

Process to Complete Internal Transaction Agreement Operating Transfer (ITAOP) for Fund Balance Transfers (Sweeps)

The Internal Transaction Agreement Operating Transfer (ITAOP) document is a two-sided document that will be used for the Inter-Agency fund balance transfers in AZ360. The other document in the Internal Transaction Agreement Operating Transfer two-document method is the Internal Transaction Initiator Operating Transfer (ITIOP) document. This document (ITAOP) is created by using Copy Forward from an Internal Transaction Initiator Operating Transfer document.

Procedure

- A. In AZ360, go to the document catalog.
- B. To locate each agency's transfer in the document catalog, use the below information: Code = ITAOP
Dept. = your agency 3-character code
ID = SWEEP24*
For example, for FY24, if your agency is AAA then your ID will be SWEEP24AAA.
- C. Complete the transfer document(s) for your agency that pulled from the search. The document could have multiple lines in the Initiator Reference section. As the 2nd Party agency, the 2nd Party Accounting section must tie back to the total vendor lines from the Initiator Reference section.
- D. The 2nd Party Accounting section will need to be completed by your agency. Partial fund accounting information is provided below:
Fund = your agency fund as stated per law from the bill
Department = your agency 3-character code
Appr Unit = AA99999 for type 1 funds (appropriated). Agencies will need to use one of their type 3 appropriations for type 3 funds (non-appropriated).
Object = 9101
- E. All transactions will be completed using an Internal Transaction Agreement – Operating Transfer (ITAOP), entered and submitted electronically through AZ360.
- F. All type 1 funds (appropriated) will require your agency to complete a department budget (if not auto generated) prior to completion of the ITAOP.
- G. Only documents in 'Submitted' status and 'Final' phase are complete. Any other status may require further action to complete the transaction.
- H. For more information on processing an Internal Transaction Agreement Operating Transfer (ITAOP) document in AZ360, please refer to the General Accounting Training Manual located on the following website: <https://gao.az.gov/resources/training/gao-training-resources>

