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## INTRODUCTION

Automated Transfers record the payments by the agencies to the Department of Administration (DOA) service areas for the services rendered, to the Department of Revenue (DOR) for the Use Tax and to the Arizona Correctional Industry (ACI) which is a section of Department of Corrections (DOC) for the services rendered or purchased.

The Automated Transfer process has many advantages over Inter-agency Transfers. A few to mention are:

- ⇒ Reduction in turnaround time; it takes less time to process.
- ⇒ Both agencies (Losing & Gaining) have full control over their side of the transaction at the time of entry and after successful processing.
- ⇒ If one transaction has errors, the other transactions can be successfully processed. It is not a none or all scenario.
- ⇒ It is a lot more efficient.
- ⇒ Provides better audit trail.
- ⇒ It increases the accuracy of expenditure and revenue classification.

The Automated Transfers also replace the practice of paying the aforementioned agencies via a warrant which is very inefficient and costly.

The Automated Transfer process is described in detail in the following pages.

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## **INTRODUCTION**

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## PROCEDURES

Payments to the Department of Administration (DOA) service areas, the Department of Revenue (DOR) for Use Tax, and the ACI section of the Department of Corrections (DOC) are not paid through the normal transfer process or with a warrant. It is done through the Automated Transfer process. The Automated Transfer process requires less time for the agencies to process payments since the required form is filled out by the paying agency, not both. The paying agency prepares Form GAO-616, Automated Transfer Voucher. See page C-1 for an example. The completed form will not be sent to the receiving agency. The paying agency is allowed to enter the transactions and correct them if there are any errors. If the agency is off-line, the General Accounting Office (GAO) will input the transactions once Form GAO-616 is received. The GAO will also correct errors for off-line agencies once the correct information is furnished by the agency. This gives the agencies complete control of their side of the transaction. Entering the transaction will be similar to entering a claim to pay the invoice, except the paying agency will not have to send any warrants to the receiving agency. The receiving agencies will not be involved in the process until the system generates their side of the transfer. They will not have to process any transactions to receive payments for invoices. Form GAO-616 is for the paying agencies' side of the transaction only. It differs from regular transfers because the receiving side will never have to fill out their side of the transaction; it is system generated. This section will provide in-depth procedures for processing Automated Transfers.

### **General Procedures for the Paying Agency**

After receiving an invoice from the DOA, ACI, or after calculating the Use Tax Liability due to DOR, the paying agency will fill out Form GAO-616, Automated Transfer Voucher, and then input the transaction on AFIS. Agencies that **do not** have on-line access to AFIS, must fill out Form GAO-616 and send it to the General Accounting Office (GAO) to be entered and released. Agencies that **do** have on-line access to AFIS, must fill out Form GAO-616 and enter and release the transaction on AFIS. No forms should be sent to the receiving agency. The instructions for Form GAO-616 begin on page C-1 of this section.

Once the form is filled out by the paying agency, a batch header using their own agency code as the batch agency must be filled out and entered on screen 'S500', Batch Header Entry. The batch date can be entered or left blank. The batch can be entered on AFIS in Edit Mode '0' or '1'. For a description of Edit Modes, refer to Chapter VII, Section 1, Sub-Section C.

The DOA or ACI invoice number must be entered into the invoice field. When paying DOR, enter the numeric date for which taxes are being paid, i.e. 09/96 for September 1996 taxes. Each transaction should pay only one invoice. However, a single invoice can be paid with multiple transactions. If invoices are combined on a transaction, the paying agency will not receive proper credit for the payment. The following are examples of what is allowed and what is not allowed.

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Example	Allowed
1 invoice - 1 transaction	Yes
1 invoice - multiple transactions	Yes
multiple invoices - 1 transaction	No

Reverse codes are not allowed on the Automated Transfers. If the agency has a credit memo, they must use a regular transfer to receive the credit.

The vendor number for all agencies is '68660047910' and the mail code determines the agency, division, or section. The vendor mail codes are assigned by the General Accounting Office (GAO). If the agency does not know the vendor mail code for their agency or the receiving agency, they can inquire on screens 'S03A', Vendor Alpha Inquiry, 'S03N', Vendor Number Inquiry, or 'S034', Vendor Profile. If either part of the multi-purpose code (MPCD), paying agency's mail code, or the receiving agency's agency code (also referred to as 'receiving agency code') are wrong, an error message will be given. Refer to Sub-Section D of this Chapter and Section, "ERROR", for details on possible errors that could arise.

The paying agency must use a valid MPCD consisting of their own vendor mail code and the receiving agency code. The paying agency's vendor mail code must be entered in the first three characters of the MPCD field and the receiving agency code must be entered in characters fourth (4th) through the sixth (6th). An example of the MPCD format is as follows:

(Paying AGY MC)(Receiving AGY Code) = '069ADT' is entered when the Vendor Mail Code '069' is paying an invoice to Telecom.

