



ADOA – General Accounting Office  
**AZ360 MANUAL:  
GENERAL ACCOUNTING**



# General Accounting

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All activity demonstrations will be displayed with an icon. Demonstrations will detail which elements to input, but agency data should always be used when processing in AZ360.

# GENERAL ACCOUNTING

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The General Accounting (GA) manual is for users who query the accounting journal, cash account balances, balance sheet and chart of accounts (COA) data for agencies using AZ360, the statewide financial management system. The manual focuses on the activities required to understand the basics of AZ360, including how transactions are recorded, how to use tools and tables in AZ360 to research and reconcile Balance Sheet Accounts (BSA), research revenues/expenditures, and track accounting transactions.

## Manual Objectives

- Utilize the Accounting Journal to find accounting transactions.
- Find (query) a cash balance, balance sheet account balance, and budget balance using AZ360, and drill down to determine the transactions that make up the balances.
- Review, research, and record internal purchase orders.
- Record internal transfers between and across state agencies by using an Internal Exchange Transaction, Internal Transaction Initiator, and Internal Transaction Agreement transactions.
- Research general balance and accounting reports in infoAdvantage.

## General Accounting (GA) Basics

### Section Objectives

In this section, the following processes are introduced:

- Review basic information related to GA.
- Research activity in the Accounting Journal.

### Section Overview

GA focuses on the transactions that are processed in AZ360 and the information that is provided within the accounting system concerning those transactions. AZ360 records transactions when they are created, submitted and approved. Once transactions are submitted and approved, the tables and query pages in AZ360 are updated. Some updates are instant, whereas other transactions are processed overnight in batch runs.

This section of the GA manual explains the fundamentals of accounting, such as identifying balances, transactions, and journal entries. Additionally, this section will provide users an understanding of the general accounting terms and queries, which are the building blocks for accounting knowledge and understanding of AZ360.

### GA Concepts and Terminology

This section will explain AZ360 concepts and terminology to provide an understanding of the fundamental concepts of a transaction.

## Event Types

Within AZ360 transactions there are event types. An AZ360 event type code triggers a business process. In other words, the event type code tells the system what to do. For example, a common event type used in GA is INZ1. When this event type is used, a user is telling the system that they want to make an expenditure to expenditure internal transfer.

All transactions have default event types. Default event types mean that when a transaction is processed, the most common event type for that transaction is populated in the event type field. For example, when a user requests money from another agency and creates an interagency transfer transaction, the system will default to the event type INZ1. If a user needs to change the event type, they can do so by using the pick list (accessed by clicking the icon next to the event type field). The pick list gives users the ability to choose all allowable event types available for that particular transaction.



## Posting Codes

In accounting, for a transaction to balance, such as an Accounts Payable (AP) transaction, an account needs to be debited and an account needs to be credited. These amounts need to be equal. The advantage with AZ360 is when the event type is selected and the accounting line information is entered, AZ360 knows what to debit and what to credit. This information is called the posting pair and is shown on the transaction in the Posting section. The event type triggers the posting code and cannot be manually entered. For example, if a user is transferring money to another agency, a particular account will be debited and another one credited. The posting code is populated based on the event type.

## Accounting Lines

In the simplest sense, accounting lines refer to the bucket (or buckets) of money that will be used to pay the charges. The accounting lines provide very specific information to AZ360 from which bucket to pull. While entering a transaction, the agency will need to select the various chart of account (COA) elements associated with where the transaction needs to be posted to. Some elements will need to be entered manually, while others can be inferred by the use of functions or accounting templates.

***Note: Required COA are dependent on which values the agency has listed as required on the Fund Department Requirements (FDREQ) table. For more instruction on the FDREQ table see the "Decentralized" section of this manual.***

## Functions and Accounting Templates

In AZ360, transaction data entry requires that accurate information be entered in order for the process to be efficient. There are two tools that help reduce both the time required to complete data entry and the number of errors committed in the process:

- Function
- Accounting Template

A Function (FUNC) can be set up in the AZ360 system to auto-fill particular COA elements such as an Appropriation Unit, Task, Fund, etc. Once the function is set up, a Function Inference (FUNCINF) will need to be set up to infer additional COA elements. The COA elements are inferred (they will pre-fill) upon validation of the transaction. Keep in mind that a function uses a hard inference, meaning if the user enters the function, then changes an element that was inferred from the Function Inference table, such as the appropriation unit, the function will override that element when the transaction is validated or submitted. Many functions are already set up for agencies, meaning less data entry and fewer errors than when manually entering all data.

Functions are the preferred method of accounting data entry because they are less susceptible to error than the accounting templates or manual entry.

The Accounting Template (ACTPL) table allows an authorized user to create a template of COA elements with a unique name for identification. The difference between an accounting template and function is the accounting template has a soft inference. Soft inference means the template will pre-fill the COA elements, but does not override any changes to the pre-filled data when validated.


## Function Versus Accounting Template

<b>Function</b> (Preferred method of use)	<b>Accounting Template</b>
<p><b>An AZ360 COA element that automatically completes many fields and reduces errors.</b></p> <ul style="list-style-type: none"> <li>• <i>Currently set up for most recurring expenditures.</i></li> <li>• <i>A budgetary requirement for some transactions.</i></li> <li>• <i>Function overrides other AZ360 COA fields.</i></li> </ul>	<p><b>An AZ360 COA element that automatically completes many fields and reduces errors.</b></p> <ul style="list-style-type: none"> <li>• <i>Automatically completes, but does not override other AZ360 COA fields.</i></li> <li>• <i>Used for specific purposes which differ between agencies.</i></li> </ul>

**Note:** A function will overwrite any changes made to the inferred elements. If a function is used and the transaction saved, the function will overwrite those fields to the data that is defined on the Function Inference table.

**Note:** Pages and transactions in AZ360 can be viewed using the Financial Transaction Catalog or from the Global Search field. Scenarios detailed in this manual utilize the Global Search field method.

**Create a Function and Function Inference**

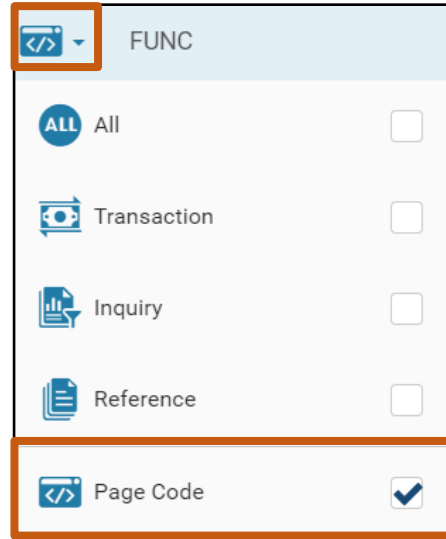


*Scenario 1.*

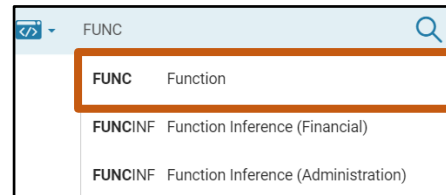
Create a function and function inference for a user’s agency.

Log in to the AZ360 **Home Page**. Navigate to the FUNC page.

1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter *FUNC*.



4. In the drop down menu that generates, select **FUNC Function**. The FUNC search page will generate.



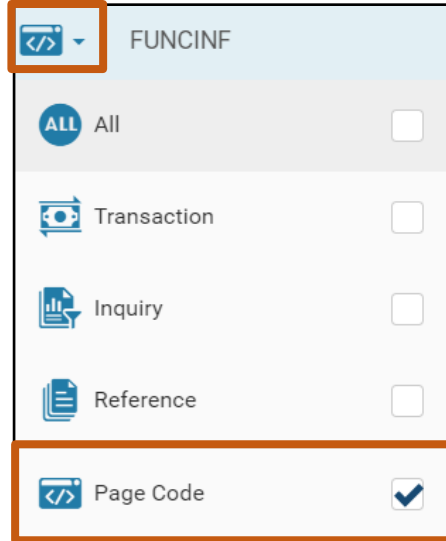
5. Click the **Create** button.



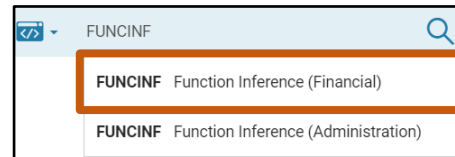
6. In the **Fiscal Year** field, enter the fiscal year during which this function will be used.
7. In the **Department** field, enter the user's department 3-digit code.
8. In the **Function** field, enter a number for the new function.
9. In the **Name** field, enter a description for the new function.
10. In the **Short Name** field, enter a shorter description for the new function.
11. Check off the **Active** and **Budgeting** checkboxes.
12. Click **Save**.

Create a function inference.

1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter *FUNCINF*.



4. In the drop down menu that generates, select **FUNCINF Function Inference (Financial)**. The FUNCINF search page will generate.



5. Click the **Create** button.



6. In the **Fiscal Year** field, enter the fiscal year during which this function will be used.
7. In the **Department** field, enter the user's department 3-digit code.
8. In the **Function** field, click the pick list.
9. Locate the function created in the previous steps above and click the **Select** link next to the desired function.
10. In the **Fund** field, enter the user's department fund number.
11. In the **Appr Unit** field, enter the user's department appropriation unit number.
12. In the **Unit** field, enter the user's department unit number.
13. In the **Task** field, enter the user's department task number.
14. Click **Save**.



Locate data in Function Inference Table



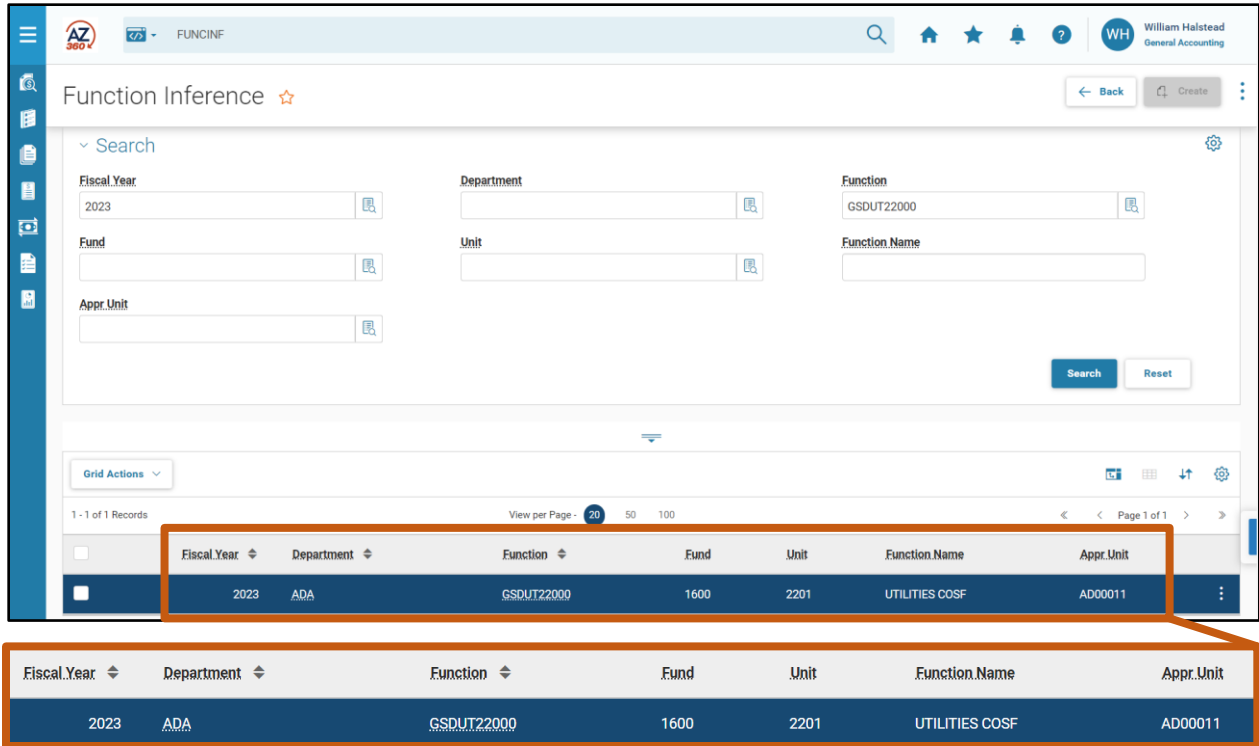
*Scenario 2.*

Review which COA elements auto-fill or populate when a function is entered.

Log in to the AZ360 **Home Page**. Navigate to the FUNCINF table.

1. Complete the steps from the “Create a Function and Function Inference” scenario to generate the FUNCINF table.
2. On the Search page, enter the user’s function number. If the function is not known, limit search results by entering the desired fiscal year, or the following user’s department specific information: 3-digit department code, fund number, unit number, function name or appropriation number.
3. Click **Search**.

4. The Function Inference line will appear in the grid at the bottom of the page. Review the COA data. Every time this function is entered, the COA data displayed will auto-populate.



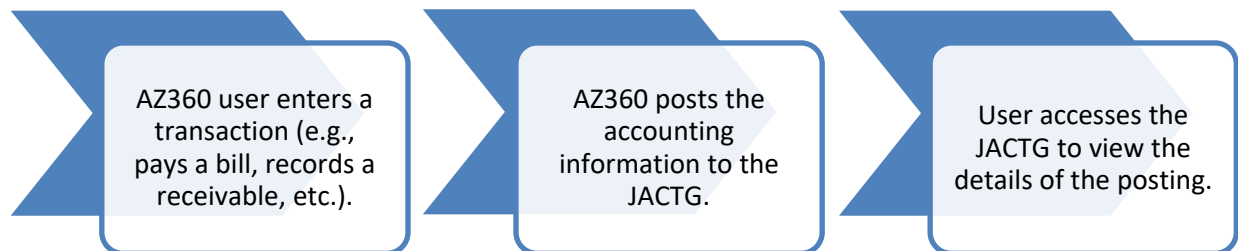
## The Accounting Journal (JACTG)

The Accounting Journal (JACTG) is an electronic record of financial transactions with detailed information within AZ360. This journal holds all the accounting transactions for the State of Arizona. It is accessed by entering the page code JACTG in the Global Search field. A few key details that are recorded on the JACTG are:

- The debit and credit amounts
- The COA elements debited and credited
- The date of the transaction
- The transaction code and ID

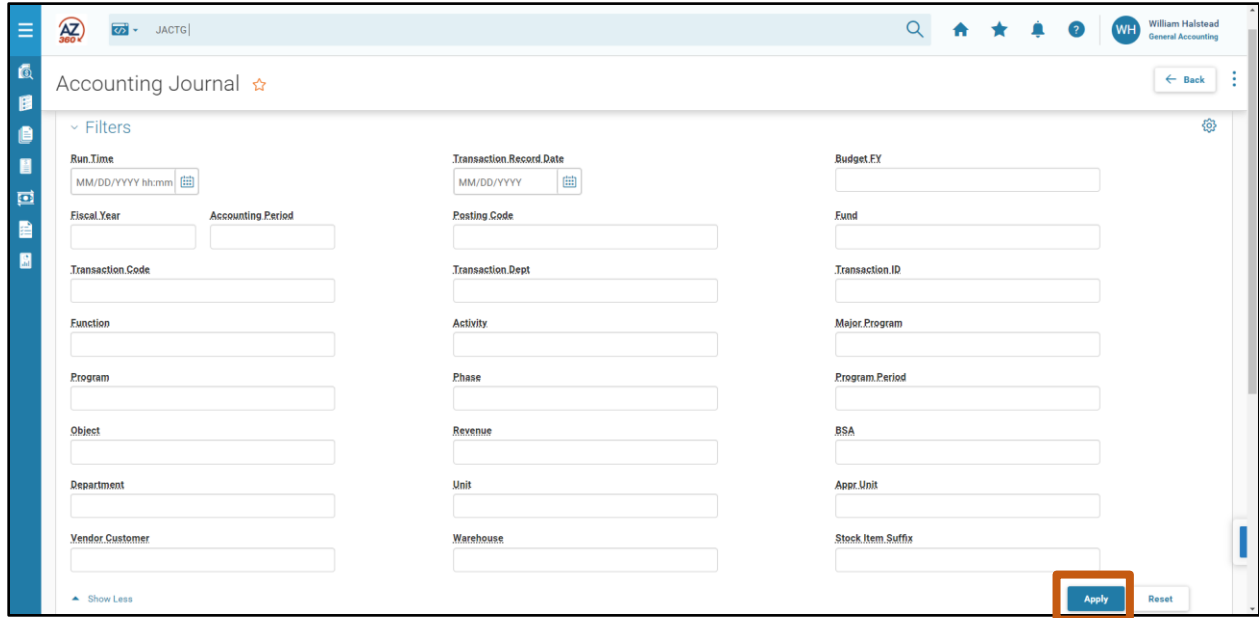
Additional journals exist in AZ360 that are subsets of the JACTG and have certain types of accounting transactions that post to them. These additional journals, such as the Cash Journal (JCASH) and Budget Journal (JBUD), allow for smaller subsets of accounting data to be used in research and reports.


Figure 1: JACTG Process











Users have access to the JACTG to query accounting transactions created in AZ360. The JACTG is likely to be the most frequently used journal in AZ360. The JACTG has a large amount of data; therefore, it is recommended to enter as much search criteria as known in the Filters fields to limit the amount of

returned transactions. A user can query by many different fields including Department, Fund, Appr (appropriation) Unit, and Posting Code. To query the JACTG, enter the search criteria and click Apply.

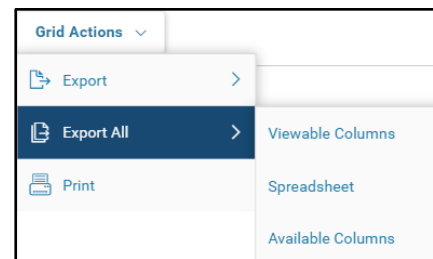


The JACTG returns transactions based on a user’s search criteria. The JACTG will return transactions in run time order, but a user can click on the header to sort differently. Any column header with the  icon are sortable. The sortable headers on the JACTG are:

- Run Time
- Transaction Posting Line
- Debit/Credit
- Posting Amount

	Run Time 	Transaction	Transaction Posting Line 	Debit/Credit 	Posting Amount 
	▶ 07/05/2022 09:08 PM	EFT,ADA,230000001404,1	2	C	(\$48.46)
	▶ 07/05/2022 09:08 PM	EFT,ADA,230000001404,1	1	C	(\$48.46)
	▶ 07/05/2022 09:08 PM	EFT,ADA,230000001404,1	1	D	\$48.46

A user can download JACTG transactions by clicking the Grid Actions button, then Export All, and then Spreadsheet which will export the information to an Excel spreadsheet. When downloading, there is a limit to the number of records. This limit is currently set at 100,000 records. When reached, the system will stop downloading any additional records. If more results are needed, the user will need to either narrow the criteria or run a report from infoAdvantage.



**Note: The JACTG is not an ideal data source from which to pull records to construct reports and/or use as a reconciliation tool. See the General Accounting (GA) Reporting section of this manual for a list of infoAdvantage reports that are better suited for this task.**

Find a Transaction in the JACTG

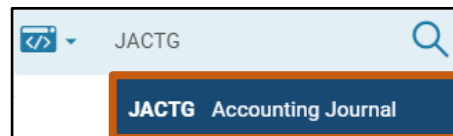
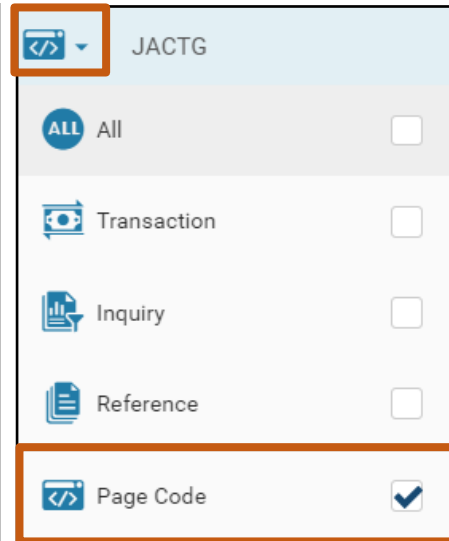


*Scenario 3.*

An agency wants to find the transactions posted for its department fund in the budget fiscal year 2023. Download the transactions to an Excel spreadsheet.

Log in to the AZ360 **Home Page**. Navigate to the JACTG.

1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter *JACTG*.
4. In the drop down menu that generates, select **JACTG Accounting Journal**. The JACTG search page will generate.



5. In the **Department** field, enter the user’s department 3-digit code.
6. In the **Budget FY** field, enter the desired budget fiscal year. In this scenario, enter *2023*.
7. In the **Fund** field, enter the user’s department fund number.
8. Click **Apply**. The transactions from the JACTG generate.
9. Increase the **View per Page** selection or click the **next arrow** to scroll through the different pages of the JACTG.



View per Page - 20 50 100 << < Page 1 of 148 > >>

Download the transactions.

1. Click **Grid Actions**, **Export All**, and **Spreadsheet**.
2. Click on the file that generates to open the file.
3. An Excel spreadsheet opens displaying the transactions. Users can then save the spreadsheet and format it as needed.



## General Accounting (GA) Queries

### Section Objectives

In this section, the following processes are introduced:

- Review basic information related to GA processes.
- Research activity using cash balance query tables.

### Section Overview

In simple terms, a query is asking the system for information. The AZ360 system provides a number of query pages that display current balances for cash, funds, and BSA balances. The query pages include blue hyperlink fields that when clicked enable the user to view more details about the amounts displayed on the page.

### Cash Balance

The cash balance is the total amount of cash in a fund or combination of fund and sub fund. It is calculated by adding all deposits to the beginning balance and deducting all disbursements or payments made. The net cash balance can be positive if cash is available or negative if the account has been overdrawn and cash is not available. There are several query pages that can be used to research cash balance information: The Cash Balance Summary (CBALSQ) query, Cash Balance Detail (CBALDQ) query, and JCASH.

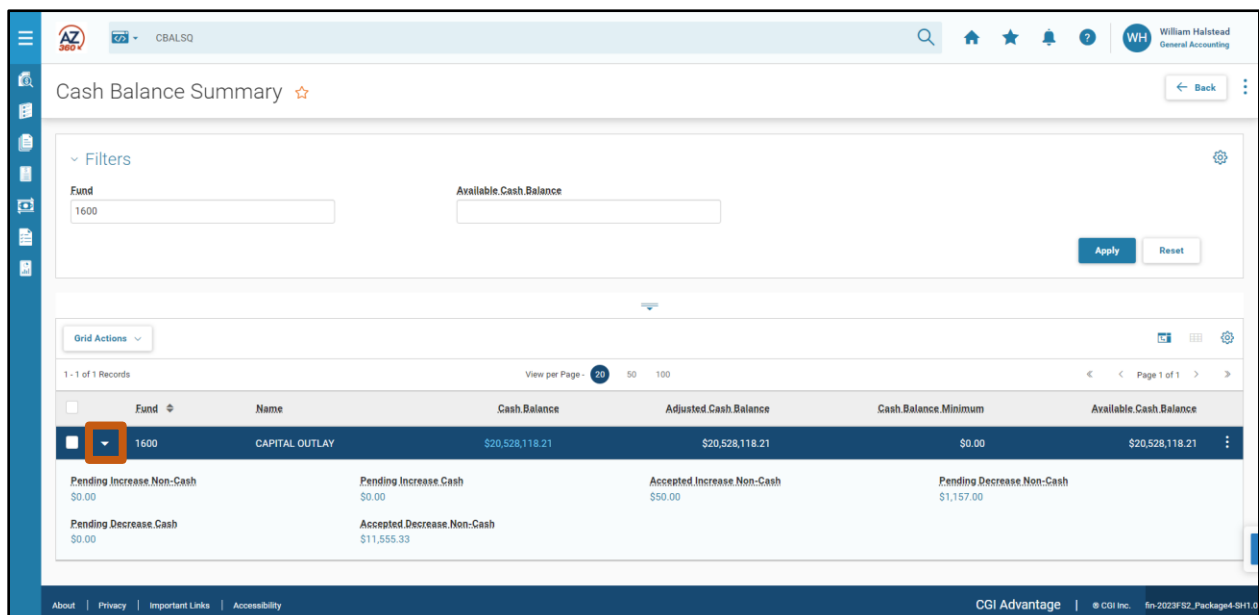
Table 1: Cash Balance Terms and Definitions

Term	Definition
Fund	A fund is an accounting entity established to track money that is collected and disbursed for a specific purpose. A fund emphasizes accountability rather than profitability. The State of Arizona has many funds set up to account for everything from highway projects to federal grants.
Cash Balance	The current available cash balance amount.
Pending Increase Non-Cash	This amount represents updates made by <b>pending</b> transactions with a non-cash increase posting code. An example might be the buyer portion of an internal exchange transaction (IET) or a receivable.
Pending Decrease Non-Cash	This amount represents updates made by <b>pending</b> transactions with a non-cash decrease posting code. An example might be the seller portion of an IET or a general accounting expense (GAX).
Pending Increase Cash	This amount represents updates made by <b>pending</b> transactions with a cash increase. A receivable (RE) transaction is a good example of this.

Term	Definition
Pending Decrease Cash	This amount represents updates made by <i>pending</i> transactions with a cash decrease. A manual or manual disbursement (MD) transaction is an example of this.
Accepted Increase Non-Cash	This amount represents updates made by <i>final</i> transactions with a non-cash increase posting code.
Accepted Decrease Non-Cash	This amount represents updates made by <i>final</i> transactions with a non-cash decrease posting code.
Adjusted Cash Balance	This amount is a complicated formula, but it takes into account everything that is pending or outstanding. Think about a user's personal checking account; the user has a balance, checks outstanding (pending), and deposits pending. The adjusted cash balance takes into account all of these items to give the working or <i>adjusted</i> cash from which a user can make future payments.
Cash Balance Minimum	The minimum cash balance is the required balance for the fund. The default is zero.
Available Cash Balance	The adjusted cash balance minus the cash balance minimum.  This is the basic information of the CBALSQ, but if a user wants to see more detailed information regarding the balance (at the fund and sub fund level), they can visit the CBALDQ page.

### Cash Balance Summary (CBALSQ) Page

The CBALSQ page displays current balances and cash tracking totals for a fund. When an accounting transaction updates the CBALDQ, the CBALDQ updates the CBALSQ. To see additional details, click the Expand caret on the blue Fund line.



The screenshot displays the Cash Balance Summary (CBALSQ) page. At the top, there are navigation elements and a user profile for William Halstead. The main content area includes a 'Filters' section with input fields for 'Fund' (set to 1600) and 'Available Cash Balance'. Below this is a table with the following data:

Fund	Name	Cash Balance	Adjusted Cash Balance	Cash Balance Minimum	Available Cash Balance
1600	CAPITAL OUTLAY	\$20,528,118.21	\$20,528,118.21	\$0.00	\$20,528,118.21

Below the table, there are sub-totals for various transaction types:

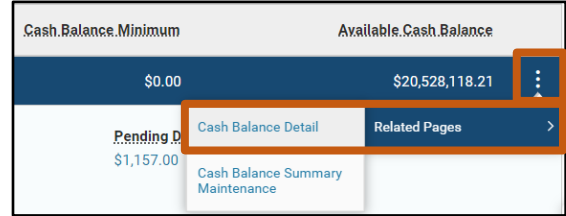
Pending Increase Non-Cash	\$0.00	Pending Increase Cash	\$0.00	Accepted Increase Non-Cash	\$50.00	Pending Decrease Non-Cash	\$1,157.00
Pending Decrease Cash	\$0.00	Accepted Decrease Non-Cash	\$11,555.33				

The page footer includes 'About', 'Privacy', 'Important Links', 'Accessibility', 'CGI Advantage', and copyright information for CGI Inc. (© CGI Inc. fin-2023F52\_Package4-SH1.0).

Fields with blue text contain hyperlinks that allow users to drill down and view the transactions that have impacted the balance shown in the field when clicked.



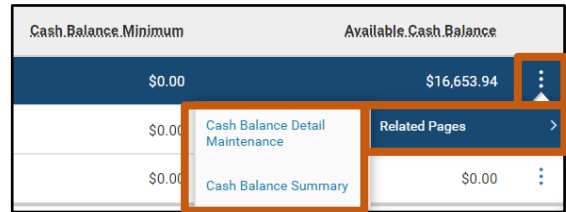
The CBALDQ page can be accessed from the CBALSQ page by clicking the 3-dot menu on the blue Fund line, selecting Related Pages, and then clicking on Cash Balance Detail. The page performs an automatic search with the values of the selected record.



Selecting the Cash Balance Detail hyperlink directs a user to another screen which displays fund and sub-fund information for the selected fund.

Fund	Sub-Fund	Cash Balance	Adjusted Cash Balance	Cash Balance Minimum	Available Cash Balance
1600	1600	\$16,653.94	\$16,653.94	\$0.00	\$16,653.94
1600	BLNK	\$20,511,464.27	\$20,511,464.27	\$0.00	\$20,511,464.27
1600	DE1600	\$0.00	\$0.00	\$0.00	\$0.00

Users can then navigate to additional cash balance query pages by clicking the 3-dot menu on the blue Fund line, selecting Related Pages and then selecting either Cash Balance Detail Maintenance or Cash Balance Summary. The pages perform an automatic search with the values of the selected record.



### Review the Cash Balance Fund Information



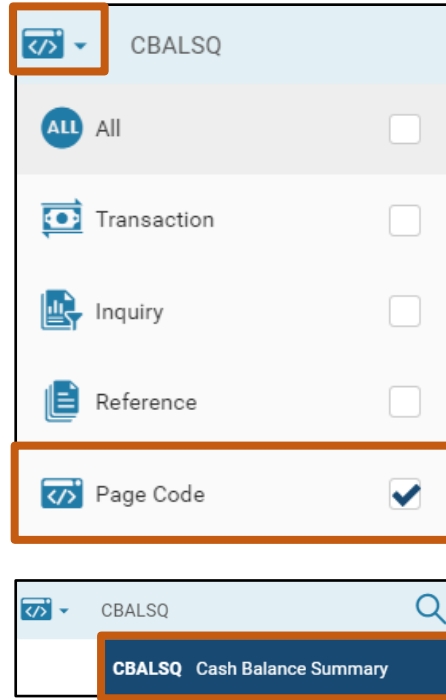
#### Scenario 1.

An agency wants to see which transactions make up the current cash balance for a fund.

Log in to the AZ360 **Home Page**. Navigate to the CBALSQ page.



1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter **CBALSQ**.
4. In the drop down menu that generates, select **CBALSQ Cash Balance Summary**. The CBALSQ search page will generate.



5. In the **Fund** field, enter the user's department fund number.
6. Click **Apply**. The cash balance information appears.

Cash Balance Summary ← Back

Filters

Fund:  Available Cash Balance:

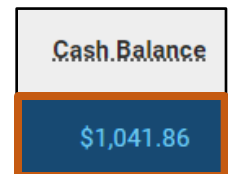
Grid Actions

1 - 1 of 1 Records View per Page: 50 100 Page 1 of 1

Fund	Name	Cash Balance	Adjusted Cash Balance	Cash Balance Minimum	Available Cash Balance
AD2025	ADOA DONATIONS	\$1,041.86	\$1,041.86	\$0.00	\$1,041.86
Pending Increase Non-Cash		Pending Increase Cash		Accepted Increase Non-Cash	
\$0.00		\$0.00		\$0.00	
Pending Decrease Cash		Accepted Decrease Non-Cash			
\$0.00		\$0.00			

Drill down to see the transactions.

1. Click on the **blue text** under the Cash Balance column. The JACTG opens with all of the transactions for that fund.



Accounting Journal ☆ ← Back

Calculated Amount:

Grid Actions

1 - 20 of 2,141 Records View per Page - 20 50 100 Page 1 of 108 >

Run Time	Transaction	Transaction Posting Line	Debit/Credit	Posting Amount
07/08/2022 11:28 AM	<a href="#">IETADA,230000000103,1</a>	2	C	(\$0.24)
06/20/2022 09:11 PM	<a href="#">EFT,ADA,220000660935,1</a>	2	C	(\$3,175.59)
06/15/2022 01:57 PM	<a href="#">PEDF1,ADA,S22061400031,1</a>	1	C	(\$130.26)
06/10/2022 09:14 AM	<a href="#">IETADA,220000004739,1</a>	2	C	(\$12.38)
05/25/2022 11:09 AM	<a href="#">ITAOPADA,220000001026,1</a>	1	D	\$105.00
05/18/2022 01:16 PM	<a href="#">PEDF1,ADA,S22051700031,1</a>	1	C	(\$746.88)

- Increase the **View per Page** selection or click the **next arrow** to scroll through the different pages of the JACTG.
- Download the results by click **Grid Actions, Export All, and Spreadsheet.**
- If a user wants to further investigate a particular transaction, select that transaction by clicking on the **Transaction** hyperlink and it will take the user to the transaction entry.
- Click the **Back** button in the top right to return to the **CBALSQ** page.

Transaction
<a href="#">IETADA,230000000103,1</a>
<a href="#">EFT,ADA,220000660935,1</a>
<a href="#">PEDF1,ADA,S22061400031,1</a>

### Cash Balance Detail (CBALDQ) Page

The CBALDQ page displays current balances and cash tracking totals for a fund and sub fund combination. The CBALDQ page allows users to query using the Fund, Sub Fund and Available Cash Balance filter fields. It is similar to the CBALSQ in the data that it queries, but the main difference is users can query at the sub fund level.

