



Process an ITIAD for AZ360 Payment

Introduction

The Internal Transaction Initiator for Arizona Department of Administration (ITIAD) is a two-sided transaction used for the inter-agency AZ360 payment. The Department of Administration interfaces an ITIAD transaction for each agency to process with the paying agency in the transaction's Header tab.

Procedure

Log in to the AZ360 **Home Page**. Locate the agency-specific ITIAD.

1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter *ITIAD*.
4. In the drop-down menu that generates, select **ITIAD Internal Transaction Initiator - Dept of Admin**. The ITIAD Financial Transaction page will generate.
5. Enter the department in the **Dept** field.
6. Enter the transaction ID in the **ID** field. For example, ADXXXAZ36025 with XXX being the agency's three-digit department code.
7. Select **Search**.
8. From the appropriate transaction line, click the **Page 3-dot** menu, select **Copy Forward** from Primary Actions to copy forward the ITIAD transaction to an ITA.
9. Select **OK**.

Complete the Copy Forward page.

1. Ensure the target transaction code is ITA.
2. At a minimum, enter the following information:
 - a. Enter the agency responsible for completing the ITA in the **Transaction Dept** field.
 - b. Enter a transaction ID or select **Auto Numbering** check box.
3. Click **OK**.

Complete the **2nd Party Accounting** tab of the transaction.

1. In the **Tab Level Actions** section, click the "+" icon to add a line.
2. On the line, at a minimum, enter the following information:

a. Line amount	e. Appr unit (if not inferred from function)
b. Department	f. Unit (if not inferred from function)
c. Function (if used)	g. Object = 7161
d. Fund (if not inferred from function)	
3. Complete the **COA** section.
 - a. Enter the task in the **Task** field, if not inferred from function.

Note: *If the agency needs to arrange for a partial payment, contact the GAO Agency Liaison.*

Validate and submit the ITA transaction.

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



Quick Reference Guide

DEPARTMENT	DEPARTMENT NAME	Current AFIS Charges Total (Based on FY23 AFIS Transaction Counts)
ABA	BOARD OF ACCOUNTANCY	\$2,483.52
ADA	DEPT OF ADMINISTRATION	\$313,981.58
AFA	OFFICE OF EQUAL OPPORTUNITY	\$162.80
AGA	ATTORNEY GENERAL (DEPT OF LAW)	\$84,207.64
AHA	DEPT OF AGRICULTURE	\$33,351.30
AMA	AFRICAN-AMERICAN AFFAIRS	\$224.36
ANA	ACUPUNCTURE BOARD OF EXAMINERS	\$788.59
ASA	ARIZONA STATE UNIVERSITY	\$334.53
AUA	AUDITOR GENERAL	\$2,039.71
BAA	BOARD OF ATHLETIC TRAINING	\$1,037.03
BFA	BOARD OF FINGERPRINTING	\$459.86
BHA	BOARD OF BEHAVIORAL HEALTH EXAMINERS	\$2,918.85
BNA	BOARD OF NURSING	\$6,410.40
BRA	BOARD OF REGENTS	\$1,476.37
CAA	ARIZONA COMMERCE AUTHORITY	\$151.65
CBA	BOARD OF COSMETOLOGY	\$5,598.62
CCA	CORPORATION COMMISSION	\$24,932.41
CDA	EARLY CHILDHOOD DEVELOP AND HEALTH BOARD	\$26,755.79
CEA	BOARD OF CHIROPRACTIC EXAMINERS	\$971.02
CHA	DEPT OF CHILD SAFETY	\$2,183,894.70
CLA	EXPOSITION AND STATE FAIR BOARD	\$4,941.16
CNA	CONSTABLE ETHICS STANDARDS AND TRAINING BOARD	\$322.93
COA	COURT OF APPEALS	\$1,377.80
CRA	COTTON RESEARCH AND PROTECTION COUNCIL	\$2,110.63
CSA	BOARD FOR CHARTER SCHOOLS	\$719.45
CTA	COURT OF APPEALS DIV II	\$731.50
DCA	DEPT OF CORRECTIONS	\$474,650.61
DEA	DEPT OF ECONOMIC SECURITY	\$2,794,062.02
DFA	COMMISSION FOR DEAF AND HARD OF HEARING	\$3,340.35
DJA	DEPT OF JUVENILE CORRECTIONS	\$21,470.29
DOA	BOARD OF DISPENSING OPTICIANS	\$507.14
DTA	DEPT OF TRANSPORTATION	\$1,562,668.40
DXA	BOARD OF DENTAL EXAMINERS	\$4,027.24
EBA	BOARD OF EDUCATION	\$1,043.27
ECA	CITIZENS CLEAN ELECTION COMMISSION	\$2,276.11
EDA	DEPT OF EDUCATION	\$134,919.03
EOA	OFFICE OF ECONOMIC OPPORTUNITY	\$3,365.77
EQA	BOARD OF EQUALIZATION	\$427.75
EVA	DEPT OF ENVIRONMENTAL QUALITY	\$101,916.08
FAA	ARIZONA FINANCE AUTHORITY	\$2,309.12
FDA	BOARD OF FUNERAL DIRECTORS AND EMBALMERS	\$1,301.08
FOA	DEPT OF FORESTRY AND FIRE MANAGEMENT	\$29,748.24
FXA	COMPANION ANIMAL SPAY/NEUTER COMMITTEE	\$113.29
GFA	GAME AND FISH DEPARTMENT	\$186,655.40
GHA	GOVERNOR'S OFFICE OF HIGHWAY SAFETY	\$3,551.77
GMA	DEPT OF GAMING	\$15,142.41
GVA	GOVERNOR'S OFFICE	\$13,937.67
HCA	AHCCCS	\$1,306,113.68
HDA	DEPT OF HOUSING	\$128,910.95
HEA	BOARD OF HOMEOPATHIC & INTEGRATED MEDICINE EXAMINERS	\$327.39
HGA	OFFICE OF ADMINISTRATIVE HEARINGS	\$647.20
HIA	ARIZONA HISTORICAL SOCIETY	\$13,273.97
HLA	DEPT OF HOMELAND SECURITY	\$4,893.88



