \$2,500.00	

Accounting Line	Line Amount	Fund	Department	Unit	Object	Appr. Unit
1	\$2,500.00	AD2567	ADA	3202	6241	AD22702

4. Click **Validate**.
5. Click on the **Posting** tab.
6. Observe the posting amounts.

1 of 1: Transaction validated successfully

Summary	Header	Vendor (1)	Accounting (1)	Posting (2)
		Legal Name TUCSON ELECTRIC POWER ...	Line Amount \$2,500.00	

Line	Debit Posting	Code	Credit Posting	Code	Posting Amount	Line Function	Posting Pair ID
1	Disb Payable	D001	External AE	D011	(\$2,500.00)	Standard	A
2	Encumbrance	P005	Res Encumbrance	P006	\$2,500.00	Liquidation	A



Validate and submit the transaction 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: **Transaction validated successfully.**
2. Click **Submit** to submit the transaction for approval. If submission is successful, the following message is displayed: **Transaction submitted successfully - Pending Approval.**
3. Click **Close.**
4. Click **Home** icon to return to the home page.

Cancel a Payment (issued by a warrant)

The user can cancel a disbursement transaction in AZ360 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 of Arizona or has been sent to the vendor, different actions must be taken. For instance, if the payment has been sent to the vendor, a notarized Form GAO-06 (Warrant Replacement Request) will need to be attached to the cancellation transaction. On the other hand, if the agency has the warrant in hand, the agency may attach the voided warrant to the cancellation transaction. All cancellation transactions eventually route through the GAO. GAO will place stop payments on all warrants with cancellation transactions, except those cancellation transactions that have the voided warrant attached. GAO only approves cancellations once stops of those cancellations are successfully processed with the State of Arizona's servicing bank.

When a disbursement needs to be cancelled because a vendor was issued a payment in error, the user must first confirm the warrant has not been paid. The user will then cancel the original disbursement transaction with a cancellation type of Close. The disbursement cancellation request transaction 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 transaction with the cancellation type of Reschedule. When the cancellation type of Reschedule is used, a notarized Form GAO-06 must be attached to the cancellation transaction. After the transaction routes through workflow for approval, the user navigates to the Disbursement Request (DISRQ) table to verify the associated payment request transaction appears on the table and is ready for disbursement.

For additional instructions, see the quick reference guide (QRG) **Stop, Cancel or Reschedule a Warrant** available at <https://gao.az.gov/resources/training/gao-training-resources>.

Cancel a Warrant

To cancel a warrant, the user cancels the outstanding disbursement transaction in AZ360. The user will select the Page 3-dot menu, and select Cancel from Primary Actions. The user will then need to complete several fields: Cancellation Type, Cancellation Reason, Comments, and Scheduled Payment Date.



Automated Disbursement (AD) Final Close

Department: ADA | Unit: - | Transaction ID: 23000008288 | Version: 1

1 of 6: New Budget Line created for the Department Expense - Unit - Dept Expense 95:Level 2 Level (A2538)

Header	Vendor (1)	Accounting (1)	Posting (2)
	Legal Name ORTHOPEdic SPECIALISTS ...	Line Amount \$4,000.00	

Created By: afisbat | Created On: 07/12/2022 | Modified By: afisbat | Modified On: 07/12/2022

General Information

Transaction Name	Record Date
-	07/12/2022

Fiscal Year: Period:

Primary Actions

- Modify
- Cancel**
- Collaborate
- Comments
- Copy
- Copy Forward

Other Actions

- Additional Transaction Information
- Future Transaction Triggering
- Schedule
- Send Page
- Print
- View PDF
- Download Transaction
- Activate
- Deactivate
- Archive

Research

- Transaction References
- Track Work In Progress
- Transaction History
- Forms

Cancellation Type:

Note: Under Cancellation Type, GAO only allows the Reschedule and Close options.

- Reschedule – Used to reverse the effects of the original disbursement and allows for rescheduling of the disbursement by specifying a new Scheduled Payment Date. **Note: A notarized Form GAO-06 is required to be attached to choose this option.**
- Close – Used to cancel the disbursement and cancel the payment request.

▼ Cancellation

Cancellation.Type

Close ▼

- Select -

- Reschedule
- Hold
- Close
- PR Cancellation

Cancellation Reason:

Note: Under Cancellation Reason, the agency can select any of the cancellation options, except for Stale, Escheat, Cancel, or Warrant Reconciliation.

- 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.
- Stop Payment – Available for the agency to use if none of the other reasons apply.
- Voided Warrant Attached – The agency can use this reason if a voided warrant is attached to the cancellation transaction.



Cancellation

Cancellation.Type

Scheduled.Payment.Date

Hold.Type

Cancellation.Reason

- Select -
- Lost
- Stolen
- Never Received
- Destroyed
- Incorrect Information
- Stale
- Escheat
- Cancel
- Warrant Reconciliation
- Stop Payment
- Voided Warrant Attached

Comments

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

Cancellation

Cancellation.Type

Scheduled.Payment.Date

Hold.Type

Cancellation.Reason

Comments

Hold.Request.Description

0/120

Scheduled Payment Date

This field is required if the payment is rescheduled. Make sure to enter a date that is one or more business days in the future than when approved by the agency.

Once these fields are completed, validate and submit the transaction. This creates a Cancellation version of the transaction. The cancellation transaction then routes to workflow for approval by a department level approver and GAO.

Note: The GAO cutoff time to submit payment cancellations each day is 3:00pm. Any submitted to the GAO worklist after 3:00 will be processed the next business day.

