



ADOA – General Accounting Office

# QUICK REFERENCE GUIDE: NON-WEB PORTAL CREDIT CARD REVENUE & FEE PROCESSING





# NON-WEB PORTAL CREDIT CARD REVENUE & FEE PROCESSING

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# NON-WEB PORTAL CREDIT CARD REVENUE & FEE PROCESSING

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## Create a Department – Treasury Cash Adjustment (DADJ) Transaction

An agency may receive credit card revenues and related credit card fees for non-web portal transactions. In these situations, the Arizona State Treasurer’s Office will process a State Treasurer – Treasury Adjustment (STADJ) transaction for credit card revenue that will increase the agency’s cash and increase to the Treasurer’s Credit Card Clearing liability account (Credit Card Favorable Deposit Adjustment)

For credit card fees, the Arizona State Treasurer’s Office will use the STADJ document as well, but to create the opposite posting, a decrease to the Treasurer’s Credit Card Clearing liability account and decrease to the agency’s cash. (Credit Card Unfavorable Deposit Adjustment).

Here is an example of the STADJ posting lines:

- Credit Card Favorable Adjustment: (ARS5 – Event Type)
- Debit: Cash (BSA 0070)
- Credit: Treasurer’s Credit Card Clearing (BSA 1534)
- Credit Card Unfavorable Adjustment: (ARS4 – Event Type)
- Debit: Treasurer’s Credit Card Clearing (BSA 1534)
- Credit: Cash (BSA 0070)

**Note: Most STADJ’s are posted to the General Fund 1000 unless otherwise pre-arranged by the agency with the Arizona State Treasurer’s Office to post to another fund.**

This quick reference guide (QRG) will provide the steps for clearing the Treasurer’s Credit Card Clearing liability by recognizing credit card revenues or reducing revenues and/or recognizing expenditures for credit card fees.



## Close Treasurer's Credit Card Clearing Liability (DADJ Transaction)

Copy forward the STADJ transaction created by the Arizona State Treasurer's Office to create a Department – Treasury Adjustment (DADJ) transaction. The DADJ transaction can be used to recognize credit card revenue or fees. The DADJ transaction references the Chart of Account elements entered on the STADJ transaction. The fund and department carried over from the STADJ transaction cannot be changed. If the agency needs to recognize credit card revenue or fees in a fund other than the fund on the STADJ transaction, the agency will additionally need to complete an IET transaction to transfer revenues or expenditures to the other fund(s). The processing of an IET transaction is explained later in this guide. This section will cover processing the DADJ transaction.

Listed below are the event types to use with the DADJ transaction for credit card related activities:

- ARD8 (Credit Card Favorable Adjustment) – Credit Card Revenue (Used in conjunction with ARS5 STADJ Event Type)
  - Debit: Treasurer's Credit Card Clearing Liability
  - Credit: Revenue
- ARD6 (Credit Card Unfavorable Adjustment - Revenue) – Credit Card Fees Revenue Reduction (Used in conjunction with ARS4 STADJ Event Type)
  - Debit: Revenue
  - Credit: Treasurer's Credit Card Clearing Liability
- ARD7 (Credit Card Unfavorable Adjustment - Expenditure) – Credit Card Fees Expenditure (Used in conjunction with ARS4 STADJ Event Type)
  - Debit: Expenditure
  - Credit: Treasurer's Credit Card Clearing Liability

### Procedure

Log in to the AZ360 **Home Page**. Search for the STADJ transaction created by Arizona State Treasurer's Office.

1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter *STADJ*.
4. In the drop down menu that generates, select **STADJ State Treasurer - Treasury Adjustment**. The STADJ Financial Transaction page will generate.
5. In the **Dept** field, select the user's department 3-digit code from the pick list.
6. In the **ID** field, enter the STADJ transaction ID as provided on documentation from the Arizona State Treasurer's Office.



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7. Click **Search**.
8. Click on the **ID** link, from the grid, to open up the STADJ that will be copied forward to a DADJ.
9. Click the **Page 3-dot** menu, select **Copy Forward** from Primary Actions.
10. In the **Transaction Dept** field, enter the user's department 3-digit code.
11. In **Transaction ID** field, enter the same transaction ID as the STADJ.

*Note: The user may select the Auto Number checkbox to generate a unique ID if the user so desires, but GAO highly recommend using the same transaction number as the STADJ transaction ID for research purposes.*

12. Click **OK** to generate a DADJ transaction.

Complete the **Header** tab.

1. At a minimum, enter the transaction description.

Complete the **Accounting** tab.

1. At a minimum, enter the function or the following information:
  - a. **Line Amount**
  - b. **Budget FY** – Enter the applicable appropriation year (e.g. 2022).
  - c. **Department**
  - d. **Object** or **Revenue**
  - e. Additional elements required are the **Fund**, **Unit**, and **Appropriation Unit**, if not inferred by the function.

