QUICK REFERENCE GUIDE: ENTERING A WIRE DOCUMENT - MDWT1
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The Manual Disbursement Wire Transfer (MDWT1) document is used to initiate a wire transfer by The Treasurer’s Office. All MDWT1 documents will be initiated by agencies and will require a General Payment Request Document (GAX), or another general payment request document if applicable, such as GAXR1 and GAXB1. If the expenditure is for appropriation type 1 or 2 and is for over $5,000, an Encumbrance (GAE) is required. The example screenshots below are for a normal expenditure (GAX). Also listed in this document are the event types used on the GAX Revenue Refunds (GAXR1) and Payment Request-Balance Sheet (GAXB1).

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

If your agency is to process a GAXB1 document for a wire transfer via the Treasurer’s Office, we ask that you send an email to AFIS.Operations@azdoa.gov mailbox to inform the GAO to complete the second approval process. Only GAXB1 documents workflow to GAO for the second approval process. All other GAX documents do not.

Wire-Out Request Form

The wire-out request form (repetitive or one-time wire request) must be emailed to the State Treasurer’s Office at banking@aztreasury.gov. These forms contain sensitive banking information, so should not be attached to the document in AFIS.

Getting Started

Login to AFIS, create GAE if required.

**Copy Forward** the GAE to a GAX using the following steps:

1. Observe the Total Amount of the General Accounting Encumbrance document
2. At the bottom of the page, click **Copy Forward**
3. On the Copy Forward screen, in the **Doc. Department Code**, enter your **Agency code**

*Note: If the wire is for $5,000 or more, and the appropriation is type 1 or 2, an encumbrance (GAE) is required. If a GAE is required, it can be entered like any other GAE.*
4. Check the **Auto Numbering** check box or assign your own unique document number.

5. Verify that the Target Document Code selected is **GAX** (or **GAXR1** or **GAXB1** if applicable).

6. Click **Ok**

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**Complete the Accounting Component.**

1. Select the **Event Type**. Appropriate Event Types are listed in the table below.

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

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

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

**Additional Event Types:**

<table>
<thead>
<tr>
<th>Event Type</th>
<th>Event Type Name</th>
<th>GAX Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>APW1</td>
<td>Authorize Wire Payment</td>
<td>GAX</td>
</tr>
<tr>
<td>APW2</td>
<td>Authorize Wire Payment - no AE Reimbursement</td>
<td>GAX</td>
</tr>
<tr>
<td>APW3</td>
<td>Authorize Earned Revenue Refund - Wire Transfer</td>
<td>GAXR1</td>
</tr>
<tr>
<td>APW4</td>
<td>Liability Payout Authorization - Wire Transfer</td>
<td>GAXB1</td>
</tr>
<tr>
<td>APW5</td>
<td>Asset Payout Authorization - Wire Transfer</td>
<td>GAXB1</td>
</tr>
<tr>
<td>APW6</td>
<td>Due to Others Payout Authorization - Wire Transfer</td>
<td>GAXB1</td>
</tr>
</tbody>
</table>
Once the GAX document has been entered, approved and is in the Final phase, it may be copied forward to a MDWT1 document.

Create the MDWT1 Document Using Copy Forward

Locate the General Accounting Expenditure document that you created above.

1. On the Secondary Navigation Panel, click **Search**
2. Click **Document Catalog**
3. In the **Code** field, enter **GAX**
4. In the **Dept** field, enter **your Agency code**
5. Click **Browse**
6. In the search results, click the **ID** that is on the GAX to be paid

Create a **MWDT1** document. Observe the Total Amount of the General Accounting Expenditure document.

1. At the bottom of the page, click **Copy Forward**
2. On the Copy Forward screen, in the **Doc. Department Code**, enter **your Agency code**
3. Check the **Auto Numbering** check box or assign your own unique document number
4. Verify that the Target Document Code selected is **MWDT1**
5. Click **Ok**
**Adjust the Header**

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

1. **Validate** MWDT1 Document
   
   Confirm that the document validated successfully in the upper left-hand corner. If it did not, correct errors or please see your accounting supervisor for assistance.

2. **Submit** MWDT1 Document

**Note:** The document will be handled through workflow and will be pending the Department Approver. From the General Information tab of the document Header component the **Actual Amount** indicates the total amount of the requested payment; the **Closed Amount** indicates the total amount disbursed.

**Tracking Work in Progress**

Open **MDWT1** document.

1. At the bottom of the document, select **Workflow**
2. From the Workflow menu, select **Track Work in Progress**

The grid displays the different levels of approval. The screenshot shows the document has already been approved at the agency and the Treasurer’s Office levels. This grid shows who approved the document and who submitted the document.