The following is the list of Batch Agency codes, titles of the corresponding agency or service area, and their mail codes that an agency may be paying:

<u>Code</u>	<u>Service Area/Agy Title</u>	<u>Mail Code</u>	<u>Code</u>	<u>Service Area/Agy Title</u>	<u>Mail Code</u>
ADD	Data Center	378	ADR	Risk Mgmt Prem	371
ADE	AFIS Charges	368	ADS	Tenant Services	375

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ADG Business Services	374	ADT Telecommunications	377
ADK Surplus Prop-State	387	ADU Buildings	382
ADL Surplus Prop-Fed	389	ADW Workers' Comp Prem	357
ADM Fleet Mgmt-Other	369	ADX 911	390
ADN Fleet Mgmt-Extnd Disp	360	ADZ AZ State Boards	361
ADO Fleet Mgmt-Taxi Disp	359	*DCYAZ Correctional Industry	322
ADP Fleet Mgmt Expansion Veh	358	*RVA Revenue	700

\* Not part of the Department of Administration.

After the batch is entered, it can be released. The agencies should check screen 'S530', View Batch Headers, or reports DAFR2151, USAS Error Report, or DAFR2261, Daily History Detail Report, the next day to make sure the transactions entered and released on the previous day are successfully posted to the financial tables. If the batch is on error, the agency should make the necessary corrections and release it again. Refer to Chapter VII, Section 1, Sub Section C, Daily Reconciliation of this AFIS Reference Guide for more details on checking batches for errors.

### **Special Procedures for Paying the Department of Administration**

Effective February 1, 1997, DOA's invoice numbers represent receivables that are entered into AFIS prior to the invoice being sent to the agencies by DOA. These receivable numbers must be entered into the invoice field when the Automated Transfers are entered into the system (refer to Sub Section D of this Chapter and Section "ERROR", for further details regarding errors that could occur when paying DOA's receivables).

### **Special Procedures for Paying the Department of Revenue**

When paying the Department of Revenue (DOR), 13th month automated transfers are not allowed. Therefore, only a fiscal year equal to the current fiscal year is allowed when paying DOR. If a prior year date is used, the error 'E7F, No PY Post' will be given.

**Note:** Form TPT-1, Transaction Privilege, Use and Severance Tax Return, is still Required to be sent to the DOR.

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## **PROCEDURES**

### **General Procedures for the Receiving Agency**

Automated Transfers record the expenditure and reduce the cash in the paying agency's fund. When one of these transactions is successfully posted, the system will generate a TC 355, Automated Transfers Revenue, or TC 356, Collection A/R Billed-Automated Transfer, which will record the revenue and increase cash in one of the receiving agency's funds

The transaction recording the revenue on the receiving agency's side is system generated. Therefore, the receiving agency will not enter any transaction into AFIS. The transactions will be created with a batch agency of DOA's service area, RVA, or DCY, the batch date of the current effective date and batch type of '8'. These transactions post in the Second Input Edit Update (2nd IEU). For more information about IEU, refer to Chapter VII, Section 1, Sub Section B, Transaction Processing & Nightly Batch Cycles. The receiving agency will need to check screen 'S530', View Batch Header, for any transactions that might be on error. Corrections can only be made at the GAO. The amounts cannot be changed and transactions cannot be deleted.

The receiving agency will receive Report DAFR372C, Automated Transfers, showing the transactions generated during the previous batch run. The report should be reconciled to copies of the invoices sent to the agencies.

## TRANSACTION PROCEDURE INSTRUCTIONS

This section contains two parts. Part I provides instructions for completing Form GAO-616, and Part II provides instructions for entering the transaction on-line.

### PART I: Form GAO-616

The following Form GAO-616 must be filled out with all the necessary fields that are described in the following pages. However, the agencies may use their own designed form as long as it is approved by the GAO.

STATE OF ARIZONA				AGENCY Test Agency				RELEASED BY Jane Doe				BATCH HEADER	
AUTOMATED TRANSFER VOUCHER				PREPARED BY Mary Smith		ENTERED BY Mark Johnson		DATE 6/1/95		AGY (3) CDA	DATE (4) 6/1/95	TYP (1) T	NO (3) 001
DOC DATE (4) 6/1/95		EFF DATE (4) 6/1/95		CUR DOC (4) JAUTO001		AGY (3) CDA		DOC AMOUNT (11,2) \$1,000.00		DOC AGY (4) CDA		VENDOR NO (11) 68660047910	
MC (3) 378													
SFX (2)	REF DOC (8)	SFX (2)	M (1)	TC (2)	MULT-PURPOSE CODE (10)	INDEX (5)	PCA (3)	AY (2)	COBJ (4)	AOBJ (4)	AMOUNT (11,2)		
	INVOICE NO (14)				INVOICE DESCRIPTION (20)	APPN (5)	FUND (4)	GRANT NO (6)	PH (2)	PROJ NO (8)	PH (2)	AGY CD-1 (4)	
001	EAUTOADD	001	F	251	210ADD	10004	20000	95	6238			\$1,000.00	
	JCDA001				AUTO TRANS, ENC, RECEIVABLE	20000	1000						
<small>                 I/WE HEREBY CERTIFY UNDER PENALTY OF PERJURY, THAT I/WE HAVE EXAMINED THIS DOCUMENT, THAT THIS TRANSACTION IS FOR A VALID PUBLIC PURPOSE AND THAT THE FUNDS HAVE BEEN APPROPRIATED OR ARE OTHERWISE AVAILABLE TO COVER THIS TRANSACTION AND IF THE AVAILABLE FUNDS ARE FROM A FEDERAL GRANT, CONTRACT OR OTHER SOURCE, THIS TRANSACTION IS ALLOWABLE UNDER THE TERMS OF SUCH GRANT, CONTRACT, OR SOURCE, AND PAYMENT OR DISBURSEMENT OF THE AMOUNT CLAIMED HEREIN IS HEREBY APPROVED.             </small>													
											APPROVED BY		DATE
													6/1/95