AZ360 - CBALDQ William Halstead  
General Accounting

Cash Balance Detail ☆ ← Back

Filters

Fund: AD2025    Sub Fund:    Available Cash Balance:    Apply    Reset

Grid Actions

1 - 15 of 15 Records View per Page - 20 50 100

Fund	Sub Fund	Cash Balance	Adjusted Cash Balance
AD2025	ERCAST	\$210.00	\$210.00
AD2025	ERCBSD	\$52.98	\$52.98
AD2025	ERCDIR	\$80.00	\$80.00
AD2025	ERCDQA	\$27.24	\$27.24

Fund	Sub Fund
AD2025	ERCAST
AD2025	ERCBSD
AD2025	ERCDIR
AD2025	ERCDQA

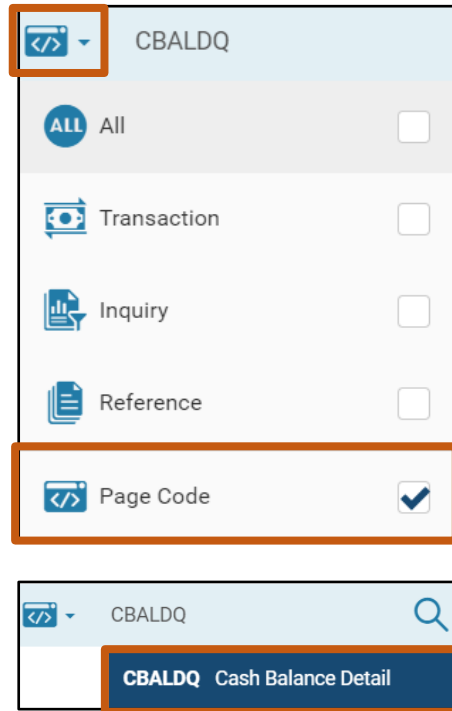
Review the Cash Balance Fund and Sub Fund Information 

*Scenario 2.*

An agency wants to see which transactions make up the current cash balance for a fund and sub fund.

Log in to the AZ360 **Home Page**. Navigate to the CBALDQ page.

1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter *CBALDQ*.
4. In the drop down menu that generates, select **CBALDQ Cash Balance Detail**. The CBALDQ search page will generate.



5. In the **Fund** field, enter the user’s department fund number.
6. In the **Sub Fund** field, enter the user’s department sub fund number.
7. Click **Apply**. The cash balance information appears.

Cash Balance Detail ☆

← Back

Filters

Fund: AD2025 Sub Fund: ERCAST Available Cash Balance: [Empty]

Apply Reset

Grid Actions

1 - 1 of 1 Records View per Page - 20 50 100 Page 1 of 1

Fund	Sub Fund	Cash Balance	Adjusted Cash Balance	Cash Balance Minimum	Available Cash Balance
AD2025	ERCAST	\$210.00	\$210.00	\$0.00	\$210.00

Drill down to see the transactions.

1. Click on the **blue text** under the Cash Balance column. The JACTG opens with all of the transactions for the selected fund and sub fund combination.

Cash Balance

\$210.00

Accounting Journal ☆

← Back

Calculated Amount:

Grid Actions

1 - 20 of 57 Records View per Page - 20 50 100 Page 1 of 3

Run Time	Transaction	Transaction Posting Line	Debit/Credit	Posting Amount
08/28/2021 08:09 AM	JVAC,BAT,ACLS22000106,1	1	D	\$210.00
08/28/2021 08:09 AM	JVAC,BAT,ACLS22000105,1	1	C	(\$210.00)
09/05/2020 08:33 AM	JVAC,BAT,ACLS21000105,1	1	C	(\$210.00)
09/05/2020 06:56 AM	JVAC,BAT,ACLS21000106,1	1	D	\$210.00
06/17/2020 10:10 AM	IET,ADA,ERCFY2020Q4,1	1	D	\$20.00
01/06/2020 09:24 AM	IET,ADA,ERCFY2020Q3,1	1	D	\$190.00

2. Increase the **View per Page** selection or click the **next arrow** to scroll through the different pages of the JACTG.
3. Download the results by click **Grid Actions, Export All, and Spreadsheet.**
4. If a user wants to further investigate a particular transaction, select that transaction by clicking on the **blue text** under the Transaction column and it will take the user to the transaction entry.
5. Click the **Back** button in the top right to return to the CBALDQ page.

Transaction

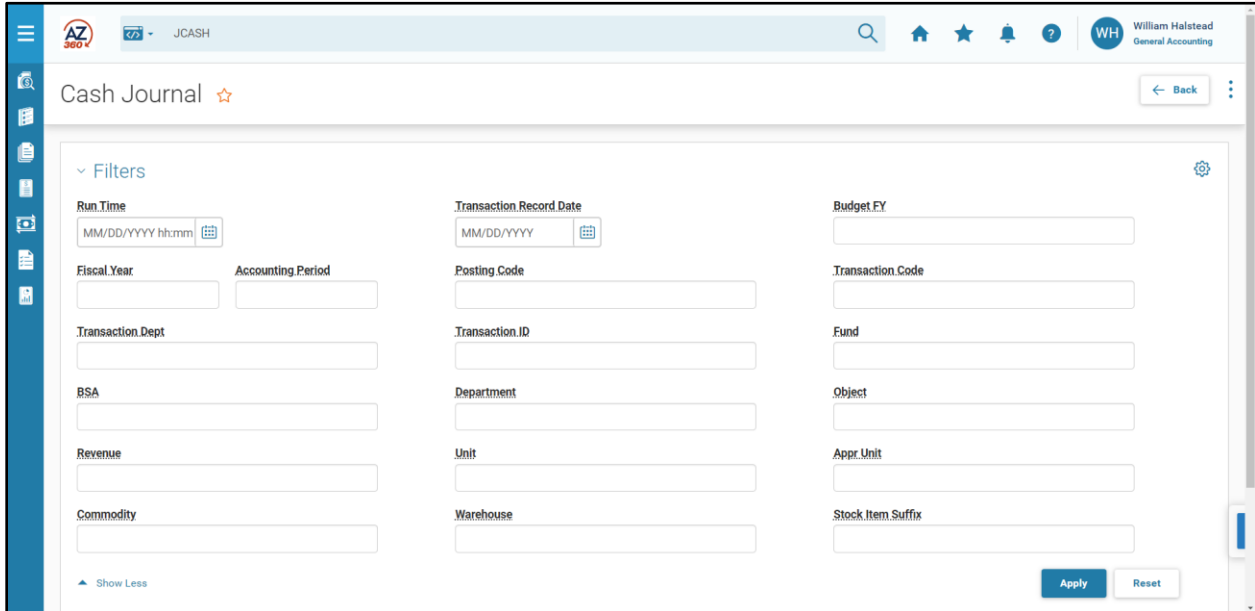
JVAC,BAT,ACLS22000106,1

JVAC,BAT,ACLS22000105,1

JVAC,BAT,ACLS21000105,1

## Cash Journal (JCASH) Page

The JCASH is a journal in which all cash receipts and transactions are first recorded. This journal can be used to find a cash transaction without using the JACTG. Access the JCASH page by typing JCASH in the Global Search field.



The JCASH Filters fields allow users to query at many different level dependent on what data they want to review.

## Balance Sheet

The governmental balance sheet shows the state's assets, liabilities and net position. Net position is defined as the difference between assets and liabilities.

### Assets

Assets included on the balance sheet are resources of the state that remain available to meet future needs. The most significant assets that are reported on the balance sheet are net loans receivable, property, plant, net equipment (PP&E), net inventories and net related property, cash, and other monetary assets.

### Liabilities

Liabilities are obligations of the state resulting from prior actions that will require financial resources. The most significant liabilities reported on the balance sheets are state debt securities held by the public and accrued interest and employee and veteran benefits payable.

As with reported assets, the state's responsibilities, policy commitments, and contingencies are much broader than these reported balance sheet liabilities, but this gives a user an overview as to what assets and liabilities are.

There are multiple query pages, several of which that contain inception to date (ITD) details, that can be used to research BSA information:

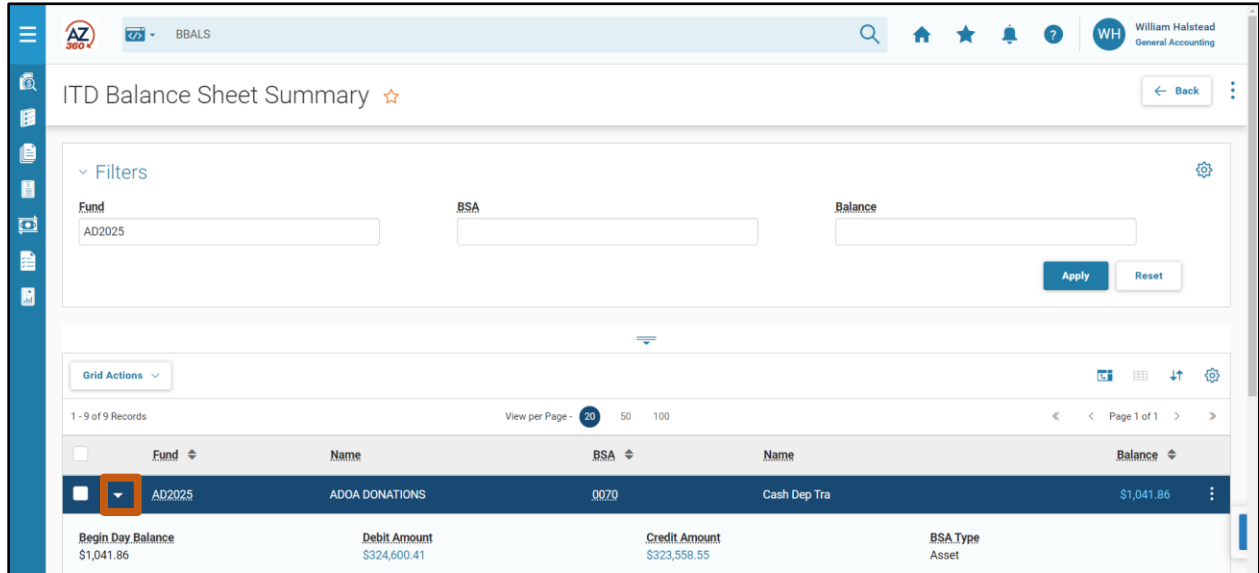
- Accounting Ledger - ITD (LITDACTG)
- ITD Balance Sheet Summary (BBALS)

- ITD Balance Sheet Detail (BBALD)
- Fiscal Year Balance Sheet Detail (BBALFY)

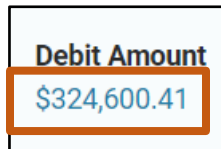
**ITD Balance Sheet Summary (BBALS) Page**

The BBALS page displays BSA balances at the fund and balance BSA levels independent of fiscal year. This is the highest level of query for balance sheet information. The differences between the balance sheet query tables are very similar to the differences in the cash balance query tables – each provide a different level of detail.

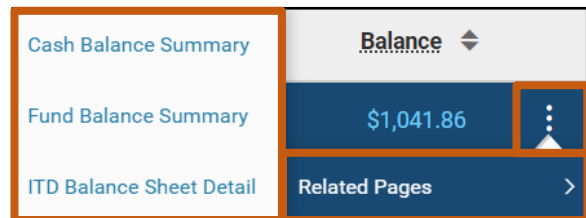
To see additional details, click the Expand caret on the Fund line.



Fields with blue text allow users research the amount shown. The hyperlink transitions users to the JACTG page so they can perform a search of transactions that updated the amount shown.



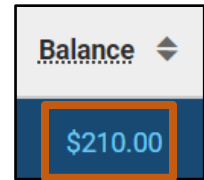
Users can navigate to additional balance sheet query tables by clicking the 3-dot menu on the blue Fund line, selecting Related Pages, and then clicking on Cash Balance Summary, Fund Balance Summary, or ITD Balance Sheet Detail. The tables perform an automatic search with the values of the selected record.



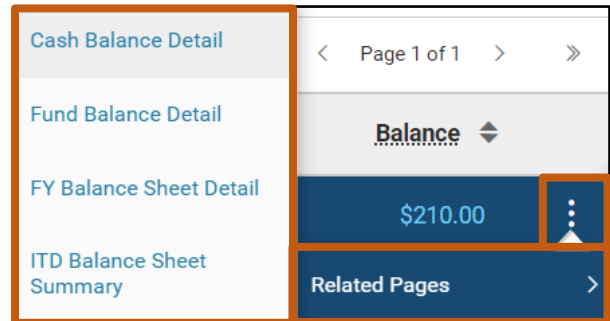
**ITD Balance Sheet Detail (BBALD) Page**

The BBALD page displays BSA balances at the fund, sub fund, and BSA levels independent of fiscal year. The difference between this table and the BBALS table is the BBALD provides and allows filtering at the sub fund level. Other than that difference, the tables are the same.

Fields with blue text allow users to research the amount shown. The hyperlink transitions users to the JACTG page so they can perform a search of transactions that updated the amount shown.



Like the BBALS, the BBALD page allows users to navigate to additional balance sheet query tables by clicking the 3-dot menu on the blue Fund line, selecting Related Pages, and then clicking on Cash Balance Detail, Fund Balance Detail, FY Balance Sheet Detail or ITD Balance Sheet Summary. The tables perform an automatic search with the values of the selected record.



### Review the BSA Information

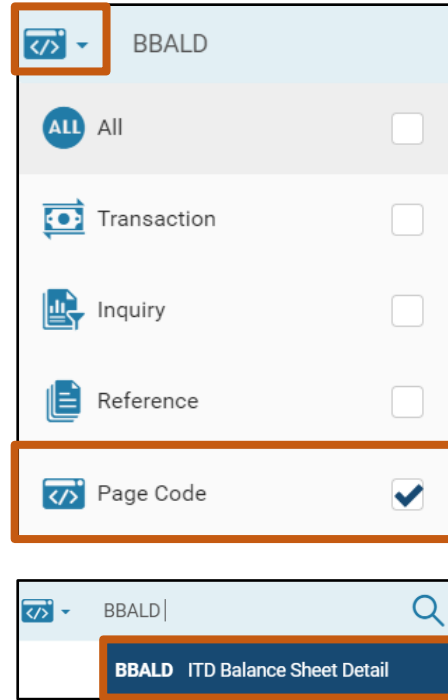


#### Scenario 3.

Use the BBALD page to determine the current balance for a specific fund and sub fund combination. Then drill down to view the transactions that generated the total.

Log in to the AZ360 **Home Page**. Navigate to the BBALD page.

1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter **BBALD**.
4. In the drop down menu that generates, select **BBALD ITD Balance Sheet Detail**. The BBALD search page will generate.



The screenshot shows a search interface with a dropdown menu for 'BBALD'. The 'Page Code' option is selected, indicated by a checkmark. Below the dropdown, the search results for 'BBALD' are shown, with 'BBALD ITD Balance Sheet Detail' highlighted as the selected option.

5. In the **Fund** field, enter the user's department fund number.
6. In the **Sub Fund** field, enter the user's department sub fund number.
7. Click **Apply**. The balance sheet detail appears.

ITD Balance Sheet Detail ← Back

Filters

Fund: AD2025      Sub Fund: ERCAST      BSA:

Sub\_BSA:       Balance:

**Apply**    Reset

---

Grid Actions Grid    List    Sort    Settings

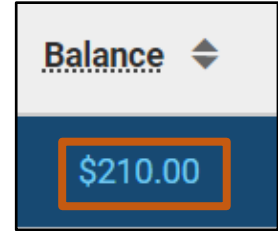
1 - 7 of 7 Records      View per Page - 20    50    100      Page 1 of 1

<input type="checkbox"/>	Fund	Name	Sub Fund	Name	BSA	Name	Sub_BSA	Name	Balance	
<input checked="" type="checkbox"/>	AD2025	ADOA DONATIONS	ERCAST	ERC ASET	0070	Cash Dep Tra	BLNK	-	\$210.00	⋮
<input type="checkbox"/>	AD2025	ADOA DONATIONS	ERCAST	ERC ASET	1011	Pymnts Outstndg	BLNK	-	\$0.00	⋮
<input type="checkbox"/>	AD2025	ADOA DONATIONS	ERCAST	ERC ASET	1012	Ach Pymnt Outst	BLNK	-	\$0.00	⋮



Drill down to see the transactions.

1. Click on the **blue text** under the Balance column. The JACTG opens with all of the transactions for the selected fund and sub fund combination.



Accounting Journal ← Back

Calculated Amount:

Grid Actions

1 - 20 of 53 Records View per Page: 20 50 100 Page 1 of 3

Run Time	Transaction	Transaction Posting Line	Debit/Credit	Posting Amount
08/28/2021 08:09 AM	JVAC,BATACLS22000106,1	1	D	\$210.00
08/28/2021 08:09 AM	JVAC,BATACLS22000105,1	1	C	(\$210.00)
09/05/2020 08:33 AM	JVAC,BATACLS21000105,1	1	C	(\$210.00)
09/05/2020 06:56 AM	JVAC,BATACLS21000106,1	1	D	\$210.00
06/17/2020 10:10 AM	IET,ADA,ERCFY2020Q4,1	1	D	\$20.00

## Expense Summary Queries

Every state agency operates on a budget for the fiscal year. The budget allows the agency to plan for expenses, post expenses when payments are generated, and then query on the budget to determine the balance as it relates to the activity that has occurred.

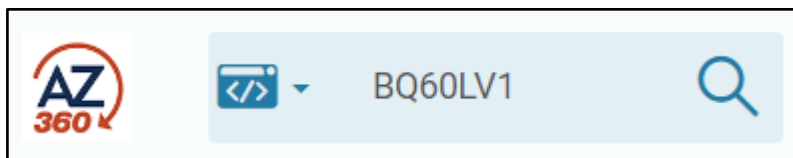
Budget structures in AZ360 are broken down into levels. The degree of detail a budget has is determined by the budget structure. Some agencies have many levels to manage at a high degree of detail while other agencies may have only one level. A user's agency determines what budget structure will be operated. The required budget structures appear below:

- Budget Structure 60 – Appropriation and Allotments
- Budget Structure 61 – Department Expense – Bureau
- Budget Structure 62 – Department Expense – District
- Budget Structure 63 – Department Expense – Division
- Budget Structure 65 – Department Expense – Unit

### Budget Query Pages

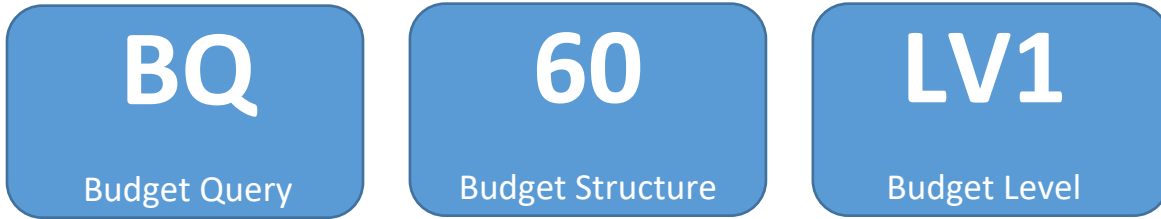
Each budget structure in AZ360 has a corresponding query page. The query page allows users to see what has been expensed or spent in relationship to the budget. The query page is initiated by using the code BQ, for Budget Query, in the Global Search field.

A budget query page is determined by the structure number and level. For example the query page BQ60LV1 is for budget query [BQ], structure [60] and level 1 [LV1]

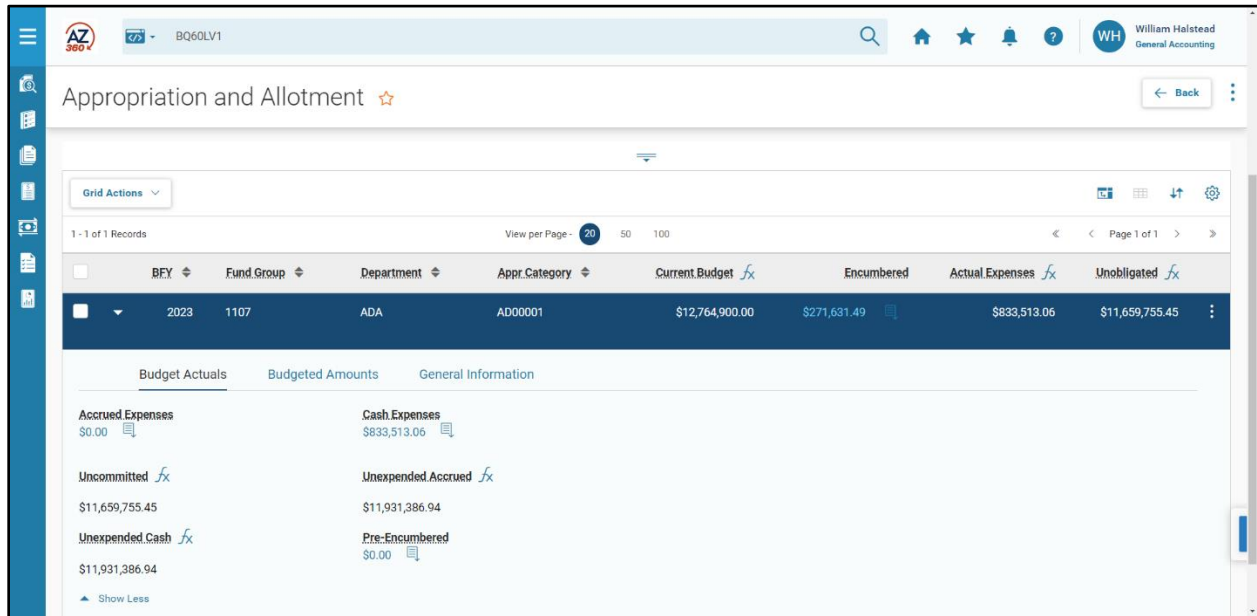


while query page BQ61LV3 relates to budget query [BQ], structure [61], and level 3 [LV3].

Figure 2: Budget Query Page Breakdown

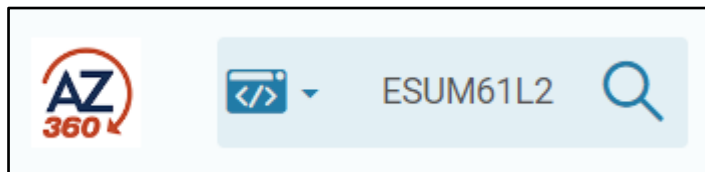


Each budget query page contains dropdown field details, formula definitions describing how an amount has been calculated and additional budget query page links. For more information on budget query pages, see the “Budget Query Pages” section of the **AZ360 Manual – Budgetary Controls** available at <https://gao.az.gov/resources/training/gao-training-resources>.



**Expense Summary (ESUM) Query Pages**

Some budget-structure levels also have Expense Summary (ESUM) query pages. ESUM query pages are also determined by the structure number and level. For example, summary query page ESUM61L2 is for summary expense [ESUM], structure [61], level 2 [L2]. An Expense Budget Summary page allows users to view summaries of expense budgets by populating particular COA elements and different combinations in the COA.



Budget Structure 60 has one level, with a summary page; shown below.

Transaction Code	Query Page	Summary Query Page
BGA60	BQ60LV1	ESUM60L1

Budget Structure 61 has four levels, with a summary page; shown below.

Transaction Code	Query Pages	Summary Query Page
BGE61	BQ61LV1	

Transaction Code	Query Pages	Summary Query Page
	BQ61LV2	ESUM61L2
	BQ61LV3	
	BQ61LV4	

Budget Structure 62 has four levels, with a summary page; shown below.

Transaction Code	Query Pages	Summary Query Page
BGE62	BQ62LV1	
	BQ62LV2	
	BQ62LV3	
	BQ62LV4	ESUM62L4

Budget Structure 63 has three levels, with a summary page available for level 3; shown below.

Transaction Code	Query Pages	Summary Query Page
BGE63	BQ63LV1	
	BQ63LV2	
	BQ63LV3	ESUM63L3

Budget Structure 65 has seven levels, with summary pages available for levels 2, 3, and 7; shown below.

Transaction Code	Query Pages	Summary Query Pages
BGE65	BQ65LV1	
	BQ65LV2	ESUM65L2
	BQ65LV3	ESUM65L3
	BQ65LV4	
	BQ65LV5	
	BQ65LV6	
	BQ65LV7	ESUM65L7

### Budget Query

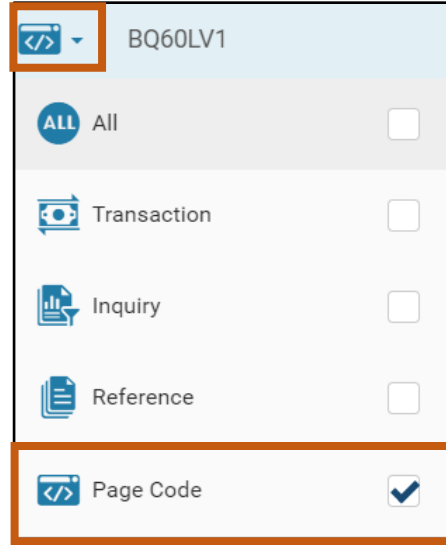


#### *Scenario 4.*

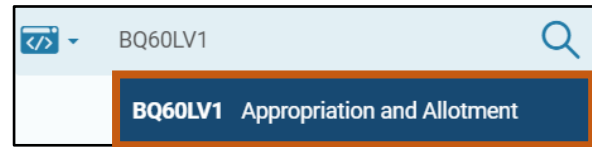
View the current budget amount using the budget query for the appropriation budget (Budget Structure 60).

Log in to the AZ360 **Home Page**. Navigate to the BQ60LV1 page.

1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter **BQ60LV1**.



4. In the drop down menu that generates, select **BQ60LV1 Appropriation and Allotment**. The BQ60LV1 appropriation and allotment page will generate.

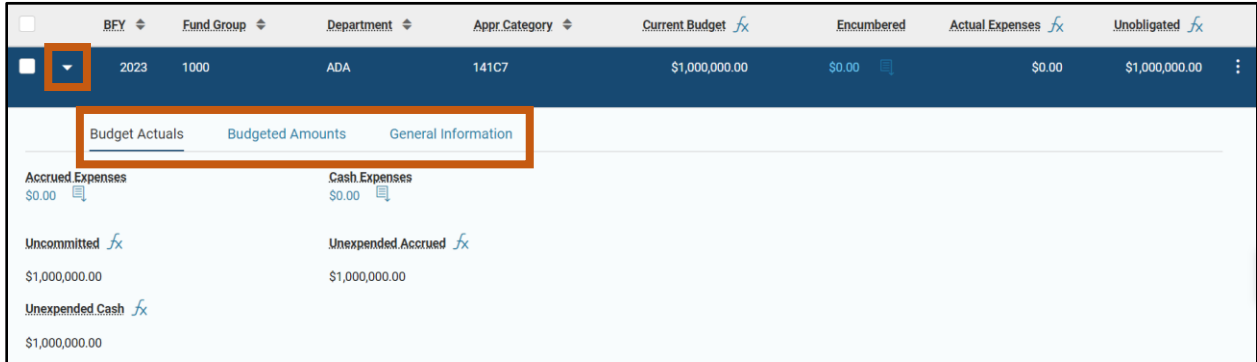


5. In the **BFY** field, enter the desired budget fiscal year.
6. In the **Dept** field, enter the user’s department 3-digit code.
7. Click **Apply**. The appropriation and allotment budgeted line amounts appear.

A screenshot of the 'Appropriation and Allotment' page in the AZ360 system. The page title is 'Appropriation and Allotment'. Below the title, there are filter fields for 'BFY' (set to 2023), 'Fund Group', and 'Department' (set to ADA). An 'Apply' button is highlighted with a blue box. Below the filters, there is a table with the following columns: BEY, Fund Group, Department, Appr. Category, Current Budget, Encumbered, Actual Expenses, and Unobligated. The table contains two rows of data.

BEY	Fund Group	Department	Appr. Category	Current Budget	Encumbered	Actual Expenses	Unobligated
2023	1000	ADA	141C7	\$1,000,000.00	\$0.00	\$0.00	\$1,000,000.00
2023	1000	ADA	AD00001	\$8,330,000.00	\$95,078.34	\$722,303.40	\$7,512,618.26

- Click the **Expand** caret on the blue Budget lines, to view the different areas; Budget Actuals, Budgeted Amounts, and General Information.



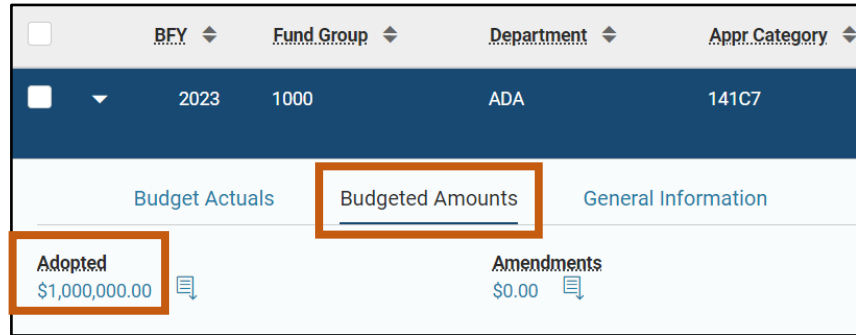
BFY	Fund Group	Department	Appr. Category	Current Budget	Encumbered	Actual Expenses	Unobligated
2023	1000	ADA	141C7	\$1,000,000.00	\$0.00	\$0.00	\$1,000,000.00

Budget Actuals		Budgeted Amounts		General Information	
Accrued Expenses	\$0.00	Cash Expenses	\$0.00	Uncommitted	\$1,000,000.00
		Unexpended Accrued	\$1,000,000.00	Unexpended Cash	\$1,000,000.00

Drill down to see the adopted budgeted amount.

- Under the **Budgeted Amounts** section, click the **blue text** under the **Adopted** field.

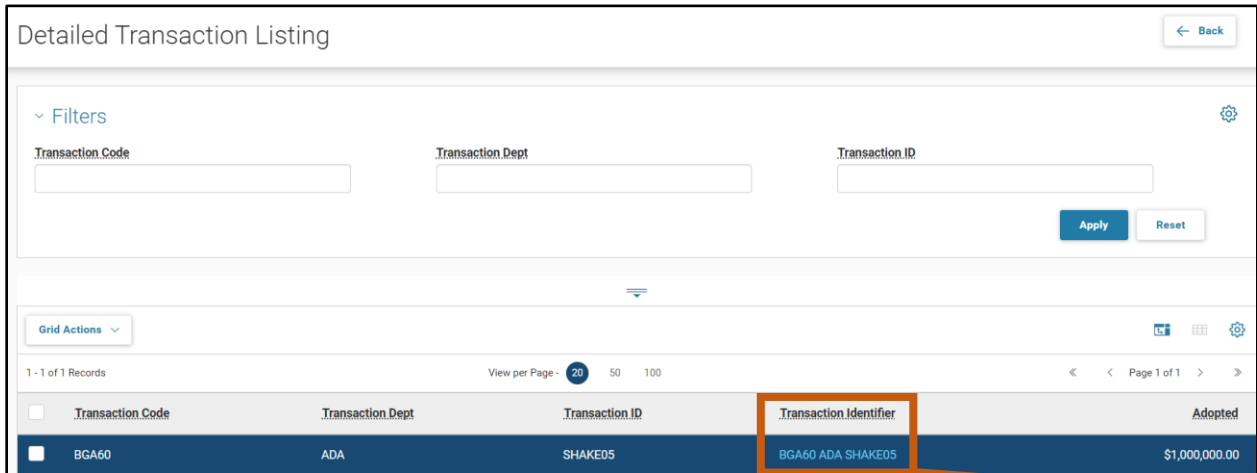


BFY	Fund Group	Department	Appr. Category
2023	1000	ADA	141C7

Budget Actuals	Budgeted Amounts	General Information
Adopted	\$1,000,000.00	Amendments
		\$0.00

- The Detailed Transaction Listing appears.



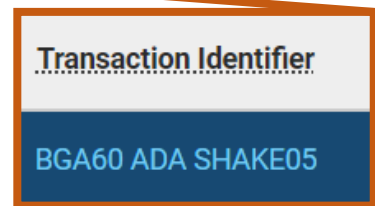
Detailed Transaction Listing

Filters: Transaction Code, Transaction Dept, Transaction ID

Grid Actions: 1 - 1 of 1 Records, View per Page: 20, 50, 100

Transaction Code	Transaction Dept	Transaction ID	Transaction Identifier	Adopted
BGA60	ADA	SHAKE05	BGA60 ADA SHAKE05	\$1,000,000.00

- Click the **blue text** under the Transaction Identifier column to open the budget transaction. The appropriation and allotment budget opens. The user can view the different areas to see the budgeted amounts.

