Transfer Overview and Q&A

September 2015

Transfers Agenda

- Transfer Types Matrix review

- Most Common Transfers

- Review Examples, Answer Questions

- How to Know Transfer Status

- Agency-Specific Transfers
  - DPS
  - ADOT
  - ADOA

TRANSFER TYPES MATRIX REVIEW

Transfer Types Matrix

- Identifies for Two-Sided versus One-Sided Document Codes:
  - Allowable Event Types
  - Uses
  - See spreadsheet
- Posted on the Agency SharePoint Site
  - Agency Go-Live Reference Materials >> Transfer Coordination Information >> *Transfer Types Matrix*
- Posted on the GAO Web Site
  - Training Events / Training Resources / Other Information / link to the *Transfer Types Matrix*

IET Document Structure

Header Information

- Record Date (blank; infers APD)
- Doc Description
- Initiator = Provider/Seller (cash in)
  or Buyer Receiver (cash out)?

Header

Exchange Details

- Event Type
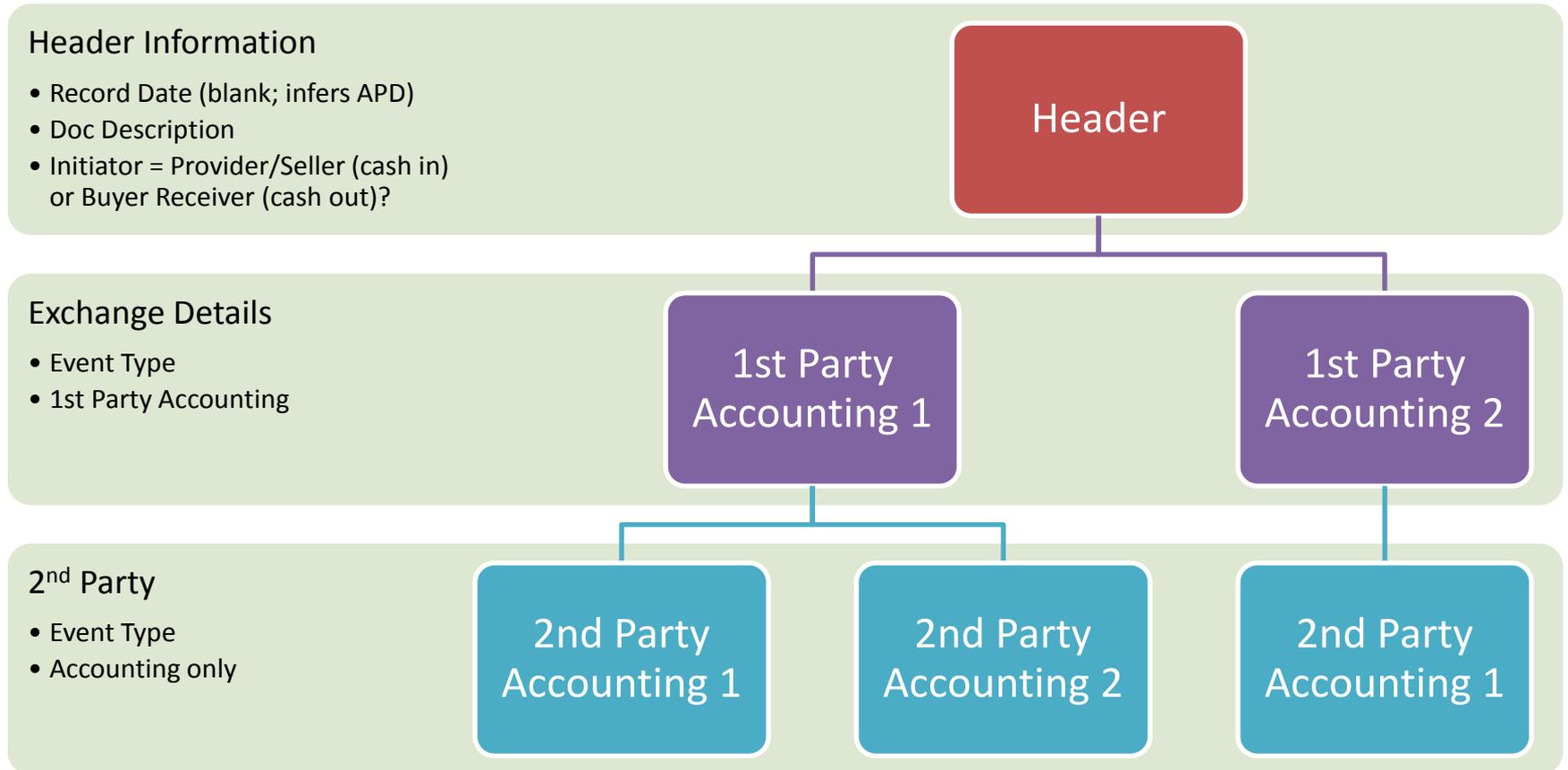- 1st Party Accounting

1st Party Accounting 1

1st Party Accounting 2

2nd Party

- Event Type
- Accounting only

2nd Party Accounting 1

2nd Party Accounting 2

2nd Party Accounting 1

ITI* Document Structure

Header Information

- Record Date (blank; infers APD)
- Doc Description
- Initiator = Provider/Seller (cash in) or Buyer Receiver (cash out)?

Initiator (ITI only, editable)

- Event Type
- 1st Party Accounting

Header

1st Party Accounting 1

1st Party Accounting 2

ITA* Document Structure

Header Information

- Record Date (blank; infers APD)
- Doc Description
- Initiator = Provider/Seller (cash in)
  or Buyer Receiver (cash out)

Header

Initiator (*not editable*)

- Reference to ITI
- Event Type
- 1st Party Accounting

1st Party Accounting 1

1st Party Accounting 2

2nd Party (*editable*)

- Event Type
- 2nd Party Accounting

2nd Party Accounting 1

ITA* Document Structure

Header Information

- Record Date (blank; infers APD)
- Doc Description
- Initiator = Provider/Seller (cash in) or Buyer Receiver (cash out)

Initiator (not editable)

