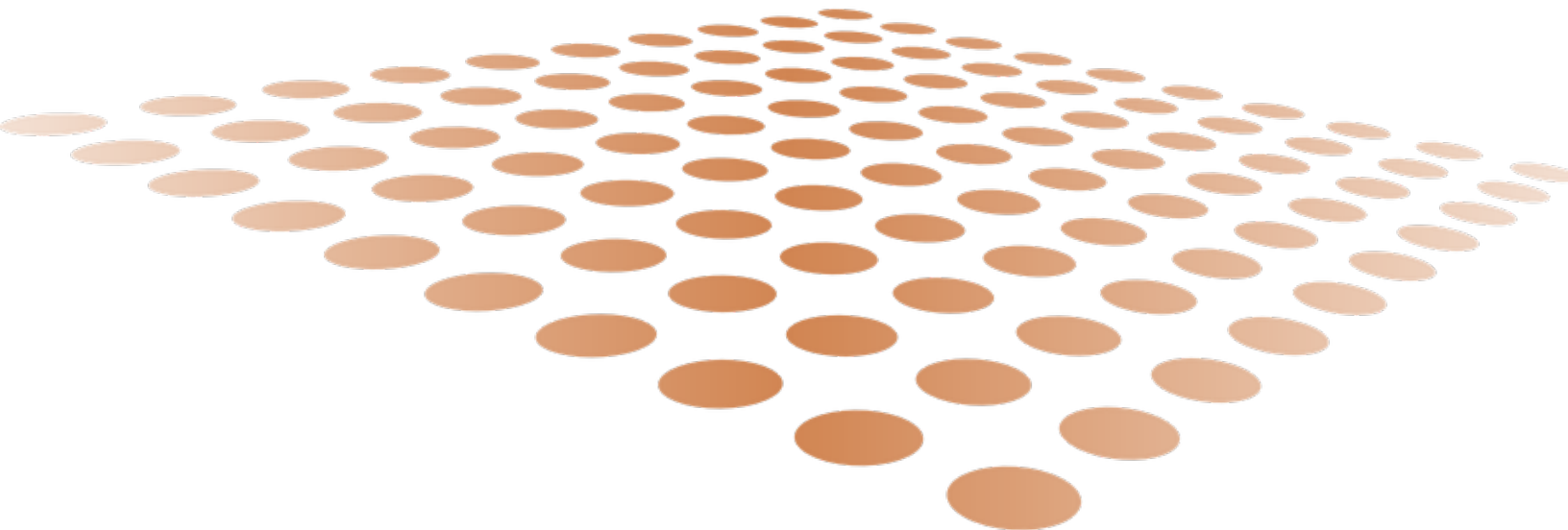ADOA – General Accounting Office

QUICK REFERENCE GUIDE:
PROCESS AN INTERNAL TRANSACTION INITIATOR FOR ADOA (ITIAD)

PROCESS AN INTERNAL TRANSACTION INITIATOR FOR ADOA (ITIAD)

Overview

The Internal Transaction Initiator (ITI) document is a two-sided document that can be used for Inter-Agency payments. The Department of Administration (ADOA) creates an agency-specific ITI document called an ITIAD to bill other agencies. ADOA creates these documents with the paying agency listed in the header.

Note: Effective January 2018, ADOA will begin to provide Mailroom and ASET invoice documentation as an attachment to the ITIAD document. Followed by the inclusion of Fleet invoice documentation attachments, beginning with March 2018.

It is important to know that users will need to look for these invoices; there will be no other notification that ADOA has initiated the transfer. Once located, the ITIAD document will then be copied forward to an Internal Transaction Agreement (ITA) document to complete the agency's payment to ADOA.

The best method for looking up ITIAD documents is to utilize the infoAdvantage report **FIN-AZ-GL-N459a** – *Transfers (ITI and ITA) by Dept*. This report can be run at any time to see any open invoices for a user's agency.

Users can also search AFIS directly for their ADOA invoices using the Document Catalog. If a user's agency has any outstanding ADOA invoices by the third Monday of the month, they will receive an e-mail from ADOA, providing them with a listing of their open invoices and a reminder that invoices are due 30 days from the invoice date.

Instructions for both ITIAD look-up methods appear below.

