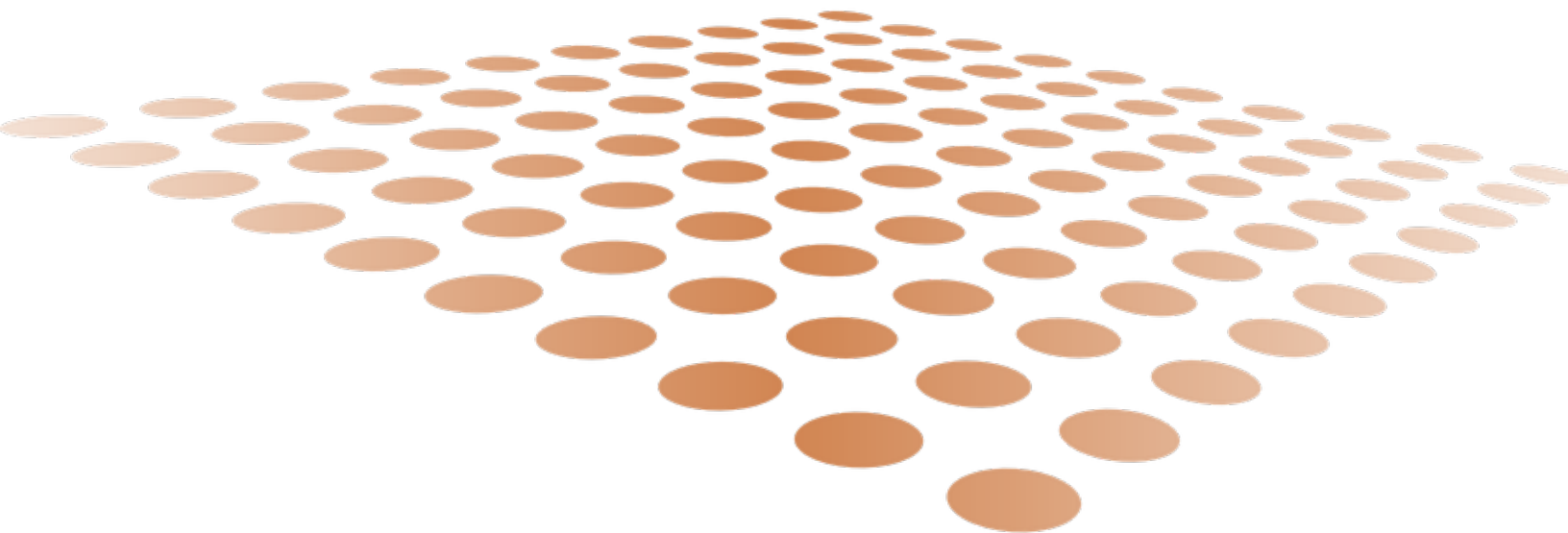# QUICK REFERENCE GUIDE: PROCESS AN INTERNAL TRANSACTION INITIATOR FOR ADOT (ITIDT)

Process an Internal Transaction Initiator for ADOT (ITIDT)

Overview

The Internal Transaction Initiator (ITI) document is a two-sided document that can be used for Inter-Agency payments. The Department of Transportation (ADOT) creates an agency specific ITI document called an ITIDT to bill other agencies. ADOT creates these documents with the paying agency listed in the document header. It is important to know that users will need to look for these invoices; there will be no other notification that ADOT has initiated the transfer. Once located, the ITIDT document will then be copied forward to an Internal Transaction Agreement (ITA) document to complete the agency's payment to ADOT.

The best method for looking up ITIDT 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.

ITIDT Copy Forward to an ITA Process

Locate the user's ADOT initiated ITIDT document.

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 ITIDT documents where the Balance Due is not zero. These documents are invoices from ADOT that need to be paid.

Copy Forward the ITIDT document to an ITA in AFIS.

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

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

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

4. In the **ID** field, enter the document ID for the ITIDT from the **FIN-AZ-GL-N459a** report.

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