- Reference to ITI
- Event Type
- 1st Party Accounting

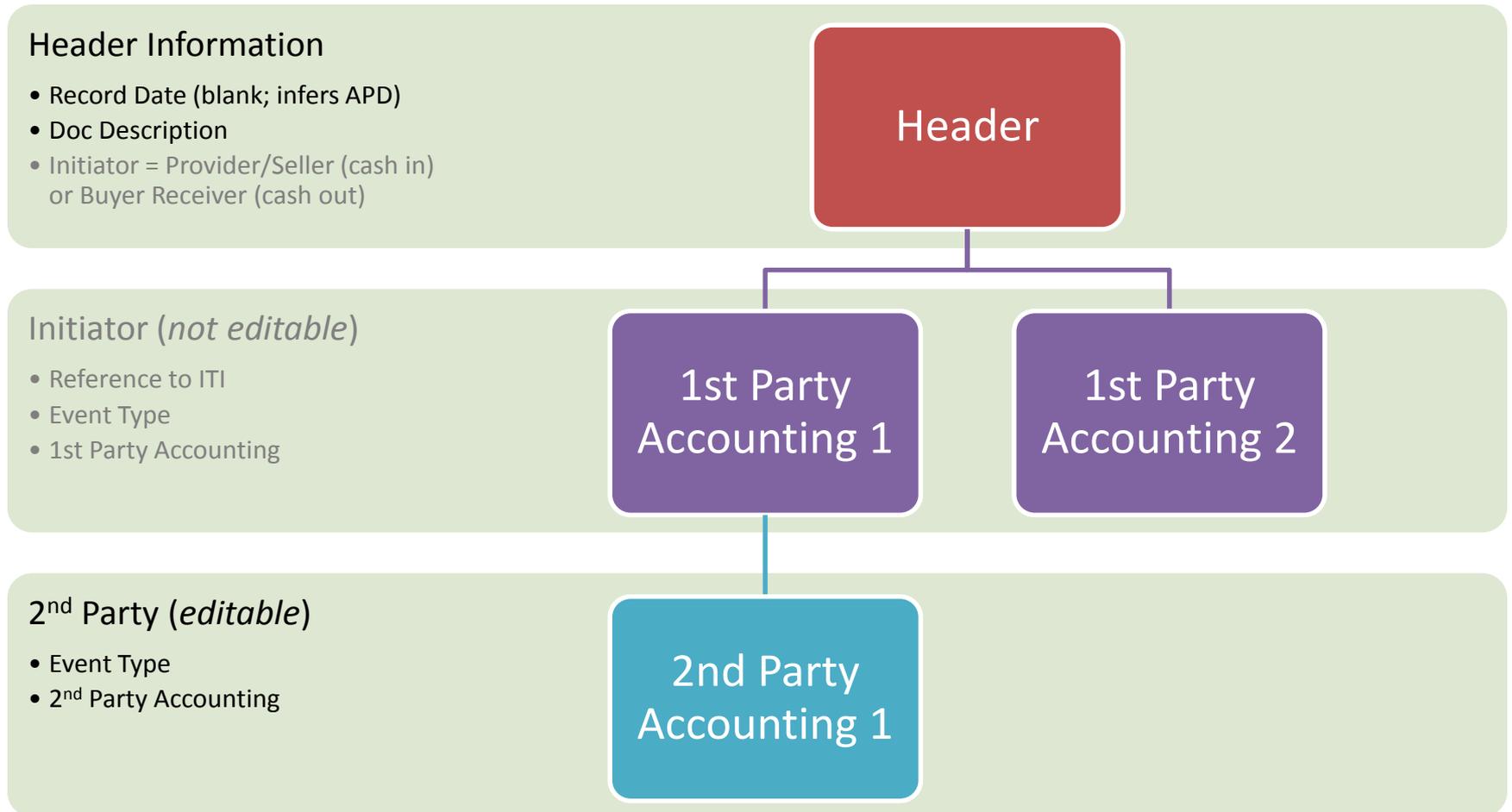