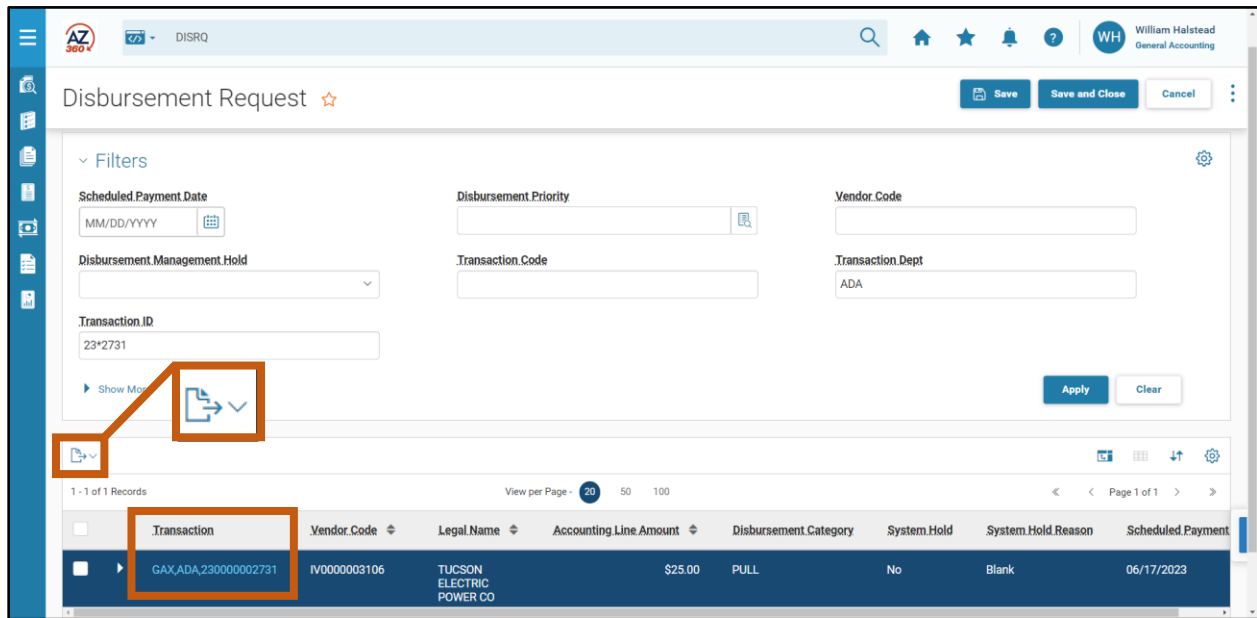


**Other Useful Resources for Query**

*Disbursement Request (DISRQ) Table*

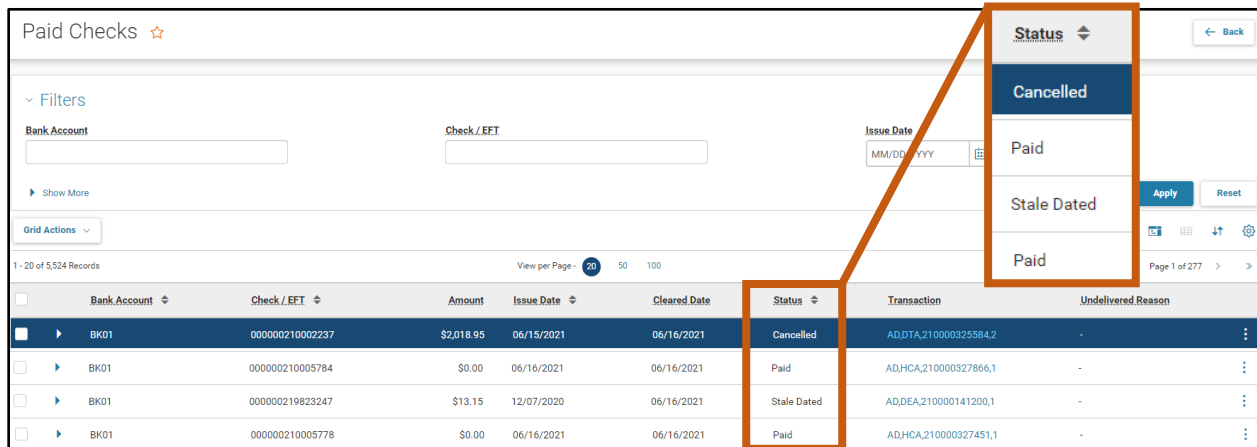
The DISRQ table can be used to find payment transactions that have failed to generate payments. If the transaction is on the table, the user can click the blue text under the Transaction column to look at the information regarding that payment transaction. If an item is on this table, the user can then decide to view the **ADDOCEXCEPREP\_DATA – AD/EF Document Exception Report** report in infoAdvantage. This report provides users information as to why the payment did not generate, such as not enough funds available. For more information on this report see the General Accounting (GA) Reporting section of this manual.

Users can also export data in the DISRQ table by clicking the Export button.



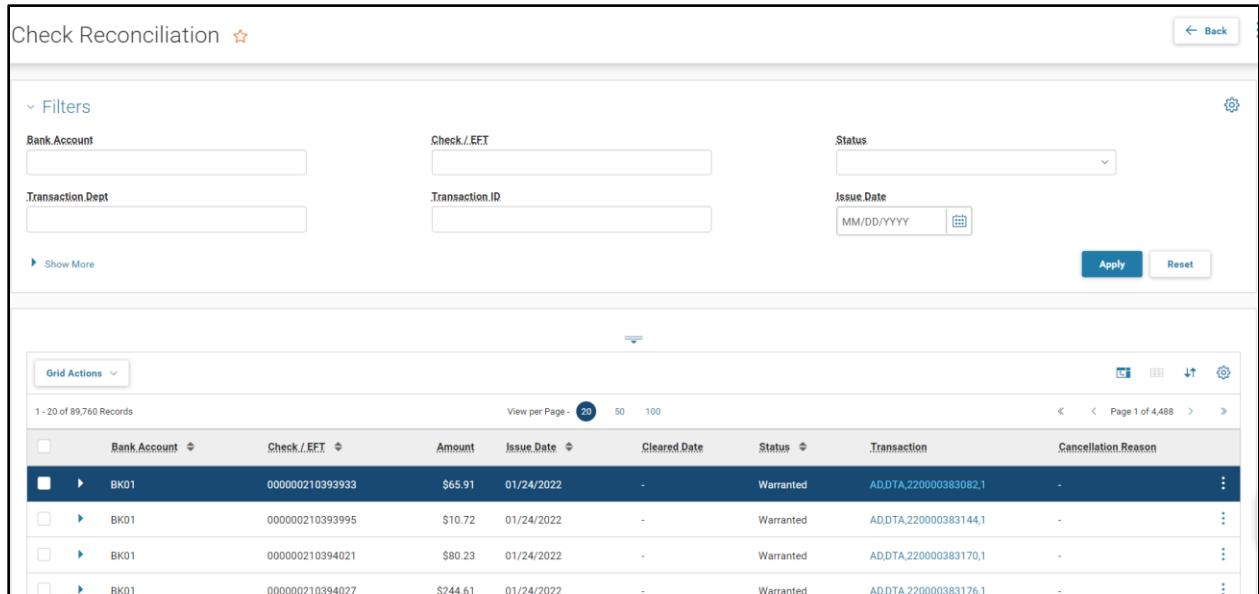
*Paid Check (PDCHK) Table*

This table displays the information for Automated Disbursements (AD), Manual Disbursements (MD), and Electronic Funds Transfer (EFT) transactions. The common statuses found on this table are Cancelled, Stale Dated, or Paid.



*Check Reconciliation (CHREC) Table*

This table displays the information for AD, MD, and EFT transactions that are still outstanding.



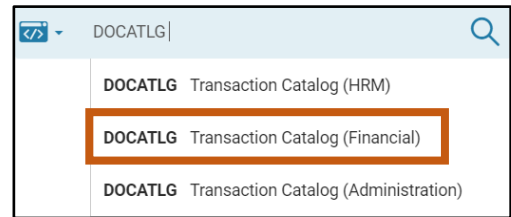
The screenshot shows the 'Check Reconciliation' interface. At the top, there is a 'Check Reconciliation' title with a star icon and a 'Back' button. Below the title is a 'Filters' section with several input fields: 'Bank Account', 'Transaction Dept', 'Check./EFT', 'Transaction ID', 'Status', and 'Issue Date' (with a date picker). There are 'Apply' and 'Reset' buttons at the bottom right of the filters. Below the filters is a 'Grid Actions' dropdown and a table of records. The table has columns for 'Bank Account', 'Check./EFT', 'Amount', 'Issue Date', 'Cleared Date', 'Status', 'Transaction', and 'Cancellation Reason'. The first row is highlighted in blue.

Bank Account	Check./EFT	Amount	Issue Date	Cleared Date	Status	Transaction	Cancellation Reason
BK01	000000210393933	\$65.91	01/24/2022	-	Warranted	AD,DTA,220000383082,1	-
BK01	000000210393995	\$10.72	01/24/2022	-	Warranted	AD,DTA,220000383144,1	-
BK01	000000210394021	\$80.23	01/24/2022	-	Warranted	AD,DTA,220000383170,1	-
BK01	000000210394027	\$244.61	01/24/2022	-	Warranted	AD,DTA,220000383176,1	-

For more information on these tables consult the “Queries” section of the **AZ360 Manual – Accounts Payable** available at <https://gao.az.gov/resources/training/gao-training-resources>.

*Financial Transaction Catalog*

Various transactions can be located by searching the Financial Transaction Catalog, using page code DOCATLG, and selecting Transaction Catalog (Financial) from the drop down menu. Users can search for certain types of transactions for their agency, search for transactions with a specific state (e.g. Rejected status or Draft phase), or search for transactions by a particular user or date. Users can also use a wildcard (\*asterisk) to find transactions where the user does not know the exact transaction code and/or transaction ID with a specific status. For example, search F\* in the Code field, enter the user’s department 3-digit code in the Dept field, and choose Held from the Status drop down menu to search all types of fixed asset transactions that are in Held status for the user’s department.



The screenshot shows the 'Financial Transaction' form in the AZ360 system. Three callout boxes highlight the 'Code', 'Dept', and 'Status' fields. The 'Code' field contains 'F\*', 'Dept' contains 'ADA', and 'Status' is a dropdown menu set to 'Held'. Below the form is a data table with 5 records.

Code	Dept	Unit	ID	Phase	Status	Actual Amount	Version	Function	Created On	Created By	Comments	Transaction Description
FA	ADA	-	230000000317	Draft	Held	\$0.00	1	New	07/25/2022	32585	No	ASET ADD MONITOR
FA	ADA	-	230000000567	Draft	Held	\$0.00	1	New	03/01/2023	jcaakie	No	RMD ADD LAPTOP - JIM



# Decentralized

## Section Objectives

In this section, the following processes are introduced:

- Identify available decentralized COA elements in AZ360.
- Create decentralized COA codes.

## Section Overview

The COA is a key component of AZ360 and is comprised of a set of reference tables used to validate codes entered on AZ360 transactions. The COA has two purposes:

- Provides a centralized uniform set of codes to recognize expense, revenue, and balance sheet transactions across the state.
- Provides decentralized codes for agencies to meet their own business tracking, reporting, and budgeting needs.

This section will identify decentralized COA codes that are available for department use and review the process of adding decentralized COA codes.

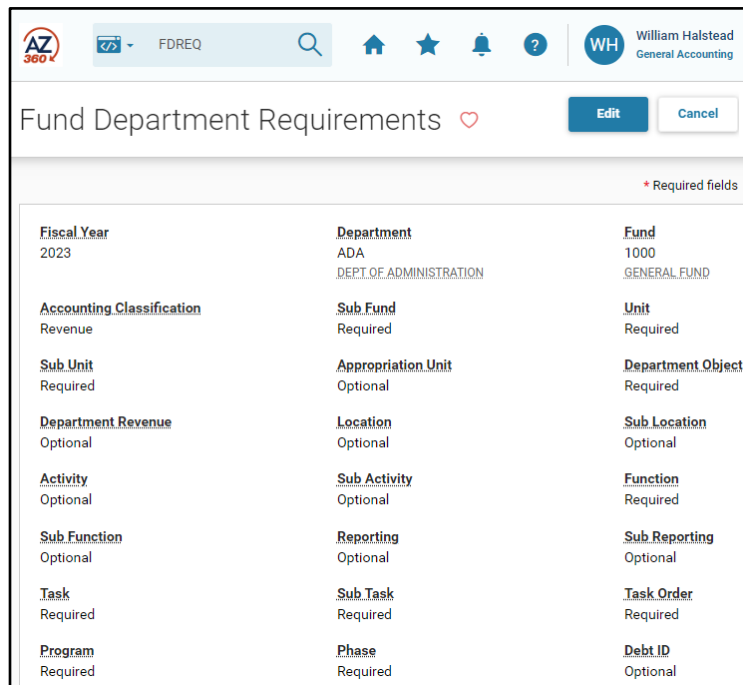
## Decentralized COA Codes

Decentralized COA elements are created and maintained at the department level. They are called decentralized because decisions are made at the agency level versus the state level which is considered centralized. Department level managers with the appropriate security have the ability to add new elements, modify existing elements, and delete existing elements within their departments.

### Fund Department Requirements (FDREQ) Table

Departments have the ability to maintain their COA requirements on the Fund Department Requirements (FDREQ) table for Spending, Revenue and General transaction types. The FDREQ table shows what COA elements are required or optional funds as set forth by the agency. The available decentralized COA elements are:

- Department Object
- Department Revenue
- Location
- Activity
- Function
- Unit
- Task
- Sub Task

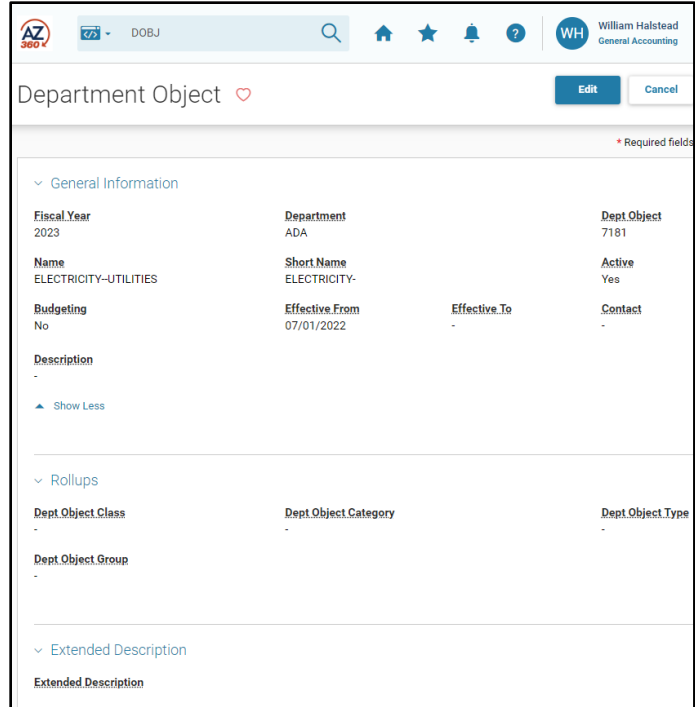


Fund Department Requirements		
<b>Fiscal Year</b> 2023	<b>Department</b> ADA DEPT. OF ADMINISTRATION	<b>Fund</b> 1000 GENERAL FUND
<b>Accounting Classification</b> Revenue	<b>Sub Fund</b> Required	<b>Unit</b> Required
<b>Sub Unit</b> Required	<b>Appropriation Unit</b> Optional	<b>Department Object</b> Required
<b>Department Revenue</b> Optional	<b>Location</b> Optional	<b>Sub Location</b> Optional
<b>Activity</b> Optional	<b>Sub Activity</b> Optional	<b>Function</b> Required
<b>Sub Function</b> Optional	<b>Reporting</b> Optional	<b>Sub Reporting</b> Optional
<b>Task</b> Required	<b>Sub Task</b> Required	<b>Task Order</b> Required
<b>Program</b> Required	<b>Phase</b> Required	<b>Debt ID</b> Optional

### Department Object (DOBJ) Table

A department object is a way to track an expense at the department level. Department objects appear in the expense budget and on spending transactions.

The Department Object (DOBJ) table allows users to establish valid department object codes and associated information related to the object code, but at a more detailed level, specific to a department. This table allows users with appropriate security to add, delete, and maintain the department object codes used by the department. Each code must be unique within a fiscal year and department.



Department Object

**General Information**

<b>Fiscal Year</b>	<b>Department</b>	<b>Dept Object</b>
2023	ADA	7181
<b>Name</b>	<b>Short Name</b>	<b>Active</b>
ELECTRICITY-UTILITIES	ELECTRICITY-	Yes
<b>Budgeting</b>	<b>Effective From</b>	<b>Effective To</b>
No	07/01/2022	-
<b>Description</b>	<b>Contact</b>	
-	-	

[Show Less](#)

**Rollups**

<b>Dept Object Class</b>	<b>Dept Object Category</b>	<b>Dept Object Type</b>
-	-	-
<b>Dept Object Group</b>	-	
-	-	

**Extended Description**

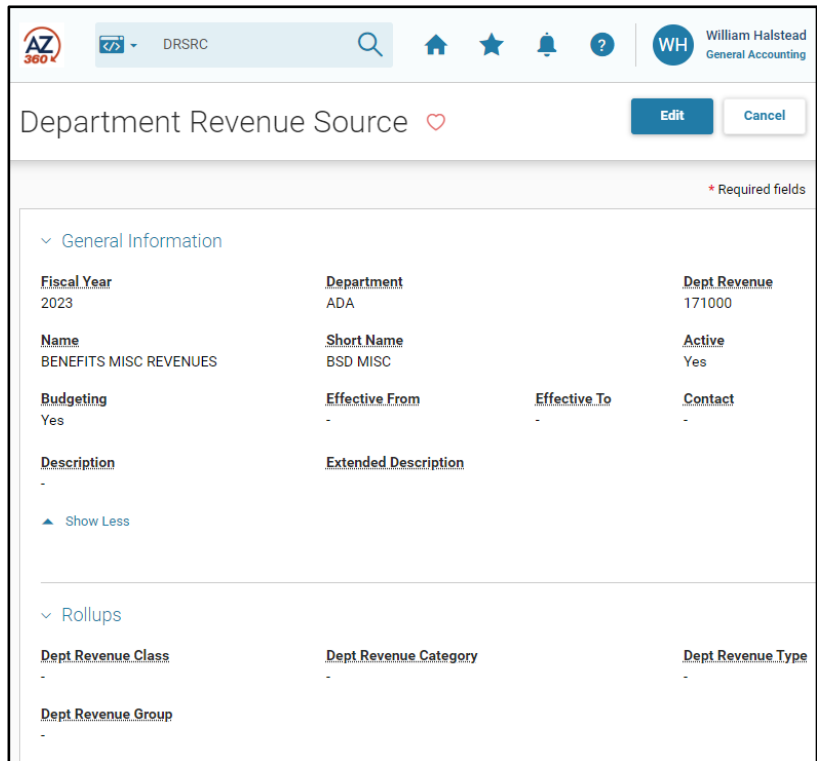
Extended Description

### Department Revenue Source (DRSRC) Table

The department revenue source (RSRC) transaction is generally used to track the types of revenue received by the state. Some common types of revenue collected are tax revenue and licensing revenue. Department RSRCs appear in the revenue budget and on revenue recognition transactions.

Just like AZ360 utilizes object codes to track expenses, revenues are tracked in AZ360 by using an RSRC. The Department Revenue Source (DRSRC) table allows users with appropriate security to establish valid department RSRCs and associated information related to the RSRC, but at a more detailed level, specific to a department. Authorized users can add, delete, and maintain the RSRCs used by the department. Each RSRC must be unique within a fiscal year and department.

The DRSRC table allows users to search by fiscal year, department, department object, or name. The table displayed above shows the revenue source data and information.



Department Revenue Source

**General Information**

<b>Fiscal Year</b>	<b>Department</b>	<b>Dept Revenue</b>
2023	ADA	171000
<b>Name</b>	<b>Short Name</b>	<b>Active</b>
BENEFITS MISC REVENUES	BSD MISC	Yes
<b>Budgeting</b>	<b>Effective From</b>	<b>Effective To</b>
Yes	-	-
<b>Description</b>	<b>Contact</b>	
-	-	

[Show Less](#)

**Rollups**

<b>Dept Revenue Class</b>	<b>Dept Revenue Category</b>	<b>Dept Revenue Type</b>
-	-	-
<b>Dept Revenue Group</b>	-	
-	-	

**Extended Description**

Extended Description

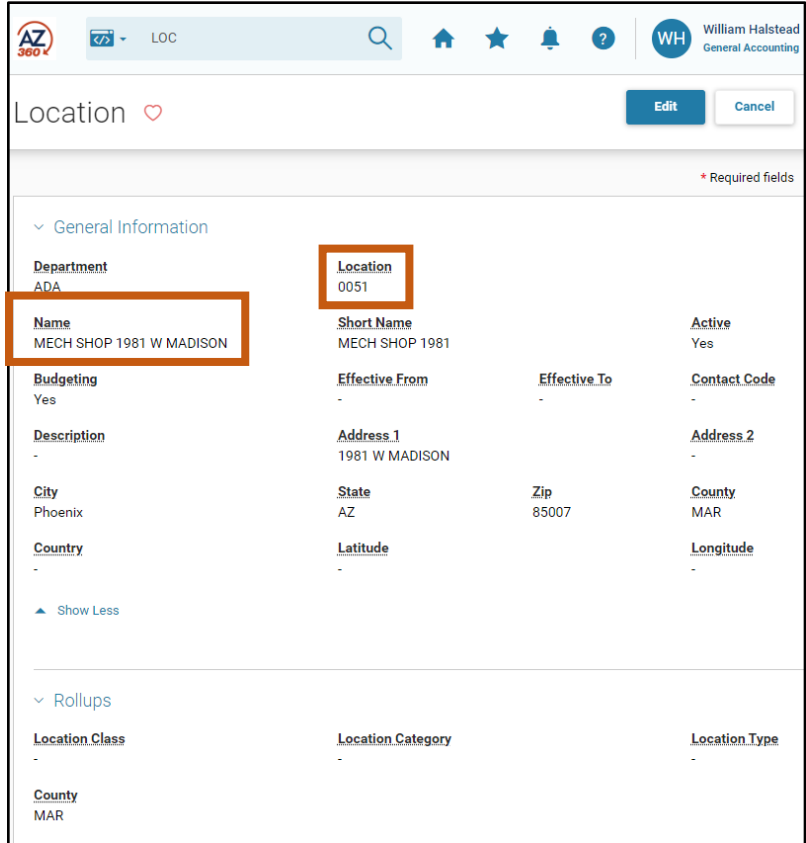
### Location (LOC) Table

The Location (LOC) table allows users to specify a location on a transaction as well as associated information related to the location. Users with appropriate security can add, delete, and maintain the location codes used by the department. Each location code must be unique within a fiscal year and department. The LOC table allows the user to search by department, location, or name. The results show the location name for a particular code.

One possible use of a location is to allow agencies to manage the location of their fixed assets. Locations allow agencies to know where each of their assets are stored and what agency is responsible for the fixed asset. A fixed asset generally refers to a long-term and tangible asset and

are typically classified as property, plant, or equipment. The State of Arizona has a number of fixed assets such as vehicles, furniture, fixtures, and office equipment.

If a user notices that a vehicle is located in location 0051, they can consult the LOC table (pictured above), and determine that location 0051 pertains to physical location MECH SHOP 1981 W MADISON.



Location ♥ Edit Cancel

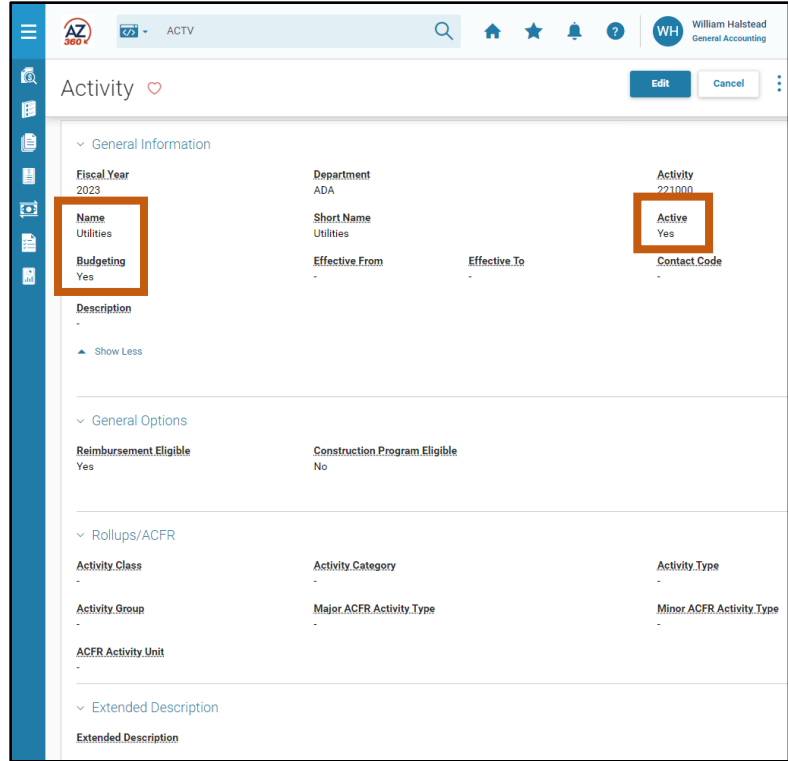
\* Required fields

General Information			
<b>Department</b> ADA	<b>Location</b> 0051		
<b>Name</b> MECH SHOP 1981 W MADISON	<b>Short Name</b> MECH SHOP 1981	<b>Active</b> Yes	
<b>Budgeting</b> Yes	<b>Effective From</b> -	<b>Effective To</b> -	<b>Contact Code</b> -
<b>Description</b> -	<b>Address 1</b> 1981 W MADISON		<b>Address 2</b> -
<b>City</b> Phoenix	<b>State</b> AZ	<b>Zip</b> 85007	<b>County</b> MAR
<b>Country</b> -	<b>Latitude</b> -		<b>Longitude</b> -
<a href="#">▲ Show Less</a>			
Rollups			
<b>Location Class</b> -	<b>Location Category</b> -		<b>Location Type</b> -
<b>County</b> MAR			

### Activity (ACTV) Table

The Activity (ACTV) table allows users with appropriate security to define valid activities. An activity is an internal tracking code defined for budgeting and/or reporting purposes. Each department within AZ360 can define a separate set of activity codes; while they must be unique within a department, they do not need to be unique across all departments.

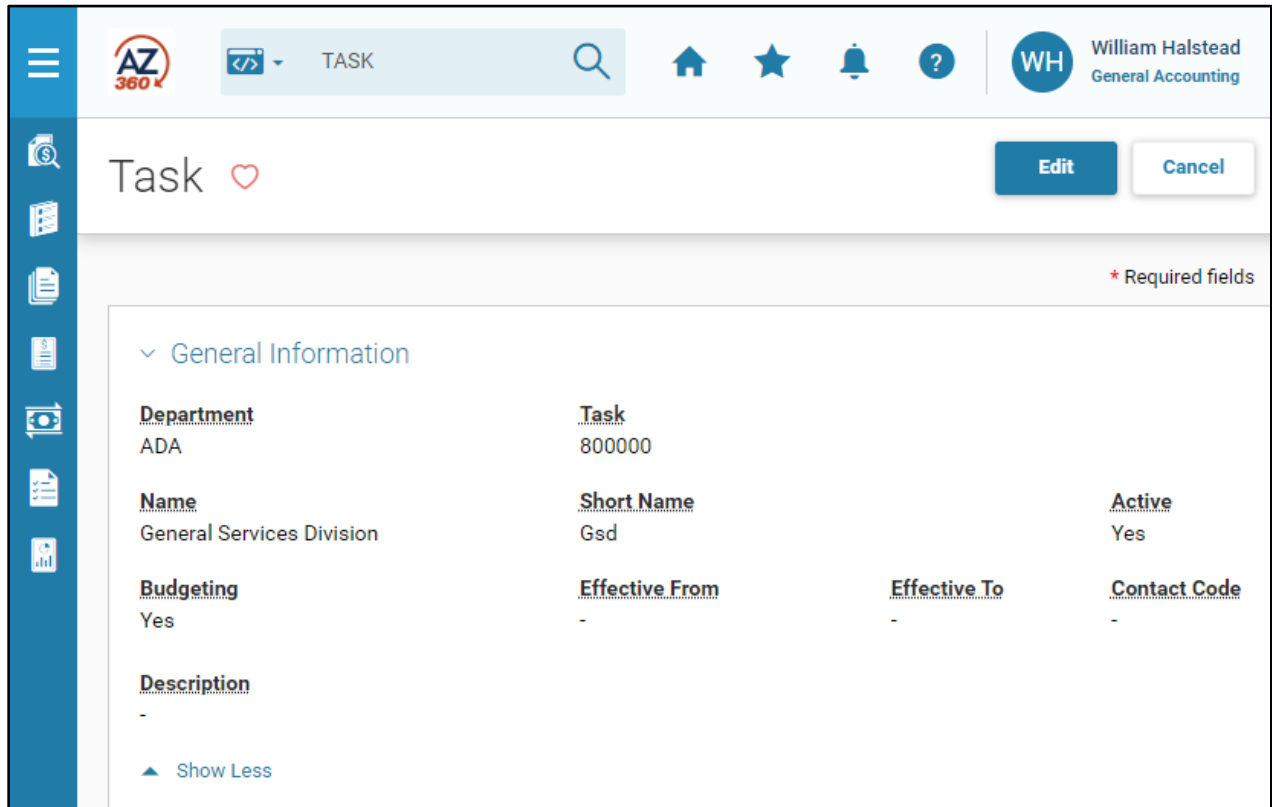
The ACTV table allows the user to search by fiscal year, department, or activity. The results show the name of the activity as well as other information, such as whether it is active and if it is used for budgeting.



Activity			
General Information			
Fiscal Year	Department	Activity	
2023	ADA	221000	
Name	Short Name	Active	
Utilities	Utilities	Yes	
Budgeting	Effective From	Effective To	Contact Code
Yes	-	-	-
Description			
-			
Show Less			
General Options			
Reimbursement Eligible	Construction Program Eligible		
Yes	No		
Rollups/ACFR			
Activity Class	Activity Category	Activity Type	
-	-	-	
Activity Group	Major ACFR Activity Type	Minor ACFR Activity Type	
-	-	-	
ACFR Activity Unit			
-			
Extended Description			
Extended Description			

### Task (TASK) Table

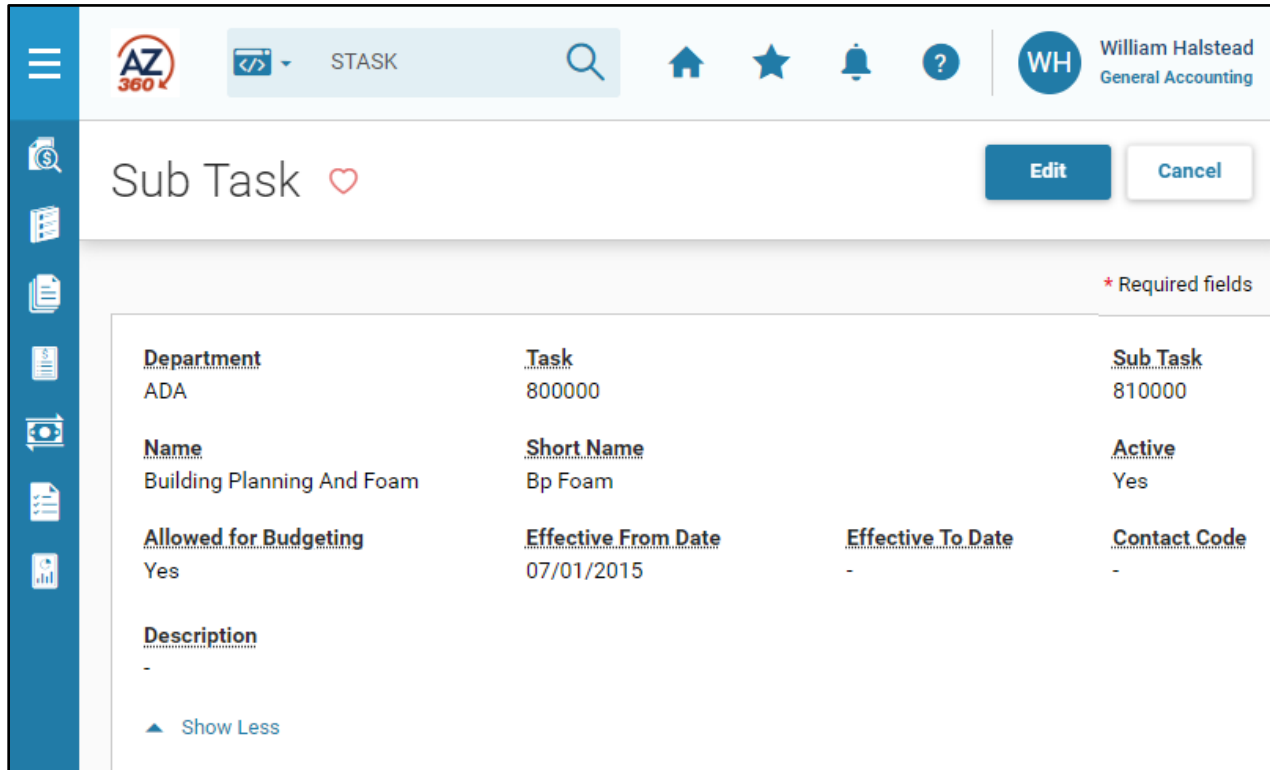
The Task (TASK) table allows users to define valid tasks in the AZ360 system. A task is a code that is required for budgeting and reporting purposes.



