

## **Process an Internal Transaction Initiator for Arizona Department of Administration (ITIAD) for AFIS Payment**

The Internal Transaction Initiator (ITIAD) document is a two sided document that will be used for the Inter-Agency AFIS Payment. The Department of Administration will be interfacing an ITIAD document for each agency to process. These documents will be created with the paying agency in the document header.

### **Procedure**

- A. In Advantage, go to the document catalog.
- B. **Enter** ITIAD, your doc department and the doc ID *ADAXXXAFIS18* with **XXX** being your agency's department code.
- C. **Copy forward** the ITIAD document to an ITA.
  1. At a minimum, enter the following information:
    - Doc Department (The agency responsible for completing the ITA)
    - Auto Numbering or Doc ID
    - Target Doc Type = ITA.
  2. Click OK. The ITA document opens.
- D. Complete the **2<sup>nd</sup> Party Accounting** component
  1. At a minimum, enter the following information on the **General Information** tab:
    - Line Amount
  2. At a minimum, enter the following information on the **Fund Account** tab:
    - Department
    - Fund (if not inferred from function)
    - Unit (if not inferred from function)
    - Appr Unit (if not inferred from function)
    - Object = 7161
  3. At a minimum, enter the following information on the **Detail Accounting** tab:
    - Function (if used)
    - Task (if not inferred from function)
  4. Note: If your agency needs to arrange for a partial payment, contact your GAO Agency Liaison.
- E. **Validate** ITA document
  1. Confirm that the document validated successfully in the upper left-hand corner. If it did not, please see your accounting supervisor
- F. **Submit** ITA document

# FY18 AFIS CHARGES

DEPARTMENT	DEPARTMENT NAME	FY18 AFIS Charges (based on FY16 AFIS Transaction Counts)
ABA	BOARD OF ACCOUNTANCY	\$ 2,225.12
ADA	DEPT OF ADMINISTRATION	\$ 156,709.57
AEA	RADIATION REGULATORY AGENCY	\$ 6,490.96
AFA	OFFICE OF EQUAL OPPORTUNITY	\$ 157.26
AGA	ATTORNEY GENERAL (DEPT OF LAW)	\$ 68,957.05
AHA	DEPT OF AGRICULTURE	\$ 24,106.20
AMA	AFRICAN-AMERICAN AFFAIRS	\$ -
ANA	ACUPUNCTURE BOARD OF EXAMINERS	\$ 337.40
ASA	ARIZONA STATE UNIVERSITY	\$ 431.55
ATA	AUTOMOBILE THEFT AUTHORITY	\$ 591.10
AUA	AUDITOR GENERAL	\$ 2,242.12
BAA	BOARD OF ATHLETIC TRAINING	\$ 245.53
BBA	BOARD OF BARBERS	\$ 558.73
BDA	DEPT OF FINANCIAL INSTITUTIONS	\$ 5,853.44
BFA	BOARD OF FINGERPRINTING	\$ 579.00
BHA	BOARD OF BEHAVIORAL HEALTH EXAMINERS	\$ 2,824.06
BNA	BOARD OF NURSING	\$ 6,114.99
BRA	BOARD OF REGENTS	\$ 623.46
CAA	ARIZONA COMMERCE AUTHORITY	\$ 100.37
CBA	BOARD OF COSMETOLOGY	\$ 12,200.55
CCA	CORPORATION COMMISSION	\$ 11,330.90
CDA	EARLY CHILDHOOD DEVELOP AND HEALTH BOARD	\$ 23,215.30
CEA	BOARD OF CHIROPRACTIC EXAMINERS	\$ 537.15
CHA	DEPT OF CHILD SAFETY	\$ 789,354.87
CLA	EXPOSITION AND STATE FAIR BOARD	\$ 4,927.23
CNA	CONSTABLE ETHICS STANDARDS AND TRAINING BOARD	\$ 150.72
COA	COURT OF APPEALS	\$ 1,196.91
CRA	COTTON RESEARCH AND PROTECTION COUNCIL	\$ 2,279.06
CSA	BOARD FOR CHARTER SCHOOLS	\$ 376.63
CTA	COURT OF APPEALS DIV II	\$ 494.33
DCA	DEPT OF CORRECTIONS	\$ 460,840.18
DEA	DEPT OF ECONOMIC SECURITY	\$ 2,391,892.27
DFA	COMMISSION FOR DEAF AND HARD OF HEARING	\$ 3,362.85
DJA	DEPT OF JUVENILE CORRECTIONS	\$ 21,868.98
DOA	BOARD OF DISPENSING OPTICIANS	\$ 303.40
DTA	DEPT OF TRANSPORTATION	\$ 2,482,432.24
DXA	BOARD OF DENTAL EXAMINERS	\$ 1,957.36
EBA	BOARD OF EDUCATION	\$ -
ECA	CITIZENS CLEAN ELECTION COMMISSION	\$ 1,713.14
EDA	DEPT OF EDUCATION	\$ 99,478.36
EQA	BOARD OF EQUALIZATION	\$ 397.88
EVA	DEPT OF ENVIRONMENTAL QUALITY	\$ 207,105.89
FDA	BOARD OF FUNERAL DIRECTORS AND EMBALMERS	\$ 492.04
FOA	DEPT OF FORESTRY AND FIRE MANAGEMENT	\$ 25,646.06
GFA	GAME AND FISH DEPARTMENT	\$ 186,606.11
GHA	GOVERNOR'S OFFICE OF HIGHWAY SAFETY	\$ 2,987.20
GMA	DEPT OF GAMING	\$ 12,246.64
GVA	GOVERNOR'S OFFICE	\$ 9,035.17
HCA	AHCCCS	\$ 850,199.37
HDA	DEPT OF HOUSING	\$ 16,899.25
HEA	BOARD OF HOMEOPATHIC & INTEGRATED MEDICINE EXAMINERS	\$ 204.99
HGA	OFFICE OF ADMINISTRATIVE HEARINGS	\$ 915.42
HIA	ARIZONA HISTORICAL SOCIETY	\$ 16,540.93
HLA	DEPT OF HOMELAND SECURITY	\$ 2,282.33
HOA	HOUSE OF REPRESENTATIVES	\$ 2,836.81
HSA	DEPT OF HEALTH SERVICES	\$ 213,576.58
HUA	COMMISSION ON THE ARTS	\$ 1,245.62
IAA	GOVERNOR'S OFFICE ON TRIBAL RELATIONS	\$ 207.28