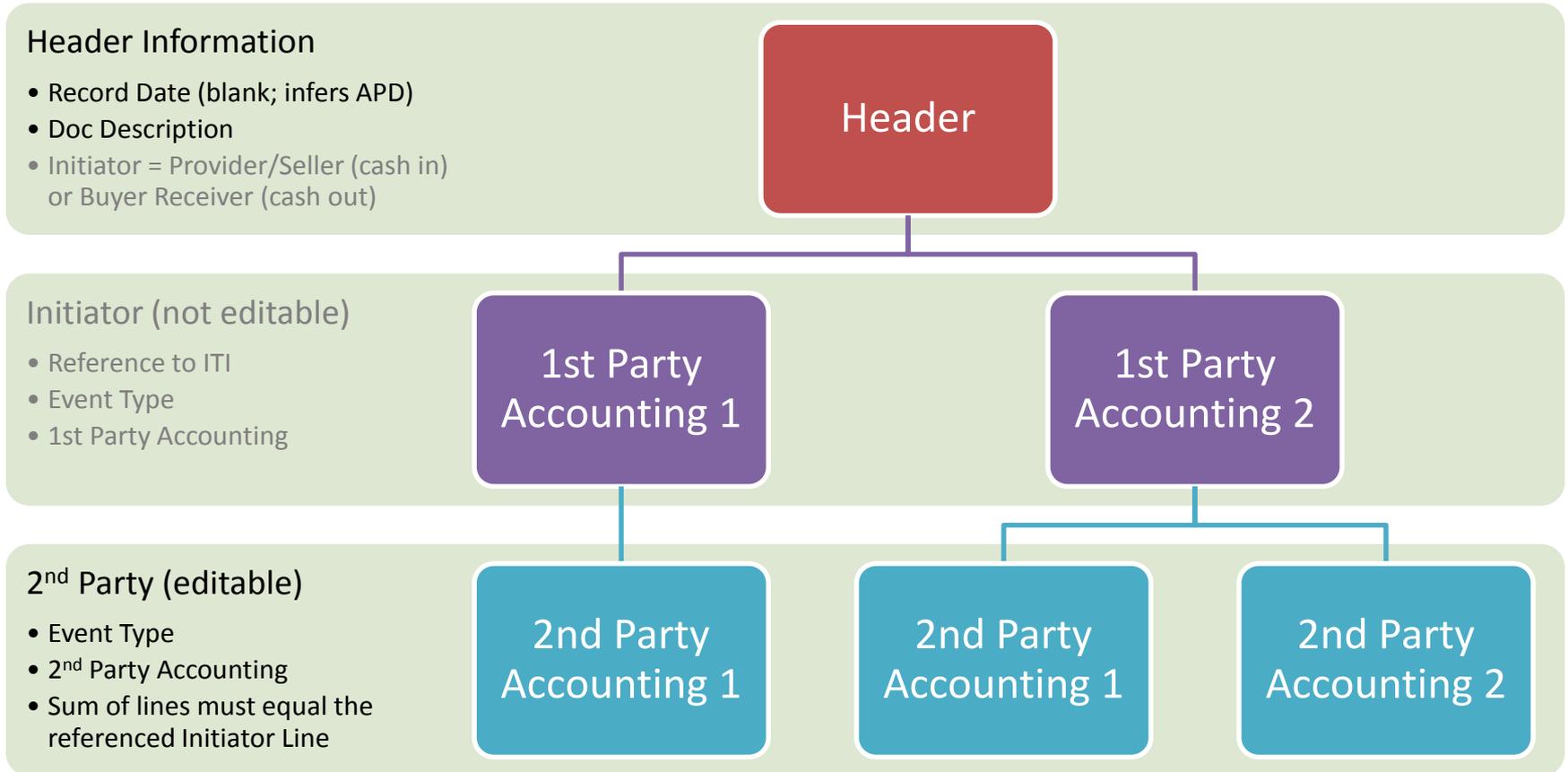**2nd Party (editable)**