Task			
* Required fields			
General Information			
Department	Task		
ADA	800000		
Name	Short Name	Active	
General Services Division	Gsd	Yes	
Budgeting	Effective From	Effective To	Contact Code
Yes	-	-	-
Description			
-			
Show Less			

### Sub Task (STASK) Table

The Sub Task (STASK) table allows users to define valid sub tasks in the AZ360 system. A sub task is an internal code that may be optional for budgeting and reporting purposes.



<u>Department</u>	<u>Task</u>	<u>Sub_Task</u>		
ADA	800000	810000		
<u>Name</u>	<u>Short Name</u>	<u>Active</u>		
Building Planning And Foam	Bp Foam	Yes		
<u>Allowed for Budgeting</u>	<u>Effective From Date</u>	<u>Effective To Date</u>	<u>Contact Code</u>	
Yes	07/01/2015	-	-	
<u>Description</u>	-			
▲ Show Less				

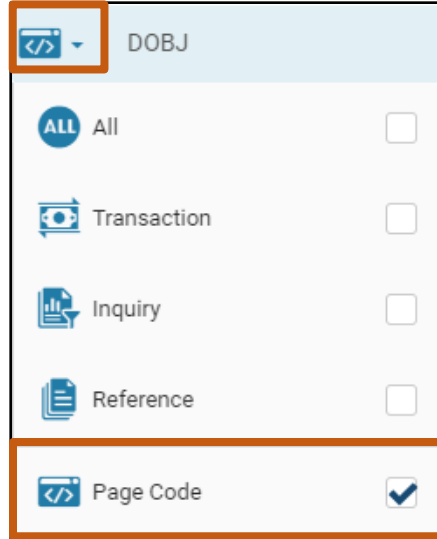
#### Add Decentralized COA Codes

##### *Scenario*

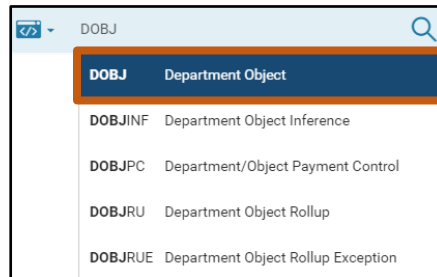
An agency is realigning their COA and needs to add a new department object and activity code.

Log in to the AZ360 **Home Page**. Navigate to the DOBJ table.

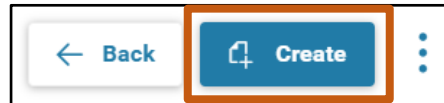
1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter *DOBJ*.



4. In the drop down menu that generates, select **DOBJ Department Object**. The DOBJ search page will generate.



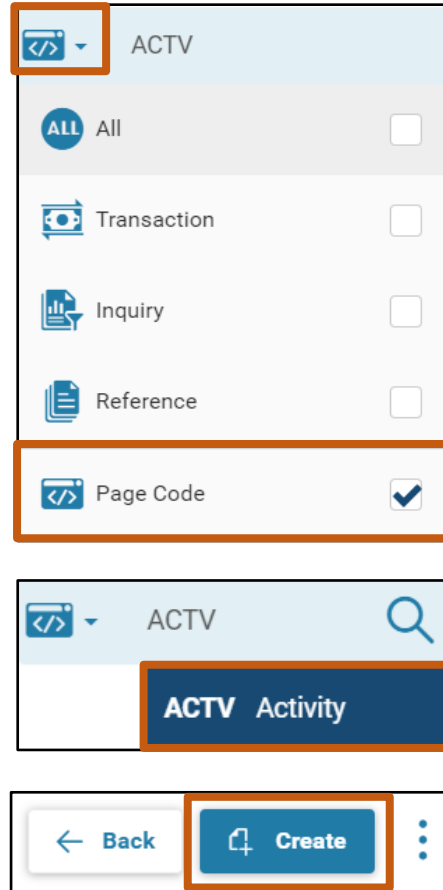
5. Click the **Create** button.



6. In the **Fiscal Year** field, enter the current fiscal year.
7. In the **Department** field, enter the user’s department 3-digit code.
8. In the **Dept Object** field, enter a number for the new department object.
9. In the **Name** field, enter a description for the new department object.
10. In the **Short Name** field, enter a shorter description for the new department object.
11. Click **Save**.

Create an activity code.

1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter **ACTV**.
4. In the drop down menu that generates, select **ACTV Activity**.  
The ACTV search page will generate
5. Click the **Create** button.



The screenshot shows a search interface for 'ACTV'. At the top, there is a search bar with 'ACTV' entered. Below it is a list of options: 'All', 'Transaction', 'Inquiry', 'Reference', and 'Page Code'. The 'Page Code' option is selected, indicated by a checkmark. Below the list, a search result for 'ACTV Activity' is displayed and highlighted. At the bottom, there are 'Back' and 'Create' buttons, with the 'Create' button highlighted.

6. In the **Fiscal Year** field, enter the current fiscal year.
7. In the **Department** field, enter the user’s department 3-digit code.
8. In the **Activity** field, enter a number for the new activity code.
9. In the **Name** field, enter a description for the new activity code.
10. In the **Short Name** field, enter a shorter description for the new activity code.
11. Click **Save**.

There are several kinds of transactions that a user will find referenced in the various tables. Included are encumbrance transactions, payment transactions, transfer transactions, and deposit transactions. Descriptions of these transactions and step-by-step instructions are found in the various quick reference guides (QRGs) available at <https://gao.az.gov/resources/training/gao-training-resources>.

# Internal Purchase Order (IPO) Transaction

## Section Objectives

In this section, the following processes are introduced:

- Examine the Internal Purchase Order transaction.
- Create an Internal Purchase Order transaction.
- Research the updates made by the Internal Purchase Order transaction.
- Cancel an Internal Purchase Order transaction.

## Section Overview

In AZ360, accounting transactions can take place between departments and within departments. When a transaction takes place between departments, it is called an inter-agency transaction. When a transaction takes place within a department, it is called an intra-agency transaction.

When recording an inter-agency transaction, one department is the buyer and another department is the seller. If the transaction involves appropriated funds and is for an amount greater than or equal to \$5,000, the transaction may require the submission and approval of an Internal Purchase Order (IPO) transaction. This transaction is used to establish an encumbrance for the buyer department's appropriations. ***Users should check with their divisions to see if they require an IPO for transactions under \$5,000.*** There may be exceptions to this rule. Eligibility payments and required payments that are not discretionary (social services and eligibility) are exempt from this rule. Regular AP transactions for everyday goods and services that are discretionary have to follow the rule. Refer to the State of Arizona Accounting Manual (SAAM): Topic 45, Section 15 for more information.

## IPO Transaction Overview

An IPO transaction is used to establish an encumbrance for the buyer department's appropriation. A request is received by the department for the creation of an encumbrance which may be for an internal service, for an accounting transfer agreement, or to comply with legislative requirements. The request may be related to an internal service agreement or some other type of agreement with another department that impacts appropriated funds requiring an encumbrance. The department creates an IPO that encumbers monies and the COA information is entered on the IPO transaction.

An agency may use an IPO to encumber funds for a transfer to another agency. For example, if an agency is going to spend \$10,000 in printing services provided by another agency this quarter, an IPO transaction is required to encumber these funds.

## IPO Transaction Tabs

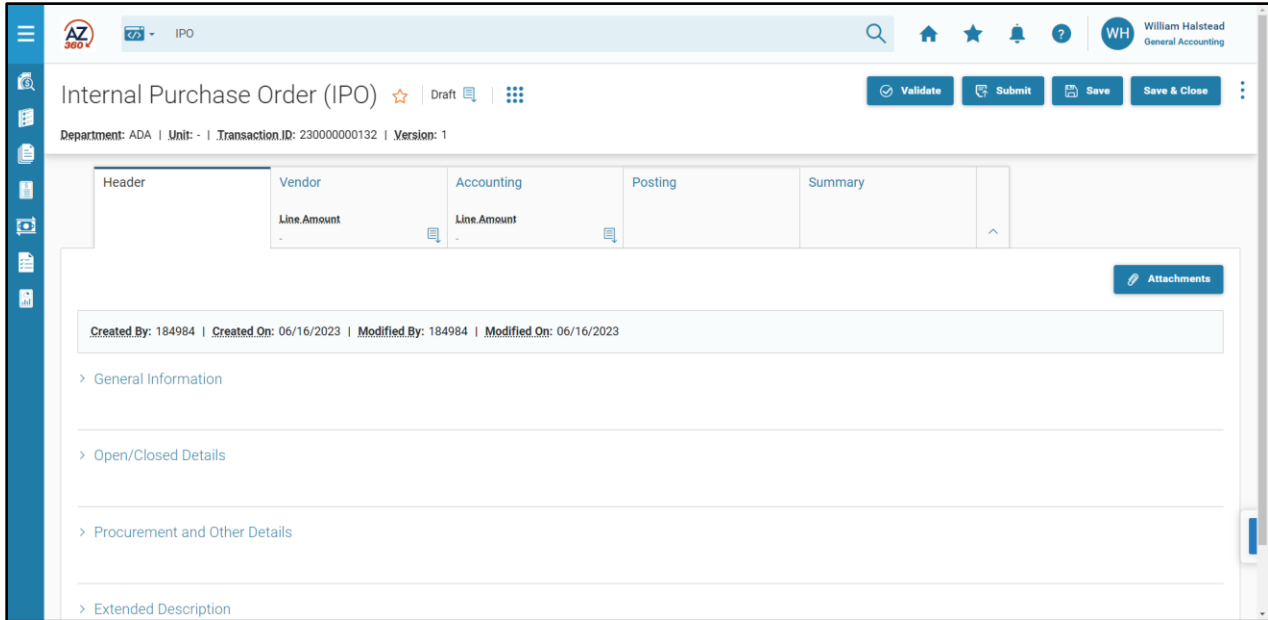
Transactions in AZ360 are made up of various tabs. The IPO transaction has four tabs that contain the information for the processing of the encumbrance transaction:

- Header
- Vendor
- Accounting
- Posting



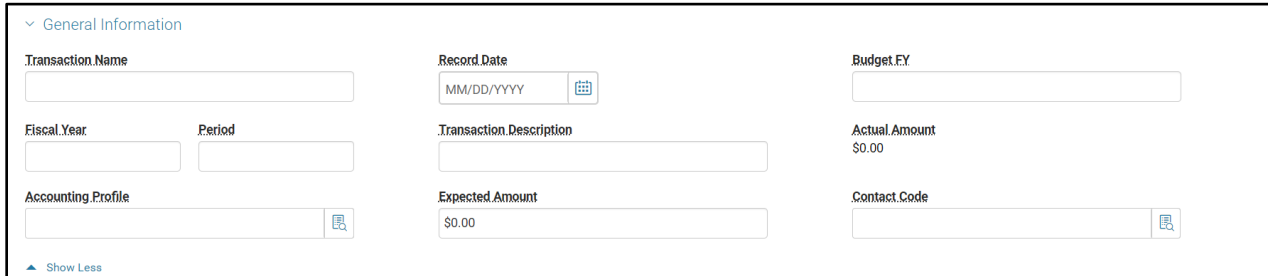
## IPO Header Tab

This tab stores values that apply to all sections of the IPO transaction.



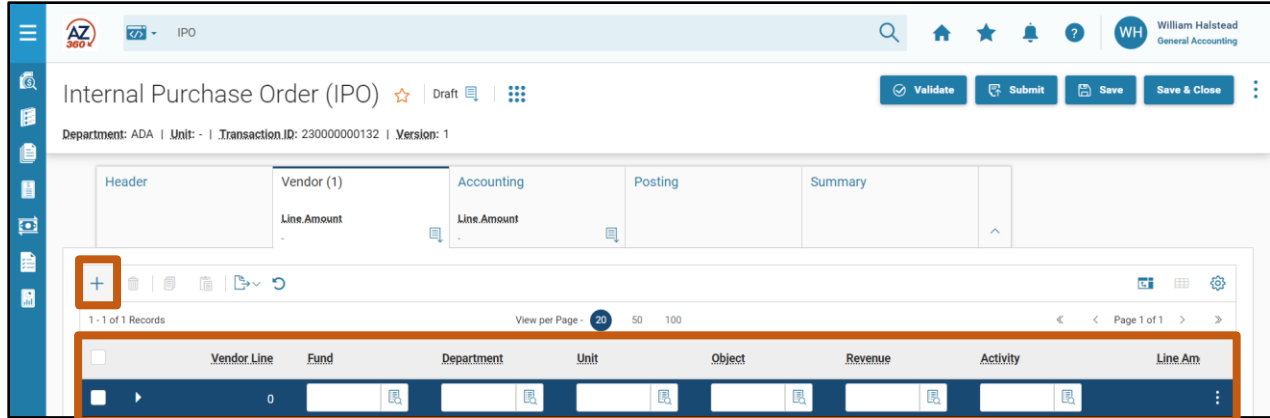
### Header – General Information Section

The General Information section contains descriptive fields and date information common to most transaction headers. This section also contains Transaction Name and Description fields and displays amounts for the entire transaction. The Record Date, Budget FY, Fiscal Year, and Period fields can either be entered by the user or allowed to default to the current system date when the transaction is submitted.



## IPO Vendor Tab

Use of this tab is limited on an IPO. Users must insert a new Vendor line by selecting the “+” icon in the tab level actions section. However, after inserting a line on the Vendor tab, all fields are left blank and the user continues data entry on the accounting lines on the Accounting tab.



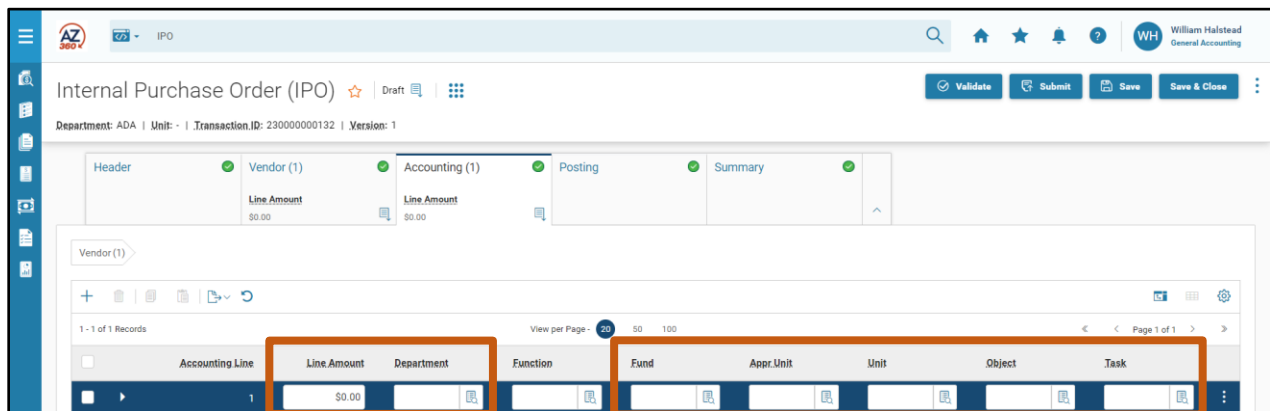
### IPO Accounting Tab

This tab is where the majority of the data entry takes place. Users must first insert a new Accounting line by selecting the “+” icon in the tab level actions section. They then need to complete the required fields on the blue Accounting line and in the General Information section.

The required fields on the blue Accounting line are:

- Line Amount
- Department
- Fund
- Appr Unit
- Unit
- Object
- Task

The other fields on the blue Accounting line are optional, but may be used to further identify the COA elements on the transaction. The Function field can be used to infer necessary COA elements.



### Accounting – General Information Section

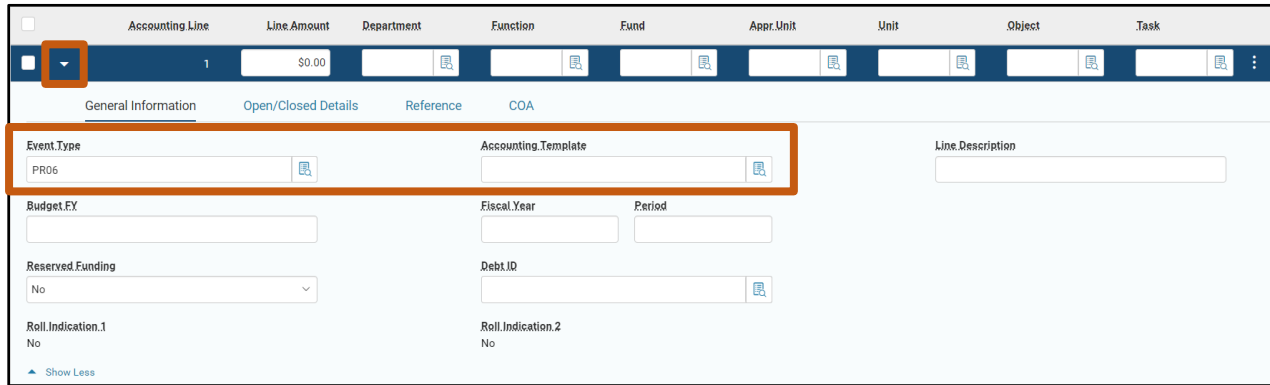
Click the Expand caret on the blue Accounting Line to open the General Information section. The only required field in this section is the Event Type.

Allowable Event Types are:

Transaction Code	Transaction Name	Event Type	Function
IPO	Internal Purchase Order	GA02*	Lapse Encumbrances & Pre Encumbrances
		PR06	Order from Internal Vendor - Accounting

\*For GAO use only.

The other fields are optional and include description and date information. This tab is also where the user can select an accounting template which can infer COA elements on the blue Accounting line and in the COA section.

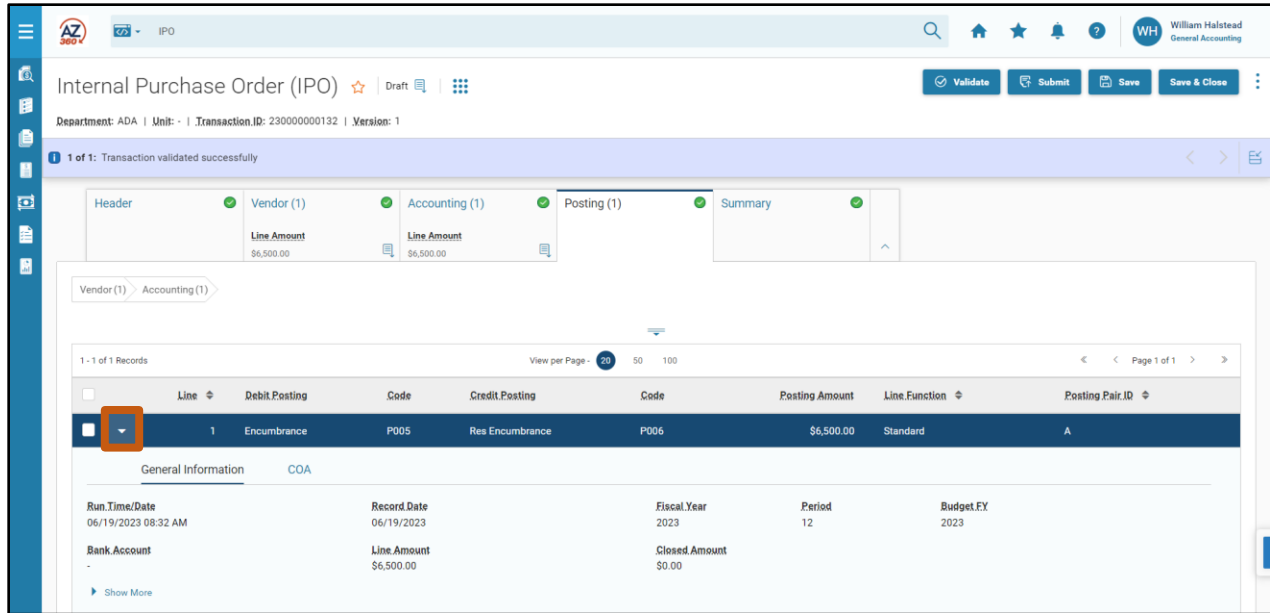


The screenshot shows the 'COA' tab in the system interface. The 'Event.Type' field is set to 'PR06'. The 'Accounting.Template' field is highlighted with an orange box. Other fields include Budget.FY, Fiscal.Year, Period, Reserved.Funding, Debt.ID, Roll.Indication.1, and Roll.Indication.2.

### IPO Posting Tab

This tab shows the accounting impact of the transaction. When a user needs to check the impact of the transactions before submitting it, they are to review the posting lines. The posting lines show values entered in the other sections such as the COA elements, as well as many values that were not entered in the other sections. No data can be entered into this tab; posting lines are generated from the rest of the transaction data. Click on the Expand caret on the blue Posting line to see additional details.

The Posting tab will only show the posting lines for one Accounting line at a time. To see the Posting lines for a different Accounting line, click on the Accounting tab, select another Accounting line, and then click the Posting tab.



Internal Purchase Order (IPO) | Draft | Department: ADA | Unit: - | Transaction ID: 230000000132 | Version: 1

1 of 1: Transaction validated successfully

Vendor (1) | Accounting (1) | Posting (1) | Summary

Line	Debit Posting	Code	Credit Posting	Code	Posting Amount	Line Function	Posting Pair ID
1	Encumbrance	P005	Res Encumbrance	P006	\$6,500.00	Standard	A

General Information | COA

Run Time/Date	Record Date	Fiscal Year	Period	Budget FY
06/19/2023 08:32 AM	06/19/2023	2023	12	2023

Bank Account | Line Amount | Closed Amount

-\$6,500.00 | \$6,500.00 | \$0.00

## Creating an IPO Transaction

An internal transaction may or may not include an encumbrance for the buyer department. When an encumbrance is required, it is the buyer department (sending the payment) that creates the IPO transaction. IPO transactions are created by navigating to the Financial Transaction Catalog and creating a new transaction. When submitted and approved by the department level approver, the transaction updates the JACTG.

### Create an IPO Transaction

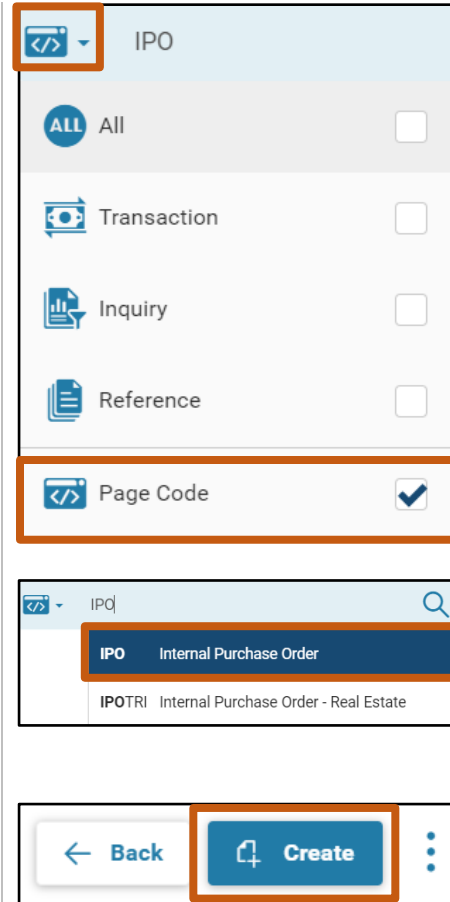


#### Scenario 1.

An agency receives a request to create an IPO transaction to record an internal encumbrance on funds.

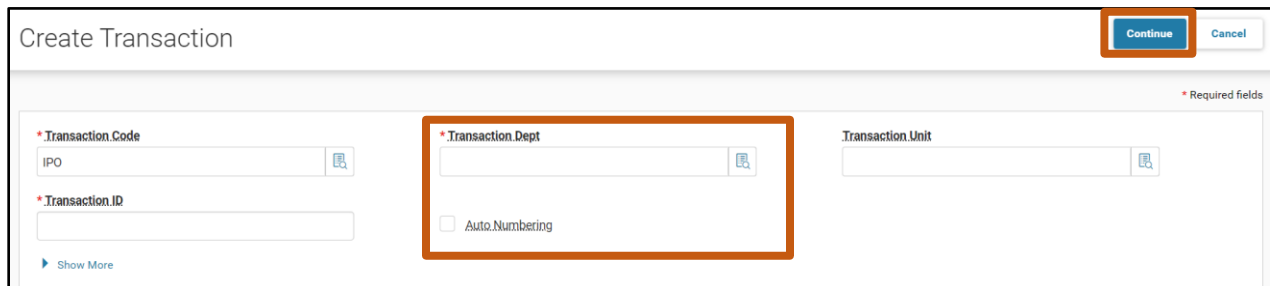
Log in to the AZ360 **Home Page**. Create a new IPO transaction.

1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter *IPO*.
4. In the drop down menu that generates, select **IPO Internal Purchase Order**. The IPO Financial Transaction page will generate.
5. Click the **Create** button.



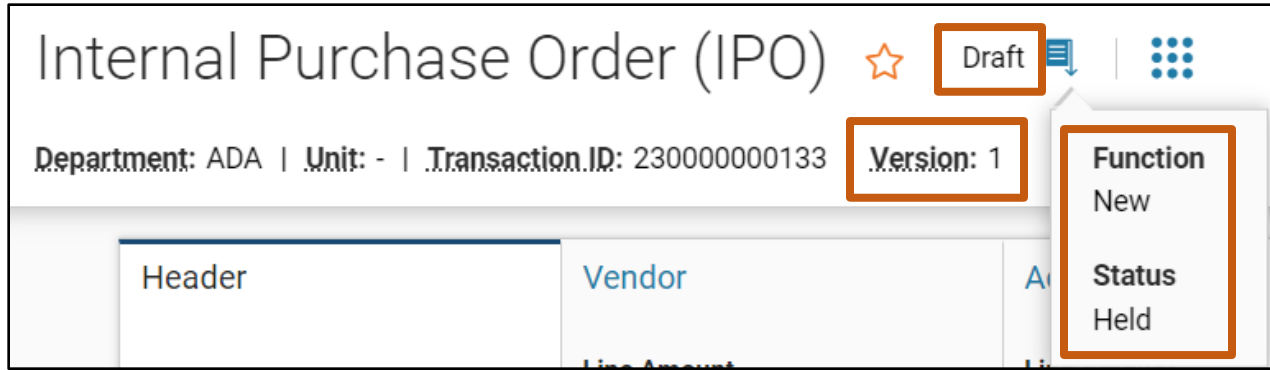
The screenshot shows a search interface for 'IPO'. At the top, there is a search bar with a dropdown arrow. Below it, there are four filter options: 'ALL', 'Transaction', 'Inquiry', and 'Reference'. The 'Page Code' option is selected, indicated by a checkmark. Below the filters, there is a search bar with 'IPO' entered. The search results show 'IPO Internal Purchase Order' and 'IPOTRI Internal Purchase Order - Real Estate'. At the bottom, there are three buttons: 'Back', 'Create', and a menu icon. The 'Create' button is highlighted.

6. In the **Transaction Department** field, enter the user's department 3-digit code.
7. Select **Auto Numbering** check box.
8. Click **Continue**.



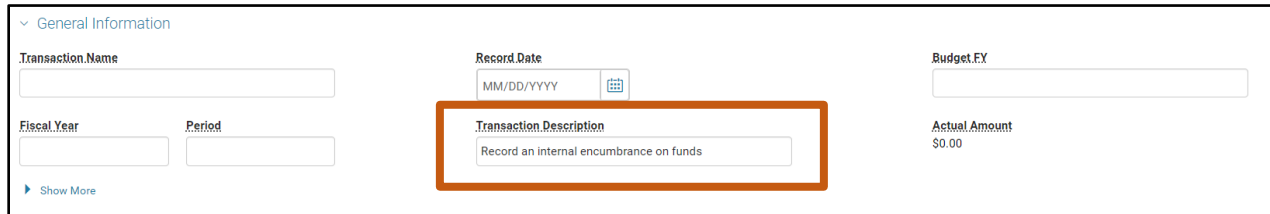
The screenshot shows the 'Create Transaction' form. At the top right, there are 'Continue' and 'Cancel' buttons. The form has several fields: '\*Transaction.Code' (with 'IPO' entered), '\*Transaction.ID', '\*Transaction.Dept', and 'Transaction.Unit'. The '\*Transaction.Dept' field is highlighted. Below it, there is a checkbox for 'Auto.Numbering' which is checked. There is also a 'Show More' link at the bottom left. A note at the top right says '\* Required fields'.

9. A new IPO transaction will generate and opens to the Header tab. Note that the transaction is in **Draft**, the **Version** number is **1**, the **Function** is **New** and the **Status** is **Held**.



Complete the **Header** tab of the transaction.

1. In the **General Information** section:
  - a. In the **Transaction Description** field, enter *Record an internal encumbrance on funds*. At a minimum, the user will want to enter the transaction description.



2. Click on the **Vendor** tab.

Complete the **Vendor** tab of the transaction.

1. In the **Tab Level Actions** section, click the “+” icon to add a Vendor line. Do not enter any vendor information.

**Note:** A new line must be entered on the Vendor tab because adding a vendor line allows the user to add corresponding Accounting lines. No vendor information is needed in this step so all values are left blank.

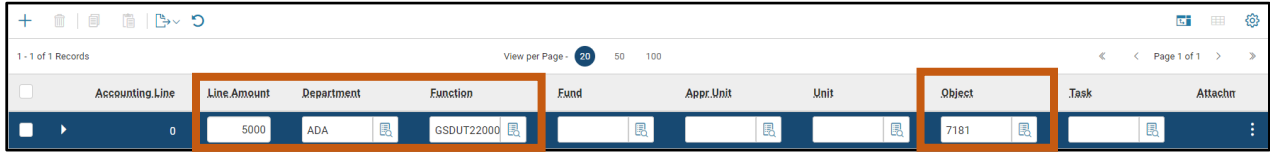
2. Click on the **Accounting** tab.

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

1. In the **Tab Level Actions** section, click the “+” icon to add an Accounting line.
2. On the blue **Accounting** line:
  - a. In the **Line Amount** field, enter an amount over \$5,000.

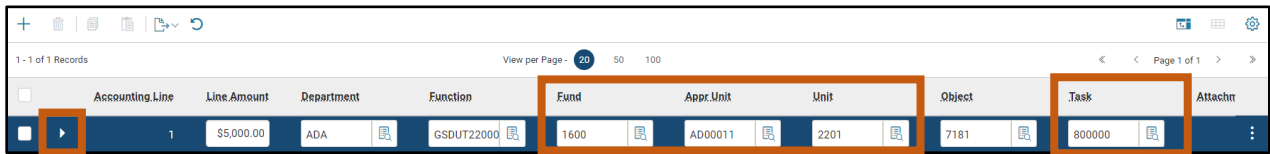
**Note:** IPO transactions are required for any inter-agency purchases over \$5,000. Some agencies require IPOs for under \$5,000 purchases as well.

- b. In the **Department** field, enter the user’s department 3-digit code.
- c. In the **Function** field, enter the user’s department function number.
- d. In the **Object** field, enter the user’s department object number.



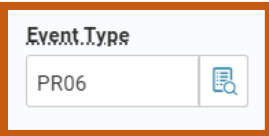
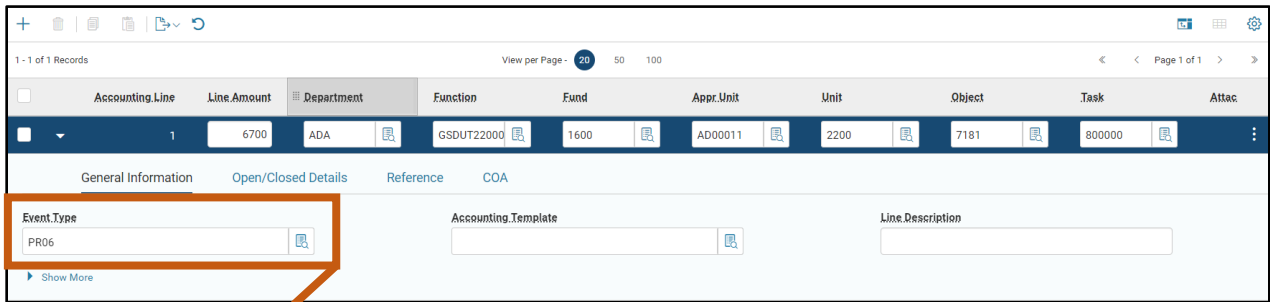
- e. Click **Validate**. Notice how the Fund, Appropriation Unit, Unit and Task fields have populated with values inferred from the Function.

3. Click the **Expand** caret on the blue Accounting line.



4. In the **General Information** section:

- a. In the **Event Type** field, enter *PR06* (Order from Internal Vendor – Accounting) or select it from the pick list.




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.

## Research IPOs Using the JACTG

The IPO transaction updates the JACTG along with other journal and budget tables. Journals record all accounting transactions that are posted within AZ360. The JACTG is the primary record of all accounting transactions within AZ360. Additional journals exist as subsets of the JACTG and have certain types of accounting transactions that post to them.



**Research an IPO on the JACTG**

*Scenario 2.*

An agency wants to verify that an IPO exists by searching the JACTG.

Log in to the AZ360 **Home Page**. Navigate to the JACTG.