The following are the definitions of each of the fields that the paying agency will encounter when filling out Form GAO-616.

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## TRANSACTION PROCEDURE INSTRUCTIONS

### FIELD DEFINITIONS (in Form GAO-616 order):

**AGENCY:** Record the name of the agency creating the document.

**RELEASED BY:** Record the name of the person who released the transaction. (Administrative Adjustments must be sent to the GAO to be released.)

**PREPARED BY:** Record the name of the person preparing Form GAO-616, Automated Transfer Voucher.

**ENTERED BY:** Record the name of the person that entered the transaction.

**DATE:** Record the date the Form GAO-616, Automated Transfer Voucher, was prepared.

**BATCH HEADER:** The four elements below make up a unique Batch ID and are required when entering a batch.

- AGY:** Record the *AGENCY* code of the agency creating or entering the batch.
- DATE:** Record the *DATE* the batch is created or entered, in MMDDYY (Month, Day, Year) format.
- TYP:** Record the *TYPE* of batch. The type for the Automated Transfers is 'T'.
- NO:** Record the *NUMBER* assigned to the batch.

**DOC DATE:** Record the six digit *DOCUMENT DATE* in MMDDYY format. Typically it identifies the date the document was created.

**EFF DATE:** Record the six digit *EFFECTIVE DATE* in MMDDYY format. The effective date determines in which month and year the transaction will post. The system has edits to check the effective date to determine if the transaction can be posted. Postings are not allowed if the effective date is in a month or year that is closed or is in the future. **13th month automated transfers are not allowed when paying Department of Revenue.**

**CUR DOC:** Record the *CURRENT DOCUMENT*, up to eight characters. The first character of the current document is the document type. The document type provides a means for categorizing transactions. The document type for Automated Transfers must be 'J'. All current documents must be unique for posting to AFIS. The agency must define and control the assignment of numbers for each document type.

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## TRANSACTION PROCEDURE INSTRUCTIONS

**AGY:** Record the three character *AGENCY* code. The agency code identifies the agency for which the transaction is posted. It may be different from the batch agency and document agency. For example, if the GAO enters a transaction for another agency (e.g., DEA), the batch agency would be AAA and the agency for the transaction would be DEA. Agency code is a required field, and the code must exist in the Agency Profile (screen 'SD02').

**DOC AMOUNT:** Record up to an eleven digit number and two digit decimal *DOCUMENT AMOUNT*. The Document amount is the sum of all transactions for a particular Document Number (Current Document not including suffix) within the same fiscal year. The AFIS calculated amount of all transactions for the document must equal the entered amount in order for the batch to be balanced and released.

**DOC AGY:** Record a three character *DOCUMENT AGENCY* code. If entered, it must be in the Agency Profile (screen 'SD02'). The document agency represents the agency that created and is responsible for the document.

**VENDOR NO/MC:** Record the eleven digit *VENDOR NUMBER* and the three digit *VENDOR MAIL CODE*. Enter '68660047910' as the vendor number and the three digit mail code that identifies the service area from which a purchase was made or a service was rendered. Refer to page B-2 of this Chapter and Section for a list of Vendor Mail Codes. Also, refer to the Error section of this Chapter for further details on the Vendor Number and Mail Code.

**SFX:** Record the three digit *CURRENT DOCUMENT SUFFIX* (required when the Current Document Number is entered). Sequential numbering for the suffix is recommended, but it is not required. The suffix does not have to be unique. The same suffix can be repeated.

**REF DOC/SFX:** Record the *REFERENCE DOCUMENT*, if required, up to eight characters plus a three digit *SUFFIX*. The suffix is always required when the reference document is entered. The reference document identifies an encumbrance that has been previously established in AFIS. A reference document is not allowed when TC 250 or 256 is used, and required when using TC 251 or 257.