- Event Type
- 2nd Party Accounting
- Sum of lines must equal the referenced Initiator Line

Header

1st Party Accounting 1

1st Party Accounting 2

2nd Party Accounting 1

2nd Party Accounting 1

2nd Party Accounting 2

MOST COMMON TRANSFERS

REVIEW OF SUCCESSFUL TRANSACTION EXAMPLES;
ANSWER AGENCY QUESTIONS

Most Common Transfers

- Provider/Seller versus Buyer/Receiver

- Two Sided Document

- 1-Sided Initiator

- IPO – When Required, Copy Forward/Inference

- How to Know it's Right

- Use of e-mail Feature

- Attaching Documents

Provider/Seller versus Buyer/Receiver

- On the transfer Header, agencies are asked to identify the initiator as Provider/Seller or Buyer/Receiver
  - Select Provider/Seller if you are the initiator and you are initiating a transfer resulting in CASH IN to your agency
  - Select Buyer/Receiver if you are the initiator and you are initiating a transfer resulting in CASH OUT to your agency

Note: Budgets will be checked on the ITA submit. If ITI is the Buyer/Receiver, the ITA agency will receive all of ITI errors.

Provider/ Seller	Initiator CASH IN	2nd Party CASH OUT

Buyer/ Receiver	Initiator CASH OUT	2nd Party CASH IN
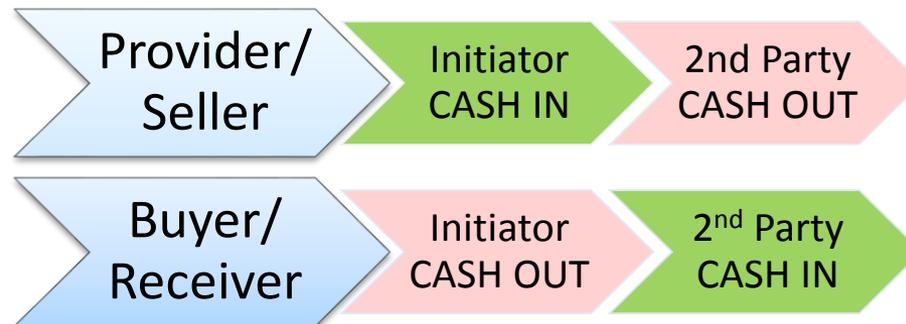
Most Common Two-Sided Documents

Document Code	Use	Allowable Event Types
IET – Internal Exchange Transaction	Intra-agency Revenues and Expenditure Transfers	INZ1, INZ2, INZ3
IETOP – Operating Transfer	Intra-agency Operating Transfer - RSRC 4901, 4911 OBJ 9101, 9111	INZ1, INZ2, INZ3
IETAT – Auto Transfer	Restricted to Fingerprinting, ACI and Use Tax Transfers	INZ2, INZ3
IETUT – Use Tax	Restricted to Use Tax processed in ProcureAZ	INZ7