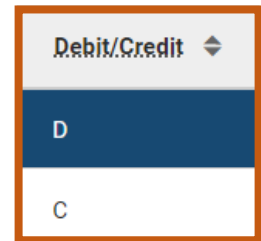
1. Complete the steps from the “Find a Transaction in the JACTG” scenario to open the JACTG screen.

Search for the IPO transaction.

1. In the **Department** field, enter the user’s department 3-digit code.
2. In the **Transaction Code** field, enter *IPO*.
3. In the **Transaction ID** field, enter the transaction ID for the IPO being researched. If the transaction ID is not known, users can limit their results by completing additional COA fields such as Fund or Appropriation Unit.
4. Click **Apply**.

Observe the transaction information in the JACTG.

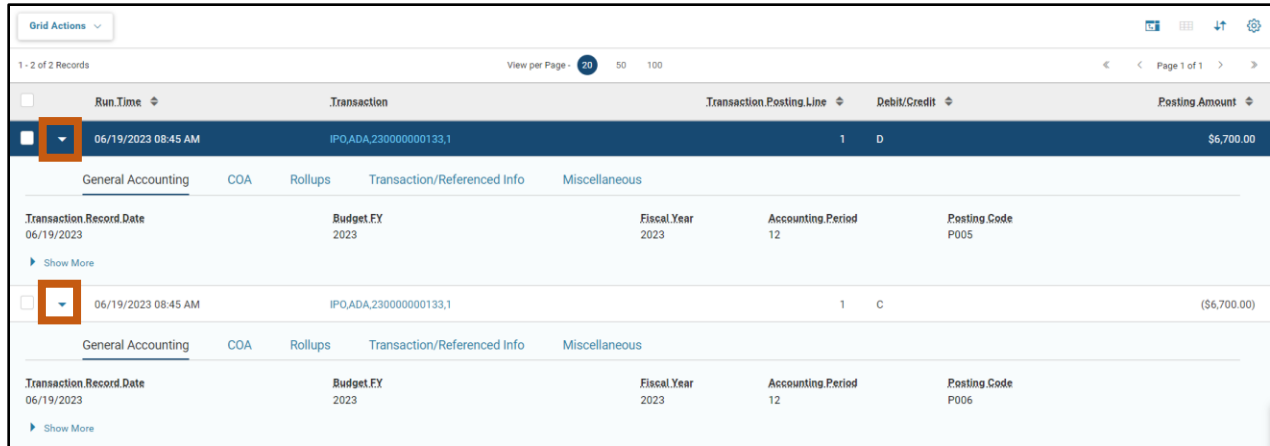
1. Locate the desired IPO in the grid at the bottom of the screen. Notice that there is a dedicated line for the Debit and Credit component of the transaction.



Run Time	Transaction	Transaction Posting Line	Debit/Credit	Posting Amount
06/19/2023 08:45 AM	IPO.ADA,230000000133,1	1	D	\$6,700.00
06/19/2023 08:45 AM	IPO.ADA,230000000133,1	1	C	(\$6,700.00)

2. Click the **Expand** caret on either the **Debit** or **Credit** blue lines to view more information.





Run Time	Transaction	Transaction Posting Line	Debit/Credit	Posting Amount
06/19/2023 08:45 AM	IPO,ADA,230000000133,1	1	D	\$6,700.00
<p>General Accounting   COA   Rollups   Transaction/Referenced Info   Miscellaneous</p> <p>Transaction Record Date: 06/19/2023   Budget.EY: 2023   Fiscal Year: 2023   Accounting Period: 12   Posting Code: P005</p> <p>Show More</p>				
06/19/2023 08:45 AM	IPO,ADA,230000000133,1	1	C	(\$6,700.00)
<p>General Accounting   COA   Rollups   Transaction/Referenced Info   Miscellaneous</p> <p>Transaction Record Date: 06/19/2023   Budget.EY: 2023   Fiscal Year: 2023   Accounting Period: 12   Posting Code: P006</p> <p>Show More</p>				

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

## Modify/Cancel an IPO Transaction

When an IPO transaction contains errors, it must be modified or cancelled. Whether a modification or cancellation is used depends on the transaction phase. If the transaction is in Draft phase (i.e., pending submission) it can be modified by editing the transaction or removed from AZ360 by discarding the transaction. If the transaction is in Final phase, certain fields can be modified by editing the Final transaction or it can be cancelled by discarding the Final transaction. When modifying or discarding a transaction in Final phase, a Modification or Cancellation version of the transaction is created in Draft phase and must be submitted and approved to process the change or reverse the original transaction.

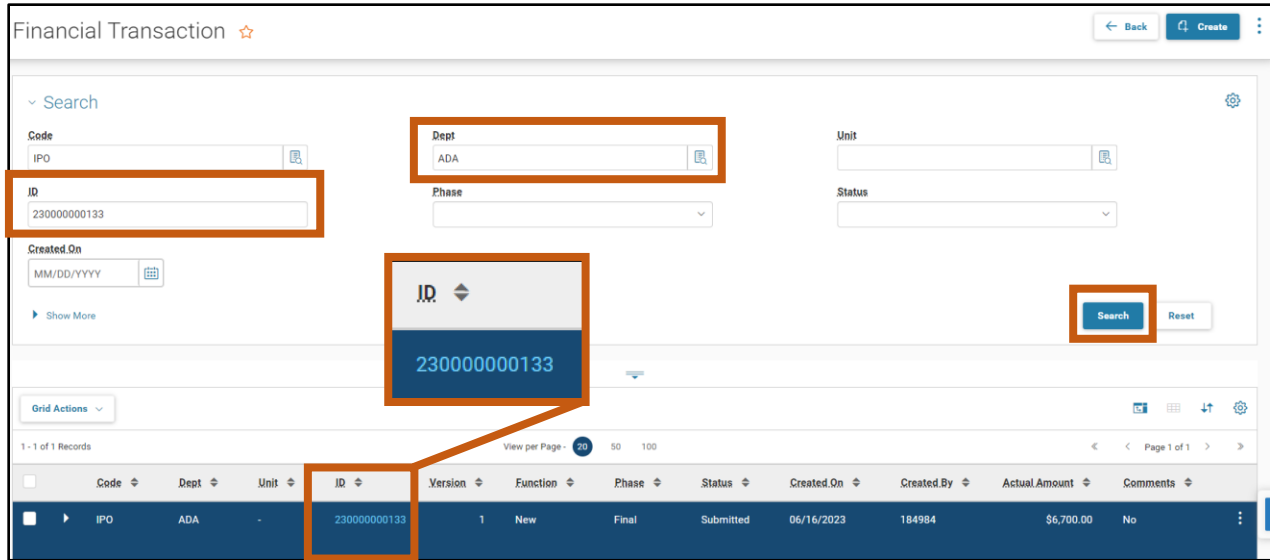
### Cancel an IPO

#### Scenario 3.

A user has received a request to cancel an IPO transaction that was created in error.

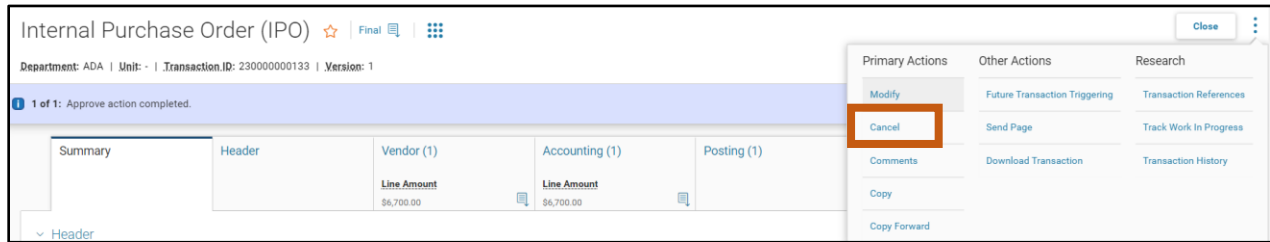
Log in to the AZ360 **Home Page**. Search for the IPO transaction.

1. Complete the steps from the “Create an IPO Transaction” to generate the IPO Financial Transaction page.
2. In the **Dept.** field, enter the user’s department 3-digit code.
3. In the **ID** field, enter the transaction ID for the IPO that is to be cancelled.
4. Click **Search**.
5. The transaction will generate in the grid at the bottom of the screen.
6. Click the **ID** link to open the IPO transaction.

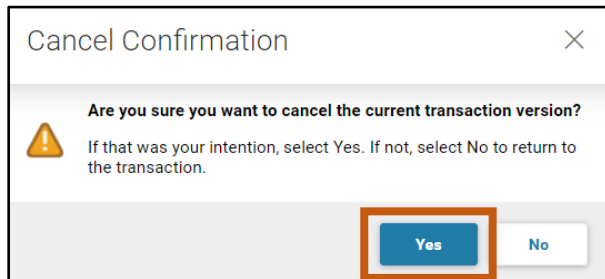


Create a cancellation version of the IPO transaction.

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



2. On the Cancel Confirmation page, click **Yes** to cancel the current transaction version.



3. A new version of the transaction is displayed. It has the same ID number but an incremented version number. Notice that the new transaction has a **Function of Cancellation** and a **Version of 2**.



Internal Purchase Order (IPO)    Draft    		
Department: ADA   Unit: -   Transaction ID: 230000000133		
Version: 2		Function Cancellation
Header	Vendor (1)	Status Held

Submit the Draft Cancellation 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. 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.

# Internal Exchange Transaction (IET) Transaction

## Section Objectives

In this section, the following processes are introduced:

- Examine the Internal Exchange Transaction.
- Create an Internal Exchange Transaction.

## Section Overview

An IET can be used to record intra-agency fund transfers in a single transaction. The expectation is that the COA information for both parties is known by the creator of the IET transaction. An IET transaction can reference and either partially or fully liquidate an IPO transaction.

## IET Transaction Overview

Transactions in AZ360 contain various tabs. IET transactions contain four tabs. As a rule of thumb, it is a good idea for the receiving group/party that is requesting/receiving the funds to be the initiator. Think of it like this, the party that wants the money should be the party doing the work.

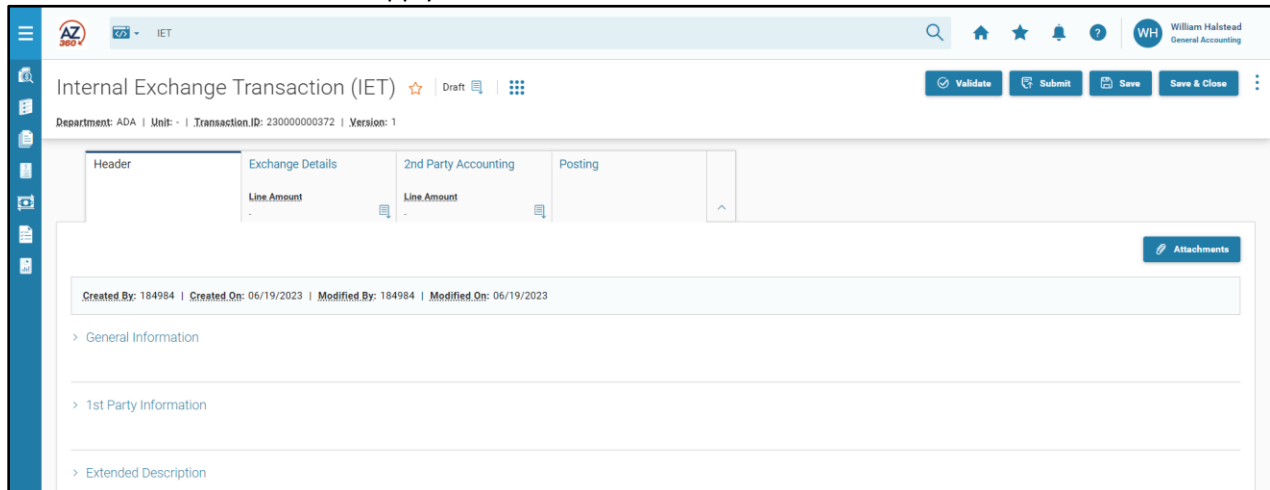
## IET Transaction Tabs

The IET transaction has four tabs that contain the information for the processing of the exchange transaction:

- Header
- Exchange Details
- 2nd Party Accounting
- Posting

### IET Header Tab

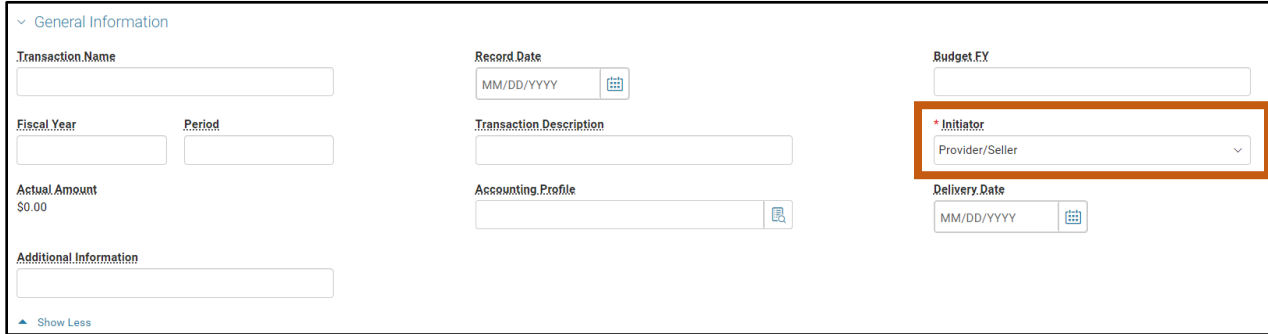
This tab stores values that can apply to all sections of the IET transaction.



### Header – General Information Section


This is the only section of this tab that requires user input. The Initiator field is the only required field on the Header tab. The Record Date, Budget FY, Fiscal Year, and Period fields can either be entered by the user or allowed to default to the current system date when the transaction is submitted.

- Initiator - Select Provider/Seller if the 1st party is receiving cash. Select Receiver/Buyer if the 1st party is sending cash. This field is required.



General Information


Transaction Name:

Record Date:  


Budget.FY:


Fiscal Year:  Period:

Transaction Description:

\* Initiator:  

Actual Amount: \$0.00

Accounting Profile:  

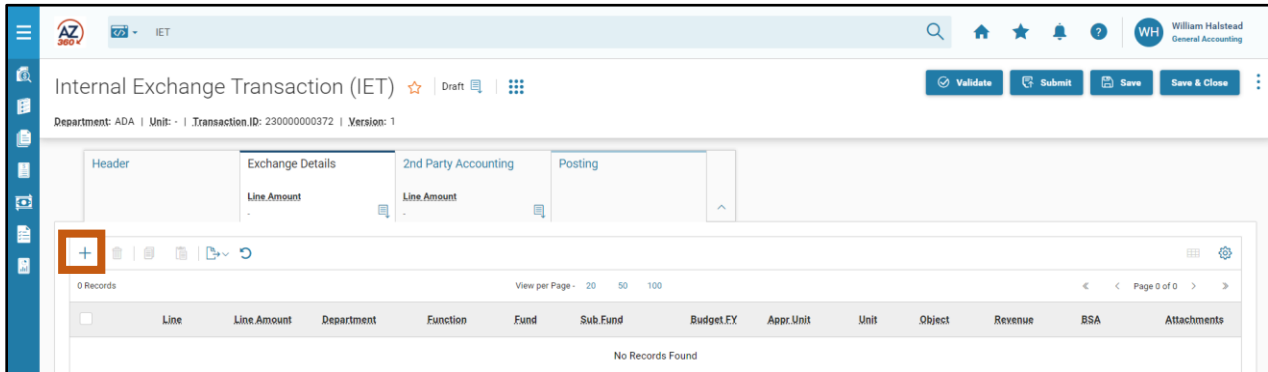
Delivery Date:  

Additional Information:



[Show Less](#)

### IET Exchange Details Tab

A user must insert a new Exchange Details line before entering information into the this tab. To insert a new line, select the “+” icon in the tab level actions section. A blue Exchange Details line then generates.







AZ360 - IET

Internal Exchange Transaction (IET)  Draft 

Department: ADA | Unit: - | Transaction ID: 230000000372 | Version: 1

Header | Exchange Details | 2nd Party Accounting | Posting

Line Amount | Line Amount

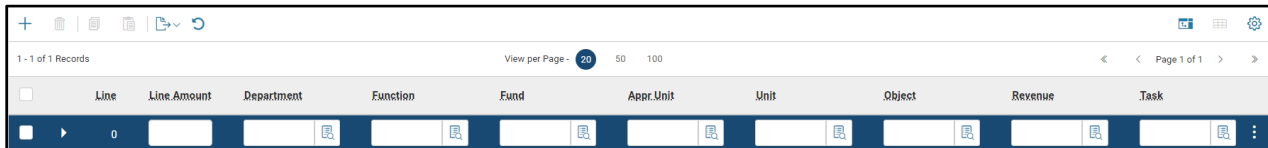
0 Records View per Page - 20 50 100 Page 0 of 0

Line	Line Amount	Department	Function	Fund	Sub Fund	Budget.FY	Appr. Unit	Unit	Object	Revenue	BSA	Attachments
No Records Found												

The party initiating the IET transaction is known as the 1<sup>st</sup> Party and their COA are known as 1<sup>st</sup> Party Accounting or Information in AZ360. This information is entered on the blue Exchange Details line.

The required 1<sup>st</sup> Party COA are:

- Line Amount
- Department
- Fund
- Appropriation Unit
- Unit
- Object or Revenue (dependent on Event Type, see Table 2)
- Task (if a function was entered it may have inferred the task. If a function was not entered, a Task needs to be entered as it is required)



1 - 1 of 1 Records View per Page - 20 50 100 Page 1 of 1

Line	Line Amount	Department	Function	Fund	Appr. Unit	Unit	Object	Revenue	Task
0									

This tab contains four sections: General Information, 2nd Party Information, 1<sup>st</sup> Party Reference, and 1<sup>st</sup> Party COA. To access these sections, click the Expand caret on the Exchange Details line.

*Exchange Details – General Information Section*

The required field on the General Information section is:

- Event Type – Enter an appropriate event type or select one from the pick list.

Allowable Event Types are:

Transaction Code	Transaction Name	Event Type	Function
IET	Internal Exchange Transaction	IN41*	Internal Purchase – Special Expense Credit to Seller
		INZ1	Expenditure to Expenditure Transfer
		INZ2	Revenue to Revenue Transfer
		INZ3	Expenditure to Revenue Transfer

\*Event Type not being used at this time.

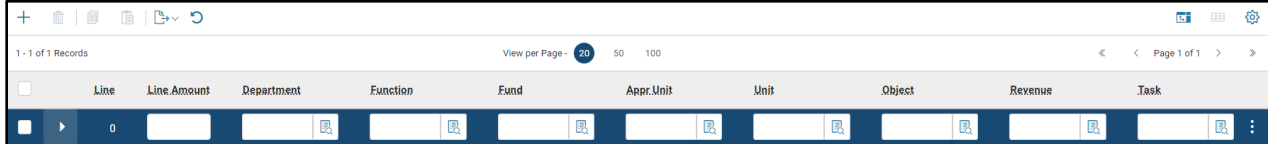
**IET 2nd Party Accounting Tab**

A user must insert a new 2<sup>nd</sup> Party Accounting Line before entering information into the this tab. To insert a new line, select the “+” icon in the tab level actions section. A blue 2<sup>nd</sup> Party Accounting line then generates.

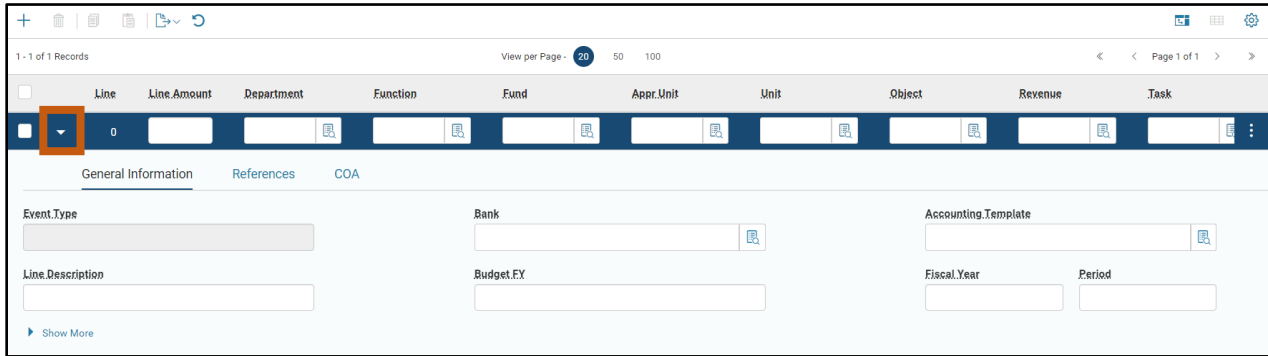
This tab contains information that pertains to the party receiving the IET transaction. They are known as the 2<sup>nd</sup> Party and their COA are known as 2<sup>nd</sup> Party Accounting or Information in AZ360. This information is entered on the blue 2<sup>nd</sup> Party Accounting line.

The required 2<sup>nd</sup> Party COA are:

- Line Amount
- Department
- Fund
- Appropriation Unit
- Unit
- Object or Revenue (dependent on Event Type, see Table 2)
- Task (if a function was entered it may have inferred the task. If a function was not entered, a Task needs to be entered as it is required)



This tab contains three sections: General Information, References and COA. To access these sections, click the Expand caret on the 2<sup>nd</sup> Party Accounting Line.



*2nd Party Accounting – General Information Section*

The only required field in the General Information section is the Event Type field. This value will be inferred from the General Information section of the Exchange Details tab and is not editable.

The Initiator and Event Type entered determine if an Object code or Revenue code need to be entered. The table below illustrates when these COA elements are used.

**Table 2: IET COA Chart**

Initiator	Event Type	Event Type Description	Exchange Details Tab	2nd Party Accounting Tab
Provider/Seller	INZ1	Expenditure to Expenditure Transfer	Object	Object
	INZ2	Revenue to Revenue Transfer	Revenue	Revenue
	INZ3	Expenditure to Revenue Transfer	Revenue	Object
Receiver/Buyer	INZ1	Expenditure to Expenditure Transfer	Object	Object
	INZ2	Revenue to Revenue Transfer	Revenue	Revenue
	INZ3	Expenditure to Revenue Transfer	Object	Revenue

**IET Posting Tab**

The information entered in the above sections is summarized on the Posting tab. No entry is allowed, but a final review of this tab should be completed after the transaction has been validated but before it has been submitted for approval. Reviewing the posting lines is always a good idea to ensure that the

transaction is posting the way the user intended. If the posting lines are not correct, the user should make changes to the corresponding accounting lines, validate, and then recheck the posting lines before submitting the transaction.

## Creating an IET Transaction

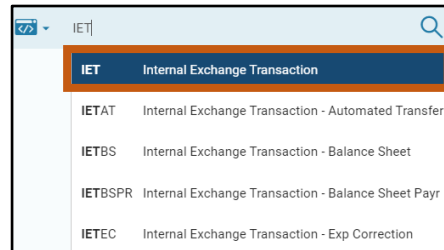
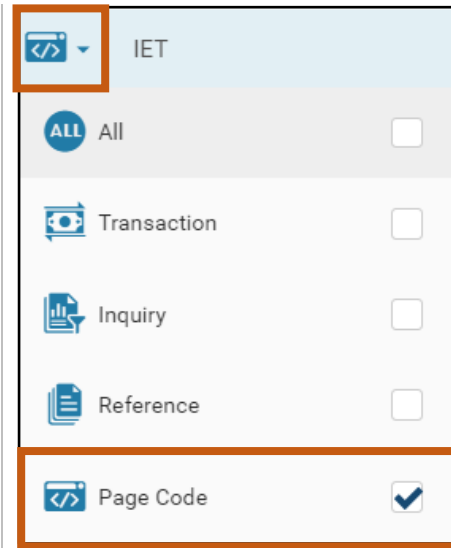
### Create an IET Transaction

#### Scenario

A user received a request to create an IET transaction to record an internal transfer of funds.

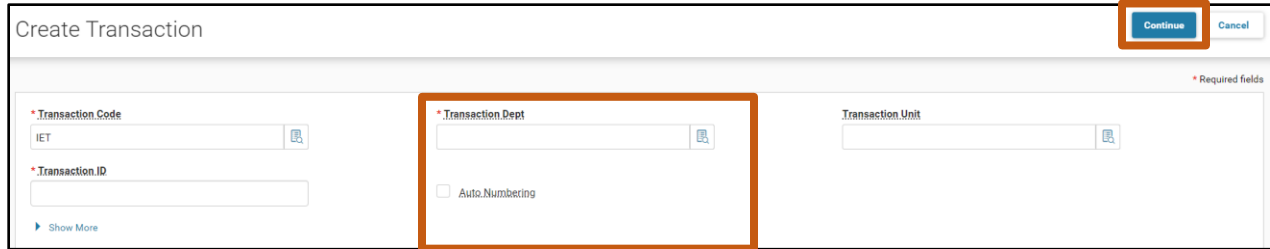
Log in to the AZ360 **Home Page**. Create an IET transaction.

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, enter the user's department 3-digit code.
7. Select **Auto Numbering** check box.
8. Click **Continue**. A new IET transaction opens.





Create Transaction Continue Cancel

\* Required fields

\* Transaction Code: IET

\* Transaction Dept: [Field]

Transaction Unit: [Field]

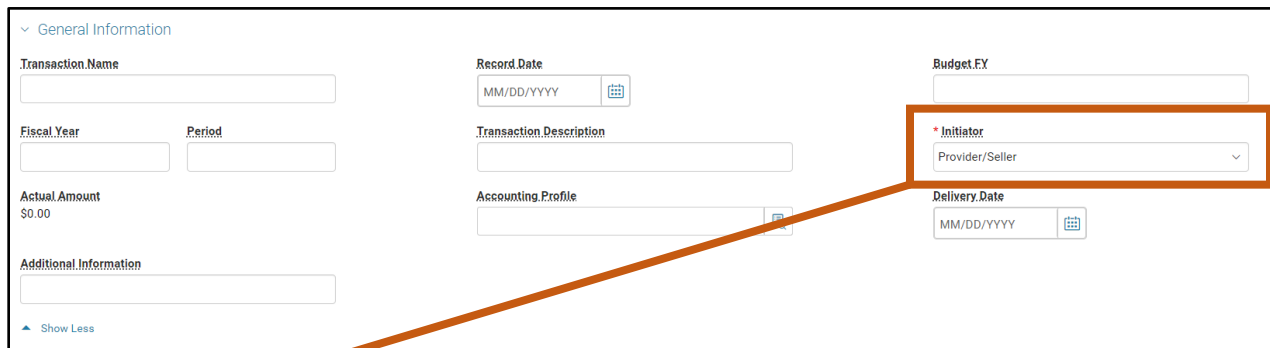
\* Transaction ID: [Field]

Auto Numbering

Show More

Complete the **Header** tab of the transaction.

1. In the **General Information** section:
  - a. In the **Transaction Description** field, enter *Record an internal transfer of funds.*
  - b. In the **Initiator** field, ensure **Provider/Seller** is selected from the drop down menu (this is the default value).



General Information

Transaction Name: [Field]

Record Date: MM/DD/YYYY [Calendar icon]

Budget FY: [Field]

Fiscal Year: [Field] Period: [Field]

Transaction Description: [Field]

\* Initiator: Provider/Seller [Dropdown arrow]

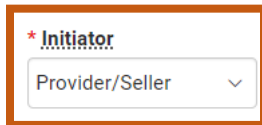
Actual Amount: \$0.00

Accounting Profile: [Field]

Delivery Date: MM/DD/YYYY [Calendar icon]

Additional Information: [Field]

Show Less



\* Initiator

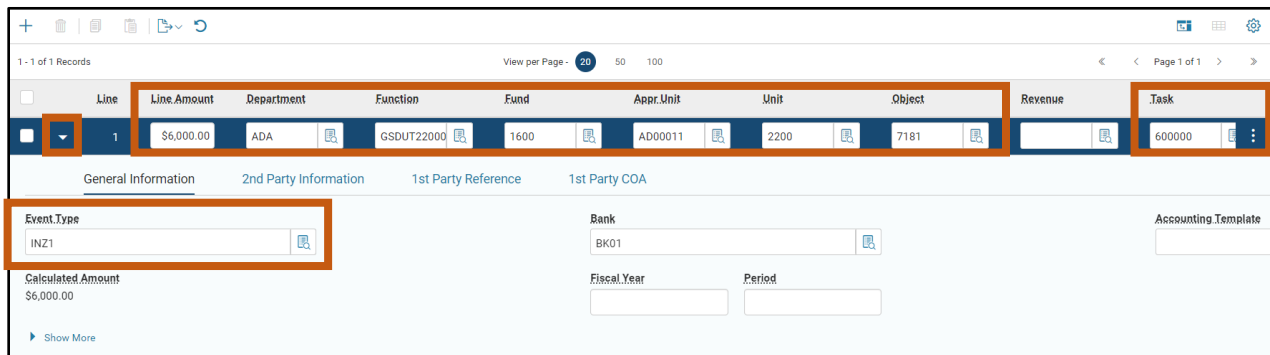
Provider/Seller [Dropdown arrow]

2. Click the **Exchange Details** tab.

Complete the **Exchange Details** tab of the transaction.

1. In the **Tab Level Actions** section, click the “+” icon to add an Exchange Details line.
2. On the blue **Exchange Details** line:
  - a. In the **Line Amount** field, enter the amount of the internal transfer.
  - b. In the **Department** field, enter the user’s department 3-digit code.
  - c. In the **Function** field, enter the user’s department function number.
  - d. In the **Fund** field, enter the user’s department fund number.
  - e. In the **Appr Unit** field, enter the user’s department appropriation unit number.

- f. In the **Unit** field, enter the user’s department unit number.
  - g. In the **Object** field, enter the user’s department object number.
  - h. In the **Task** field, enter the user’s department task number.
3. Click the **Expand** caret on the blue **Exchange Details** line.
  4. In the **General Information** section:
    - a. In the **Event Type** field, enter *INZ1* (Expenditure to Expenditure Transfer) or choose this value from the pick list.



5. Click the **2<sup>nd</sup> Party Accounting** tab.

Complete the **2<sup>nd</sup> Party Accounting** tab of the transaction.

1. In the **Tab Level Actions** section, click the “+” icon to add a 2<sup>nd</sup> Party Accounting line.
2. On the blue **2<sup>nd</sup> Party Accounting** line:
  - a. In the **Line Amount** field, enter the amount of the internal transfer.
  - b. In the **Department** field, enter the user’s department 3-digit code.
  - c. In the **Function** field, enter the user’s department function number.
  - d. In the **Fund** field, enter the user’s department fund number.
  - e. In the **Appr Unit** field, enter the user’s department appropriation unit number.
  - f. In the **Unit** field, enter the user’s department unit number.
  - g. In the **Object** field, enter the user’s department object number.
  - h. In the **Task** field, enter the user’s department task number.



Line	Line Amount	Department	Function	Fund	Appr. Unit	Unit	Object	Revenue	Task
1	\$6,000.00	ADA	AS3B0408PT	AD2500	AD25000	3300	7181		600000

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 in the upper left corner of the screen: **Transaction validated successfully.**
2. Click **Submit** to submit the transaction for approval. If submission is successful, the following message is displayed in the upper left corner of the screen: **Transaction submitted successfully – Pending Approval.**
3. Click **Close.**
4. Click **Home** icon to return to the home page.

## Inter-Agency Transfer

### Section Objectives

In this section, the following processes are introduced:

- Examine the inter-agency transfer transactions.
- Create an Internal Transaction Initiator transaction.
- Create an Internal Transaction Agreement transaction.
- Cancel an Inter-Agency Transfer transaction.

### Section Overview

A transfer of funds between agencies, when the buyer and seller sides are to be processed by separate parties, can begin with or without the creation of an encumbrance transaction. If an encumbrance is not needed, the process begins with the creation of an Internal Transaction Initiator (ITI) transaction, which is then copied forward to an Internal Transaction Agreement (ITA) transaction.

### Internal Transaction Initiator (ITI) and Internal Transaction Agreement (ITA) Transactions

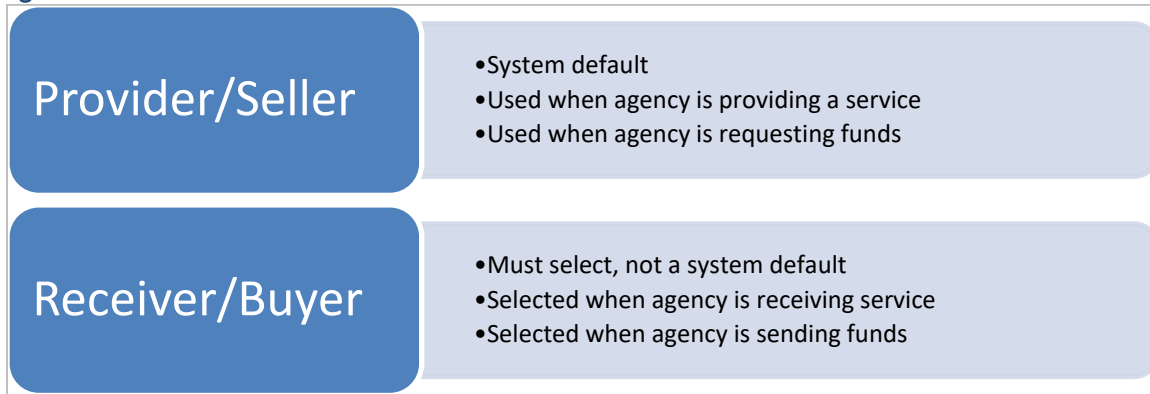
If an IPO is created, it can be used as a reference transaction for an inter-agency transfer. The IPO can be entered on either the ITI or ITA transaction. It is recommended the buyer is the ITA agency and the Initiator field is marked as Receiver/Buyer on the General Information section in the Header tab of the ITA transaction.