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**M:** Record a one character *MODIFIER* code, if required. The modifier code identifies how the Reference Document should be liquidated and is required on encumbrance transactions referencing pre-encumbrances and expenditure transactions referencing encumbrances. A modifier is required for TC's 251 and 257. The valid values are:

- F** - *Final liquidation* - the transaction represents a final payment on the pre-encumbrance or encumbrance.
- P** - *Partial liquidation* - the transaction represents a partial payment on the pre-encumbrance or encumbrance.
- A** - *Activate* a previously closed pre-encumbrance or encumbrance.
- C** - *Close* the pre-encumbrance or encumbrance to preclude further posting.
- Blank** - Modifier not needed.

**TC:** Record the three digit *TRANSACTION CODE*. TC 250 and 251 are used for current year payments and TC 256 and 257 are used for Administrative Adjustments for the prior year. When an encumbrance is required, TC 251 and 257 are used. If an encumbrance is not necessary, TC 250 and 256 are used.

**MULTI-PURPOSE CODE:** Record the *MULTI-PURPOSE CODE (MPCD)*. The multi-purpose code must have six digits; three numeric characters (1-3) which represent the Vendor Mail Code of the paying agency, and three alpha characters representing the Doc/Batch agency designated for receiving the money (ADA - ADY, DCY, or RVA). Refer to Sub Section D of this Chapter and Section, "Error", for further details on using the MPCD as well as page B-1 through B-3.

**INDEX:** Record the five digit *INDEX* code. The Index must exist in the Index Code Profile (screen 'S024'). The Index is always required. Index is used as a coding reduction tool and infers the organization structure.

**PCA:** Record the five digit *PROGRAM COST ACCOUNT* code. The PCA must exist in the Program Cost Account Profile (screen 'S026'). The PCA is always required. PCA is used as a coding reduction tool and infers the program structure.

**AY:** Record a two digit *APPROPRIATION YEAR*. This is a required field. Appropriation Year determines the year for which funds were appropriated by the legislature.

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**COBJ/AOBJ:** Record a four digit *COMPTROLLER OBJECT* and/or a four digit *AGENCY OBJECT*. The Comptroller Object (COBJ) must exist in Comptroller Object Profile (screen 'SD10'). If the Agency Object (AOBJ) is used, it must exist in the Agency Object Profile (screen 'SD11'). If both the AOBJ and the COBJ are entered, the COBJ looked-up by the AOBJ must be the same as the COBJ entered on the transaction. The Transaction Code Description Profile (screen 'S28B') defines the range of COBJ that are allowed or disallowed for each Transaction Code. This is to ensure when recording a revenue transaction, only revenue COBJ's (range 4001-4999) would be valid. Likewise, this is to ensure, when recording an expenditure transaction, only expenditure COBJ's (range 6001-9998) would be valid. The appropriation number used on the transaction may also limit the COBJ that can be used for an appropriation. The Appropriation Number Profile (screen 'S020') defines the range of COBJ that are allowed or disallowed for each Appropriation Number.

**AMOUNT:** Record up to an eleven digit number and a two digit decimal *AMOUNT*. Amount is required for all transactions.

**INVOICE NO:** Record up to a fourteen digit *INVOICE NUMBER*. The invoice is a required element. The invoice coded on the transaction should be the invoice number printed on the bill. When paying DOA, the invoice number reflects a receivable that has been established by DOA. Refer to Sub Section D of this Chapter and Section, "Error", for further details on using a receivable number in the invoice field.

**INV DATE:** Record the six character *INVOICE DATE* in MMDDYY (Month, Date, Year) format. The invoice date is not a required element, but should be entered. The date coded on the transaction should be the date printed on the bill.

**INVOICE DESCRIPTION:** Record up to thirty characters for the *INVOICE DESCRIPTION* of the transaction, or leave blank. The agencies may code this field as desired in order to provide information about the transaction being entered.

**APPN:** Record the five digit *APPROPRIATION NUMBER*. It must exist in the Appropriation Number Profile (screen 'S020'). Identifies each budgeted line item in the General Appropriations Act as well as other appropriated items belonging to the agency. It is assigned by the agencies.

**FUND:** Record the four digit *FUND*. It must exist in the Fund Profile (screen 'SD23'). The fund is the lowest level of the fund structure. Each fund looks up an appropriated fund (which is statewide and defined in the Appropriation Fund Profile (screen 'SD22')).

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## TRANSACTION PROCEDURE INSTRUCTIONS

**GRANT NO/PH:** Record the six digit *GRANT NUMBER* and the two digit *GRANT PHASE*, or leave blank. The grant number and grant phase elements are set up as a means for accumulating grant expenditures, revenues, receipts, budgets, and statistical information in AFIS. The grant number must exist in the Grant Number Profile (screen ‘SD47’) and the grant number and phase must exist in the Grant Control Profile Maintenance/Inquiry (screen ‘S029’). When the grant number and phase are coded or are looked up on accounting transactions, the financial or statistical data is recorded in the Grant Financial Table.