Event Type	Event Type Description
INZ1	Liability to Expenditure Transfer
INZ2	Expenditure to Expenditure Transfer
INZ3	Revenue to Revenue Transfer
INZ7	Liability to Revenue Transfer

Most Common One-Sided Documents

Document Code	Use	Allowable Event Types
ITI – Internal Transaction Initiator	Inter-agency Revenues and Expenditure Transfers	INZ1, INZ2, INZ3
ITA – Internal Transaction Agreement	Inter-agency Revenues and Expenditure Transfers	INZ1, INZ2, INZ3

Event Type	Event Type Description	
INZ1	Liability to Expenditure Transfer	
INZ2	Expenditure to Expenditure Transfer	
INZ3	Revenue to Revenue Transfer	

Most Common One-Sided Documents

Document Code	Use	Allowable Event Types
ITIOP – Internal Transaction Initiator – Operating Transfer	Inter-agency Operating transfer - RSRC 4901, 4911 OBJ 9101, 9111	INZ1, INZ2, INZ3
ITAOP – Internal Transaction Agreement - Operating Transfer	Inter-agency Operating transfer - RSRC 4901, 4911 OBJ 9101, 9111	INZ1, INZ2, INZ3

Event Type	Event Type Description
INZ1	Liability to Expenditure Transfer
INZ2	Expenditure to Expenditure Transfer
INZ3	Revenue to Revenue Transfer

Valid Object Code, Revenue Source by Doc Code

- Operating Transfers (IETOP, ITIOP/ITAOP)
  - Limited to "Transfer" Object, Revenue Source codes

- Residual Equity Adjustment (IETRE, ITIRE/ITARE)
  - Limited to 4871 Revenue Source

- Other Transfers
  - Transfer, RE codes *Invalid* for other transfer doc codes

Valid Doc	Valid Revenue Source	Valid Object
IETOP, ITIOP/ITAOP	4901 Operating Transfers In/Out	9101 Operating Transfers In/Out
	4902 Indirect Cost Transfers In/Out	9102 Indirect Cost Transfers In/Out
	4911 Federal Transfers In/Out	9111 Federal Transfers In/Out
	4915 Federal Stimulus Transfers In/Out	9115 Federal Stimulus Transfers In/Out
IETRE, ITIRE/ITARE	4871 Residual Equity Adjustment	----
Other IET, ITI/ITA	All other Revenue Source other than the above	

TRANSFERS

REPORTING
QUESTIONS & ANSWERS

BREAZ

Transfer Status Reporting

- Open Transfers by Initiating Department Report (FIN-AZ-GL-N457)
  - This report shows all open transfers where ITI is Final and ITA has not been finalized
  - If the ITA is in progress, it will display on the report
  - Use it to track ITIDTs (from ADOT) and ITIADs (from ADOA)

- Totals for all Revenue and Expenditure Transfers Report (FIN-AZ-GL-N368)
  - This report displays all Revenue & Expenditure Transfers by document, accounting period, department, fund class, fund group and event type

Transfer Questions

- IPO – When Required, Inference/Copy Forward
  - An IPO is required for a Type 1 or Type 2 Appropriation over $1,000 or you are processing an admin adjustment
  - Copy forward feature is not recommended as it may cause document processing issues
  - The IPO inference was turned off, because the inference will be populated on both halves of the document if used on the ITI side

Transfer Questions

- How to Know My Part is Right
  - Verify the posting before submitting to validate the document is appropriate.

Line	Function	Debit Posting / Credit Posting	Debit Posting Name / Credit Posting Name	Debit Amount	Credit Amount
1	Non-Standard	A001 / R024	Cash / Internal CR	$19.00	$19.00

List View

General Information | **Fund Accounting** | Detail Accounting

Fund: AD4230	Cabinet: 01	BSA:
Sub Fund:	Department: ADA	Sub BSA:
Object:	Unit: 3200	OBSA: 0070
Sub Object:	Sub Unit:	Sub OBSA:
Object Category:	Appr Unit: AD99999	Dept Object:
Revenue: 4342	Appr Category: AD99999	Dept Revenue: 434200
Sub Revenue:	Internal Fund:	
Revenue Category: 4240	Internal Sub Fund:	
	Internal Dept:	

This screen capture shows the debit balance to cash. This means fund AD4230 is receiving the cash.

