# GAX – General Accounting Expenditure Document

**Header Section**

## ▼ General Information

Document Name :

Bank Account :

Record Date :

Replacement :

Budget FY :

Fiscal Year :

Period :

Document Description :

Actual Amount :

Closed Amount :

Closed Date :

## ▼ Additional Amounts

Retainage Amount :

Withholding Amount :

Discount Amount :

Intercept Amount :

Penalty/Interest Amount :

Default Intercept Fee Amount :

Supplementary Intercept Fee Amount :

Payment Amount :

## ▼ Extended Description

Extended Description :

**Vendor Section**

## ▼ General Information

| | |
|---|---|
| Vendor Customer : | Vendor Contact ID : |
| Legal Name : | Vendor Contact Name : |
| Alias/DBA : | Vendor Contact Phone : |
| Address Code : | Vendor Contact Phone Ext. : |
| Address Line 1 : | Vendor Contact Email : |
| Address Line 2 : | Fax : |
| City : | Fax Extension : |
| State : | Web Address http:// : |
| Zip : | |
| Country : | |
| County : | |

## ▼ Disbursement Options

| | |
|---|---|
| Disbursement Category : | EFT Status : |
| Schedule Payment Date : | Handling Code : |
| Disbursement Priority : | On Line Disbursement Rqst : ☐ |
| Disbursement Type : | Taxpayer Id : |
| Disbursement Format : | Taxpayer Id Type : |
| Single Payment : ☐ | Pay Third Party : ☐ |

## ▼ Discount Terms

| | | |
|---|---|---|
| Days 1 : | Percent 1 : | Discount Always 1 : ☐ |
| Days 2 : | Percent 2 : | Discount Always 2 : ☐ |
| Days 3 : | Percent 3 : | Discount Always 3 : ☐ |
| Days 4 : | Percent 4 : | Discount Always 4 : ☐ |

# GAX – General Accounting Expenditure Document

## Accounting Section

### ▼ General Information

Event Type :

Accounting Template :

Line Description :

Line Amount :

Reserved Funding :

Line Closed Amount :

Line Closed Date :

Ref Line Amount :

Budget FY :

Fiscal Year :

Period :

Bank :

Vendor Invoice Number :

Vendor Invoice Line :

Vendor Invoice Date :

Tracking Date :

Check Description :

Special Instructions Code :

Disbursement Frequency :

Billing Profile :

### ▼ Reference

Ref Doc Code :

Ref Doc Dept :

Ref Doc ID :

Ref Vendor Line :

Ref Commodity Line :

Ref Accounting Line :

Ref Type :

### ▼ Fund Accounting

Fund :

Sub Fund :

Department :

Unit :

Sub Unit :

Appr Unit :

Object :

Sub Object :

Revenue :

Sub Revenue :

BSA :

Sub BSA :

OBSA :

Sub OBSA :

Dept Object :

Dept Revenue :

## ▼ Detail Accounting

| | | | |
|---|---|---|---|
| Location : | Reporting : | Major Program : | |
| Sub Location : | Sub Reporting : | Program : | |
| Activity : | Task : | Phase : | |
| Sub Activity : | Sub Task : | Program Period : | |
| Function : | Task Order : | | |
| Sub Function : | | | |

## ▼ Service Dates

Service From Date :

Service To Date :

## ▼ Additional Amounts

Retainage Amount :          WithHolding Amount :

Discount Amount :          Intercept Amount :

Penalty/Interest Amount :          Default Intercept Fee Amount :

Supplementary Intercept Fee Amount :

Payment Amount :

# GAX – General Accounting Expenditure Document

## Posting Section

### ▼ General Information

| | |
|---|---|
| Run Time/Date : | Budget FY : |
| Record Date : | Fiscal Year : |
| Journal Posting : | Period : |
| Budget Posting : | Post Pair ID : |
| Bank Account : | Line Amount : |
| BSA Type Indicator : | Posting Amount : |
| OBSA Type Indicator : | Closed Amount : |

### ▼ Fund Accounting

| | | |
|---|---|---|
| Fund : | Cabinet : | BSA : |
| Sub Fund : | Department : | Sub BSA : |
| Object : | Unit : | OBSA : |
| Sub Object : | Sub Unit : | Sub OBSA : |
| Object Category : | Appr Unit : | Dept Object : |
| Revenue : | Appr Category : | Dept Revenue : |
| Sub Revenue : | Internal Fund : | |
| Revenue Category : | Internal Sub Fund : | |
| | Internal Dept : | |

### ▼ Detail Accounting

| | | |
|---|---|---|
| Location : | Reporting : | Major Program : |
| Sub Location : | Sub Reporting : | Program : |
| Activity : | Task : | Phase : |
| Sub Activity : | Sub Task : | Program Period : |
| Function : | Task Order : | Funding Profile : |
| Sub Function : | | Stage Profile : |
| | | Funding Priority : |
| | | Funding Line : |