**PROJ NO/PH:** Record the six digit *PROJECT NUMBER* and the two digit *GRANT PHASE*, or leave blank. The project number and project phase elements are set up as a means for accumulating project expenditures, revenues, budgets, and statistical information in AFIS. The project number must exist in the Project Number Profile (screen ‘SD42’) and the project number and phase must exist in the Project Control Profile (screen ‘S027’). When the project number and phase are coded or are looked up on accounting transactions, the financial or statistical data is recorded in the Project Financial Table.

**AGY CD-1:** Record the four character *AGENCY CODE*, or leave blank. If entered, it must exist the Agency Code 1 Profile (screen ‘SD26’). Agency Code 1 is an agency-defined field which can be used for any coding purpose.

**APPROVED BY:** Signature of the person who approves this transaction.

**DATE:** Date the person who approves this transaction signs it.

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## TRANSACTION PROCEDURE INSTRUCTIONS

### PART II: Entering an Automated Transfer On-Line

Form GAO-616 must be filled out before the transactions are entered into the system on screen 'S505', Pre-Enc/Enc/Expend Transaction Entry.

```

ARIZ S505          UNIFORM STATEWIDE ACCOUNTING SYSTEM  06/01/95 08:03 AM
LINK TO:          PRE-ENC/ENC/EXPEND TRANSACTION ENTRY  UC: 01  STAG

BATCH: AGENCY CDA DATE 060195 TYPE T NO 001 SEQ NO 00001 MODE EDIT AND POST
DOC DATE : 060195   EFF DATE: 060195   DUE DATE:         SERV DATE:
CUR DOC/SFX:  JAUTO001 001   REF DOC/SFX: EAUTOADD 001 MOD: F AGENCY: CDA
TRANS CODE: 251
INDEX: 10004
PCA: 20000
COMP/AGY OBJ: 6238
AMOUNT: 00000001000.00 RVS:   DISC:   1099:   FO:   PDT:
DOC COUNT: 00001 DOC AMT: 00000001000.00 DOC AGY: CDA CI: PROP #:
INV NO: JCDA0001 DT:   DESC: AUTO TRANS, ENC, RECEIVABLE
VEND/MC: 68660047910 378 NM: AGENCY ADA
CONT NO:   ADDR 1: TRANSFERS BETWEEN AGENCIES
WARR NO:   ADDR 2: NO WARRANTS ALLOWED*
APPN NO: 20000 ADDR 3:
FUND: 1000 ADDR 4:
GL AC/AGY:   CITY: PHOENIX ST: AZ ZIP: 85007
GRANT NO/PH: SUB GRANTEE:   PROJ NO/PH:
MPCD: 210ADD AGY CD-1: 2:   3:   DI:   RTI:

F1-HELP F3-END F4-INT F5-EDIT F6-PROCESS F8-NEXT F9-BALANCING F10-RTI

```

The following are the definitions of each of the fields that the paying agency will encounter when inputting the transaction into AFIS. Following the field titles (in bold print below), underlined words and/or phrases are written to let the user know the necessity of completing the field when inputting the information in AFIS. The words and/or phrase used to explain the need to complete the fields have the following meaning:

- Input** - the field is required to be filled in by the user.
- Defaults** - AFIS will provide the contents of the field for the user.
- Looked-up** - AFIS can look up the contents of the field from a profile screen.
- Optional** - the field may be filled in by the user, but not required for all transactions.
- Transaction Dependent** - The element is required, optional or not allowed depending on the transaction.

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## TRANSACTION PROCEDURE INSTRUCTIONS

### FIELD DEFINITIONS (in Screen 'S505' order)

**BATCH:** Batch Header Entry Default; The four elements below make up a unique Batch ID and are required when entering a batch.

- AGENCY:** Record the *AGENCY* code of the agency creating or entering the batch.
- DATE:** Record the *Date* the batch is created or entered, in MMDDYY (Month, Day, year) format.
- TYPE:** Record the *TYPE* of batch. The type for the Automatic Transfers is 'T'.
- NO:** Record the *NUMBER* assigned to the batch.

**DOC DATE:** Input; Record the six digit *DOCUMENT DATE* in MMDDYY format. Typically it identifies the date the document was created.

**EFF DATE:** Input or Batch Header Entry Default; Record the six digit *EFFECTIVE DATE* in MMDDYY format. It defaults to the effective date entered on the Batch Header Record. A different effective date may be entered on each transaction within a batch and it will override the batch header's effective date for that transaction. The effective date determines in which month and year the transaction will post. The system has edits to check the effective date to determine if the transaction can be posted. Postings are not allowed if the effective date is a month or year that is closed or is in the future. **13th month automated transfers are not allowed when paying Department of Revenue.**

**CUR DOC/SFX:** Input; Record the *CURRENT DOCUMENT*, up to eight characters plus a three digit *SUFFIX*. The current document is automatically left justified. The first character of the current document is the document type. The document type provides a means for categorizing transactions. The document type for Automated Transfers should be 'J'. All current documents must be unique for posting to AFIS. The agency must define and control the assignment of numbers for each document type. The suffix is always required. Sequential numbering for the suffix is recommended, but it is not required. The suffix does not have to be unique. The same suffix can be repeated.