Cancel a Payment (issued by EFT)

An agency may have issued an incorrect payment or a payment for the wrong amount, in which case, they can request the reversal of the ACH payment. To follow National Automated Clearing House



Association (NACHA) rules, the reversal can only be processed if it is within five business days of the payment settlement date. To request an ACH reversal, the agency representative (with an AP Manager Role) will complete and send the Form GAO PM-ACH1 (ACH Payment Reversal) by email to finoperations@azdoa.gov. GAO will process the transaction and send the request to the State Treasury Department to submit to the State of Arizona's servicing bank. GAO will typically know within seven and ten business days if the funds were successfully reversed and will let the agency know.

Cancel a Payment Prior to Disbursement

There are several scenarios that would require the cancellation of a GAX. This is when the GAX has been submitted but the warrant or EFT has not been processed. A few scenarios are:

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

The options vary depending on the phase of the transaction:

- Pending – Reject the transaction; the payment request returns to the draft phase; Open the transaction and click Edit to make changes or click the Page 3-dot menu, then Discard to delete the draft transaction.
- Final – Open the payment; request (GAX) and click Discard. This will create a cancellation version of the transaction.

Transactions that are in phase status of Draft can be changed at any time by clicking the Edit button. Once a transaction is approved, it reaches the phase status of Final and is accepted into AZ360. If a transaction in the phase status of Final requires modification, the edit feature will create a new version of the transaction. Previous versions of the transaction are set to a phase status of Historical-Final and will appear with that phase in the Financial Transaction Catalog.

Note: Modification to a GAX transaction in the phase status of Final can only be done before a warrant/EFT has been created by the nightly processing of the approved transaction.

<input type="checkbox"/>	Code	Dept	Unit	ID	Version	Function	Phase	Status	Created On	Created By	Actual Amount	Comments	Transaction I
<input type="checkbox"/>	GAX	AAA	-	230000002650	1	New	Draft	Held	03/22/2023	amacha	\$0.00	No	-
<input type="checkbox"/>	GAX	ADA	-	0033863	1	New	Final	Submitted	05/24/2017	154362	\$300.00	No	LSW PROJ 2009009.588
<input type="checkbox"/>	GAX	ADA	-	0033864	1	New	Final	Submitted	05/25/2017	154362	\$1,677.50	No	NEW FIRE AL REPLACEMENT PROJECT 87C 2009009.587
<input type="checkbox"/>	GAX	ADA	-	0033889	1	New	Final	Submitted	06/12/2017	154362	\$505.00	No	LSW PROJ 2009009.588
<input type="checkbox"/>	GAX	ADA	-	0033892	1	New	Final	Submitted	06/12/2017	154362	\$960.00	No	FIRE ALARM REPLACEMENT 5/31/2017
<input type="checkbox"/>	GAX	ADA	-	0111-DOA-1	1	New	Final	Submitted	01/22/2019	154362	\$3,828.00	No	GEO CORREC AND DETENT 1/11/2019
<input type="checkbox"/>	GAX	ADA	-	0112-DOA-1	1	New	Historical (Final)	Submitted	01/22/2018	154362	\$603.75	Yes	GEO CORREC AND DETENT 12.2018



Additional Functionality in Payment Transactions

In AZ360, 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 Transaction

The following options are available on a payment transaction for disbursement:

- Payment Consolidation
- Single Check
- Hold Warrant for Pickup
- Pay a Third Party

Payment Consolidation

All payments are consolidated by transaction department.

Single Check

When Yes is selected on the Single Check field on the Disbursement Options section of the Vendor/Customer record, the vendor will receive one warrant/electronic fund transfer (EFT) per GAX transaction. If No is selected in this field, then the payments are grouped in the disbursement by agency.

The accepted way to override payment consolidation is to create a GAX transaction and, on the Vendor tab's Disbursement Options section, select Yes in the Single Check field.

The screenshot shows the 'Disbursement Options' section of a Vendor record in AZ360. The 'Single Check' dropdown menu is highlighted with an orange box, and 'Yes' is selected. Other fields visible include 'Schedule Payment Date', 'Disbursement Priority', 'Online Disbursement Request', 'EFT Status', 'Disbursement Category', 'Disbursement Format', and 'Scheduling Reason Code'.

Hold Warrant for Pickup

When a payment is created, Hold for Pickup can be indicated on the transaction. On the Vendor tab's Disbursement Options section, in the Disbursement Category field, enter or select PULL from the pick list. The use of PULL requires prior approval by GAO. The Chief Financial Officer (CFO) of the requesting agency will need to send an email with the request to gaoadmin@azdoa.gov. The requests are considered on a case-by-case basis.



The screenshot shows a vendor record in the AZ360 system. The record is displayed in a table with columns for Vendor Line, Vendor Customer, Legal Name, Alias/DBA, Address Code, Line Amount, and Attachments. Below the table, there are tabs for General Information, Disbursement Options, and Discount Terms. The Disbursement Options tab is active, showing fields for Schedule Payment Date, Disbursement Priority, Online Disbursement Request, Single Check, Disbursement Type, EFT Status, Disbursement Category (highlighted with a red box and set to 'PULL'), Disbursement Format, and Scheduling Reason Code.

Pay a Third Party

Special payment arrangements can be made when a payment should be made to a third party instead of the vendor identified in the Vendor Customer field on the GAX. The third party vendor must be active and set up as a third party vendor on the VCUST table in order to be eligible to receive payment. The third party vendor is entered as the Payee Vendor on a GAX under the Header, Payment Instructions section.