Transfer Questions

- Option for notification for agencies creating transfers between themselves and other agencies - use of AFIS email feature

  – AFIS provides a feature to email; BREAZ cautions the use of this as emails overtime tend to be overlooked

  – Feature is found under **File** and **Send To Page**

Transfer Questions

- Can I use negative amounts?
  - **Yes. If the transfer is not going the direction you need, negative amounts are appropriate.**
    - **Example: If you want to reduce revenues and expenditures using an INZ#, you may need to use negative amounts.**
- Should I enter the BFY, Record date and Accounting period on the header?
  - The BFY drives the exchange detail line; BFY should not be entered on an IETAT
  - The Record date and accounting period should not be entered on *any document*. This causes issues when an ITA document is completed after the close of the month that the ITI was created.

Transfer Questions

- I can't see the document attachments on the ITI side
  - All attachments and descriptions should added to the ITA side to allow the paying agency access to the information

AGENCY-SPECIFIC TRANSFERS

BREAZ

Agency Specific Transfers

- DPS – Fingerprinting Services

- ADOT – Interface Transfers

- ADOA Transfers

- GAO – Alternate Contribution Rate (ACR) related to contracted retirees

- DOC – Arizona Correctional Industries (Goods & Services)

- DOR – Use Taxes charges
  - Recorded through ProcureAZ
  - Not recorded through ProcureAZ

Agency Specific Transfers

- Accounting Templates available for this process are:
  - **ACISALES** – For payments to Arizona Correctional Industries
  - **ACRCNTR** - For payments of Alternate Contribution Rate (ACR) related to contracted retirees to the General Accounting Office
  - **USETAX** – For the payment of Use Tax (not recorded in ProcureAZ) to Arizona Department of Revenue
  - **FINGERPRNT** – For payment of Fingerprinting Services charges to the Department of Public Safety

- All IETAT documents will be routed through workflow for departmental and GAO review and approval

Transfers associated with ProcureAZ

- For purchase orders in ProcureAZ for goods purchased from Arizona Correctional Industries (Department of Corrections) and Arizona Industries for the Blind (Department of Economic Security) should use the "P-Card Enabled" check box on the purchase order

- This suppresses sending an encumbrance document to AFIS

- The invoice number should added to the document description on the IETAT

- Invoice payments for these goods cannot be made using the ProcureAZ 3-Way Match capability and must be made via transfer in AFIS using the inter-agency transfer process using the IETAT document

- If necessary, an encumbrance (IPO document) must be created directly in AFIS and referenced on the transfer

Transfers associated with ProcureAZ

- Commonly used contracts in ProcureAZ related to payments to other state agencies
  - **AZ Correctional Industries**
    - ADSPO15-087910 - Linens
    - ADSPO12-013874 - Furniture
    - ADSPO14-065140 – Engraved Products
    - ADSPO14-069815 – Bedding Products
    - ADSPO15-086675 – Signage/Decals, Plaques
    - ADSPO14-069824 – Cardboard File Boxes
  - **AZ Industries for the Blind**
    - ADSPO13-026725 – Document Imaging
    - ADSPO13-026731 – Media Sanitization
    - ADSPO14-070164 – Invoice Processing

DPS: Transfers for Fingerprinting

- Depending on the application being submitted, the process is slightly different
  - Fingerprint Clearance Cards
    - *If you submit the following application(s) with your fingerprint cards and receive a clearance card*, use the ITI/ITA process to pay the Applicant Clearance Card Team
    - Once you have completed the ITI/ITA process and your agency has created an ITA for DPS, you may submit your packet including your application, fingerprint card, and the application submission form (obtain from the Applicant Clearance Card Team)
    - We will process the ITA as soon as possible
    - Note: You no longer need to divide your payment into three lines, this can be done when we complete our portion of the ITA

DPS: Transfers for Fingerprinting

- Depending on the application being submitted, the process is slightly different
  - Criminal History – No Clearance Card
    - *If you submit the following inventory sheet form with your fingerprint cards and receive criminal history*, use the IETAT process
    - Process can only be used for the $22 and $20 fees (GAO is the approver of these transfers and will only approve multiples of those two dollar amounts)
    - Once the IETAT is approved the funds are automatically released to DPS.
    - You may send your fingerprint cards, inventory sheet, and screen print of the Header Page, General Information tab as soon as GAO has approved your IETAT. **Please put the inventory sheet number as your document name or document description.**
    - **Note:** If you have a state level only check or any other approved dollar