**REF DOC/SFX:** Transaction Dependent; Record the *REFERENCE DOCUMENT*, up to eight characters plus a three digit *SUFFIX*. The reference document is automatically left justified. The suffix is always required when the reference document is entered. The reference document identifies an encumbrance that has been previously entered into AFIS. A reference document is not allowed when TC 250 or 256 is used, and required when using TC 251 or 257.

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## TRANSACTION PROCEDURE INSTRUCTIONS

**MOD:** Transaction Dependent; Record a one character *MODIFIER* code. The modifier code identifies how the document should be posted and is required on encumbrance transactions referencing pre-encumbrances and expenditure transactions referencing encumbrances. A modifier is required for TC's 251 and 257. The valid values are:

- F** - *Final liquidation* - the transaction represents a final payment on the pre-encumbrance or encumbrance.
- P** - *Partial liquidation* - the transaction represents a partial payment on the pre-encumbrance or encumbrance.
- A** - *Activate* a previously closed pre-encumbrance or encumbrance.
- C** - *Close* the pre-encumbrance or encumbrance to preclude further posting.
- Blank** - Modifier not needed.

**AGENCY:** Input or Default; Record the three character *AGENCY* code. The agency code identifies the agency for which the transaction is posted. It may be different from the batch agency and document agency. For example, if the GAO enters a transaction for another agency (e.g., DEA), the batch agency would be AAA and the agency for the transaction would be DEA. Agency code is a required field, and the code must exist in screen 'SD02', Agency Profile. It defaults to the user's Security Agency. If a person has security for more than one agency, the person can change the default as necessary and authorized.

**TRANS CODE:** Input; Record the three digit *TRANSACTION CODE*. TC 250 and 251 are used for current year payments and TC 256 and 257 are used for Administrative Adjustments for the prior year. When an encumbrance is required, TC 251 and 257 are used. If an encumbrance is not necessary, TC 250 and 256 are used.

**INDEX:** Input or Looked-up by PCA; Record the five digit *INDEX* code. When entered, the Index must exist in screen 'S024', Index Code Profile. The Index is always required. The PCA may be defined to look up the Index. Index is used as a coding reduction tool and infers the organization structure.

**PCA:** Input or Looked-up by Index; Record the five digit *PROGRAM COST ACCOUNT* code. When entered, the PCA must exist in screen 'S026', Program Cost Account Profile. The PCA is always required. The Index may be defined to look up the PCA. PCA is used as a coding reduction tool and infers the program structure.

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**AY:** Default or Input; Record a two digit *APPROPRIATION YEAR*. This is a required field. It defaults to the current fiscal year identified in screen ‘S097’, System Management Profile. Appropriation Year determines the year for which funds were appropriated by the legislature.

**COMP/AGY OBJ:** Input; Record a four digit *COMPTROLLER OBJECT* and/or a four digit *AGENCY OBJECT*. If the Comptroller Object (COBJ) is entered, it must exist in screen ‘SD10’, Comptroller Object Profile. If the Agency Object (AOBJ) is entered, it must exist in screen ‘SD11’, Agency Object Profile. If both the AOBJ and the COBJ are entered, the COBJ looked-up by the AOBJ must be the same as the COBJ entered on the transaction. Screen ‘S28B’, Transaction Code Description Profile, defines the range of COBJ that are allowed or disallowed for each Transaction Code. This is to ensure when recording a revenue transaction, only revenue COBJ’s (range 4001-4999) would be valid. Likewise, this is to ensure, when recording an expenditure transaction, only expenditure COBJ’s (range 6001-9998) would be valid. The appropriation number looked up for the transaction may also limit the COBJ that can be used for a transaction. Screen ‘S020’, Appropriation Number Profile, defines the range of COBJ that are allowed or disallowed for each Appropriation Number.

**BETTERMENT:** Optional; Record the one character *BETTERMENT CODE*. Enter ‘Y’ if the transaction is to record a betterment or maintenance to an existing asset. Refer to Chapter IX for complete Fixed Asset information.

**AMOUNT:** Input; Record up to an eleven digit number and a two digit decimal *AMOUNT*. Amount is required for all transactions. If the amount is entered as:

1000 - the result is 10.00  
10.00 - the result is 10.00  
10. - the result is 10.00

**DISC:** Optional; Record up to fourteen digits for the *DISCOUNT* of the transaction. The discount amount is not used to calculate the payment amount made to a service area.

**1099:** Defaults; Record a one digit *1099* code. It is a code for the type of 1099 a vendor is to receive. A default 1099 type for each Comptroller Object has already been established in the system on screen ‘SD10’, Comptroller Object Profile, and cannot be overridden.