The screenshot shows the Payment Instructions section of the AZ360 system. It contains several fields for entering payment details, including Bank Account, Vendor Invoice Number, Vendor Invoice Line, Vendor Invoice Date, Tracking Date, Check Description, Payee Vendor (highlighted with a red box), Payee Contact ID, Payee Name, Payee Contact Name, and Address Code.

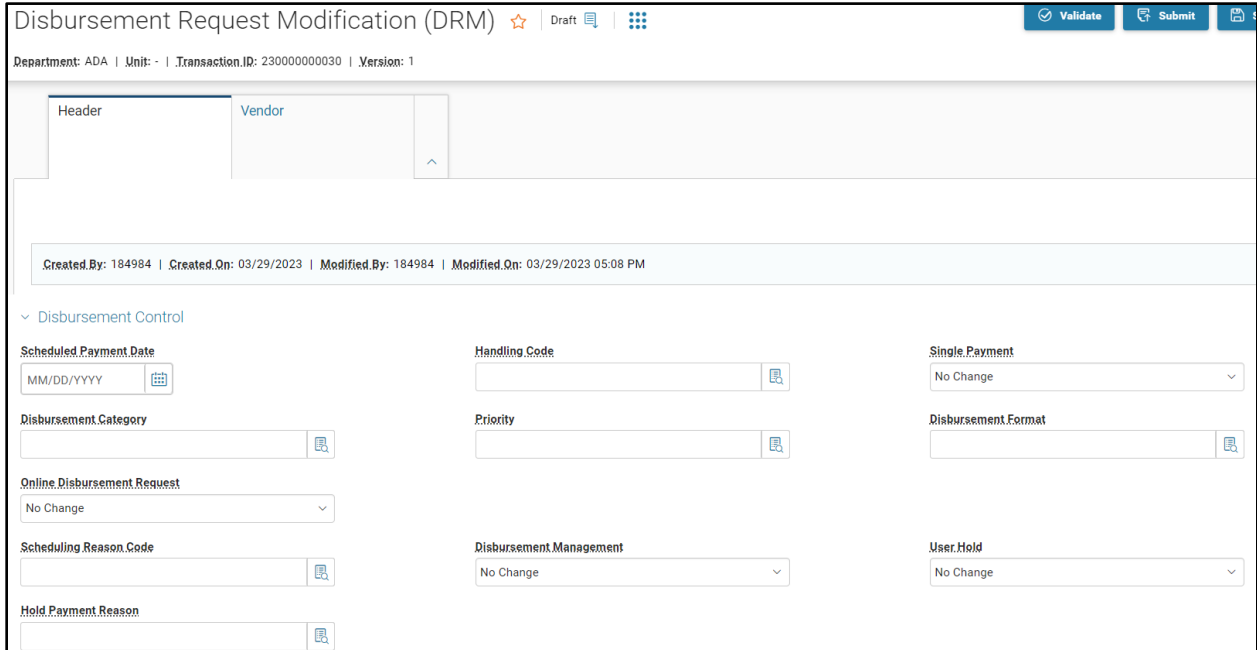
A close-up view of the Payee Vendor field, showing a search icon and a magnifying glass icon next to the input field.

Disbursement Request Modification Transaction (DRM)

In simple terms, a Disbursement Request Modification (DRM) transaction is essentially how the vendor wants to receive the payment. The user may have a vendor that typically receives the 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 GAX. It is important to pay attention at the top and see what phase the transaction is in because a transaction must be in the phase status of Final to submit a disbursement request modification. The user can submit a DRM transaction to update the following items:

- Request for Single Warrant
- Request for Hold for Pickup *(Note: A PULL request must have prior GAO approval. Requests should be sent to gaoadmin@azdoa.gov for approval)*
- 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 Header tab, Disbursement Control section of the DRM transaction.



Disbursement Request Modification (DRM) ☆ Draft

Department: ADA | Unit: - | Transaction ID: 230000000030 | Version: 1

Created By: 184984 | Created On: 03/29/2023 | Modified By: 184984 | Modified On: 03/29/2023 05:08 PM