DEPARTMENT	DEPARTMENT NAME	FY18 AFIS Charges (based on FY16 AFIS Transaction Counts)
ICA	INDUSTRIAL COMMISSION	\$ 84,878.77
IDA	DEPT OF INSURANCE	\$ 15,298.58
JCA	CRIMINAL JUSTICE COMMISSION	\$ 4,875.90
JLA	JOINT LEGISATIVE BUDGET COMMITTEE	\$ 214.80
LCA	LEGISLATIVE COUNCIL	\$ 1,086.73
LDA	LAND DEPARTMENT	\$ 8,838.02
LLA	DEPT OF LIQUOR LICENSES AND CONTROL	\$ 2,252.91
LOA	LOTTERY COMMISSION	\$ 7,730.37
MAA	DEPT OF EMERGENCY AND MILITARY AFFAIRS	\$ 54,698.78
MEA	MEDICAL BOARD	\$ 13,070.52
MIA	MINE INSPECTOR	\$ 2,025.03
MTA	BOARD OF MASSAGE THERAPY	\$ 782.03
NAA	NORTHERN ARIZONA UNIVERSITY	\$ 204.66
NBA	NATUROPATHIC PHYSICIANS MEDICAL BOARD	\$ 514.60
NCA	BOARD OF EXAM NURSING CARE	\$ 891.22
NSA	NAVIGABLE STREAM ADJUDICATION COMMISSION	\$ 236.37
OBA	BOARD OF OPTOMETRY	\$ 567.56
OSA	BOARD OF OSTEOPATHIC EXAMINERS	\$ 1,017.75
OTA	BOARD OF OCCUPATIONAL THERAPY EXAMINERS	\$ 334.13
PBA	PERSONNEL BOARD	\$ 379.90
PCA	PARENTS COMMISSION DRUG EDU	\$ 15.04
PEA	COMMISSION FOR POSTSECONDARY EDUCATION	\$ 1,402.55
PHA	PRESCOTT HISTORICAL SOCIETY	\$ 282.47
PIA	PIONEERS' HOME	\$ 3,016.63
PMA	BOARD OF PHARMACY	\$ 8,110.27
POA	BOARD OF PODIATRY EXAMINERS	\$ 298.16
PPA	BOARD OF EXECUTIVE CLEMENCY	\$ 519.17
PRA	PARKS BOARD	\$ 29,985.79
PSA	DEPT OF PUBLIC SAFETY	\$ 127,948.15
PTA	BOARD OF PHYSICAL THERAPY	\$ 517.21
PVA	BOARD FOR PRIVATE POSTSECONDARY EDU	\$ 550.56
RBA	BOARD OF RESPIRATORY CARE EXAMINERS	\$ 1,332.26
REA	REAL ESTATE DEPARTMENT	\$ 5,684.09
RGA	REGISTRAR OF CONTRACTORS	\$ 18,005.60
RSA	PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM	\$ 157.26
RTA	ARIZONA STATE RETIREMENT SYSTEM (ASRS)	\$ 10,483.16
RVA	DEPT OF REVENUE	\$ 762,755.80
SDA	SCHOOLS FOR THE DEAF AND THE BLIND	\$ 41,327.48
SFA	SCHOOL FACILITIES BOARD	\$ 1,249.87
SNA	SENATE	\$ 1,852.08
SPA	SUPREME COURT	\$ 42,390.02
STA	SECRETARY OF STATE (DEPT OF STATE)	\$ 10,738.82
SYA	BOARD OF PSYCHOLOGIST EXAMINERS	\$ 722.53
TEA	BOARD OF TECHNICAL REGISTRATION	\$ 1,898.84
TOA	OFFICE OF TOURISM	\$ 3,865.35
TXA	BOARD OF TAX APPEALS	\$ 151.37
UAA	UNIVERSITY OF ARIZONA	\$ 599.93
UOA	RESIDENTIAL UTILITY CONSUMER OFFICE	\$ 347.86
VSA	DEPT OF VETERANS SERVICES	\$ 33,987.14
VTA	VETERINARY MEDICAL EXAMINING BOARD	\$ 833.36
WCA	DEPT OF WATER RESOURCES	\$ 7,895.80
YYA	RETIREE ACCUMULATED SICK LEAVE	\$ 190.93

\$ 9,457,500.00