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## TRANSACTION PROCEDURE INSTRUCTIONS

**FO:** Optional; Record a ‘W’ to identify a *FUND OVERRIDE*. This field is used in very restricted situations to force the transaction to post even though funds are not available. **This field can only be used by the GAO.**

**DOC AMT:** Input; Record up to an eleven digit number and two digit decimal *DOCUMENT AMOUNT*. The Document amount is the sum of all transactions entered for a particular Document Number (Current Document not including suffix) within the same fiscal year. The AFIS calculated amount of all transactions for the document must equal the entered amount in order for the batch to be balanced and released. If the amount is entered as:

1000 - the result is 10.00  
10.00 - the result is 10.00  
10. - the result is 10.00

**DOC AGY:** Record a three character *DOCUMENT AGENCY* code. If entered, it must be in screen ‘SD02’, Agency Profile. Otherwise, it defaults to the agency in the batch header. The document agency represents the agency that created and is responsible for the document.

**CI:** Optional; Record one of the following codes used in conjunction with the Fixed Asset module to identify the purchased item:

**C** = Capitalized      **I** = Inventoried      **M** = Maintenance      **N** = None

All equipment items purchased greater than the amount of the current Capitalization Policy are to be capitalized. The default code is ‘C’. If entered, the Property Number must be given. Refer to Chapter IX for complete Fixed Asset information.

**PROP #:** Optional; Record a unique number for each item in the Fixed Asset module to represent the *PROPERTY NUMBER*. Refer to Chapter IX for complete Fixed Asset information.

**INVOICE NO:** Input; Record up to a fourteen digit *INVOICE NUMBER*. The invoice is a required element. The invoice coded on the transaction should be the invoice number printed on the bill. It will print on the receiving agency’s DAFR372C, Automated Transfers. When paying DOA, the invoice number reflects a receivable that was established by DOA. Refer to Sub Section D of this Chapter and Section, Error, for further details on using a receivable number in the invoice field.

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**DT:** Optional; Record the six character *INVOICE DATE* in MMDDYY (Month, Day, Year) format. The invoice date is not a required element, but should be entered. The date coded on the transaction should be the date printed on the bill.

**DESC:** Optional; Record up to thirty characters for the *INVOICE DESCRIPTION* of the transaction. The agencies may code this field as desired in order to provide information about the transaction being entered.

**VENDOR NO/MC:** Input; Record the eleven digit *VENDOR NUMBER* and the three digit *VENDOR MAIL CODE*. Enter '68660047910' as the vendor number and the three digit mail code that identifies the service area from which a purchase was made or a service was rendered. Refer to page B-2 of this Chapter and Section for a list of Vendor Mail Codes. Also, refer to the Error section of this Chapter for further details on the Vendor Number and Mail Code. The system will validate the number and will display the name and address of the vendor.

**CONT NO:** Optional; Record a ten digit *CONTRACT NUMBER*. To use this code, the contract number must be established in screen 'S030', Contract Profile.

**APPN NO:** Input or Looked-up by Index or PCA; Record the five digit *APPROPRIATION NUMBER*. It must exist in screen 'S020', Appropriation Number Profile. Identifies each budgeted line item in the General Appropriations Act as well as other appropriated items belonging to the agency. It is assigned by the agencies. Generally the appropriation number is looked up by the Index.

**FUND:** Input or Looked-up by Index or PCA; Record the four digit *FUND*. It must exist in screen 'SD23', Fund Profile. The fund is the lowest level of the fund structure. Each fund looks up an appropriated fund (which is statewide and defined in screen 'S022', Appropriation Fund Profile). Generally the fund is looked up by the Index.

**GRANT NO/PH:** Optional; Record the six digit *GRANT NUMBER* and the two digit *GRANT PHASE*. The grant number and grant phase elements are set up as a means for accumulating grant expenditures, revenues, receipts, budgets, and statistical information in AFIS. The grant number must exist in screen 'SD47', Grant Number Profile, and the grant phase must exist in screen 'S029', Grant Control Profile Maintenance/Inquiry. When the grant number and phase are coded or are looked up on accounting transactions, the financial or statistical data is recorded in the Grant Financial Table. The grant number and phase may be inferred by Index, Project/Phase, Sub Grantee, or PCA.

**SUB GRANTEE:** Optional; Record the fourteen digit *SUB GRANTEE* code. The sub grantee code is for those receiving portions of pass-through grants. The grant accounts for advances and expenditures made to the sub grantees. To use this code, the sub grantee must be established in screen 'S031', Sub Grantee Profile. Refer to the State of Arizona Accounting Manual, Section II-M, for policies regarding the sub grantee.

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**PROJ NO/PH:** Optional; Record the six digit *PROJECT NUMBER* and the two digit *GRANT PHASE*. The project number and project phase elements are set up as a means for accumulating project expenditures, revenues, budgets, and statistical information in AFIS. The project number must exist in screen 'SD42', Project Number Profile, and the project phase must exist in screen 'S027', Project Control Profile. When the project number and phase are coded or are looked up on accounting transactions, the financial or statistical data is recorded in the Project Financial Table. The project number and phase may be inferred by Index or PCA.