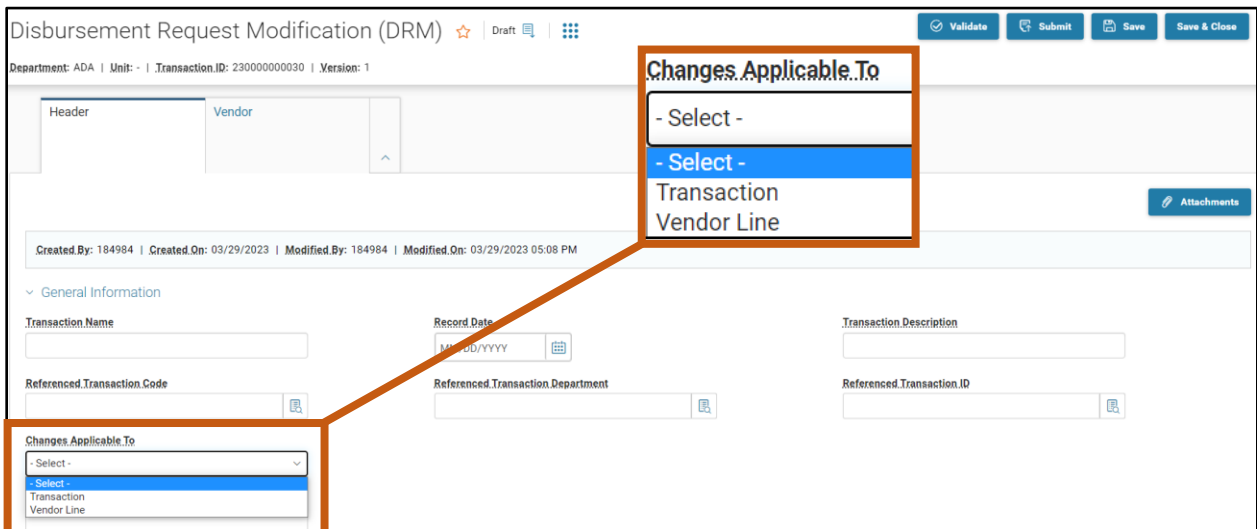
▼ Disbursement Control

Scheduled Payment Date MM/DD/YYYY	Handling Code	Single Payment No Change
Disbursement Category	Priority	Disbursement Format
Online Disbursement Request No Change	Scheduling Reason Code	Disbursement Management No Change
Hold Payment Reason		User Hold No Change

Changes made through a DRM transaction do not update the referenced transaction on the Financial Transaction Catalog, but do update the DISRQ table. The warrant/EFT generated uses the information on the DISRQ table.

On the Header tab's General Information section of the DRM transaction, the Changes Applicable to field allows the selection of the type of change requested. The options are:

- Transaction – The DRM will modify the entire payment request, affecting all accounting lines for every vendor on the transaction.
- Vendor Line – The DRM will modify all accounting lines for a specific vendor.



Disbursement Request Modification (DRM) ☆ Draft

Department: ADA | Unit: - | Transaction ID: 230000000030 | Version: 1

Created By: 184984 | Created On: 03/29/2023 | Modified By: 184984 | Modified On: 03/29/2023 05:08 PM

▼ General Information

Transaction Name	Record Date MM/DD/YYYY	Transaction Description
Referenced Transaction Code	Referenced Transaction Department	Referenced Transaction ID

Changes Applicable To

- Select -
- Select -
- Transaction
- Vendor Line



Once a DRM transaction has been submitted to the phase status of final, it cannot be modified or cancelled. A new DRM transaction must be created to make additional changes. The user may utilize the DISRQ table to view modifications to a payment request. Below is an example of creating a DRM transaction.

Create a Disbursement Request Modification Transaction

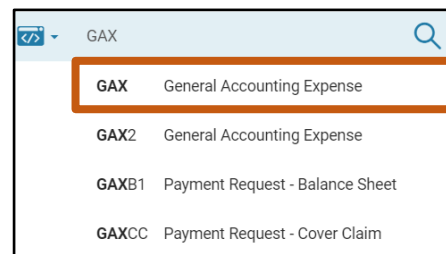
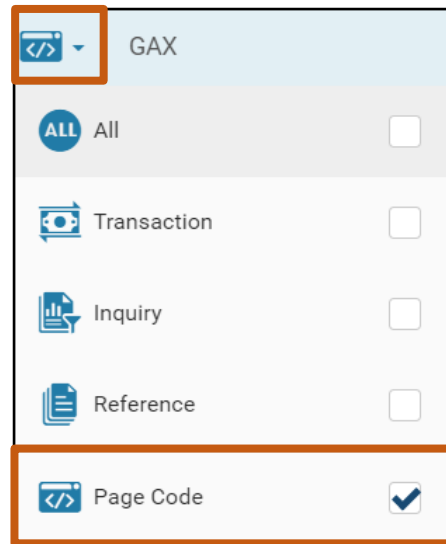


Scenario

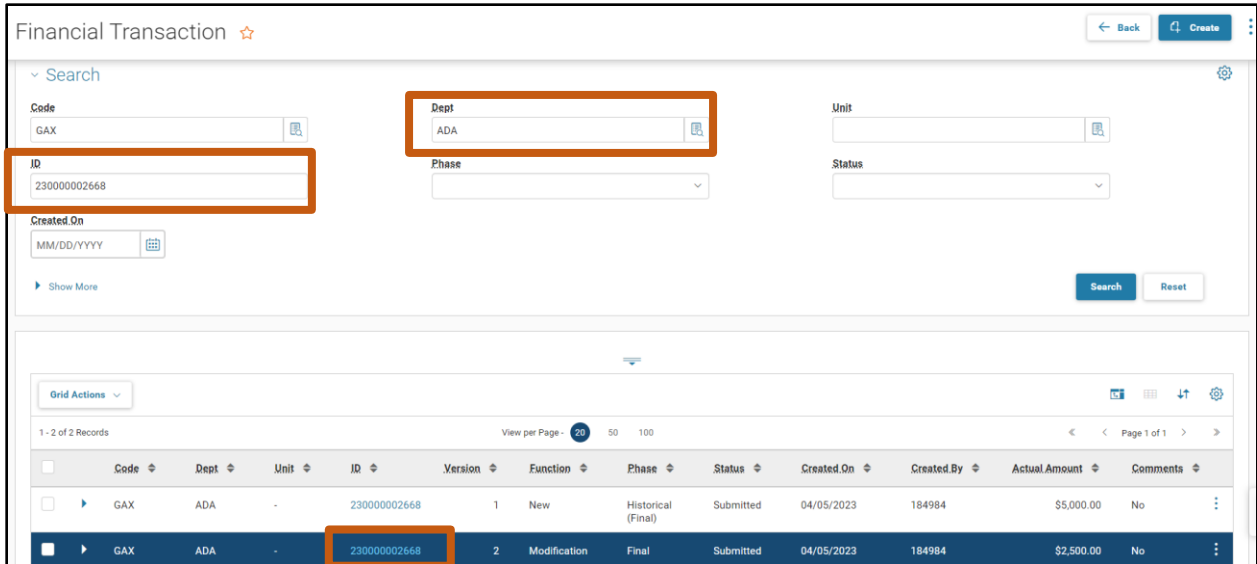
An agency obtained approval on a GAX transaction, but the user needs to request that the warrant be held for pickup as a single warrant disbursement. Create a DRM transaction to make the necessary changes.