Locate Outstanding ADOA ITIAD Documents
Locating ITIADs using the FIN-AZ-GL-N459a Report

1. Log into **AFIS**.

2. In the **Jump To** field, enter *infoadv*.

3. Select **Documents** > **Folders** > **1-Statewide Folder**.

4. Select the **General Ledger** folder and select the **FIN-AZ-GL-N459a** report.

5. Click **Refresh** to generate the Prompts window.

6. In the **ITI Doc Dept Code** field, enter the user's department 3-digit code.

7. In the **ITI Doc Hdr Fiscal Year** field, enter the fiscal year.

8. Click **Ok**.

9. In the results that populate, search for ITIAD documents where the Balance Due is not zero. These documents are invoices from ADOA that need to be paid.

Locating ITIADs using the Document Catalog

1. Log into **AFIS**.

2. Navigate to the **Document Catalog**.

3. In the **Code** field, enter *ITIAD*.

4. In the **Dept** field, enter the user's department 3-digit code.

5. In the **ID** field, enter the user's agency's unique ITIAD number.

Note: Agency-specific ITIAD document numbers are detailed in the "Additional Information" section of this guide.

6. Click **Browse** to display any invoices.

Process Payment of ADOA ITIAD Documents

Copy Forward the ITIAD document to an ITA in AFIS.

1. In **AFIS**, navigate to the **Document Catalog**.

2. In the **Code** field, enter *ITIAD*.

3. In the **Dept** field, enter the user's department 3-digit code.

4. In the **ID** field, enter the document number for the ITIAD document obtained in the "Locate Outstanding ADOA ITIAD Documents" section above.

5. Click **Copy Forward** to create an ITA document from the ITIAD document.

6. On the **Copy Forward** screen, enter the following information:

    a. In the **Doc Department Code** field, enter the department 3-digit code for the agency responsible for completing the ITA.

    b. Click **Auto Numbering** or enter a value in the **Document Id** field.

    c. Ensure the **Target Doc Code** selected is **ITA**.

7. Click **OK**. The ITA document opens.

Complete the **2ⁿᵈ Party Accounting** component of the ITA document.

1. On the **General Information** tab, at a minimum, enter the following information:

   a. In the **Line Amount** field, enter the amount being paid on the ITA.

Note: All line amounts must equal the total invoice amount, as AFIS does not allow partial amounts.

2. On the **Fund Accounting** tab, at a minimum, enter the following information:

   a. In the **Department** field, enter the department 3-digit code for the agency making the payment on the ITA document.

   b. In the **Fund** field, enter the fund number for the agency making the payment on the ITA document (if not inferred from function).

   c. In the **Unit** field, enter the unit number for the agency making the payment on the ITA document (if not inferred from function).

   d. In the **Appr Unit** field, enter the appropriation unit number for the agency making the payment on the ITA document (if not inferred from function).

   e. In the **Object** field, enter the object number for the agency making the payment on the ITA document (if not inferred from function).

3. On the **Detail Accounting** tab, at a minimum, enter the following information:

   a. In the **Function** field, enter the function number (if used) for the agency making the payment on the ITA document.

   b. In the **Task** field, enter the task number for the agency making the payment on the ITA document (if not inferred from function).

4. Click **Validate**.

   a. Confirm that the document validated successfully in the upper left-hand corner. If it did not, please see your accounting supervisor.

5. Click **Submit**.

   a. Department approver must approve document, to finalize.

Additional Information

ADOA Invoice Naming Convention

ADOA Invoices (Excluding Risk):

"AD" + 3-digit Customer Code + Billing Type + 2-digit FY + 2-digit Fiscal Month + Two Additional Digits

Example:

The document ID for a July 2017 Data Center invoice for customer 380 would be: AD380D180100

ADOA Invoices (Including Risk):

"AD" + 3-digit Agency Code from Risk invoice + Billing Type + 4-digit FY + 2-digit Fiscal Month

Example:

The document ID for a FY2018 Risk invoice for ADA would be: AD101R201801

Billing Types

- ▪ M – Mailroom
- ▪ G – Fleet Motor Pool
- ▪ E – Enterprise CarShare
- ▪ R – Risk Management
- ▪ K – State Surplus Property
- ▪ D – Data Center (ASET)
- ▪ C – Central Services Bureau

Credit memos

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

Contact Information

If you have any questions, please email the ADOA Central Services Bureau at csb@azdoa.gov