**MPCD:** Input; Record the *MULTI-PURPOSE CODE (MPCD)*. The multi-purpose code must have six digits; three numeric characters (1-3) which represent the Vendor Mail Code of the paying agency, and three alpha characters representing the Doc/Batch agency designated for receiving the money (ADA-ADY, DCY, or RVA). Refer to Sub Section D of this Chapter and Section, Error, for further details on using the MPCD as well as page B-1 and B-2.

**AGY CD-1:** Optional; Record the four character *AGENCY CODE*, or leave blank. If entered, it must exist in screen 'SD26', Agency Code 1 Profile. Agency Code 1 is an agency-defined field which can be used for any coding purpose. It may be inferred from either Index or PCA or may be entered manually into the transaction.

**AGY CD-2 and CD-3:** Optional; Record the four character *AGENCY CODE*, or leave blank. If entered, Agency Code 2 must exist in screen 'SD27', Agency Code 2 Profile, and Agency Code 3 must exist in screen 'SD36', Agency Code 3 Profile. These agency codes are agency-defined fields which can be used for any coding purpose. It may be inferred from either Index or PCA or may be entered manually into the transaction.

**RTI:** Optional; Record the five digit *RECURRING TRANSACTION INDEX*. This is a coding reduction tool for recurring transactions. To use this code, the recurring transaction must be set up in screen 'S055', Recurring Transaction Profile.

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## **TRANSACTION PROCEDURE INSTRUCTIONS**

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## ERRORS

This section will explain errors that may appear when entering automated transfers. The section is organized by error code. Read through it to get an understanding of the possible errors that may arise, and refer to it when making corrections to automated transfers.

**E16: ‘MPCD AGY NOT ON ATTC’:** The second three characters of the multi-purpose code are not a valid batch agency for receiving automated transfers. For a list of valid batch agencies, enter ‘AUTOTRANS’ in the Keyword field on the News/Help Table (screen ‘S090’), and press enter.

**E36: ‘INVALID MC FOR AGY’:** The first three characters of the multi-purpose code are not the valid mail code assigned to the paying agency. For a list of mail codes, refer to the Vendor Inquiry Screens, screens ‘S03A’, ‘S03N’, and/or ‘S034’. The vendor number is the state vendor number: ‘68660047910.’

**E38: ‘INVALID BATCH/DOC AGY’:** The second three characters of the multi-purpose code are not a valid batch agency for receiving automated transfers. For a list of valid batch agencies, enter ‘AUTOTRANS’ in the Keyword field on the News/Help Table (screen ‘S090’), and press enter.

**E7A: ‘INVALID VENDOR NO’:** The vendor number does not equal ‘68660047910’.

**E7B: ‘INVALID MAIL CODE’:** The vendor mail code entered is not a correct mail code assigned to the batch agency entered in the multi-purpose code field. For a list of valid mail codes for each batch agency that is used in automated transfers, enter ‘AUTOTRANS’ in the Keyword field on the News/Help Table (screen ‘S090’), and press enter.

**E7C: ‘RECEIVABLE W/NO AE’:** The receivable (invoice number) entered on the transaction does not belong to the paying agency. Verify that the correct invoice has been entered.

**E7D: ‘INVALID AGY RECORD’:** The receivable (invoice number) entered on the transaction does not belong to the paying agency. Verify that the correct invoice has been entered.

**E7F: ‘NO PY POST’:** The fiscal year of the transaction does not equal the system management fiscal year. 13th month automated transfers are not allowed when paying this agency.

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## ERRORS

**E70: ‘MPCD NOT ATAR/ATRF’:** The second three characters of the multi-purpose code are not a valid batch agency for receiving automated transfers. For a list of valid batch agencies, enter ‘AUTOTRANS’ in the Keyword field on the News/Help Table (screen ‘S090’), and press enter.

**E71: ‘MPCD BOTH ATAR/ATRF’:** The second three characters of the multi-purpose code represent a batch agency that is incorrectly placed on two screens. Each batch agency is only to be on one or the other. Contact your AFIS Liaison for assistance with this error.

**E72: ‘NO INVOICE RECORD’:** The invoice field is either: 1) not filled in with the invoice number assigned by the batch agency, or 2) has a different invoice number than assigned by the batch agency. This invoice number must be correct because it converts to a receivable number for the batch agency’s system generated transaction.

**E73: ‘TRANS AMT > INVCE AMT’:** The transaction amount is larger than the document balance of the receivable established by the batch agency. This error will be displayed due to the overpaying of the invoice. To determine the remaining balance of the receivable, link to Screen ‘S64A’, Status Enc/Pre-Enc/Receivables, and/or screen ‘S64B’, Status of Receivables. Refer to Chapter V, Section 1, Sub-Section L and/or Sub-Section M for a description of these screens.