Log in to the AZ360 **Home Page**. Locate the GAX transaction.

1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter **GAX**.
4. In the drop down menu that generates, select **GAX General Accounting Expense**. The GAX Financial Transaction screen will generate.



5. In the **Dept.** field, enter the user's department 3-digit code.
6. In the **ID** field, enter the transaction ID for the GAX being modified.
7. Click **Search**.
8. Click the **ID** of the payment transaction to open it. The transaction will open to the Summary tab.



Financial Transaction ☆

Search

Code: GAX

Dept: ADA

Unit: [Empty]

JD: 230000002668

Phase: [Empty]

Status: [Empty]

Created On: MM/DD/YYYY

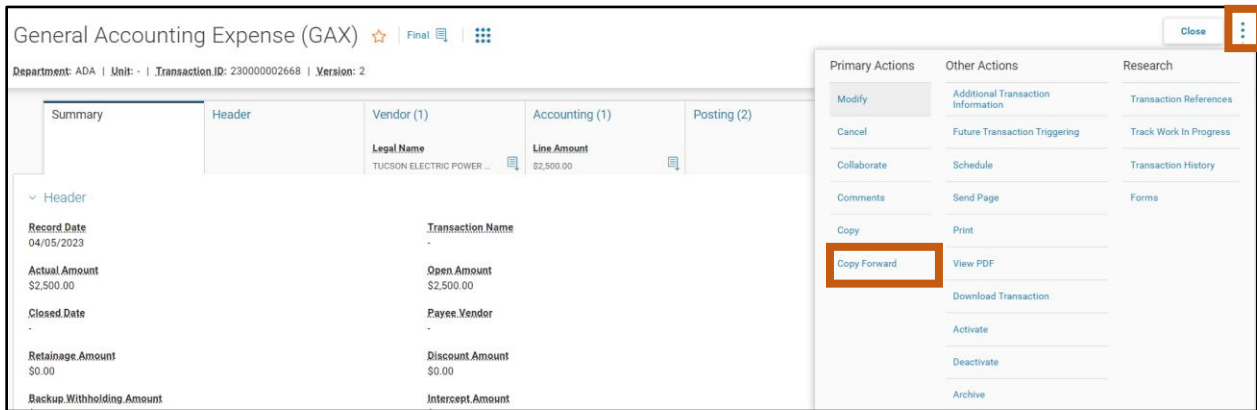
Show More

Search Reset

Code	Dept	Unit	JD	Version	Function	Phase	Status	Created On	Created By	Actual Amount	Comments
GAX	ADA	-	230000002668	1	New	Historical (Final)	Submitted	04/05/2023	184984	\$5,000.00	No
GAX	ADA	-	230000002668	2	Modification	Final	Submitted	04/05/2023	184984	\$2,500.00	No

Create a DRM transaction using the **Copy Forward** function.

1. Click the **Page 3-dot** menu, select **Copy Forward** from Primary Actions.



General Accounting Expense (GAX) ☆ Final [Grid Icon]

Department: ADA | Unit: - | Transaction ID: 230000002668 | Version: 2

Summary | Header | Vendor (1) | Accounting (1) | Posting (2)

Legal Name: TUCSON ELECTRIC POWER... | Line Amount: \$2,500.00

Header

Record Date: 04/05/2023 | Transaction Name: -

Actual Amount: \$2,500.00 | Open Amount: \$2,500.00

Closed Date: - | Payee Vendor: -

Retainage Amount: \$0.00 | Discount Amount: \$0.00

Backup Withholding Amount | Intercept Amount

Primary Actions

- Modify
- Cancel
- Collaborate
- Comments
- Copy
- Copy Forward**

Other Actions

- Additional Transaction Information
- Future Transaction Triggering
- Schedule
- Send Page
- Print
- View PDF
- Download Transaction
- Activate
- Deactivate
- Archive

Research

- Transaction References
- Track Work In Progress
- Transaction History
- Forms

2. On the **Copy Forward** screen, in the **Transaction Dept** field, enter the user's department 3-digit code.
3. Check the **Auto Numbering** check box.
4. Verify that the **Target Transaction Code** selected is **DRM**.
5. Click **Ok**.



Copy Forward

1 - 5 of 5 Records View per Page: 50 90 100 Page 1 of 1

Target Transaction Type	Target Transaction 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 ZAL

Source Transaction

Category: ABS Transaction Dept: ADA Transaction Unit: Transaction Code: GAX Version: 2 Type: ABS Transaction ID: 23000002668 Transaction Description: PARTIAL PAYMENT

Target Transaction

Transaction Dept: ADA Transaction ID: Transaction Unit:

Target Transaction Type	Target Transaction Code	Description
MD	MD	Create MD from GAX
MD	MDWT1	Create MDWT1 from GAX
DRM	DRM	Create DRM from GAX

6. A new DRM transaction will generate and opens to the Header tab. Note that the transaction is in **Draft**, the **Version** number is **1**, the **Function** is **New** and the **Status** is **Held**.

Disbursement Request Modification (DRM) ☆

Department: ADA | Unit: - | Transaction ID: 230000000034 Version: 1

Header Vendor

Draft

Function: New

Status: Held

Complete the **Header** tab of the transaction.