This process uses a two-transaction method. It involves the first department (1<sup>st</sup> Party) creating an ITI transaction (that may reference the IPO, if applicable). Then, follows the creation of an ITA transaction that allows the second department (2<sup>nd</sup> Party) to view and accept the amount billed/paid and enter the COA elements and amount being transferred.

There are many times when one agency provides services to another agency and needs to collect funds for payment. Typically, the agency that is requesting the funds provided or performed goods or services for the other agency. Similar to the IET instruction detailed previously in this manual, the easiest way to remember this rule is that if a user's agency provides the work, then the same agency is responsible for processing the ITI requesting payment.

**Note: AZ360 does not allow spending tolerance with an IPO like it does with a GAX. An IPO cannot be referenced for more than the IPO amount.**

Figure 3: Initiator Box



If the agency providing services and receiving cash is creating the ITI, then the *initiator* is the **Provider/Seller**.

If the agency receiving services or sending cash is creating the ITI, then the *initiator* is **Receiver/Buyer**.

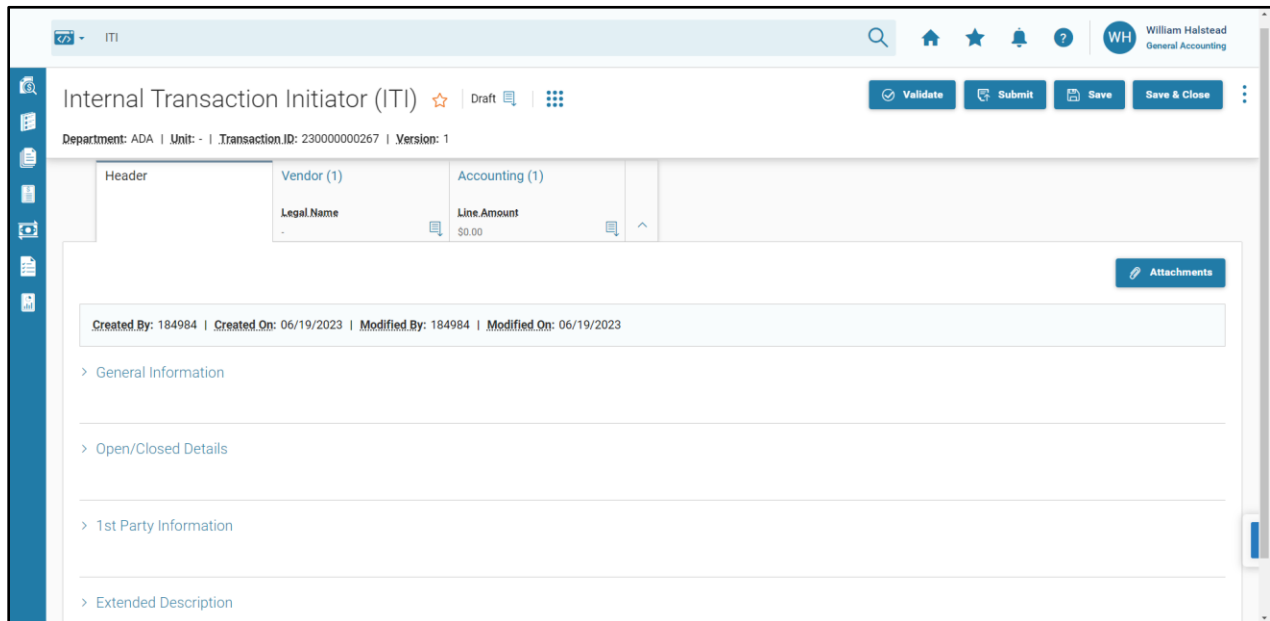
### ITI Transaction Tabs

The ITI transaction has three tabs that contain the information for the processing of the transaction:

- Header
- Vendor
- Accounting

#### ITI Header Tab

This tab stores values that apply to all sections of the ITI transaction.



#### Header – General Information Section

This is the only section on this tab that requires user input. The Initiator field is the only required field on the Header tab and is used to select the initiator of the two transaction method. The Record Date, Budget

FY, Fiscal Year, and Period can either be entered by the user or allowed to default to the current time periods if left blank.

General Information

Transaction Name		Record Date	Budget.FY
<input type="text"/>		<input type="text" value="MM/DD/YYYY"/>	<input type="text"/>
Fiscal Year	Period	Transaction Description	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
* Initiator		Actual Amount	Accounting Profile
Provider/Seller		\$0.00	<input type="text"/>
Expected Amount		Delivery Date	Additional Information
<input type="text" value="\$0.00"/>		<input type="text" value="MM/DD/YYYY"/>	<input type="text"/>

[Show Less](#)

**ITI Vendor Tab**

This tab is not used and requires no data entry by the user.

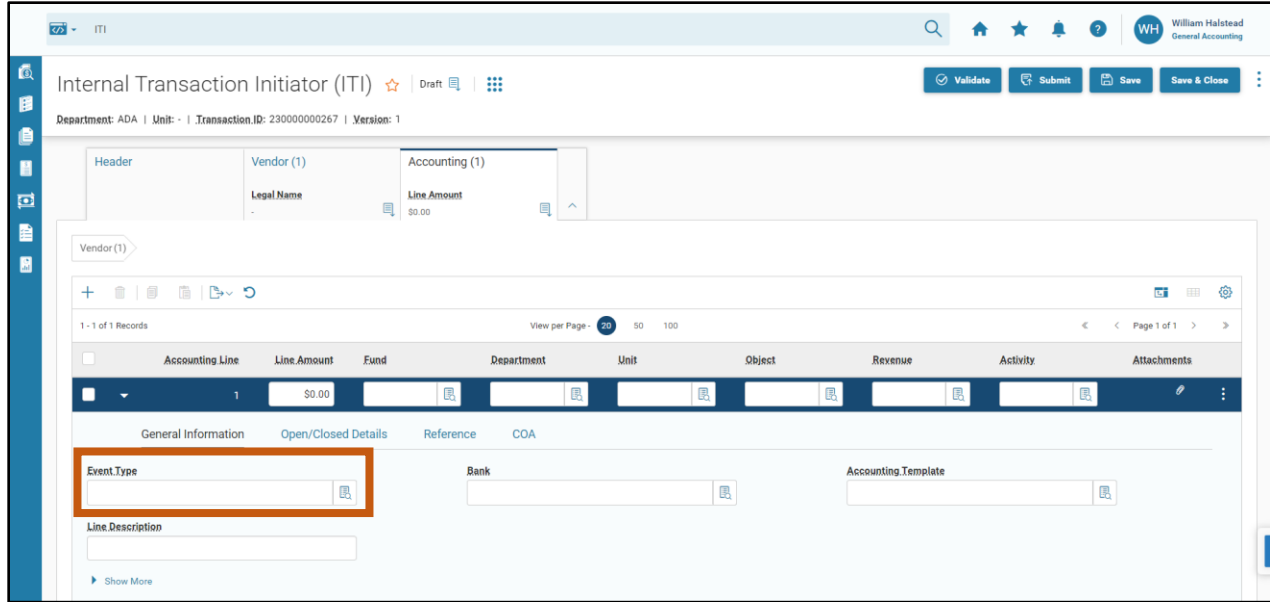
**ITI Accounting Tab**

This tab contains sections for collecting the COA information for the transaction initiator. This tab contains the General Information, Open/Closed Details, Reference, and COA sections. These sections are accessible by clicking the Expand caret on the blue Accounting line. An accounting template or function are accessible on the General Information and COA sections respectively, and can be used to infer COA elements. The Event Type field is located on the General Information section and is required.

The Initiator and Event Type entered determine if an Object code or Revenue code need to be entered. The table below illustrates when these COA elements are used.

**Table 3 : ITI-ITA COA Chart**

Initiator	Event Type	Event Type Description	ITI Accounting Tab	ITA 2nd Party Accounting Tab
Provider/Seller	INZ1	Expenditure to Expenditure Transfer	Object	Object
	INZ2	Revenue to Revenue Transfer	Revenue	Revenue
	INZ3	Expenditure to Revenue Transfer	Revenue	Object
Receiver/Buyer	INZ1	Expenditure to Expenditure Transfer	Object	Object
	INZ2	Revenue to Revenue Transfer	Revenue	Revenue
	INZ3	Expenditure to Revenue Transfer	Object	Revenue



## Creating an ITI Transaction

### Create an ITI Transaction



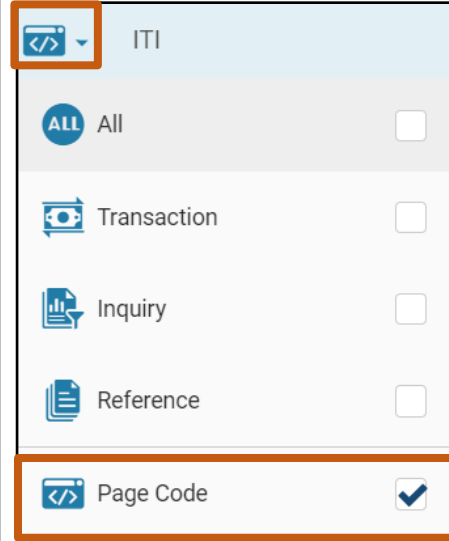
#### Scenario 1.

A user receives a request to transfer \$500 from agency EVA to ADA for carpet cleaning performed by the ADA General Services Division. Acting as the 1st Party responsible for the ITI transaction, create and submit an ITI transaction to start the two transaction (ITI and ITA) process.

**Note:** This scenario is the first part of 3 scenarios that will demonstrate this complete process.

Log in to the AZ360 **Home Page**. Create an ITI transaction.

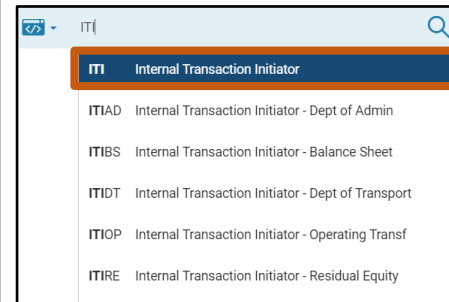
1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter *ITI*.



ITI

- All
- Transaction
- Inquiry
- Reference
- Page Code

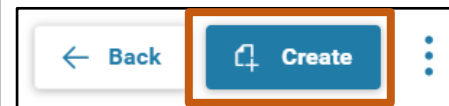
4. In the drop down menu that generates, select **ITI Internal Transaction Initiator**. The ITI Financial Transaction page will generate.



ITI Internal Transaction Initiator

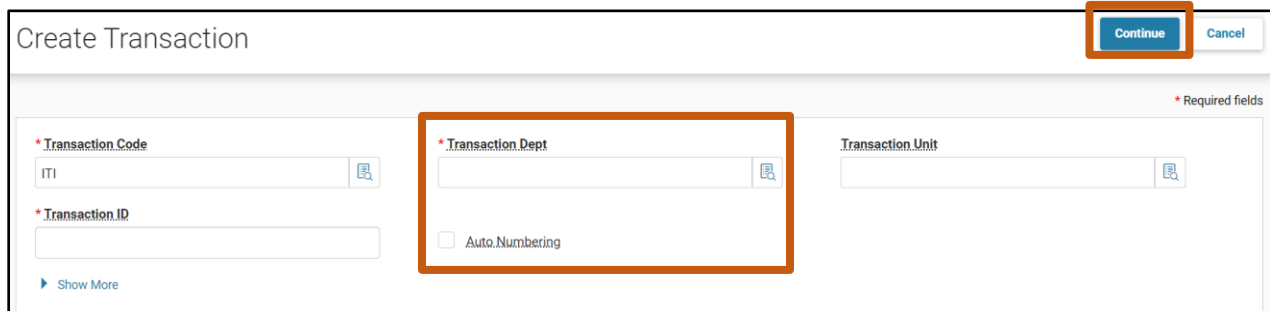
- ITIAAD Internal Transaction Initiator - Dept of Admin
- ITIBS Internal Transaction Initiator - Balance Sheet
- ITIDT Internal Transaction Initiator - Dept of Transport
- ITiop Internal Transaction Initiator - Operating Transf
- ITIRE Internal Transaction Initiator - Residual Equity

5. Click the **Create** button.



← Back **Create** ⋮

6. In the **Transaction Department** field, enter the department 3-digit code for the 1<sup>st</sup> Party responsible for the ITI transaction. In this scenario, enter *ADA*.
7. Select **Auto Numbering** check box.
8. Click **Continue**. A new ITI transaction opens.



Create Transaction **Continue** Cancel

\* Required fields

\* Transaction Code: ITI

\* Transaction Dept:  

Transaction Unit:  

\* Transaction ID:  

Auto Numbering

▶ Show More

Complete the **Header** tab of the transaction.

1. In the **General Information** section:





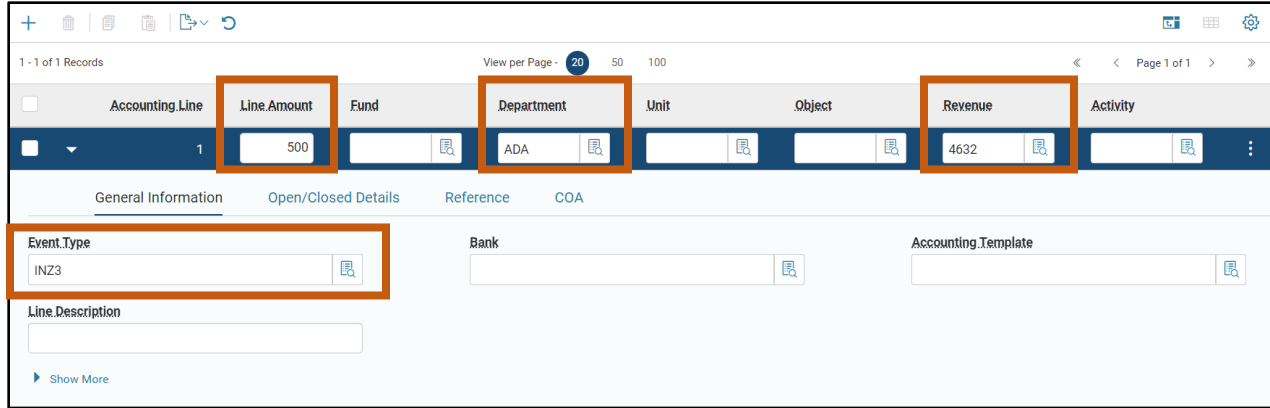
- a. In the **Initiator** field, select a value dependent on the criteria specified in Figure 2 above. In this scenario, select **Provider/Seller** (this is the default value).
- b. In the **Transaction Description** field, enter a reason for the transfer. In this scenario, enter *Requesting funds for services provided to another agency*.

The screenshot shows the 'General Information' section of a transaction form. It includes fields for Transaction Name, Record Date (MM/DD/YYYY), Budget FY, Fiscal Year, and Period. The **Initiator** dropdown menu is highlighted with a red box and shows 'Provider/Seller' as the selected option. The **Transaction Description** field is also highlighted with a red box and contains the text 'Requesting funds for services provided to another agency'. The Actual Amount is shown as \$0.00. A 'Show More' link is visible at the bottom left.

2. Click on the **Accounting** tab.

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

1. On the blue **Accounting** line:
  - a. In the **Line Amount** field, enter the amount of the transfer. In this scenario, enter *500*.
  - b. In the **Department** field, enter the department 3-digit code for the 1<sup>st</sup> Party responsible for the ITI transaction. In this scenario, enter *ADA*.
  - c. In the **Revenue** field, enter the 1<sup>st</sup> Party's department revenue number.
2. Click the **Expand** caret on the blue Accounting line.
3. In the **General information** section:
  - a. In the **Event Type** field, enter *INZ3* (Expenditure to Revenue Transfer) or select this value from the pick list.



Accounting Line	Line Amount	Fund	Department	Unit	Object	Revenue	Activity
1	500		ADA			4632	

General Information | Open/Closed Details | Reference | COA

Event.Type: INZ3

Bank: [Empty]

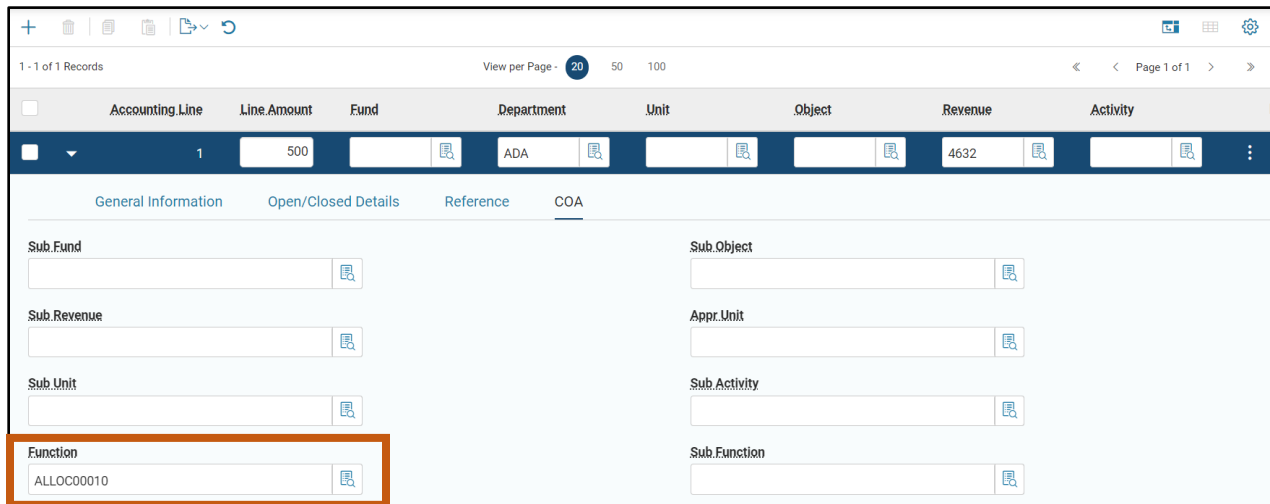
Accounting.Template: [Empty]

Line.Description: [Empty]

Show More

4. In the **COA** section:

- a. In the **Function** field, enter the 1<sup>st</sup> Party’s department function number.



Accounting Line	Line Amount	Fund	Department	Unit	Object	Revenue	Activity
1	500		ADA			4632	

General Information | Open/Closed Details | Reference | COA

Sub.Fund: [Empty]

Sub.Revenue: [Empty]

Sub.Unit: [Empty]

**Function: ALLOC00010**

Sub.Object: [Empty]

Appr.Unit: [Empty]

Sub.Activity: [Empty]

Sub.Function: [Empty]

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 in the upper left corner of the screen: **Transaction validated successfully.**
2. Click **Submit** to submit the transaction for approval. If submission is successful, the following message is displayed in the upper left corner of the screen: **Transaction submitted successfully – Pending Approval.**
3. Click **Close**.
4. Click **Home** icon to return to the home page.

The ITI transaction will then be routed through workflow for approval. For instructions on how to approve a transaction in a user’s worklist see Quick Reference Guide (QRG) Workflow 101 available at <https://gao.az.gov/resources/training/gao-training-resources>.

## ITA from an ITI

### Copy Forward an ITI to an ITA



#### Scenario 2.

Acting as the 1<sup>st</sup> Party responsible for the ITI transaction, copy forward the finalized ITI transaction from the previous scenario to an ITA transaction. When prompted for a department 3-digit code, ensure that the department selected belongs to EVA, the 2<sup>nd</sup> Party responsible for the ITA transaction.

Log in to the AZ360 **Home Page**. Search for and open an ITI transaction in Phase: Final status.

1. Complete the steps from the “Create an ITI Transaction” scenario to populate the ITI Financial Transaction page.
2. In the **Dept.** field, enter the department 3-digit code for the 1<sup>st</sup> Party responsible for the ITI transaction. In this scenario, enter *ADA*.
3. In the **ID** field, enter the transaction ID for the ITI transaction being copied forward. In this scenario, enter *230000000272*.
4. Click **Search**.

Search

Code: ITI

Dept: ADA

ID: 230000000272

Phase: [Dropdown]

Unit: [Dropdown]

Status: [Dropdown]

Created On: MM/DD/YYYY

Show More

Search Reset

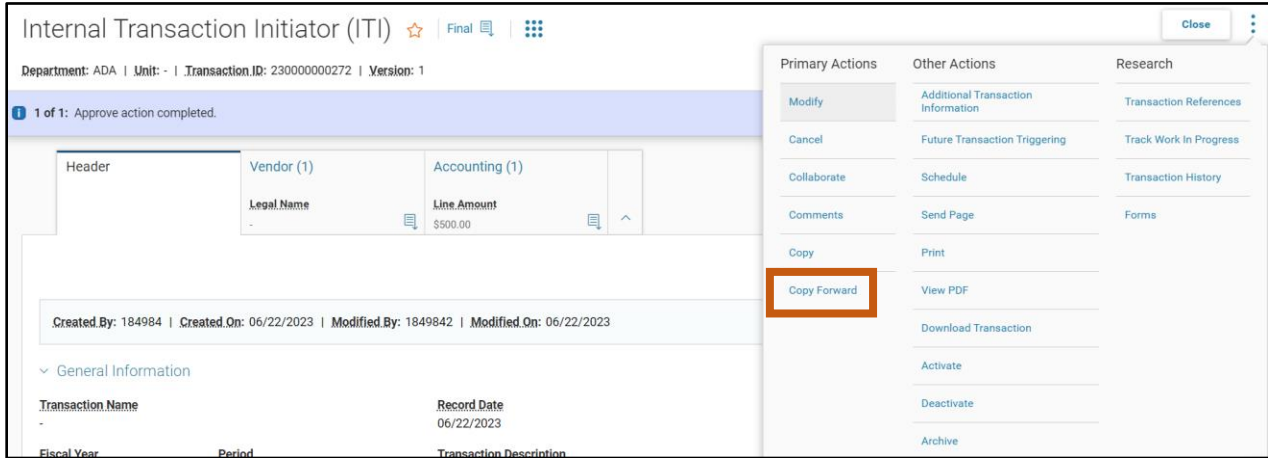
5. The ITI transaction will generate in the grid at the bottom of the screen. Click the **ID** link. The ITI transaction will open.

Code	Dept	Unit	ID	Phase	Status	Created On	Version	Function	Created By	Actual Amou
ITI	ADA	-	230000000272	Final	Submitted	06/22/2023	1	New	184984	\$5



Create the ITA transaction using the Copy Forward feature from the ITI.

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



Internal Transaction Initiator (ITI) ☆ Final

Department: ADA | Unit: - | Transaction ID: 23000000272 | Version: 1

1 of 1: Approve action completed.

Header	Vendor (1)	Accounting (1)
	Legal Name	Line Amount
	-	\$500.00

Created By: 184984 | Created On: 06/22/2023 | Modified By: 1849842 | Modified On: 06/22/2023

General Information

Transaction Name	Record Date
-	06/22/2023

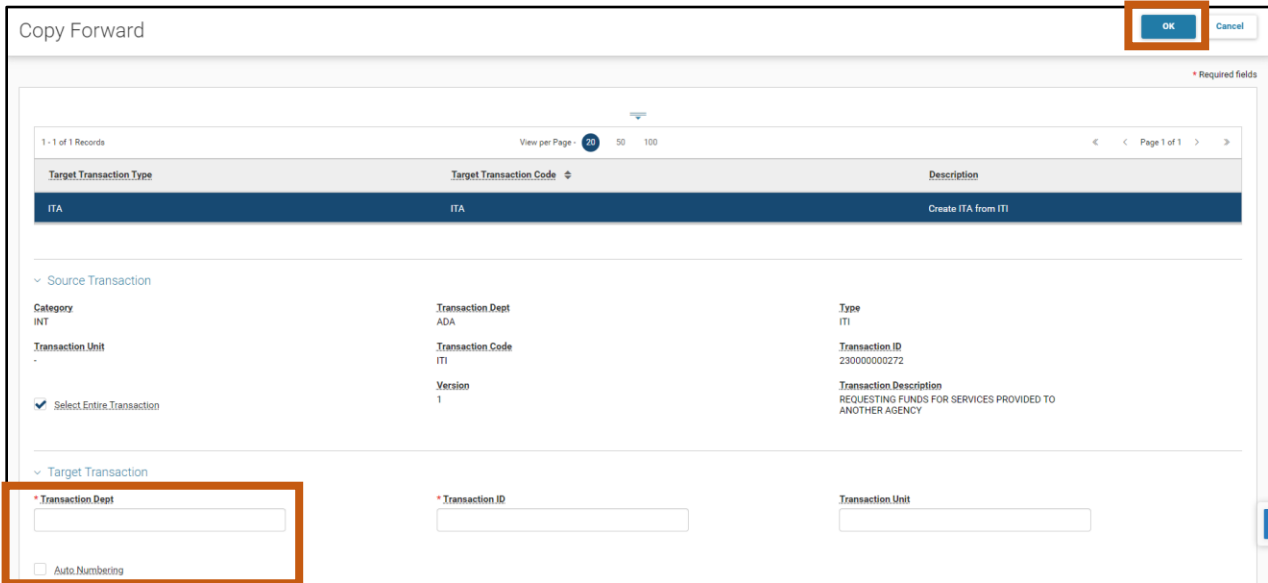
Fiscal Year      Period      Transaction Description

Primary Actions: Modify, Cancel, Collaborate, Comments, Copy, **Copy Forward**, Copy Forward

Other Actions: Additional Transaction Information, Future Transaction Triggering, Schedule, Send Page, Print, View PDF, Download Transaction, Activate, Deactivate, Archive

Research: Transaction References, Track Work In Progress, Transaction History, Forms

2. On the **Copy Forward** screen, in the **Transaction Dept** field, enter the department 3-digit code for the 2<sup>nd</sup> Party responsible for the ITA transaction. In this scenario, enter **EVA**.
3. Check the **Auto Numbering** check box.
4. Click **Ok**.



Copy Forward OK Cancel

1 - 1 of 1 Records View per Page: 20 50 100 Page 1 of 1

Target Transaction Type	Target Transaction Code	Description
ITA	ITA	Create ITA from ITI

Source Transaction

Category	Transaction Dept	Type
INT	ADA	ITI
Transaction Unit	Transaction Code	Transaction ID
-	ITI	23000000272
	Version	Transaction Description
	1	REQUESTING FUNDS FOR SERVICES PROVIDED TO ANOTHER AGENCY

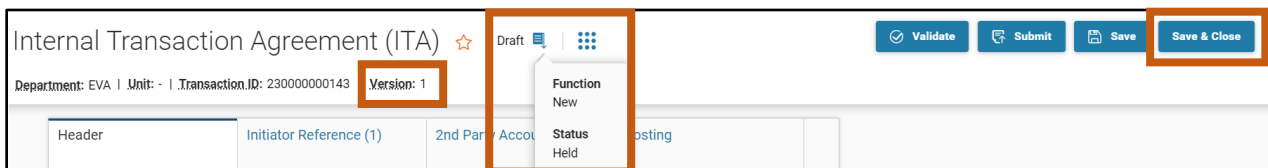
Select Entire Transaction

Target Transaction

* Transaction Dept	* Transaction ID	Transaction Unit
<input type="text"/>	<input type="text"/>	<input type="text"/>

Auto Numbering

5. A new ITA transaction will generate and opens to the Header tab. Note that the transaction is in **Draft**, the **Version** number is **1**, the **Function** is **New** and the **Status** is **Held**.



Internal Transaction Agreement (ITA) ☆ Draft

Department: EVA | Unit: - | Transaction ID: 23000000143 | **Version: 1**

Validate Submit Save Save & Close

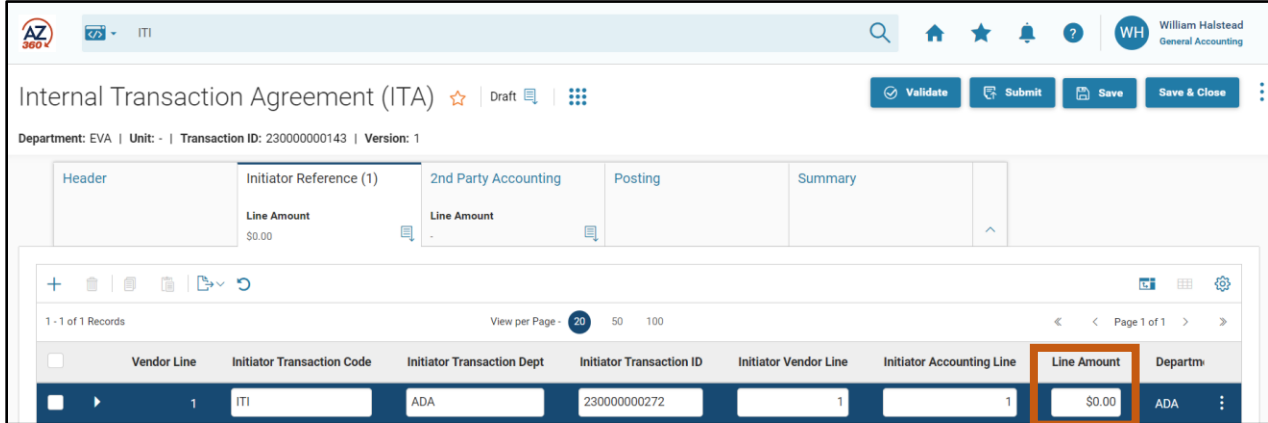
Header	Initiator Reference (1)	2nd Party	Accounting	Posting

Function New

Status Held

6. Click **Save & Close**. This leaves the ITA transaction in Draft phase. The 1st Party responsible for the ITI transaction is now finished and it is up to the 2nd Party responsible for the ITA transaction to approve the ITA that is in their worklist queue in Draft phase.

**Note: The Line Amount field will be listed as \$0.0. It is up to the ITA agency/party providing the funds to fill in the value of the Line Amount field on the Initiator Reference tab.**



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

## ITA Transaction

### ITA Transaction Overview

The second transaction in the internal transaction two-transaction method is the ITA transaction. This transaction is created by using the Copy Forward feature from an ITI transaction.

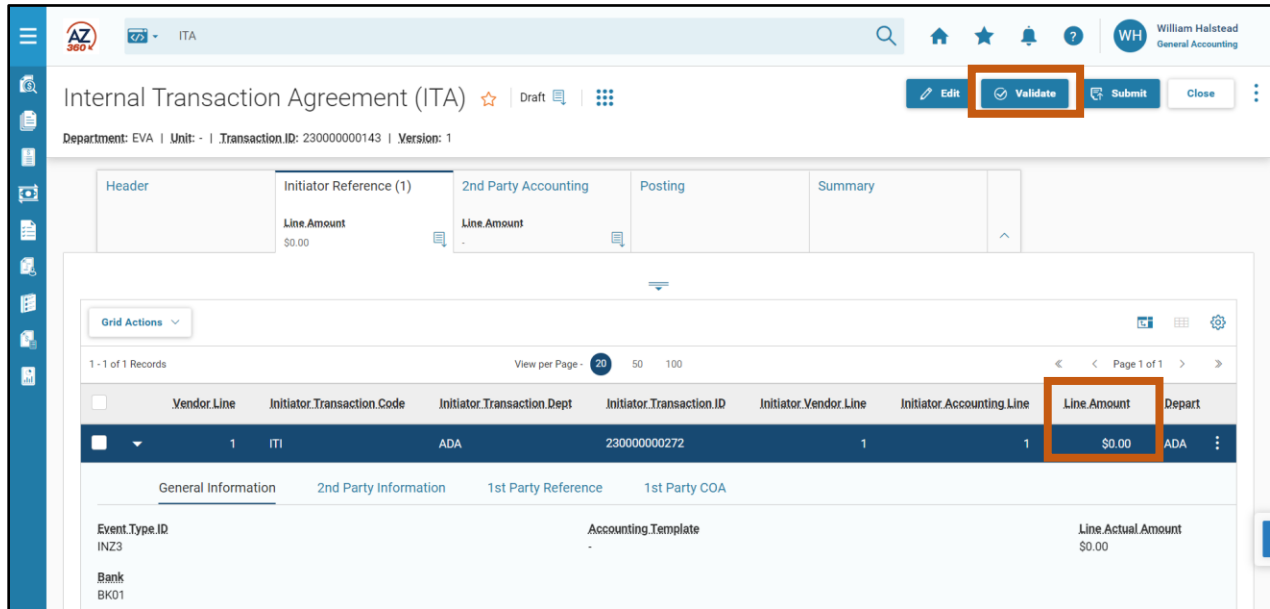
### ITA Initiator Reference Tab

The Initiator Reference tab contains the information copied forward from the ITI transaction and should not be changed. It is recommended that the 2nd Party responsible for the ITA clicks Validate when they first open the transaction, which will populate the total amount of the transfer in the Initiator Reference tab, Line Amount field.