DPS: Transfers for Fingerprinting

- Quick Reference Guide will be shared this week and will be located on the GAO Web Site:

  https://gao.az.gov/trainingevents/training-resources

- DPS Transfer Contact:
  - Shannon Ford   Sford@azdps.gov   602-271-7384
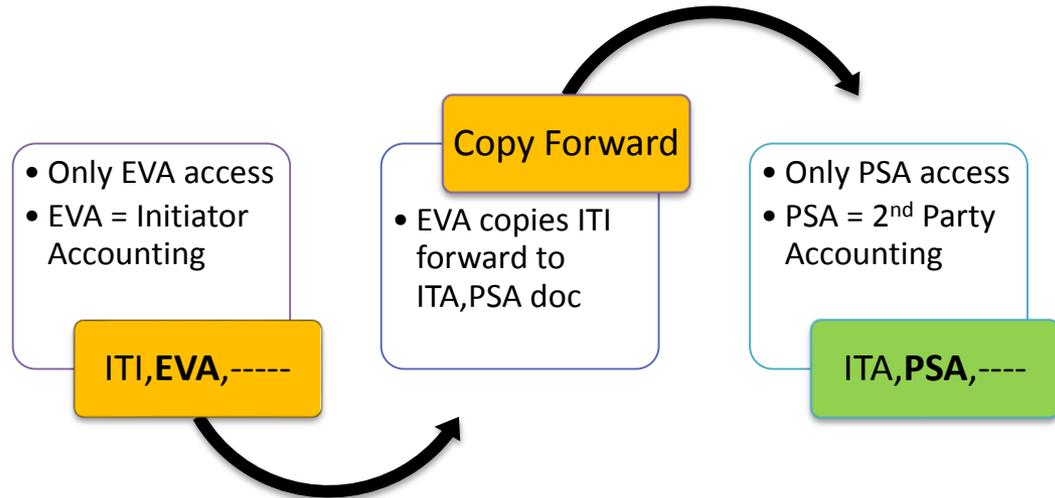 - Tirzah Fiore   Tfiore@azdps.gov   602-223-2518

ADOT Interfaced Transfers

- ADOT interfaces ITIDT documents to agencies as their invoice process; it is important to know two things:

    – First, these documents are created with your department as the ITI Doc Department so that you can "copy forward" the document to pay
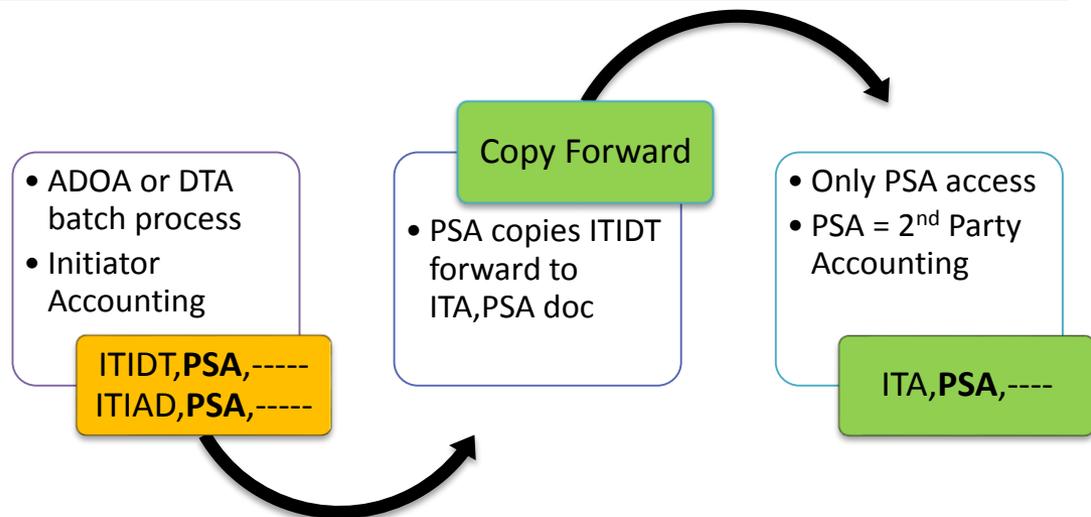
Who copies forward? ITI vs. ITIAD, ITIDT
First Party vs Second Party