*Note: If necessary, enter additional accounting lines to recognize revenue or expenditures.*

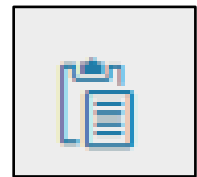


2. On the **General Information** section:

- a. Enter the event type in the **Event Type** field. See the table below for allowable event types.

DADJ Event Type	STADJ Event Type	Balance Sheet Account (BSA)
ARD6	ARS4 (Used with revenue source)	Credit Card Unfavorable Adjustment (1534)
ARD7	ARS4 (Used with object)	Credit Card Unfavorable Adjustment (1534)
ARD8	ARS5	Credit Card Unfavorable Adjustment (1534)

- 3. Insert a copied line by clicking the Accounting line’s **3-dot** menu and then click **Copy**. Next, click the paste icon.
- 4. Change the line amount and any chart of account elements that should be different.



- 5. Ensure that the amounts on all accounting lines of the DADJ transaction do not add up to more than the total amount on the referenced STADJ transaction. Also, ensure that the fund is the same fund as was recorded on the STADJ, for each of the accounting lines.

**Note: If credit card revenues or fees must be transferred to other funds, then it may simplify things to record these activities to one chart of account “bucket” (e.g., 4699, etc.) on the DADJ transaction and then use the IET clear out this “bucket” and transfer these activities to the corrected funds and other chart of account elements.**

Prior to submitting the transaction, attach any department-specific backup documents.

- 1. Select **Attachments** on the **Header** tab.
- 2. Either drag and drop in an attachment or click **Browse** to add an attachment.
- 3. Click **Upload**.
- 4. When all attachments are uploaded, click **Close**.

Validate DADJ transaction.

- 1. Confirm that the transaction validated successfully in the upper left-hand corner. If it did not, see the accounting supervisor.

Submit DADJ transaction.

**Note: The transaction will be handled through workflow and will be pending the Department Approver.**



## Transfer Credit Card Revenues or Expenditures to Other Funds

*This step is only necessary* if the agency needs to recognize the revenue or expenditures for credit card activity in different COA elements than recorded originally on the STADJ document by the Arizona State Treasurer's Office.

The Internal Exchange Transaction (IET) transaction can be used to record both intra-agency and inter-agency fund transfers in a single transaction.

### Procedure

Log in to AZ360. Create IET transaction.

1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter *IET*.
4. In the drop down menu that generates, select **IET Internal Exchange Transaction**. The IET Financial Transaction page will generate.
5. Click **Create**.
6. In the **Transaction Dept** field, select the user's department 3-digit code from the pick list.
7. Click **Auto Number** checkbox to generate a unique ID. The user may also enter a unique ID.

*Note: The user may select the Auto Number checkbox to generate a unique ID if the user so desires, but GAO highly recommend using the same transaction number as the STADJ transaction ID for research purposes.*

8. Click **Continue**. A new transaction is generated.

Complete the **Header** tab. At a minimum, enter the following information:

1. **Initiator**
  - a. Select either **Provider/Seller** or **Receiver/Buyer**. **Receiver/Buyer** works best if the DADJ transaction was used to record the credit card activity into one "bucket", to be cleared out later.

Complete the **Exchange Details** tab.

1. Insert new line. In the **Tab Level Action** section, click the "+" icon to add a line.



2. Enter the appropriate information in the following fields:

- a. **Line Amount**
- b. **Department**
- c. **Function** (if used)
- d. **Fund**
- e. **Appr Unit**
- f. **Unit**
- g. **Object** (if applicable)
- h. **Revenue** (if applicable)
- i. **Task** (if not inferred from function) – Located on the **1st Party COA** section.

3. On the **General Information** section, at a minimum, enter the following information:

- a. **Event Type** (see grid below)

<b>Event Type</b>	<b>Event Type Description</b>
INZ1	Expenditure to Expenditure Transfer
INZ2	Revenue to Revenue Transfer
INZ3	Expenditure to Revenue Transfer

Complete the **2nd Party Accounting** tab for each line of the **Exchange Detail** tab.

1. At a minimum, enter the following information:

- a. **Line Amount**
- b. **Department**
- c. **Function** (if used)
- d. **Fund** (if not inferred from function)
- e. **Appr Unit** (if not inferred from function)
- f. **Unit** (if not inferred from function)
- g. **Object** (if applicable)
- h. **Revenue** (if applicable)
- i. **Task** (if not inferred from function) – Located on the **COA** section

Validate IET transaction.

- 1. Confirm that the transaction validated successfully in the upper left-hand corner. If it did not, see the accounting supervisor.

Submit IET transaction.

**Note: The transaction will be handled through workflow and will be pending the Department Approver.**