1. In the **General Information** section:
 - a. In the **Transaction Description** field, enter the reason for the DRM transaction. In this scenario enter, *Warrant to be held for pickup*.
 - b. In the **Changes Applicable To** field, select **Transaction** from the drop down menu.
 - c. In the **Reason** field, enter a short description for the DRM transaction. In this scenario, enter *hold for pickup*.



General Information

Transaction Name

Record Date

Transaction Description

Referenced Transaction Code

Referenced Transaction Department

Referenced Transaction ID

Changes Applicable To

Reason

2. In the **Disbursement Control** section:

- a. In the **Disbursement Category** field, select **PULL** from the pick list.
- b. In the **Single Payment** field, select **Yes** from the drop down menu.

Disbursement Control

Scheduled Payment Date

Handling Code

Single Payment

Disbursement Category

Priority

Disbursement Format

Online Disbursement Request

Scheduling Reason Code

Disbursement Management

User Hold

Hold Payment Reason

3. Click the **Vendor** tab.

Complete the **Vendor** tab of the transaction.

- 1. With **Vendor Line 1** selected, click the **Row 3-dot** menu and select **Delete**.

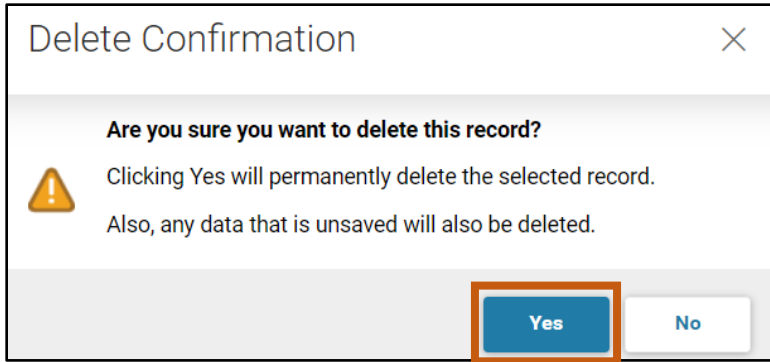
Disbursement Request Modification (DRM) Validate Submit Save Save & Close

Department: ADA | Unit: - | Transaction ID: 230000000034 | Version: 1

Header Vendor

Vendor Line	Vendor Code	Vendor Legal Name	Line Amount	Attachments
1	-	-	-	 Copy Delete

- 2. On the **Delete Confirmation** page, click **Yes** to permanently delete the record.

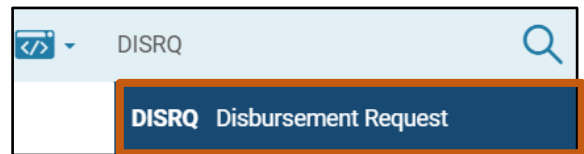
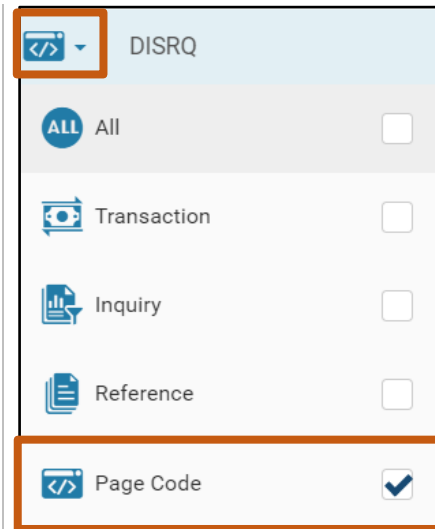


Validate and submit the transaction for approval.

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: **Transaction validated successfully.**
2. Click **Submit** to submit the transaction for approval. If submission is successful, the following message is displayed: **Transaction submitted successfully - Pending Approval.**
3. Click **Close.**
4. Click **Home** icon to return to the home page.

Navigate to the **DISRQ** table.

1. Click the **Expand** caret next to the Global Search field.
2. Select the **Page Code** option.
3. In the Global Search field, enter *DISRQ*.
4. In the drop down menu that generates, select **DISRQ Disbursement Request**. The DISRQ page opens.



Locate the GAX transaction information.



1. In the **Transaction Dept** field, enter the user’s department 3-digit code.
2. In the **Transaction ID** field, enter the transaction ID for the GAX that has been modified.
3. Click **Apply**.

Disbursement Request ☆ ← Back

* Required field

Filters

Scheduled Payment Date: MM/DD/YYYY

Disbursement Priority:

Vendor Code:

Disbursement Management Hold:

Transaction Code:

Transaction Dept:

Transaction ID:

Show More Apply Clear

4. In the grid that generates, observe the Disbursement Category for the GAX transaction is PULL.

1 - 1 of 1 Records View per Page: 20 50 100 Page 1 of 1

Transaction	Vendor Code	Legal Name	Accounting Line Amount	Disbursement Category	System Hold	System Hold Reason	Scheduled Pa
GAX_ADA_230000002668	IV0000003106	TUCSON ELECTRIC POWER CO	\$2,500.00	PULL	No	Blank	05/05/2023

5. Click **Home** icon to return to the home page.

Accounts Payable (AP) Queries and Reports

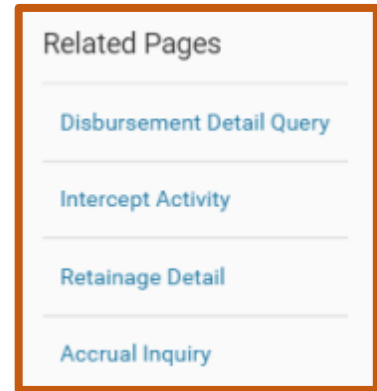
GAX transactions can be found by searching several areas in AZ360 including the DISRQ page. AD, MD, and EFT transactions can be found by searching either the Check Reconciliation (CHREC) or Paid Checks (PDCHK) tables. InfoAdvantage also provides an environment to run accounts payable reports.