**Note #1: After clicking Validate the transaction will show the following error: "Vendor line amount does not match the calculated total of accounting lines (A1782)." This is the expected result as the 2nd Party Accounting tab has not yet been completed.**

**Note #2: If the ITI transaction contains data entry errors, the ITA agency should notify the ITI agency. Once the ITI has been corrected and approved, the ITA transaction can then be validated to populate the transaction with the changes.**

*Screenshot Before Validating*



Internal Transaction Agreement (ITA) | Draft | Edit | **Validate** | Submit | Close

Department: EVA | Unit: - | Transaction ID: 23000000143 | Version: 1

Header	Initiator Reference (1)	2nd Party Accounting	Posting	Summary
Line Amount	Line Amount			
\$0.00				

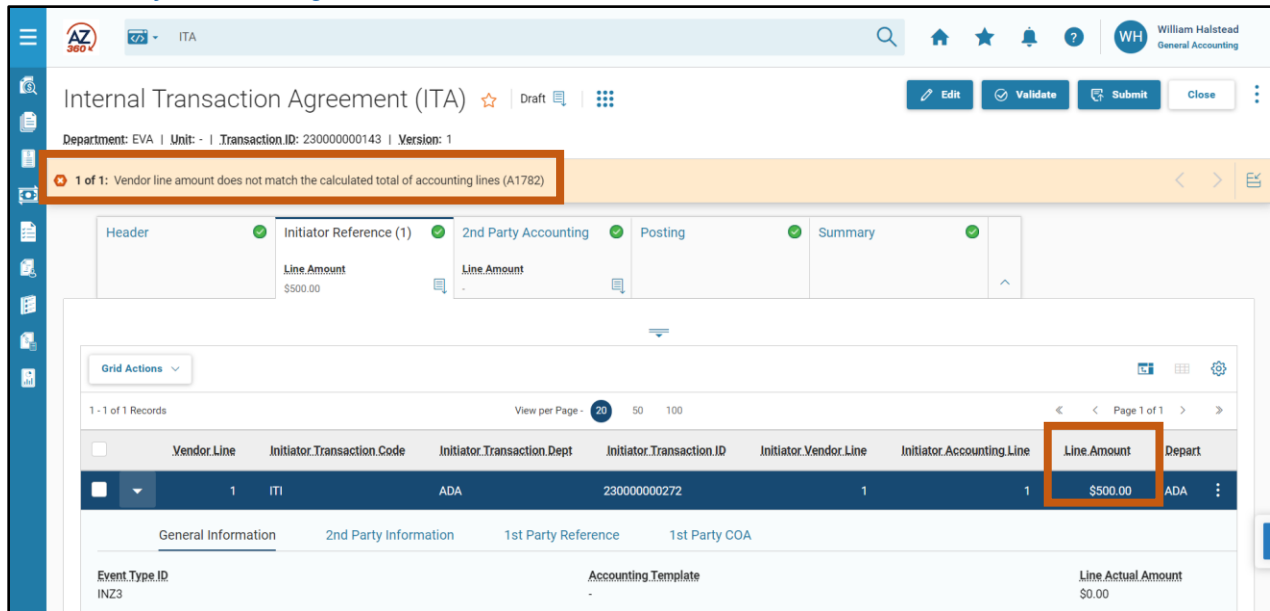
Vendor Line	Initiator Transaction Code	Initiator Transaction Dept	Initiator Transaction ID	Initiator Vendor Line	Initiator Accounting Line	Line Amount	Depart
1	ITI	ADA	230000000272	1	1	\$0.00	ADA

General Information | 2nd Party Information | 1st Party Reference | 1st Party COA

Event Type ID: INZ3 | Accounting Template: - | Line Actual Amount: \$0.00

Bank: BK01

*Screenshot After Validating*



Internal Transaction Agreement (ITA) | Draft | Edit | **Validate** | Submit | Close

Department: EVA | Unit: - | Transaction ID: 23000000143 | Version: 1

1 of 1: Vendor line amount does not match the calculated total of accounting lines (A1782)

Header	Initiator Reference (1)	2nd Party Accounting	Posting	Summary
Line Amount	Line Amount			
\$500.00				

Vendor Line	Initiator Transaction Code	Initiator Transaction Dept	Initiator Transaction ID	Initiator Vendor Line	Initiator Accounting Line	Line Amount	Depart
1	ITI	ADA	230000000272	1	1	\$500.00	ADA

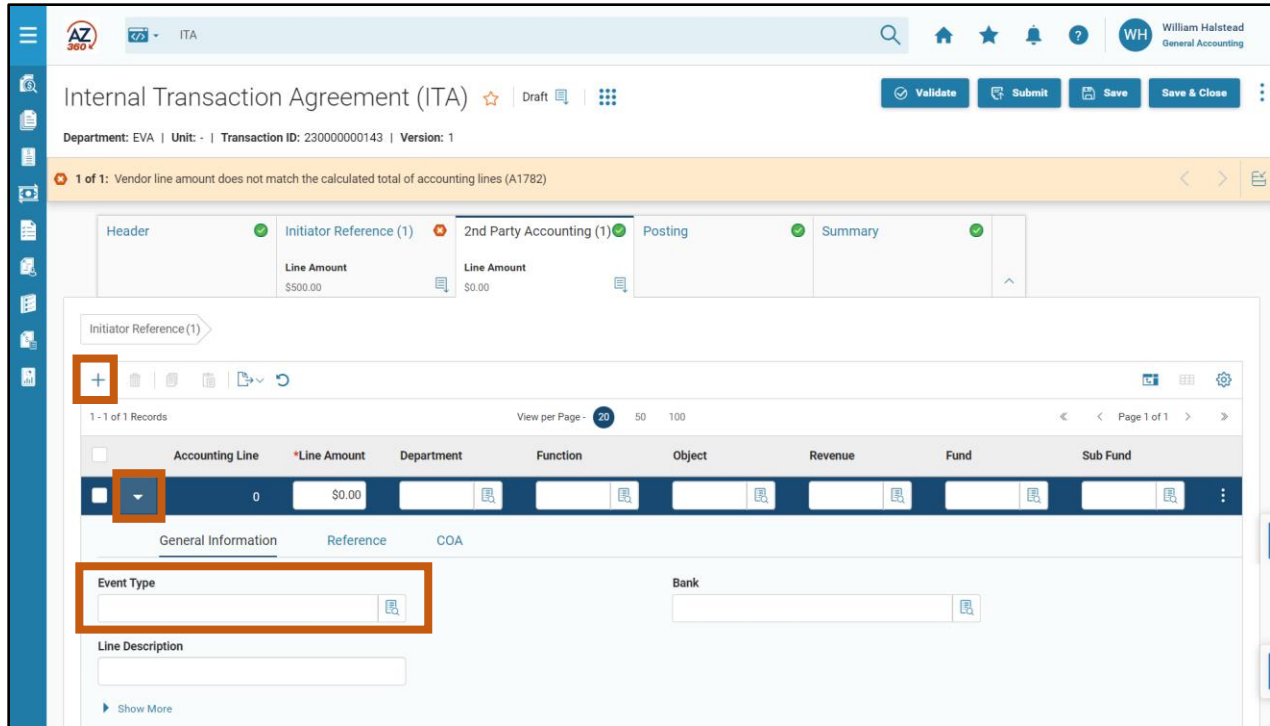
General Information | 2nd Party Information | 1st Party Reference | 1st Party COA

Event Type ID: INZ3 | Accounting Template: - | Line Actual Amount: \$0.00

**ITA 2nd Party Accounting Tab**

This tab contains sections for collecting the information for the 2<sup>nd</sup> Party in the transaction. The General Information, Reference, and COA sections are available. An event type must be selected in the General Information section. To view these sections a user must first add a new 2<sup>nd</sup> Party Accounting line by clicking on the “+” icon in the tab level actions section and then clicking the Expand caret on the blue 2<sup>nd</sup> Party Accounting line.

**Note: The event type on the ITA transaction must match the event type on the ITI reference transaction.**



Internal Transaction Agreement (ITA) ☆ Draft

Department: EVA | Unit: - | Transaction ID: 23000000143 | Version: 1

1 of 1: Vendor line amount does not match the calculated total of accounting lines (A1782)

Header

Initiator Reference (1) 2nd Party Accounting (1) Posting Summary

Line Amount \$500.00 Line Amount \$0.00

Initiator Reference (1)

1 - 1 of 1 Records View per Page - 20 50 100 Page 1 of 1

Accounting Line	*Line Amount	Department	Function	Object	Revenue	Fund	Sub Fund
0	\$0.00						

General Information Reference COA

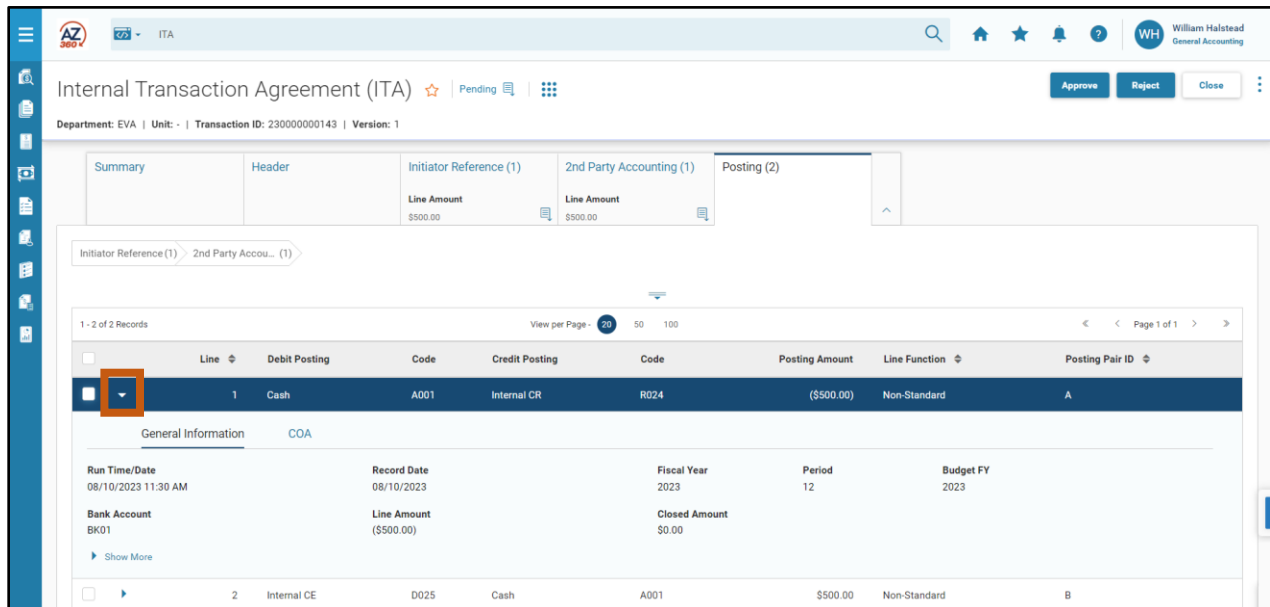
Event Type Bank

Line Description

Show More

### ITA Posting Tab

This tab does not require data entry by the user. It displays information that is gathered from the other tabs of the transaction. Posting lines contain a summary of the function as well as debit/credit posting codes and amounts contained in the ITA. Click the Expand caret on the blue Posting line to see details for each posting line, reflecting the data entered from both the ITI and ITA transactions.



Internal Transaction Agreement (ITA) ☆ Pending

Department: EVA | Unit: - | Transaction ID: 23000000143 | Version: 1

1 of 2: Vendor line amount does not match the calculated total of accounting lines (A1782)

Summary Header Initiator Reference (1) 2nd Party Accounting (1) Posting (2)

Line Amount \$500.00 Line Amount \$500.00

Initiator Reference (1) 2nd Party Accounting (1)

1 - 2 of 2 Records View per Page - 20 50 100 Page 1 of 1

Line	Debit Posting	Code	Credit Posting	Code	Posting Amount	Line Function	Posting Pair ID
1	Cash	A001	Internal CR	R024	(\$500.00)	Non-Standard	A
2	Internal CE	D025	Cash	A001	\$500.00	Non-Standard	B

General Information COA

Run Time/Date 08/10/2023 11:30 AM Record Date 08/10/2023 Fiscal Year 2023 Period 12 Budget FY 2023

Bank Account BK01 Line Amount (\$500.00) Closed Amount \$0.00

Show More

## Approve an ITA Transaction

### Approve an ITA Transaction

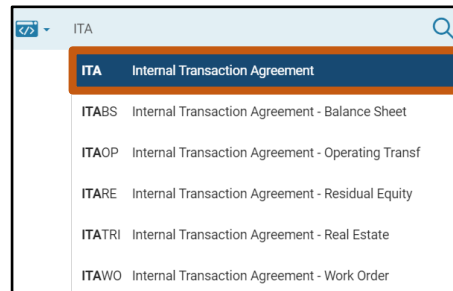
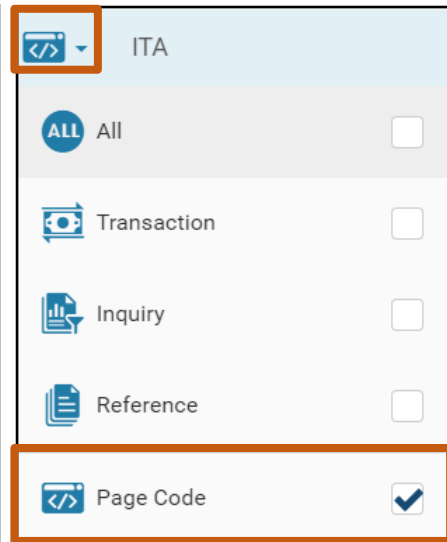


#### Scenario 3.

Acting as the 2<sup>nd</sup> Party responsible for the ITA transaction, finalize the ITA submitted by ADA for carpet cleaning performed by ADA General Services Division. Locate the ITA transaction in Draft phase and complete the 2<sup>nd</sup> Party Accounting tab information. Then validate and submit the transaction.

Log in to the AZ360 **Home Page**. Search for and open the ITA transaction in Draft phase.

1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter *ITA*.
4. In the drop down menu that generates, select **ITA Internal Transaction Agreement**. The ITA Financial Transaction page will generate.



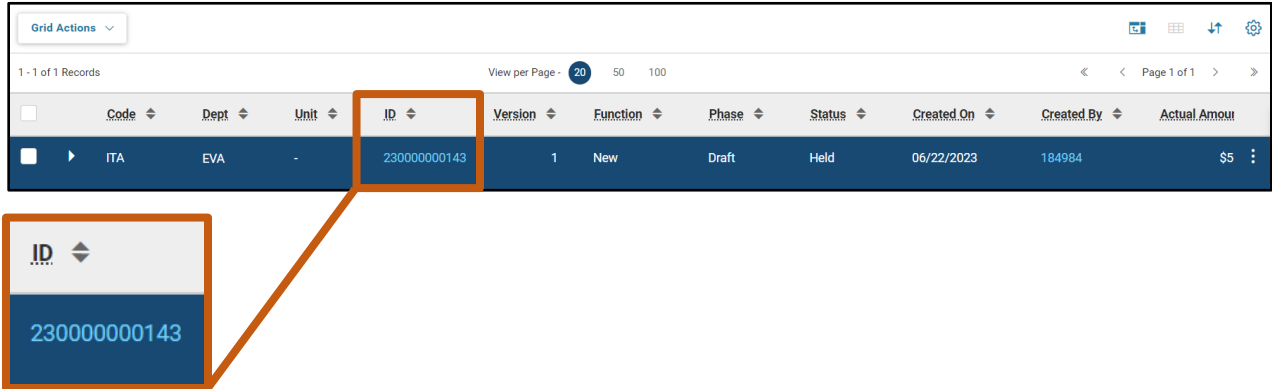
5. In the **Dept.** field, enter the department 3-digit code for the 2<sup>nd</sup> Party responsible for the ITA transaction. In this scenario, enter *EVA*.
6. In the **Phase** field, select **Draft** from the drop down menu.

**Note: The ITA transaction must be opened in draft phase for the transfer to be validated successfully.**

7. Click **Search**.



- ITA transactions in Draft phase will generate in the grid at the bottom of the screen. Click the **ID** link for the ITA transaction that needs to be approved.



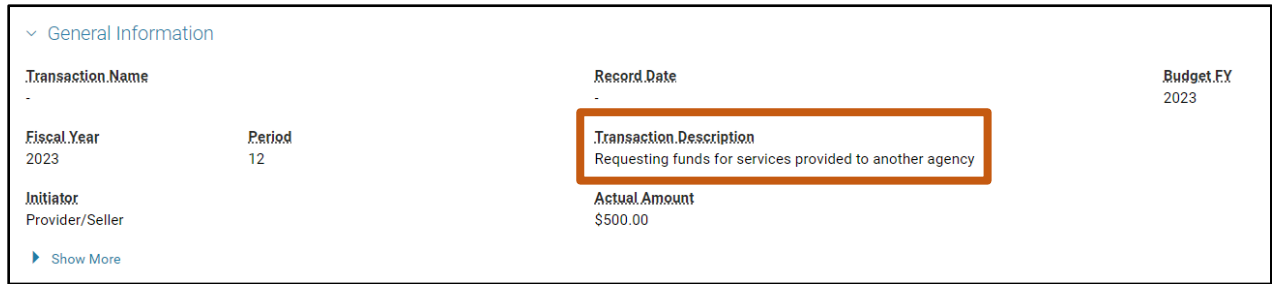
Code	Dept	Unit	ID	Version	Function	Phase	Status	Created On	Created By	Actual Amount
ITA	EVA	-	230000000143	1	New	Draft	Held	06/22/2023	184984	\$5

**ID**

[230000000143](#)

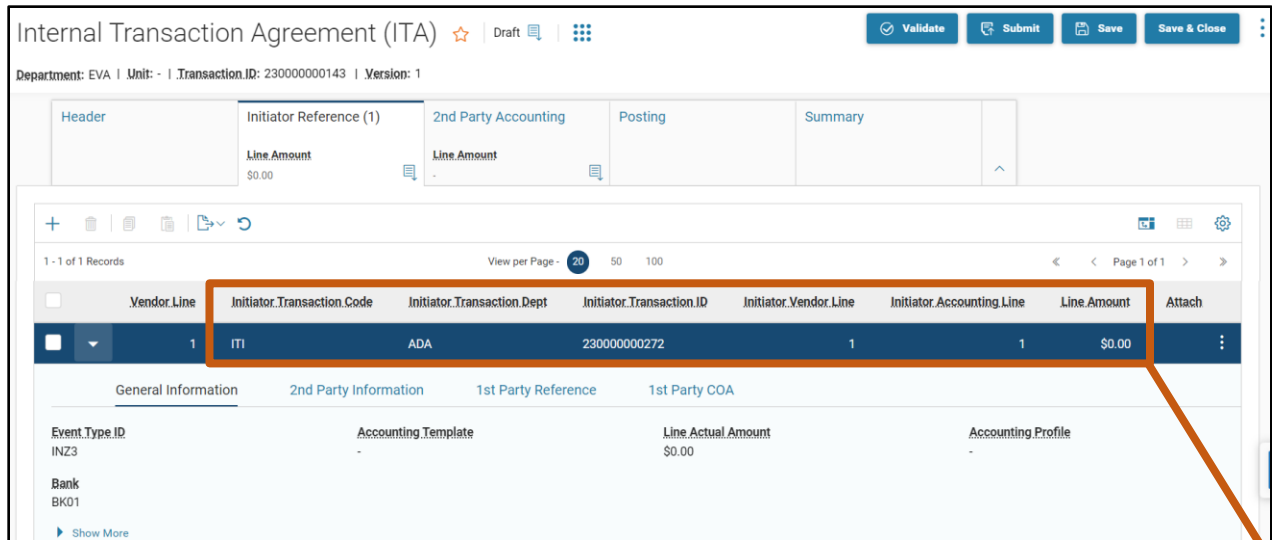
Review the information that was copied forward from the ITI transaction.

- Observe the information on the **Header** tab of the ITA transaction. Verify that the transaction description matches the reason for the transfer.



General Information		
Transaction Name	Record Date	Budget FY
-	-	2023
Fiscal Year	Period	Transaction Description
2023	12	Requesting funds for services provided to another agency
Initiator	Actual Amount	
Provider/Seller	\$500.00	

- Click the **Initiator Reference** tab.
- Observe the ITI reference information in the **Initiator Reference** tab.



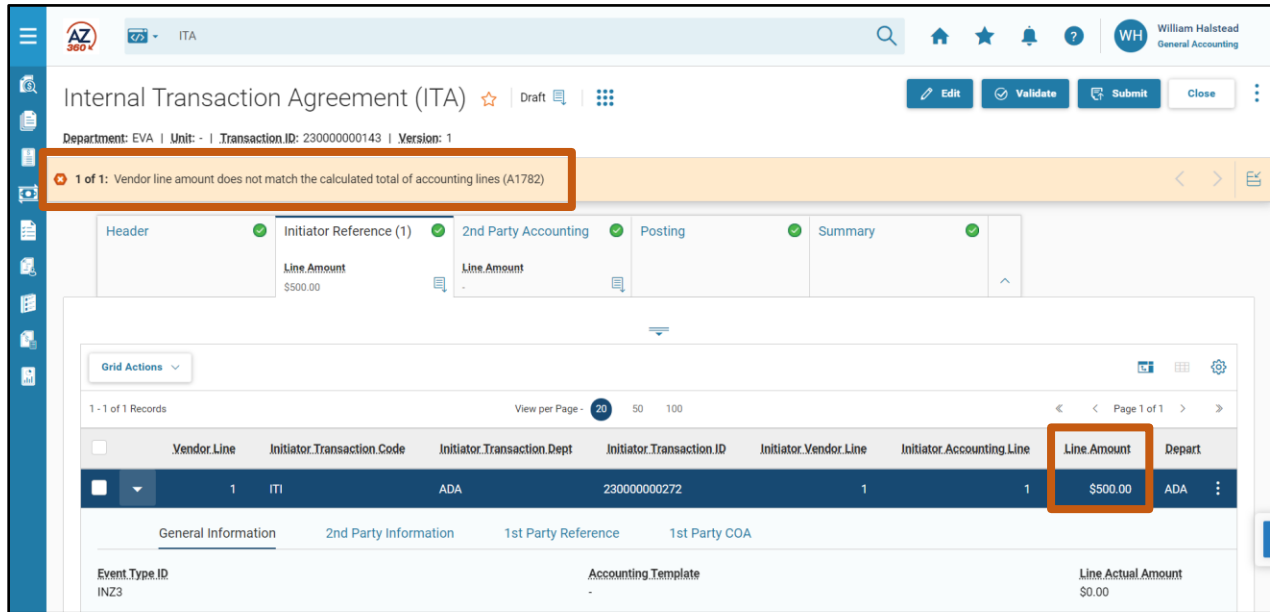
Internal Transaction Agreement (ITA) ☆ Draft 🗨️ ☰

Department: EVA | Unit: - | Transaction ID: 230000000143 | Version: 1

Vendor Line	Initiator Transaction Code	Initiator Transaction Dept	Initiator Transaction ID	Initiator Vendor Line	Initiator Accounting Line	Line Amount	Attach
1	ITI	ADA	230000000272	1	1	\$0.00	

Initiator.Transaction.Code	Initiator.Transaction.Dept	Initiator.Transaction.ID	Initiator.Vendor.Line	Initiator.Accounting.Line	Line.Amount
ITI	ADA	230000000272	1	1	\$0.00

- Click **Validate**. Observe that the total amount of the transfer has populated in the Initiator tab, Line Amount field and that the following error now shows: “Vendor Line amount does not match the calculated total of accounting lines (A1782)”.



- Click the **2nd Party Accounting** tab.

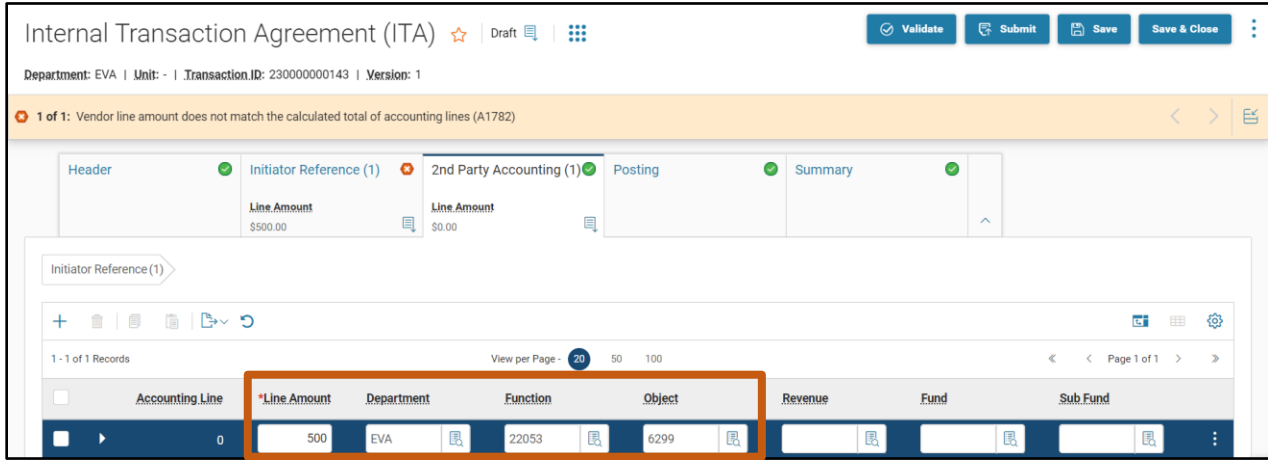
Complete the **2nd Party Accounting** tab.

- Click **Edit**.
- In the **Tab Level Actions** section, click the “+” icon to add a 2<sup>nd</sup> Party Accounting line.

*Note: The party responsible for finalizing the ITA transaction has the option to either enter one line for the full amount of the transfer on the 2nd Party Accounting tab blue accounting line, or they can enter multiple accounting lines as long as the total amount equals the line amount listed on the Initiator Reference tab.*

- On the blue **Accounting** line:
  - In the **Line Amount** field, enter the amount of the transfer. In this scenario, enter 500.
  - In the **Department** field, enter the department 3-digit code for the 2<sup>nd</sup> Party responsible for the ITA transaction. In this scenario, enter *EVA*.
  - In the **Function** field, enter the 2<sup>nd</sup> Party’s department function number.

d. In the **Object** field, enter the 2<sup>nd</sup> Party's department object number.

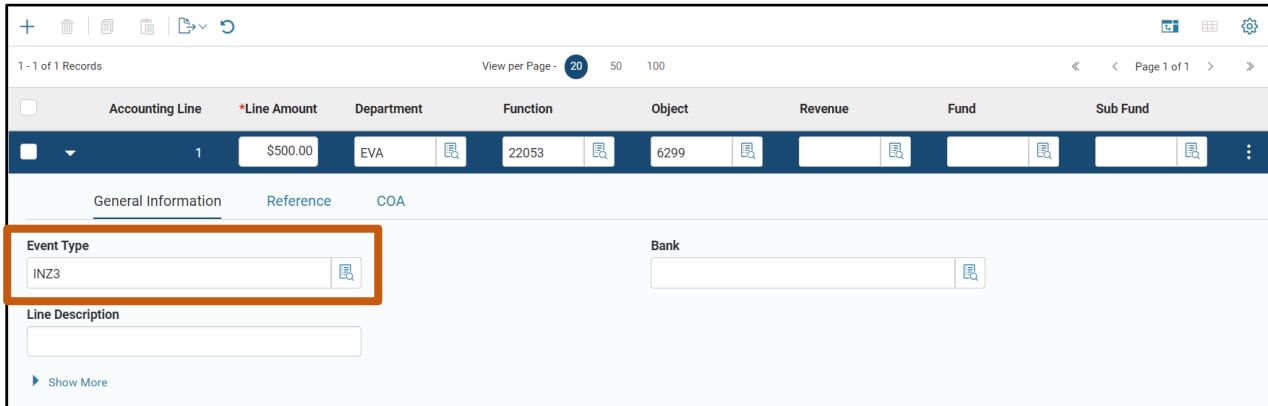


4. Click the **Expand** caret on the blue 2<sup>nd</sup> Party Accounting line.

5. In the **General Information** section:

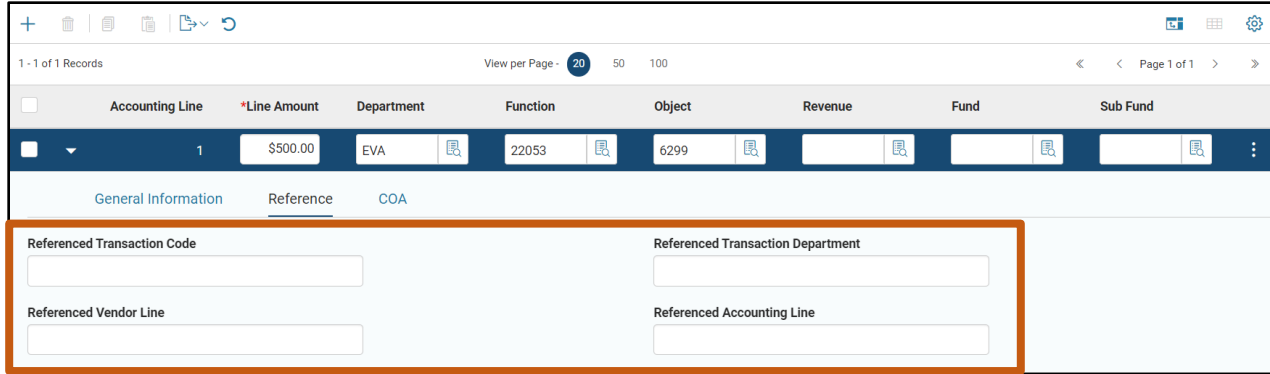
a. In the **Event Type** field, enter an event type. In this scenario, enter *INZ3* (Expenditure to Revenue Transfer).

*Note: The ITA event type must match the event type on the ITI reference transaction.*



6. Click the **Reference** section and observe the results.

*Note: In this scenario the Reference tab is left blank. If the ITA transaction were referencing an IPO transaction, the IPO transaction information would be entered on the Reference tab.*



The screenshot shows a web application interface for managing transactions. At the top, there is a navigation bar with icons for home, search, and settings. Below this is a header section displaying '1 - 1 of 1 Records' and 'View per Page - 20 50 100'. The main data table has columns for Accounting Line, \*Line Amount, Department, Function, Object, Revenue, Fund, and Sub Fund. The first row shows values: 1, \$500.00, EVA, 22053, 6299, and empty fields for Revenue, Fund, and Sub Fund. Below the table, there are three tabs: 'General Information', 'Reference', and 'COA'. The 'Reference' tab is active and contains four input fields: 'Referenced Transaction Code', 'Referenced Transaction Department', 'Referenced Vendor Line', and 'Referenced Accounting Line'. These fields are highlighted with a red border.

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.

## Cancel an Inter-Agency Transfer

Depending on the transaction’s place in the approval process, if errors are made or discovered in the transaction creation or review process, the transaction can be cancelled or returned for correction.

Use the two-transaction method to complete a transfer when:

- The second party discovers errors in the received ITA transaction in Draft status.
- The ITA transaction is rejected and the ITI transaction must be cancelled.
- The initiating party creates a new ITI transaction.
- The new ITI transaction is copied forward to a new ITA transaction.
- The new ITA transaction is submitted for approval.

# General Accounting (GA) Reporting

## Section Objectives

In this section, the following process is introduced:

- Review reports related to GA.

## Section Overview

AZ360 includes several reports for monitoring GA activities.

## Interactive infoAdvantage Reports

The key reports needed to support the AZ360 GA business processes are listed below and can be found in the infoAdvantage, 1-Statewide Reports folder. The reports listed are current as of the publication of this manual and may no longer be available.

- **FIN-AZ-GL-N459b** – *Open Transfers* – This report shows all open transfers where ITI is Final and ITA is not processed.
- **FIN-AZ-GL-N343** – *General Ledger Activity Report* – This report provides summarized totals for accounting activity.
- **FIN-AZ-GL-N368** – *Total for all Revenue & Expenditure Transfers* – This report displays all Revenue and Expenditure Transfers by transaction, accounting period, department, and fund.
- **FIN-AZ-GL-N371** – *Total for Operating Transfers* – This report displays all operating transfers by transaction, department, fund class, and fund.
- **FIN-AZ-GL-N388** – *Outstanding Open Items* – Lists all transactions with an open balance by transaction, department, and transaction code.
- **FIN-AZ-GL-N463** – *Rev, Exp and Enc* – This report has an extensive revenue and expenditure detail query capacity with many prompts to narrow down the data set and many input controls to dynamically filter data for analysis. One report tab lists year-to-date totals for revenues and expenditures by function. Another report tab shows many chart of account details for revenue and expenditure transactions. A third report tab lists basic information on checks paid during the prompted fiscal year and accounting period.
- **FIN-AZ-GL-N649** – *Balance Sheet Account Inquiry* – This report enables inquiry for transaction details by fund and BSA. The report prompts are designed to pull complete data even during the time period when two fiscal years are open at the same time.
- **FIN-AZ-GL-N397** – *Detailed Transaction Listing* – The report shows detailed journal accounting transactions for a time range from date to date with a given fiscal year.
- **ADDOEXCEPREP\_DATA** – *AD/EF Document Exception Report* – This is a valuable report in the Automatic Disbursement folder. It tells the user the reason a disbursement was not successfully processed. This is loaded daily so users will want to refer to the most recent dated report. For instructions on how to research and correct a disbursement that was not successfully processed see question 5 in the **AZ360 Common Troubleshooting Error Questions & Answers** document available at <https://gao.az.gov/operations-resources>.