Initiated by other Departments in their own Doc Department (ITI, ITIOP, ITIBS)

- Only EVA access
- EVA = Initiator Accounting

ITI,**EVA**,-----

Copy Forward

- EVA copies ITI forward to ITA,PSA doc

- Only PSA access
- PSA = 2nd Party Accounting

ITA,**PSA**,----

Initiated by ADOA (ITIAD) or by ADOT (ITIDT) in your Doc Department

- ADOA or DTA batch process
- Initiator Accounting

ITIDT,**PSA**,-----
ITIAD,**PSA**,-----

Copy Forward

- PSA copies ITIDT forward to ITA,PSA doc

- Only PSA access
- PSA = 2nd Party Accounting

ITA,**PSA**,----

ADOT Interfaced Transfers

- Second, you need to *go look* for these invoices
  - Go to Jump To and type "infoAdv"
  - Select documents, folders, 1-Statewide Folder
  - Select the General Ledger folder and select FIN-AZ-GL-N457
  - Refresh the prompts and enter your agency code in the 'ITI Doc Department'
  - Scan document for ITIDT. *These documents are invoices from ADOT that need to be paid.*
    - The report shows whether an ITA has been started.
    - If the ITA has been finalized, the ITIDT will drop from the report

ADOT Interfaced Transfers

- To process ADOT interfaced invoices
  - In Advantage, go to the document catalog; enter ITIDT, your doc department and the doc ID from the N457 report
  - Copy forward the document to an ITA
  - Complete the **2nd Party Accounting** component (line amount, fund account information, and detailed accounting information)
  - Validate and Submit to complete the transfer and pay the ADOT invoice

ADOT Interfaced Transfers

- ADOT Transfer Quick Reference Guide will be posted this week on the GAO Web Site:

  https://gao.az.gov/trainingevents/training-resources

- ADOT Transfer Contacts:
  – John Jones   JJones2@azdot.gov   602-712-6640
  – Yolanda Flores   yflores@azdot.gov   602-712-7215

ADOA Transfers

- ITI/ITA transfers will be used to pay ADOA invoices (ITIAD)

- Invoice numbering convention:
  - All ITIAD documents will begin with the letters "AD"
  - Next 3 digits will be from the customer's Mail Code (MC)
  - The 6th character will designate the billing type
    - M – Mailroom
    - G – Motor Pool
    - E – Enterprise Car Rental
    - R – Risk Management
    - K – State Surplus Property
    - D – Data Center (ASET)
    - L – Local Area Network
    - C – Central Services Bureau
    - P – LAN
  - Characters 7-12 will be 2-digit Fiscal Year, 2-digit APD, and "00"

ADOA Transfers

- Risk Management invoice documents IDs will deviate from this convention
  - Mail Code will be replaced with a 3-digit Department Code
  - 4-digit year instead of a 2-digit year, and final "00" will be dropped
- To find and pay an agency's invoice,
  - Go to the document catalog and enter "ITIAD" as the Code, your agency as the Dept. and in the ID field enter AD + the three digit MC + *. This will display all invoices for their MC. If an agency only has one MC or wants to see invoices for all MCs for their agency, enter only the Document Code and Department
  - Select the document to pay, copy it forward, enter their accounting information in the 2nd Party Accounting tab and submit it through workflow

ADOA Transfers

- Credit memos will be recorded as version 2 of the original ITIAD document with an adjusted amount

- Agencies will not be able to pay an amount different than the amount on the accounting line

ADOA Transfers

- ADOA Transfer Guidelines Memorandum on the GAO Web Site:

  https://gao.az.gov/publications/all-agency-memoranda

- ADOA Transfer Contacts:
  - Dawn Slater   dawn.slater@azdoa.gov   602-364-4871
  - Joe Whitmer   joe.whitmer@azdoa.gov   602-364-4869
  - Jessica Leal   jessica.leal@azdoa.gov   602-542-6247
- For specific questions on Risk Management:
  - Cheryl Toone   cheryl.toone@azdoa.gov   602-542-1819
  - Joseph Rodosta   joseph.rodosta@azdoa.gov 602-542-2174