Queries

GAX transactions can be found by searching the DISRQ page. By entering the appropriate search criteria, such as vendor code or scheduled payment date, results can be narrowed.

Disbursement Query (DISBQ) Page

The Disbursement Query (DISBQ) page displays a summary of information from the disbursement transactions in AZ360 as well as from the CHREC and PDCHK tables. The DISBQ Filters section provides numerous search fields that can be used to narrow down the list of transactions. **Note: Users must enter a value in one following fields in order to display any results: Vendor Customer, Check / EFT Number, or Record Date.** Once the desired transaction has been located, the links provided allow the user to view the Disbursement Detail Query (DISBDQ), Intercept Activity, and Retainage Detail pages for the selected transaction.



Disbursement.Transaction	Vendor.Customer	Vendor.Name	Payee.Name	Traveler.ID	Net.Amount	Issued.Date	Check./EFT.Number	Check.Status
AD,HOA,230000019451,1	IV0000017259	OFFICE DEPOT	OFFICE DEPOT	-	\$239.72	07/25/2022	000000210561175	Warranted
EFT,PSA,230000044079,1	IV0000017259	OFFICE DEPOT	OFFICE DEPOT	-	\$67.10	07/28/2022	202207282397308	Disbursed

Disbursement Detail Query (DISBDQ)

The Disbursement Detail Query (DISBDQ) displays detailed information from the disbursement transactions in AZ360 as well as from the CHREC and PDCHK tables. This table will tell users how many times they have paid a particular vendor as well as the warrants for that vendor. The DISBDQ allows the user to see which payment request transactions are referenced by the disbursement transaction selected on the DISBQ page.



Disbursement Detail Query ☆

Filters

Disbursement.Transaction.Type: AD
 Disbursement.Transaction.Code: AD
 Vendor.Customer: IV0000017259
 Payee:
 Check/EFT.Number: 000000210561175
 Vendor.Invoice:

Show More Apply Reset

Grid Actions

1 - 2 of 2 Records View per Page - 20 50 100 Page 1 of 1

Disbursement.Transaction.ID	Disbursement.AL	Payment.Transaction	Payee.Name	Vendor.Invoice.Number	Vendor.Invoice.Line.Number	Line.Amount	Check/EFT
AD,HOA,230000019451,1	1	GAX,HOA,HOA230017,1	OFFICE DEPOT	251709995001	1	\$131.19	000000210561175
AD,HOA,230000019451,1	2	GAX,HOA,HOA230017,1	OFFICE DEPOT	247245525001	2	\$108.53	000000210561175

Disbursement Request (DISRQ) Table

The DISRQ table contains all the information necessary for the generation of payments during the automated disbursement process. The DISRQ table is primarily updated with payment requests recorded on expense transaction codes that have been posted in AZ360. **Note: Once a transaction is disbursed, it will be removed from this table.** It is the Event Type used on the expense transaction that determines whether or not the DISRQ table is updated. The DISRQ grid holds all of the expense and payment information for the transaction. By clicking on the grid Gear Icon, users can select and deselect transaction information that they want displayed in the grid.

Disbursement Request ☆

Filters

Scheduled.Payment.Date: MM/DD/YYYY
 Disbursement.Prioriry:
 Vendor.Code:
 Disbursement.Management.Hold:
 Transaction.Code:
 Transaction.Dept:
 Transaction.ID:
 230000002513

Show More

Configure Columns

- Transaction
- Vendor Code
- Legal Name
- Accounting Line Amount
- Disbursement Category
- Transaction Code
- Transaction Dept
- Transaction ID
- Vendor Line
- Record Date
- Vendor Contact ID
- Payee Code

Reset OK Cancel

1 - 1 of 1 Records View per Page - 20 50 100 Page 1 of 1

Transaction	Vendor.Code	Legal.Name	Accounting.Line.Amount	Disbursement.Category
GAX,CRA,230000002513	IV0000001160	TOYOTALIFT OF ARIZONA	\$48,047.53	PULL

Check Reconciliation (CHREC) and Paid Checks (PDCHK) Tables

The CHREC table displays information such as Check/EFT Number, Amount, Issue Date, Status, and Transaction Information for AD, MD, and EFT transactions. The common status found on this table for these transactions are warranted or disbursed. The check reconciliation process moves records from the CHREC table to the PDCHK table if the Cleared Date field is not blank and the Status is not disbursed or warranted.

Check Reconciliation ← Back

Filters

Bank Account Check / EFT Status

Transaction Dept Transaction ID Issue Date

Show More Apply Reset

Grid Actions

1 - 20 of 89,760 Records View per Page: 20 50 100 Page 1 of 4,488

Bank Account	Check / EFT	Amount	Issue Date	Cleared Date	Status	Transaction	Cancellation Reason
BK01	000000210393933	\$65.91	01/24/2022	-	Warranted	AD,DTA,220000383082,1	-
BK01	000000210393995	\$10.72	01/24/2022	-	Warranted	AD,DTA,220000383144,1	-
BK01	000000210394021	\$80.23	01/24/2022	-	Warranted	AD,DTA,220000383170,1	-
BK01	000000210394027	\$244.61	01/24/2022	-	Warranted	AD,DTA,220000383176,1	-

The PDCHK table displays similar information as displayed on the CHREC table. The common statuses found on this table for AD, MD, and EFT transactions are Cancelled, Stale Dated, or Paid. This table allows the user to view all checks that have been reconciled by the system.

