

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

The Internal Transaction Initiator (ITIAD) document is a two-sided document that will be used for the Inter-Agency HRIS Modernization 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 *ADXXXHRIS24* 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 = 7154
  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

<b>Human Resources Information System Replacement Charges</b>	
Laws 2022, Chapter 313	
<b>Agency</b>	<b>HRIS Charge</b>
Accountancy, Board of	\$8,500
Acupuncture Board of Examiners	\$1,100
Administration, Department of	\$411,900
Administrative Hearings, Office of	\$10,700
African-American Affairs, Commission of	\$900
Agriculture, Department of	\$158,400
Arizona Health Care Cost Containment System	\$678,400
Arizona State Retirement System	\$161,800
Arts, Commission on the	\$7,100
Athletic Training, Board of	\$800
Attorney General - Department of Law	\$725,500
Barbering and Cosmetology, Board of	\$10,600
Behavioral Health Examiners, Board of	\$10,800
Charter Schools, Board for	\$10,600
Child Safety, Department of	\$1,417,300
Chiropractic Examiners, Board of	\$2,600
Citizens' Clean Elections Commission	\$6,500
Corporation Commission	\$182,600
Corrections, Rehabilitation & Reentry, Department of	\$5,379,100
Criminal Justice Commission	\$20,300
Deaf and the Hard of Hearing, Commission for the	\$13,200
Dental Examiners, Board of	\$6,100
Dispensing Opticians, Board of	\$1,000
Early Childhood Development and Health Board	\$111,700
Economic Opportunity, Office of	\$33,000
Economic Security, Department of	\$4,299,400
Education, Board of	\$5,600
Education, Department of	\$404,100
Emergency and Military Affairs, Department of	\$253,100
Environmental Quality, Department of	\$368,300
Equal Opportunity, Governor's Office for	\$1,000
Equalization, Board of	\$2,800
Executive Clemency, Board of	\$6,900
Exposition & State Fair	\$16,600
Fingerprinting, Board of	\$3,800
Forestry and Fire Management, Department of	\$97,000
Funeral Directors & Embalmers, Board of	\$2,100
Game and Fish Department	\$375,500
Gaming, Department of	\$71,000

Governor, Office of the	\$101,700
Health Services, Department of	\$1,016,800
Highway Safety, Governor's Office of	\$8,900
Historical Society, Arizona	\$19,000
Homeland Security, Department of	\$8,300
Homeopathic Medical Examiners, Board of	\$200
Housing, Department of	\$54,400
Independent Redistricting Commission	\$500
Industrial Commission of Arizona	\$123,700
Insurance and Financial Institutions, Department of	\$97,400
Judiciary - Supreme Court	\$100
Juvenile Corrections, Department of	\$255,900
Land Department	\$74,400
Legislature - Auditor General	\$100
Liquor Licenses and Control, Department of	\$21,600
Lottery Commission	\$52,500
Massage Therapy	\$2,700
Medical Board	\$34,200
Mine Inspector	\$8,500
Naturopathic Physicians Board of Medical Examiners	\$800
Navigable Stream Adjudication Commission	\$800
Nursing Care Ins. Admin. Examiners	\$3,000
Nursing, Board of	\$36,500
Occupational Therapy Examiners, Board of	\$1,100
Optometry, Board of	\$1,300
Osteopathic Examiners, Board of	\$5,500
Parks and Trails, Arizona State	\$120,700
Personnel Board	\$700
Pharmacy, Board of	\$20,600
Physical Therapy Examiners, Board of	\$2,700
Pioneers' Home	\$46,300
Podiatry Examiners, Board of	\$800
Postsecondary Education, Commission for	\$2,900
Prescott Historical Society of Arizona	\$6,300
Private Postsecondary Education, Board for	\$3,400
Psychologist Examiners, Board of	\$4,400
Public Safety Personnel Retirement System	\$72,700
Public Safety, Department of	\$4,300
Real Estate, Department of	\$15,200
Registrar of Contractors	\$70,200
Residential Utility Consumer Office	\$6,800
Respiratory Care Examiners, Board of	\$2,100
Revenue, Department of	\$373,600

<b>Secretary of State - Department of State</b>	<b>\$80,400</b>
<b>Tax Appeals, Board of</b>	<b>\$2,000</b>
<b>Technical Registration, Board of</b>	<b>\$10,700</b>
<b>Tourism, Office of</b>	<b>\$20,400</b>
<b>Transportation, Department of</b>	<b>\$2,230,100</b>
<b>Treasurer, State</b>	<b>\$25,800</b>
<b>Tribal Relations, Governor's Office on</b>	<b>\$400</b>
<b>Veterans' Services, Department of</b>	<b>\$205,700</b>
<b>Veterinary Medical Examining Board</b>	<b>\$2,900</b>
<b>Water Resources, Department of</b>	<b>\$122,300</b>