Feed Bill - HB2897

SEC	AGY	Appropriated Fund?	FROM FUND	TO FUND	AMOUNT	BGA60 # (PSUEDO)	ITAOP #
133.1	ADA	No	5005(AA5005)	1000	2,550,000	n/a	SWEEP24ADA
133.1	ADA	No	2261	1000	900,000	n/a	SWEEP24ADA
133.1	ADA	Yes	2531	1000	4,000,000	SWEEP24ADA	SWEEP24ADA
133.1	ADA	Yes	3211	1000	700,000	SWEEP24ADA	SWEEP24ADA
133.1	ADA	No	3250	1000	6,100,000	n/a	SWEEP24ADA
133.1	ADA	No	4219	1000	8,100,000	n/a	SWEEP24ADA
133.1	ADA	Yes	4217	1000	11,200,000	SWEEP24ADA	SWEEP24ADA
133.1	ADA	Yes	4216	1000	70,000,000	SWEEP24ADA	SWEEP24ADA
133.1	ADA	Yes	2566/APFAD	1000	7,000,000	SWEEP24ADA	SWEEP24ADA
133.1	ADA	Yes	2566/APFRVA	1000	1,300,000	SWEEP24ADA	SWEEP24ADA
133.2	HCA	Partial	2546	1000	46,000,000	SWEEP24HCA	SWEEP24HCA
133.3	BAA	Yes	2583	1000	250,000	SWEEP24BAA	SWEEP24BAA
133.4	AGA	No	2131(AG2130)	1000	2,600,000	n/a	SWEEP24AGA
133.4	AGA	No	2131(AG2131)	1000	10,000,000	n/a	SWEEP24AGA
133.4	AGA	Yes	2132(AG3211)	1000	212,500	SWEEP24AGA	SWEEP24AGA
133.5	CBA	Partial	2017	1000	12,100,000	SWEEP24CBA	SWEEP24CBA
133.6	BHA	Yes	2256	1000	4,200,000	SWEEP24BHA	SWEEP24BHA
133.7	CEA	Yes	2010	1000	500,000	SWEEP24CEA	SWEEP24CEA
133.8	CAA	No	2548	1000	55,700,000	n/a	SWEEP24CAA
133.9	CCA	Yes	2172	1000	2,125,000	SWEEP24CCA	SWEEP24CCA
133.9	CCA	Yes	2264	1000	25,000,000	SWEEP24CCA	SWEEP24CCA
133.1	DCA	Yes	2088	1000	8,000,000	SWEEP24DCA	SWEEP24DCA
133.1	DCA	Yes	2204	1000	2,000,000	SWEEP24DCA	SWEEP24DCA
133.1	DCA	Yes	2379	1000	4,200,000	SWEEP24DCA	SWEEP24DCA
133.1	DCA	No	2395	1000	117,500	n/a	SWEEP24DCA
133.11	JCA	Partial	2134	1000	800,000	SWEEP24JCA	SWEEP24JCA
133.11	JCA	Partial	2433	1000	700,000	SWEEP24JCA	SWEEP24JCA
133.12	DXA	Yes	2020	1000	2,000,000	SWEEP24DXA	SWEEP24DXA
133.13	EOA	No	3888	1000	1,000,000	n/a	SWEEP24EOA
133.14	DEA	No	2347	1000	700,000	n/a	SWEEP24DEA
133.14	DEA	Yes	2066	1000	4,000,000	SWEEP24DEA	SWEEP24DEA
133.14	DEA	No	2093	1000	500,000	n/a	SWEEP24DEA
133.14	DEA	Yes	2224	1000	9,314,000	SWEEP24DEA	SWEEP24DEA
133.15	EDA	No	1125	1000	3,000,000	n/a	SWEEP24EDA
133.15	EDA	No	1124	1000	8,900,000	n/a	SWEEP24EDA
133.15	EDA	No	2635	1000	5,000,000	n/a	SWEEP24EDA
133.16	EVA	Yes	2226	1000	2,300,000	SWEEP24EVA	SWEEP24EVA
133.16	EVA	No	2271	1000	20,000,000	n/a	SWEEP24EVA
133.16	EVA	Yes	2082	1000	5,000,000	SWEEP24EVA	SWEEP24EVA
133.16	EVA	Yes	2178	1000	900,000	SWEEP24EVA	SWEEP24EVA
133.16	EVA	Yes	3031	1000	500,000	SWEEP24EVA	SWEEP24EVA
133.17	CLA	Yes	4001	1000	5,000,000	SWEEP24CLA	SWEEP24CLA
133.18	BFA	No	2435	1000	1,200,000	n/a	SWEEP24BFA
133.19	GFA	Yes	2079	1000	800,000	SWEEP24GFA	SWEEP24GFA
133.2	HSA	No	2090	1000	1,300,000	n/a	SWEEP24HSA
133.2	HSA	Partial	2546	1000	1,000,000	SWEEP24HSA	SWEEP24HSA
133.2	HSA	No	4250	1000	3,700,000	n/a	SWEEP24HSA
133.21	ICA	Partial	2177(IC2177)	1000	2,400,000	SWEEP24ICA	SWEEP24ICA
133.21	ICA	Partial	2177(IC2180)	1000	900,000	SWEEP24ICA	SWEEP24ICA
133.22	IDA	Yes	1998	1000	19,600,000	SWEEP24IDA	SWEEP24IDA
133.22	IDA	Yes	2060	1000	8,800,000	SWEEP24IDA	SWEEP24IDA
133.22	IDA	No	3023	1000	800,000	n/a	SWEEP24IDA
133.23	DJA	Yes	2281	1000	900,000	SWEEP24DJA	SWEEP24DJA
133.23	DJA	No	9000	1000	206,000	n/a	SWEEP24DJA
133.24	LDA	Yes	4216	1000	343,000	SWEEP24LDA	SWEEP24LDA
133.24	LDA	No	2500	1000	24,000	n/a	SWEEP24LDA
133.24	LDA	Yes	3146	1000	34,000,000	SWEEP24LDA	SWEEP24LDA
133.25	LLA	Partial	1996	1000	400,000	SWEEP24LLA	SWEEP24LLA
133.25	LLA	No	3008	1000	170,000	n/a	SWEEP24LLA

