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The Manual Disbursement Wire Transfer (MDWT1) transaction is used to initiate a wire transfer by the State of Arizona Treasurer's Office. Agencies will initiate all MDWT1 transactions and will require a General Payment Request Transaction (GAX), or another general payment request transaction if applicable, such as GAX Revenue Refund (GAXR1) and Payment Request-Balance Sheet (GAXB1). If the expenditure is for appropriation type 1 or 2 and is for over $5,000, an encumbrance (GAE) is required. This transaction also lists the event types used on the GAXR1 and the GAXB1.

If the wire payment is processed in AZ360 with a GAXB1, the GAXB1 workflows to the General Accounting Office (GAO) for the second approval level before it workflows to the Treasurer's Office for the final approval. The reason the GAXB1 transaction is routing to the GAO for approval is to ensure there is a reasonable and justifiable balance in the BSA(s) recorded on the GAXB1 transaction in AZ360.

If the agency is to process a GAXB1 transaction for a wire transfer via the State of Arizona Treasurer's Office, GAO asks that the user send an email to finoperations@azdoa.gov mailbox to inform GAO to complete the second approval process. *The workflow only routes GAXB1 transactions to GAO for the second approval process. All other GAX transactions do not.*

Wire-Out Request Form

The wire-out request form can be found on the Arizona State Treasurer's website: https://www.aztreasury.gov/wires-deposits. The form (repetitive or one-time wire request) must be emailed to the State of Arizona Treasurer's Office at banking@aztreasury.gov. *The forms contain sensitive banking information and therefore should not be attached to the transaction in AZ360.*

Get Started

Copy Forward GAE to GAX

Log in to AZ360 **Home Page**. Create the GAE if required. Copy forward the GAE to a GAX using the following steps:

1. Observe the actual amount of the GAE transaction.

2. Click the **Page 3-dot** menu, select **Copy Forward** from Primary Actions.

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

4. Check the **Auto Numbering** check box.

5. Verify that the **Target Transaction Code** selected is **GAX**.

6. Click **Ok**.

Note: If the wire is for $5,000 or more, and the appropriation is type 1 or 2, an encumbrance (GAE) is required. If a GAE is required, enter it like any other GAE.

Complete the **Accounting** tab of the GAX transaction.

1. Select the event type. The table below lists appropriate event types.

Additional Event Types:

Event Type	Event Type Name	GAX Type
APW1	Authorize Wire Payment	GAX
APW2	Authorize Wire Payment - no AE Reimbursement	GAX
APW3	Authorize Earned Revenue Refund - Wire Transfer	GAXR1
APW4	Liability Payout Authorization - Wire Transfer	GAXB1
APW5	Asset Payout Authorization - Wire Transfer	GAXB1
APW6	Due to Others Payout Authorization - Wire Transfer	GAXB1

2. In the **Bank** field, select **WIRE**.

Once the GAX transaction is entered, approved, and in the Final phase, it may be copied forward to a MDWT1 transaction.

Note: If the wire is for a revenue refund or hitting a specific balance sheet account, then a GAXR1 or GAXB1 will be used, respectively.

Note: The only difference between a traditional GAX (a GAX that is not used to convert into a wire request) and a GAX that will be used to copy forward to a MDWT1 transaction is the Event Type and Bank fields. The most common event type will be APW1.

Copy Forward GAX to MDWT1

Locate the GAX transaction that was copied forward from a GAE.

Log in to the AZ360 **Home Page**. Locate the GAX 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 *GAX*.

4. In the drop down menu that generates, select **GAX General Accounting Expense**. The GAX Financial Transaction screen will generate.

5. In the **Dept** field, enter the agency 3-digit code.

6. Click **Search**.

7. In the search results, click the **ID** that is for the GAX to be paid.

Create a MWDT1 transaction. Observe the total amount of the GAX transaction.

1. Click the **Page 3-dot** menu, select **Copy Forward** from Primary Actions.

2. Verify that the **Target Transaction Code** selected is **MWDT1**.

3. In the **Transaction Dept** field, enter the agency code.

4. Check the **Auto Numbering** check box or assign a unique transaction number.

5. Click **OK**.

Adjust the Header

In the **Bank Account** field, select **WIRE** from the pick list. Once validated, the check number will automatically populate.

Validate and submit the transaction for approval.

1. Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed: **Transaction validated successfully**.

2. Click **Submit** to submit the transaction for approval. If submission is successful, the following message is displayed: **Transaction submitted successfully - Pending Approval**.

3. Click **Close.**

4. Click **Home** icon to return to the home page.

Note: The transaction will be handled through workflow and will be pending the Department Approver. From the General Information section of the transaction's Header tab, the actual amount indicates the total amount of the requested payment. The closed amount indicates the total amount disbursed.

Track Work in Progress

Open the **MDWT1** transaction.

1. Click the **Page 3-dot** menu, select **Track Work in Progress** from **Research**.

The grid displays the different levels of approval. This grid shows who approved the transaction and who submitted the transaction.