## RESOURCE SECTION

### Appendix A – Budget Fiscal Year Staging

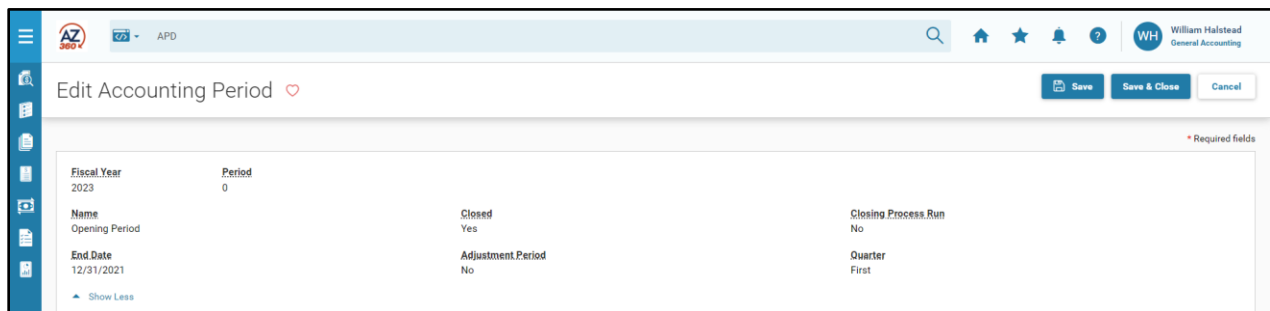
The GAO is responsible for managing system-wide settings that determine what happens to accounting transactions at the end of a fiscal year or accounting period. This section reviews the open activity management processes in AZ360 as well as some of the available batch jobs and chain jobs that handle offline processing.

#### Accounting Period (APD) Table

The Accounting Period (APD) table is used to establish, maintain, and validate accounting periods used in AZ360. Valid accounting periods can be defined for each fiscal year. The APD table can also be used to provide period end, period closing, and adjustment period information that affects transaction processing. The APD table must be updated before beginning a new fiscal year.

For each defined accounting period on the APD table, the following fields are available:

- Fiscal Year – Enter or use the pick list to select a valid value from the Fiscal Year (FY) table.
- Period – Enter the identification number associated with the period within a fiscal year.
- Quarter – Enter the fiscal quarter within which this accounting period is defined; there are four quarters in a fiscal year.
- Name – A field for a user-defined name associated with the accounting period. Should be descriptive since it is used in reporting.
- End Date – Enter the last calendar date of the accounting period.
- Adjustment Period – A check box that, when checked, indicates that the accounting period is to be used for end-of-the-year adjustments.
- Closed – A check box that, when checked, indicates that the accounting period is closed to further activity (also known as a soft close).
- Closing Process Run – A yes/no field that is only set to Yes by the offline closing process. When set to Yes, it indicates that the closing process has been successfully run against the accounting period (also known as a hard close).



Field	Value
Fiscal Year	2023
Period	0
Name	Opening Period
End Date	12/31/2021
Closed	Yes
Adjustment Period	No
Closing Process Run	No
Quarter	First

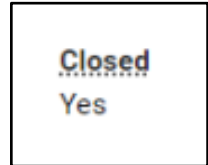
#### Fiscal Year (FY) Table

The FY table is used to establish and verify the valid fiscal years and budget fiscal years in AZ360. All transactions and processes must be executed within a valid year. Verification of the fiscal year used on a transaction not only ensures a valid fiscal year is entered on transactions but also that the year is open for transactions.

Fiscal Year	Start Date	End Date	Lapse Period End Date	Closed	Archived	Closing Process Run
2021	-	06/30/2021	-	Yes	No	Yes

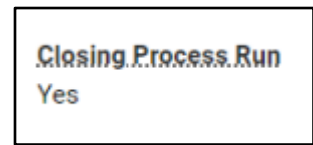
*Soft Close*

Each fiscal year record on the FY table is defined by the year and the end date. When the fiscal year is closed to further activity, the Closed field needs to be updated either manually or by the offline closing process. This type of close is called a soft close. Once a fiscal year has been marked as closed, by the Closed field being updated to Yes, only transaction codes that are both marked “Soft Close Override Allowed” on the Transaction Control (DCTRL) table and processed by users with appropriate override authority are accepted by the system.



*Hard Close*

For a fiscal year record on the FY table, the Closing Process Run field is updated to Yes by the offline closing process. This type of close is called a hard close. Once a fiscal year has been marked as Closing Process Run, only transaction codes that are both marked “Hard Close Override Allowed” on the DCTRL table and processed by users with appropriate override authority are accepted by the system.



**Open Activity Processes**

Certain types of open accounting activity need to be addressed at fiscal year-end. One reason for this is that such activity would be selected by the Annual Close process and closed out as a nominal account. In the case of a real account, the activity would be rolled forward into the new fiscal year. Open encumbrances using budgets that are expiring will be lapsed at the end of the fiscal year. For example, type 1 appropriations will lapse at the end of each administrative adjustment year, while other multi-year type 2 appropriations will not lapse until the end of the final year of the budget.

Encumbrances that are not subject to lapse will not be rolled forward to the new fiscal year (FY). Instead, they will be tracked using the original budget fiscal year (BFY) and continue to match the BFY of the associated budget.

*Accounting Based Transaction Lapse*

When accounting transactions, such as General Accounting Pre-Encumbrance (GAP) and General Accounting Encumbrance (GAE) transactions, are lapsed, an Accounting Based Transaction Lapse (ABDL) transaction is created with a zero-dollar final reference to close out the remaining open balance. This way the original line amount is retained on the transaction when activity is lapsed.

The ABDL transaction contains the same sections and fields as the GAP and GAE transactions. The ABDL transaction should only be created by the Open Activity Lapse chain job, which is run in update mode.

### *Roll/Lapse Detail Pre-Selection*

The Roll/Lapse Detail Pre-Selection (RLPSD) page identifies each selected open accounting line found when the Open Activity Roll, Open Activity and Budget Roll, or Open Activity Lapse chain jobs are run in pre-selection mode.

### *Roll/Lapse Summary Pre-Selection*

The Roll/Lapse Summary Pre-Selection (RLPSS) page is a summary query of the RLPSD page that simplifies the process of approving or un-approving all of the accounting lines on the RLPSD for a given transaction at one time for one of the four actions: Roll, Lapse, Accrue, and No Action.

The RLPSS page data consists of a link to open and review the transaction as well as summary amounts that give a total closed and total open for all selected accounting lines of a transaction. When all accounting lines for a transaction on the RLPSD page have the Selected Date field populated, the RLPSD Closed Amount Sum and RLPSS Open Amount Sum columns on the RLPSS display \$0.00, which means that there is nothing left to Roll, Lapse, or Accrue. The Lines Processed column will also read “All” in this situation.

### *Open Activity Options by Department*

The Open Activity Options by Department (OAOD) page and batch job by the same name can be combined to perform a change to the Action and Approved fields on the Roll/Lapse Pre-Selection pages for multiple combinations of Department and transaction codes.

### **Batch Processing**

Batch jobs and chain jobs are offline automated processes that perform a high volume of tasks efficiently and accurately. There are several batch jobs available in the GA area. Each of the batch jobs has a defined purpose and should be run as required by the GAO.

The table below lists the batch jobs that are available along with a description of the job’s function.

**Table 4: GA Batch Jobs with Descriptions**

Job Name	Description
Bank Account Balance (ABAL)	Updates the Bank Account Balance (ABAL) page with a day’s worth of increases and decreases to cash, outstanding disbursements, and outstanding deposits.
Begin Day Balance Batch	Increments the Application Date forward to signify the completion of a nightly cycle.
Cash and Fund Balance Sync Process	Synchronizes the data involved with cash and fund balance tracking with data recorded from transaction processing when a discrepancy is reported by the System Assurance 2 report or other diagnostic report.
Open Activity Roll Update	Only run automatically by the Open Activity Roll and Open Activity and Budget Roll chain jobs to load transaction modifications.
Open Activity Options by Department	Uses the data setup on the Open Activity Options by Department page to make changes to Roll/Lapse Pre-Selection Detail records.
Populate FY Beginning Balance	Runs after an Annual Close and a running of the Ledger Engine batch job to “ledgerize” the journal records from Annual Close.

### *Batch Job Processing and Review*

Batch jobs are processed and reviewed by navigating to the Job Manager using the Global Search field.



### Chain Jobs

Chain jobs are also managed using the Job Manager. The table below lists the chain jobs that handle GA annual closing processes along with a description of the job’s function.

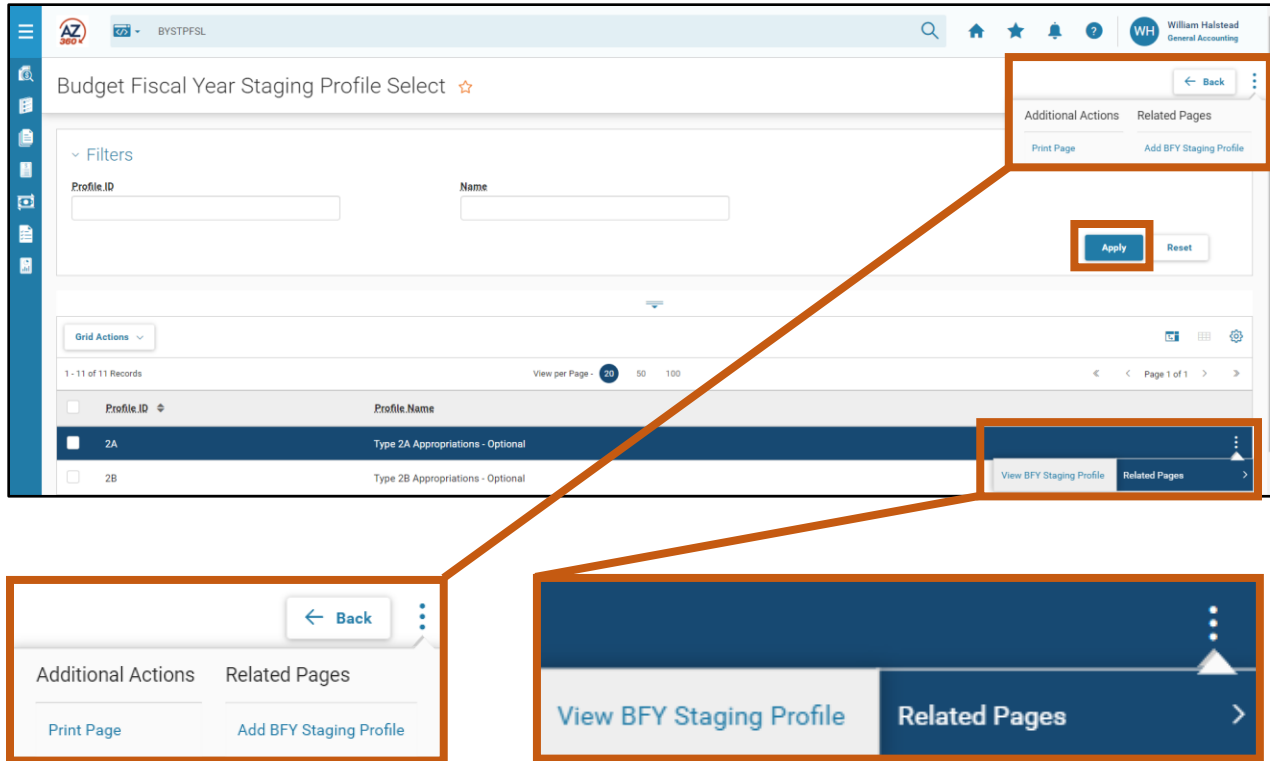
**Table 5: GA Chain Jobs with Descriptions**

Job Name	Description
Annual Close	Facilitates movement of nominal and real account balances from an accounting fiscal year that is being closed to the subsequent accounting fiscal year.
Open Activity Lapse	One of three chain jobs used in the maintenance of open activity at the close of a year. This job closes out the activity in the old year with a referencing transaction that only liquidates the activity.
Open Activity Roll	One of three chain jobs used in the maintenance of open activity at the close of a year. This job can either take the open activity in the old BFY and FY forward into the next year or accrue the activity with a transaction modification.
Open Activity and Budget Roll	One of three chain jobs used in the maintenance of open activity at the close of a year. This job takes the activity in the previous budget fiscal year forward into the next year with a transaction modification, while also reverting and carrying forward budget authority to cover the rolled accounting activity.
Pre-Annual Close Sweep*	Reads a specified input ledger for accounting activity in a prior fiscal year which should be swept out of that year and into the subsequent fiscal year before an Annual Close is performed against the prior year. During the sweep, the chain job creates Journal Voucher (JV) transactions.

\*For more information on the SWEEP process see the “Cash Sweep (SWEEP) Process” section of the AZ360 Manual – Investment Accounting available at <https://gao.az.gov/resources/training/gao-training-resources>.

### BFY Staging Profile Select (BYSTPFSL) Table

Profiles are accessed by opening the BFY Staging Profile Select (BYSTPFSL) table. To view an existing profile click Apply and then, on the desired profile, click the row 3-dot menu, select Related Pages and then select View BFY Staging Profile. Users can also create a new profile using the page 3-dot menu in the top right of the screen, and under Related Pages selecting Add BFY Staging Profile.



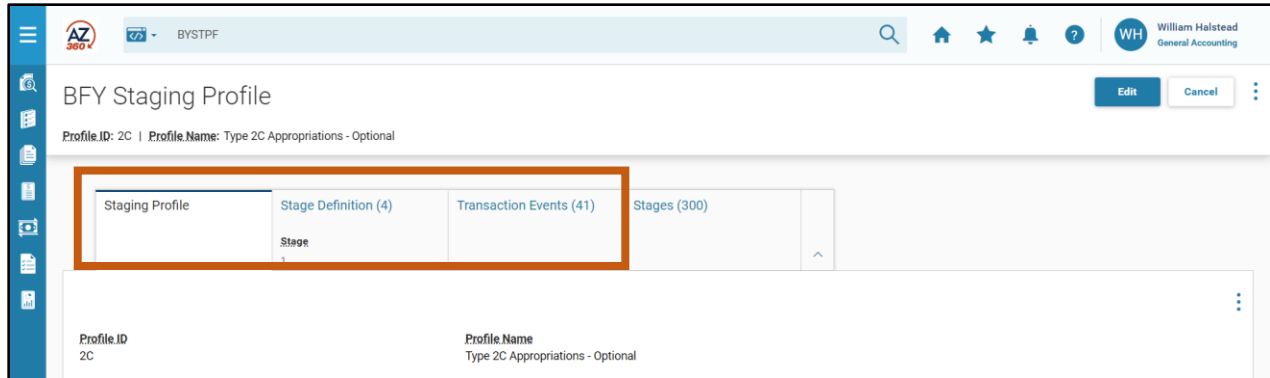
### Setup Tables

The BFY Staging Profile (BYSTPF) and BFY Stage Definitions (BFYSTDF) tables together make up the BYSTPFSL table in AZ360.

#### *BFY Staging Profile (BYSTPF) Table*

The BYSTPF table consists of the first three tabs in the BFY Staging Profile and these contain the information used to define the profile, stages, and transaction events that are controlled by the profile. These tabs use filtering that only shows records on one tab for the selected record on a previous tab. For example, the transaction events are only shown for the selected stage within a selected profile.

- Staging Profile – Contains the summary information for the profile, which includes the unique Profile ID field and the user-defined staging Profile Name field.
- Stage Definition – Contains the stages for the selected profile along with their descriptions.
- Transaction Events – Contains the rules that govern what activities are permissible for the selected profile and stage combination.
- Stages – Read only tab that will be discussed in more detail in the BFYSTDF table explanation below.



### Staging Profile Tab

The Staging Profile tab contains the following fields for user entry:

- Profile ID – A required unique identifier assigned to the profile.
- Profile Name – A required text field that contains a name for the profile.

### Stage Definition Tab

Each record in the Stage Definition tab contains the following fields:

- Stage – A system generated unique identifier for a stage within a profile.
- Description – A required text field that contains a name for the stage.

### Transaction Events Tab

Each record (rule) in the Transaction Events tab contains the following fields:

- Transaction Code – Requires a transaction code from the DCTRL table.
- Transaction Code Name – The name for the selected transaction code is inferred from the code. To view the name, hover over the Transaction Code field.
- Event Type – Requires an event type for the transaction code from the Allowable Event Types for Transaction Code (AETDC) table.
- Event Type Name – The event type name is inferred from the event type. To view the name, hover over the Event Type name.
- Referencing – Defines the referencing requirements of a transaction code and event type combination. A Posting line that has a line function of Liquidation will not be evaluated against this rule for the event type and transaction code being liquidated. Options include:
  - Required – A reference must be made with the transaction code and event type combination that has a reference type of Partial, Final, or Inverse. A Reference Type of Memo will not satisfy the rule.
  - Not Allowed – Only a reference to a transaction code and event type combination that has a reference type of Memo or no reference type at all will be allowed. A Reference Type of Partial, Final, or Inverse will not satisfy the rule.
  - Unrestricted – The reference information will not be evaluated for the BFY staging rule. This is the default value.
- Fiscal Year / Budget FY – ~~AFY versus BFY~~ Defines the relationship of Accounting Fiscal Year and Budget Fiscal Year that will be allowed with the transaction code and event type combination. Options include:
  - Posting FY must be BFY – Restricted, must be the same. This is the default value.
  - Posting FY must be greater than BFY – Restricted, must be greater.
  - Posting FY must be less than BFY – Restricted, must be less.

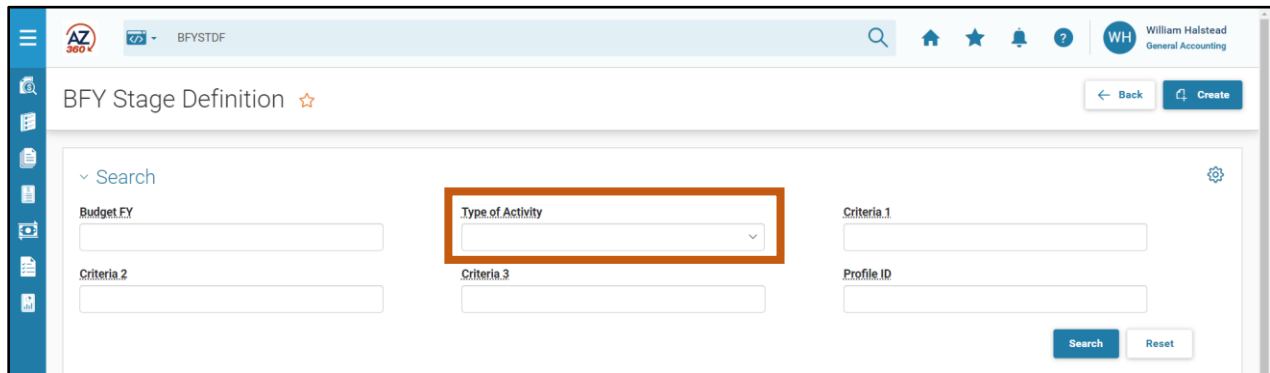
- Unrestricted – FY and BFY will not be evaluated for the BFY Staging rule.
- Line Action – Defines the referencing requirements of a transaction code and event type combination. Evaluation of this value uses the Account Type and Code Type fields for the posting line as shown in table below. Options include:
  - Increases Only – Only posting lines that are considered an increase are allowed.
  - Decreases Only – Only posting lines that are considered a decrease are allowed.
  - Unrestricted – The line action information will not be evaluated for the BFY staging rule. This is the default value.
  - Liquidation Lines – A checkbox that, if checked, indicates the staging rule will only apply to a liquidation posting line. This box should be checked when a staging rule should only apply to liquidation posting lines and not to non-liquidation posting lines.

**Table 6: Posting Line Action Increase or Decrease**

Code Type	Account Type	Debit	Credit
Spending		Increase	Decrease
Revenue		Decrease	Increase
Balance Sheet Account	Asset	Increase	Decrease
Balance Sheet Account	Liability	Decrease	Increase
Balance Sheet Account	Equity	Decrease	Increase
Balance Sheet Account	Asset Offset	Decrease	Increase
None of the Above		Increase	Decrease

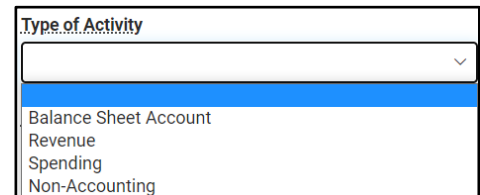
*BFY Stage Definitions (BFYSTDF) Table*

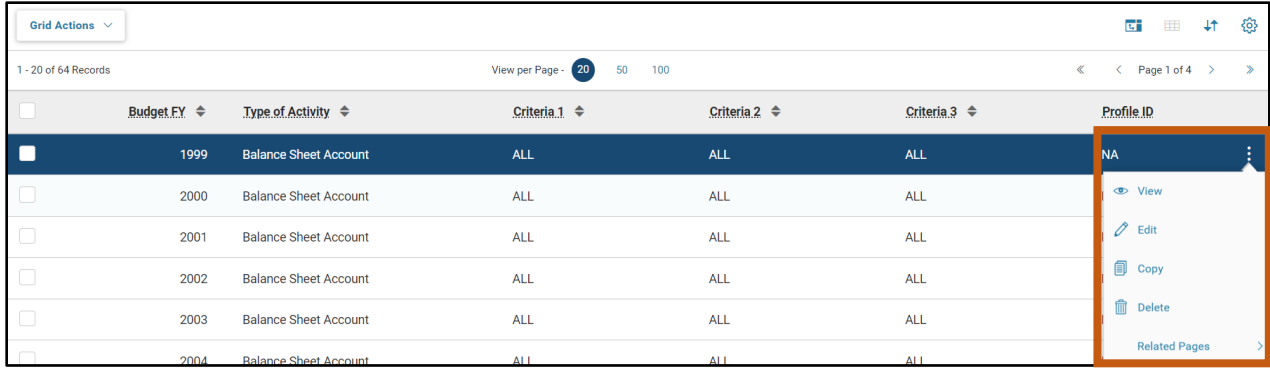
The BFY Stage Definition table consists of the last tab of the BYSTPF table named Stages and consists of the following four sections: Spending, Revenue, Balance Sheet Account, and Non-Accounting. These sections are used to view the profile assignments for all BFY Staging Profiles and are located under the Type of Activity field.



If changes need to be made, each of the stage definition tables can be accessed by selecting them from the Type of Activity drop down menu and then clicking Search.

From the results that generate in the grid at the bottom of the page, a user can then click the row 3-dot menu and select Edit to update the definition.





Budget.FY	Type of Activity	Criteria.1	Criteria.2	Criteria.3	Profile.ID
1999	Balance Sheet Account	ALL	ALL	ALL	NA
2000	Balance Sheet Account	ALL	ALL	ALL	
2001	Balance Sheet Account	ALL	ALL	ALL	
2002	Balance Sheet Account	ALL	ALL	ALL	
2003	Balance Sheet Account	ALL	ALL	ALL	
2004	Balance Sheet Account	ALL	ALL	ALL	

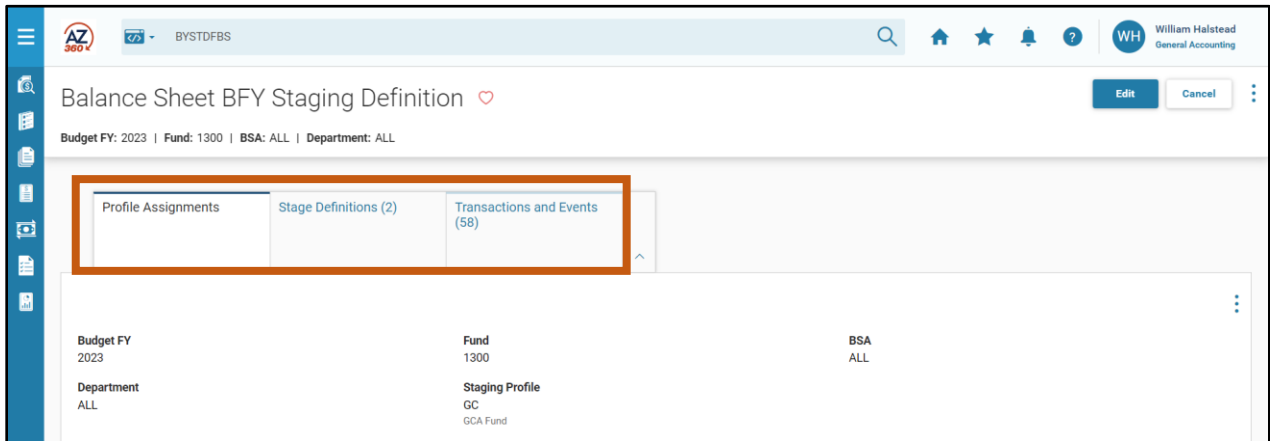
The BFY Stage Definition tables are listed in table below.

**Table 7: BFY Stage Definition Table**

Page Code	Table
BYSTDFBS	Balance Sheet BFY Stage Definition
BYSTDFRV	Revenue BFY Stage Definition
BYSTDFSP	Spending BFY Stage Definition
BYSTDFNA	Non-Accounting BFY Stage Definition

**BFY Stage Definition Pages**

Each of the four BFY Stage Definition pages (Balance Sheet Account, Revenue, Spending, and Non-Accounting) contain the same three tabs: Profile Assignments, Stage Definitions, and Transactions and Events. These pages are used to define a combination of BFY and COA elements available for a profile assignment as well as the stage start and end dates for each stage in the profile assignment.



Budget FY	Fund	BSA	Department	Staging Profile
2023	1300	ALL	ALL	GC GCA Fund

**Profile Assignments Tab**

The Profile Assignments tab is used to assign a profile to a combination of BFY and COA elements. For the COA elements, a value of ALL can be entered that stands for all values of the field including blank. The following fields are available in the Profile Assignments tab:

- Budget FY – Valid values must be defined on the Fiscal Year table or be 9999 for a multi-year record.
- Fund – Requires a valid value from the Fund table, or ALL.
- BSA – Only on the Balance Sheet Account and Non-Accounting tables, requires a valid value from the Balance Sheet Account table, or ALL.



- Department – Requires a valid value from the Department table, or ALL.
- Staging Profile – The profile, to which an assignment should follow, requires a valid profile value from the Staging Profile Summary page. The value ALL is not allowed.
- Staging Profile Name – A text field for the name of the profile, inferred from the Staging Profile entered.
- Appr Unit – Only on the Spending table, requires a valid value from the Appropriation table, or ALL.
- Revenue – Only on the Revenue table, requires a valid value from the Revenue Source table, or ALL.

### Stages Tab

The Stages tab is used to assign starting and ending dates to each stage in a profile. Stages are not allowed to have a gap between the end date of one stage and the start date of the following stage. AZ360 will automatically adjust the dates for prior and subsequent stages based on the data entry for the current stage. Most of the fields in this tab are inferred from the selected Profile Assignment record. The following fields require data entry:

- Stage Start Date – Defines the start date of the stage for the given profile.
- Stage End Date – Defines the end date of the stage for the given profile. If the stage needs to extend indefinitely, then the date selected should be far in the future.

### Transaction Events Tab

The Transaction Events tab does not require any data entry. It allows users to browse the various rules defined for the selected profile and stage.

## Appendix B – Terminology

The table below lists some of the terms used throughout this manual.

Table 8: Terminology

Term	Description
Accounting Journal (JACTG)	The primary record of all accounting transactions within AZ360.
Accounting Template (ACTPL)	A predefined set of elements that can be inferred to a transaction accounting line as a soft inference, meaning accounting elements may still be entered on a transaction that are not overwritten by elements defined on the accounting template.
AZ360	Statewide financial management system.
Chart of Accounts (COA)	An account structure to classify financial information which captures the dimensional structure for transacting and reporting on budget data.
Copy Forward	Feature that enables a user to copy pertinent information from a finalized existing transaction into a new transaction type whose purpose is to reference or liquidate the source transaction.
Transaction	A process used to record financial information and administrative events into AZ360, such as the intent to purchase goods from a specific vendor. Transactions also collect information into a single input form, designed to ease data entry as well as to consolidate pertinent information for approval and query purposes.

Term	Description
Event Type (ETYP)	Identifies and records the type of financial activity for an accounting line of a transaction. For all accounting based transactions, and certain non-accounting transactions, every accounting line must have an event type. An event type can either be manually entered or a user can utilize the default provided by the system.
Function (FUNC)/ Function Inference (FUNCINF)	A predefined set of elements that can be inferred to a transaction accounting line as a hard inference overwriting any existing accounting elements and unchangeable once inferred.
Intra-Agency	A transaction that takes place within a department it is called an Intra-Agency transaction.
Inter-Agency	A transaction that takes place between departments it is called an Inter-Agency transaction.
Journal	A historical record of processed data that is stored by transaction in order of processing.
Posting Code (PSCD)	A code associated with instructions that tell AZ360 what debits and credits to create against a given budget. Debits and credits post to various accounting journals and ledgers (summaries of journals) for tracking purposes and reporting.

## Appendix C – List of Acronyms

The table below lists some of the acronyms used in this manual.

Table 9: Acronyms

Acronym	Definition
ABAL	Bank Account Balance Page
ABDL	Accounting Based Transaction Lapse Transaction
ACTPL	Accounting Template
ACTV	Activity Table
AD	Automated Disbursement Transaction
AETDC	Allowable Event Types for Transaction Code
APD	Accounting Period Table
BBALD	Inception-to-Date (ITD) Balance Sheet Detail Query
BBALFY	Fiscal Year (FY) Balance Sheet Details Query
BBALS	Inception-to-Date (ITD) Balance Sheet Summary Query
BFY	Budget Fiscal Year
BFYSTDF	Budget Fiscal Year Stage Definition Table
BFYSTDF	BFY Stage Definitions Table
BQ	Budget Query
BSA	Balance Sheet Account
BYSTDFBS	Balance Sheet BFY Stage Definition
BYSTDFNA	Non-Accounting BFY Stage Definition
BYSTDFRV	Revenue BFY Stage Definition
BYSTDFSP	Spending BFY Stage Definition
BYSTPF	BFY Staging Profile Table
BYSTPFSL	BFY Staging Profile Select Table
CBALDQ	Cash Balance Detail Query

Acronym	Definition
CBALPQ	Cash Balance Pool Query
CBALSQ	Cash Balance Summary Query
COA	Chart of Accounts
DCTRL	Transaction Control Table
DOBJ	Department Object Table
DRSRC	Department Revenue Source Table
EFT	Electronic Funds Transfer Transaction
ERQ	Event Requirements Table
ESUM	Expense Summary Query
ETYP	Event Type
FBALDQ	Fund Balance Detail Query
FBALSQ	Fund Balance Summary Query
FDREQ	Fund Department Requirements Table
FUNC	Function Table
FUNCINF	Function Inference Table
FY	Fiscal Year
GAE	General Accounting Encumbrance Transaction
GAO	General Accounting Office
IET	Internal Exchange Transaction
IETAT	Automated Transfer (Accounting Template) (Revenue) Transaction
IETBS	Balance Sheet Transaction
IETOP	Operating Transfer Transaction
IETRE	Residual Equity Transaction
IETTRI	Real Estate Transaction
IETUT	Use Tax Transfers (Accounting Template) (Revenue) Transaction
IETWO	Work Order Transaction
IPO	Internal Purchase Order Transaction
ITA	Internal Transaction Agreement Transaction
ITABS	Internal Transaction Agreement - Balance Sheet Transaction
ITAOP	Internal Transaction Agreement - Operating Transfer Transaction
ITARE	Internal Transaction Agreement - Residual Equity Transaction
ITATRI	Internal Transaction Agreement - Real Estate Transaction
ITAWO	Internal Transaction Agreement - Work Order Transaction
ITD	Inception-to-Date Query
ITI	Internal Transaction Initiator Transaction
ITIAD	Internal Transaction Initiator - Department of Administration (copy forward to ITA) Transaction
ITIBS	Internal Transaction Initiator - Balance Sheet Transaction
ITIDT	Internal Transaction Initiator - Department of Transportation (copy forward to ITA) Transaction
ITIOP	Internal Transaction Initiator - Operating Transfer Transaction
ITIRE	Internal Transaction Initiator - Residual Equity Transaction
ITITRI	Internal Transaction Initiator - Real Estate Transaction
ITIWOW	Internal Transaction Initiator - Work Order Transaction
JACTG	Accounting Journal





Acronym	Definition
JBUD	Budget Journal
JCASH	Cash Journal
JV	Journal Voucher
JVA	Advanced Journal Voucher
LOC	Location Table
MD	Manual Disbursement Transaction
OAOD	Open Activity Options by Department Page
PSCD	Posting Code
RLPSD	Roll/Lapse Detail Pre-Selection Page
RLPSS	Roll/Lapse Summary Pre-Selection Page
RSRC	Department Revenue Source Code
STASK	Sub Task Table
TASK	Task Table