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HOA	HOUSE OF REPRESENTATIVES	\$3,216.80
HSA	DEPT OF HEALTH SERVICES	\$239,358.33
HUA	COMMISSION ON THE ARTS	\$2,355.51
IAA	GOVERNOR'S OFFICE ON TRIBAL RELATIONS	\$210.53
ICA	INDUSTRIAL COMMISSION	\$58,009.84
IDA	DEPT OF INSURANCE	\$18,566.61
JCA	CRIMINAL JUSTICE COMMISSION	\$7,153.05
JLA	JOINT LEGISLATIVE BUDGET COMMITTEE	\$281.45
LCA	LEGISLATIVE COUNCIL	\$1,631.15
LDA	LAND DEPARTMENT	\$9,724.43
LLA	DEPT OF LIQUOR LICENSES AND CONTROL	\$7,484.00
LOA	LOTTERY COMMISSION	\$11,408.66
MAA	DEPT OF EMERGENCY AND MILITARY AFFAIRS	\$69,200.83
MEA	MEDICAL BOARD	\$14,726.70
MIA	MINE INSPECTOR	\$2,759.17
MTA	BOARD OF MASSAGE THERAPY	\$1,857.73
NAA	NORTHERN ARIZONA UNIVERSITY	\$296.17
NBA	NATUROPATHIC PHYSICIANS MEDICAL BOARD	\$744.88
NCA	BOARD OF EXAM NURSING CARE	\$1,691.81
NSA	NAVIGABLE STREAM ADJUDICATION COMMISSION	\$185.10
OBA	BOARD OF OPTOMETRY	\$1,013.39
OCA	OMBUDSMAN CITIZENS AIDE OFFICE	\$403.21
OSA	BOARD OF OSTEOPATHIC EXAMINERS	\$2,916.17
OTA	BOARD OF OCCUPATIONAL THERAPY EXAMINERS	\$1,832.75
PBA	PERSONNEL BOARD	\$309.99
PCA	PARENTS COMMISSION DRUG EDU	\$15.61
PHA	PRESCOTT HISTORICAL SOCIETY	\$214.10
PIA	PIONEERS' HOME	\$3,863.99
PMA	BOARD OF PHARMACY	\$6,586.14
POA	BOARD OF PODIATRY EXAMINERS	\$574.94
PPA	BOARD OF EXECUTIVE CLEMENCY	\$852.37
PRA	PARKS BOARD	\$52,959.40
PSA	DEPT OF PUBLIC SAFETY	\$232,359.16
PTA	BOARD OF PHYSICAL THERAPY	\$1,116.87
PVA	BOARD FOR PRIVATE POSTSECONDARY EDU	\$1,016.07
RBA	BOARD OF RESPIRATORY CARE EXAMINERS	\$1,634.27
RDA	INDEPENDENT REDISTRICTING COMMISSION	\$383.14
REA	REAL ESTATE DEPARTMENT	\$2,824.73
RGA	REGISTRAR OF CONTRACTORS	\$21,493.48
RSA	PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM	\$271.63
RTA	ARIZONA STATE RETIREMENT SYSTEM (ASRS)	\$12,670.49
RVA	DEPT OF REVENUE	\$1,007,344.52
SDA	SCHOOLS FOR THE DEAF AND THE BLIND	\$38,045.81
SNA	SENATE	\$3,216.35
SPA	SUPREME COURT	\$54,473.68
STA	SECRETARY OF STATE (DEPT OF STATE)	\$14,575.94
SYA	BOARD OF PSYCHOLOGIST EXAMINERS	\$1,444.70
TEA	BOARD OF TECHNICAL REGISTRATION	\$4,509.85
TOA	OFFICE OF TOURISM	\$5,955.45
TXA	BOARD OF TAX APPEALS	\$210.97
UAA	UNIVERSITY OF ARIZONA	\$764.06
UOA	RESIDENTIAL UTILITY CONSUMER OFFICE	\$496.44
VSA	DEPT OF VETERANS SERVICES	\$64,822.12



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VTA	VETERINARY MEDICAL EXAMINING BOARD	\$1,794.84
WCA	DEPT OF WATER RESOURCES	\$16,226.27
YYA	RETIREE ACCUMULATED SICK LEAVE	\$260.04
		\$11,524,300.00