Paid Checks ← Back

Filters

Bank Account Check / EFT Issue Date

Show More Apply Reset


Grid Actions

1 - 20 of 5,524 Records View per Page: 20 50 100 Page 1 of 277

Bank Account	Check / EFT	Amount	Issue Date	Cleared Date	Status	Transaction	Cancelled Reason
BK01	00000021002237	\$2,018.95	06/15/2021	06/16/2021	Cancelled	AD,DTA,210000325584,2	-
BK01	000000210005784	\$0.00	06/16/2021	06/16/2021	Paid	AD,HCA,210000327100,1	-
BK01	000000219823247	\$13.15	12/07/2020	06/16/2021	Stale Dated	AD,DEA,210000141200,1	-
BK01	000000210005778	\$0.00	06/16/2021	06/16/2021	Paid	AD,HCA,210000327451,1	-

Status dropdown: Cancelled, Paid, Stale Dated, Paid

Below is an example of how to research a GAX transaction using the DISRQ table.

Research a GAX Transaction 

Scenario

An agency needs to research a GAX transaction to determine the status of a payment request. Use the DISRQ table to locate the transaction information.

Log in to the AZ360 **Home Page**. Navigate to the DISRQ table.

1. Complete the steps from the “Create a Disbursement Request Modification Transaction” scenario to generate the DISRQ table.



Locate the GAX transaction information.

1. In the **Transaction ID** field, enter the GAX Transaction ID number being researched.
2. Click **Apply**.
3. The GAX transaction will generate in the grid.
4. Observe the Schedule Payment Date and System Hold fields in the grid. *Note: If these values do not default, select them from the grid Gear Icon detailed previously.*

Disbursement Request ☆

Filters

Scheduled Payment Date: MM/DD/YYYY

Disbursement Management Hold: [Dropdown]

Transaction ID: 23000002668

Disbursement Priority: [Field]

Transaction Code: [Field]

Vendor Code: [Field]

Transaction Dept: [Field]

Show More

Apply Clear

1 - 1 of 1 Records

Transaction	Vendor Code	Legal Name	Accounting Line Amount	Disbursement Category	System Hold	System Hold Reason	Scheduled Payment Date
GAX_ADA_23000002668	IV000003106	TUCSON ELECTRIC POWER CO	\$2,500.00	PULL	No	Blank	05/05/2023

System Hold	System Hold Reason	Scheduled Payment Date
No	Blank	05/05/2023

Note: If the system has rejected the payment request, then the System Hold field will show as Yes. This means the disbursement transaction did not generate.

AP Interactive infoAdvantage Reports

infoAdvantage is the reporting tool that organizes AZ360 data in an understandable format so that the information can be read and analyzed. infoAdvantage sits “on top of” AZ360 — that is, it is a separate application from AZ360, but connects directly to it. The report data the user sees comes directly from AZ360. There is a lot of data in AZ360; infoAdvantage organizes that data and packages it up so that it is more understandable than just the raw data.

The key reports needed to support the AZ360 AP business processes are found in two primary folders, the Statewide AP folder and the Statewide GL folder. The reports listed are current as of the publication of this manual and may no longer be available. The key reports in the Statewide AP Folder (FIN-AZ-AP-XXXX) and the Statewide GL Folder (FIN-AZ-GL-XXXX) 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 transactions.
- **FIN-AZ-AP-N291 – Warrant Register by Department** – This report lists all warrants issued the day before.
- **FIN-AZ-AP-N297 – Expired Warrants by Agency** – This report shows all expired warrants by agency and any amounts transferred to Unclaimed Property.
- **FIN-AZ-AP-N391 – Disbursements by Vendor** – This revised report is a listing of disbursements by vendor for a specified disbursement date range. This report allows users to enter a date range either of the disbursement transaction record date, or by payment date. In addition, the revised report includes input controls, which enable dynamic filtering by vendor, fund, unit, object/revenue source, fiscal year, and accounting period. This report includes disbursements paid as revenue refunds. The report excludes payments issued using vendor code MISCCUSTOM as well as payroll transactions and warrant reconciliation transactions.
- **FIN-AZ-AP-N613 – Payment(s) by Dept and Issue Date** – The report shows a list of all warrant/EFT payments by department and issue date. Included fields are warrant/EFT number, vendor information, and warrant status (both paid and warranted). Input controls allow filtering by vendor, fund, and payment status.
- **FIN-AZ-GL-N648 – Encumbrance by Fund** – This report provides summary and detail information for encumbrances. The balances shown correspond to the beginning of the day balance on the ITD Balance Sheet Summary (BBALS) page in AZ360 for Balance Sheet Account (BSA) 3011. Users can reference the Open Encumbrances tab for a quick list of open encumbrances and can apply input controls on this tab to sort by fund, appropriation or program structure elements. Also, on the Doc Detail tab, input control filters are provided for further analysis.
- **ADDOCEXCEPREP_DATA – AD/EF Document Exception Report** – This is a valuable report in the Automatic Disbursement folder. It tells the user the reason a disbursement was not successfully processed. This is loaded daily so users will want to refer to the most recent dated report. For instructions on how to research and correct a disbursement that was not successfully processed see question 5 in the **AFIS Common Troubleshooting Error Questions & Answers** document available at <https://gao.az.gov/operations-resources>.