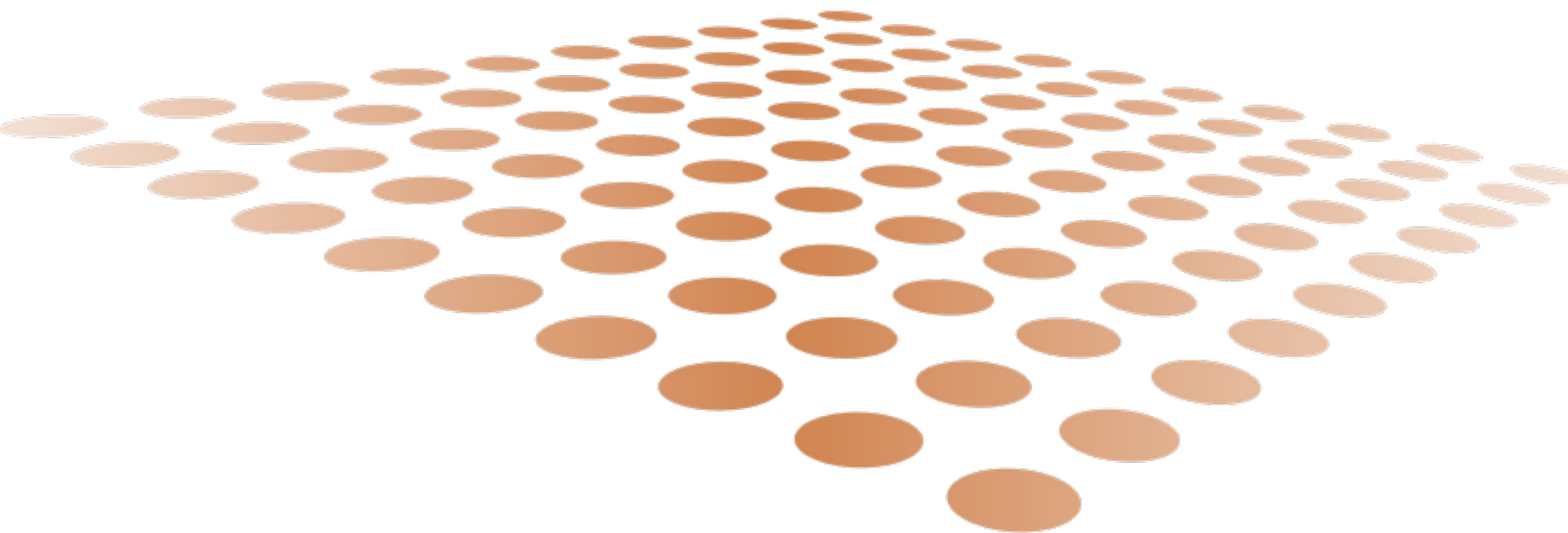


ADOA – General Accounting Office

# **QUICK REFERENCE GUIDE: ENTERING A WIRE DOCUMENT - MDWT<sub>1</sub>**



# ENTERING A WIRE DOCUMENT - MDWT<sub>1</sub>

The Manual Disbursement Wire Transfer (MDWT<sub>1</sub>) document is used to initiate a wire transfer by The Treasurer’s Office. All MDWT<sub>1</sub> 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](mailto: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

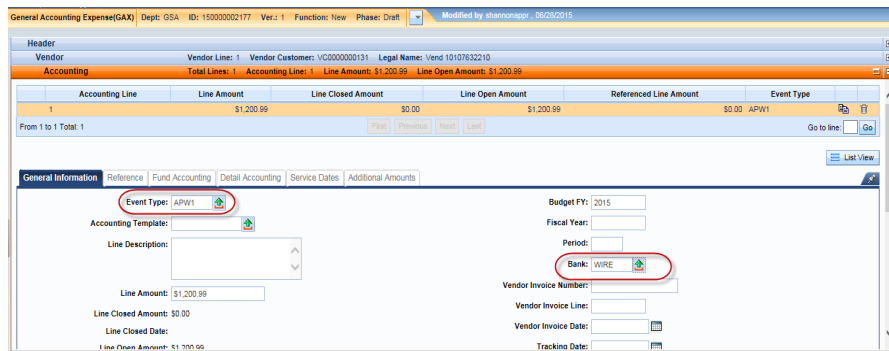
The wire-out request form (repetitive or one-time wire request) must be emailed to the State Treasurer’s Office at [banking@aztreasury.gov](mailto:banking@aztreasury.gov). These forms contain sensitive banking information, so should not be attached to the document in AFIS.

## 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**,



**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.



enter ***your Agency code***

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**

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**

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

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

**Additional Event Types:**

<b>Event Type</b>	<b>Event Type Name</b>	<b>GAX Type</b>
APW1	Authorize Wire Payment	GAX
APW2	Authorize Wire Payment - no AE Reimbursement	GAX
APW3	Authorize Earned Revenue Refund - Wire Transfer	GAXR1
APW4	Liability Payout Authorization - Wire Transfer	GAXB1
APW5	Asset Payout Authorization - Wire Transfer	GAXB1



APW6	Due to Others Payout Authorization - Wire Transfer	GAXB1
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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**

	Target Doc Type	Target Doc Code	Description
	MD	MD	Create MD from GAX
✓	MD	MDWT1	Create MDWT1 from GAX
	DRM	DRM	Create DRM from GAX
	MD	EAMD	Create EAMD from GAX
	MD	EAMD	Create EAMD from GAX with 2AL

First Prev Next Last



## Quick Reference Guide

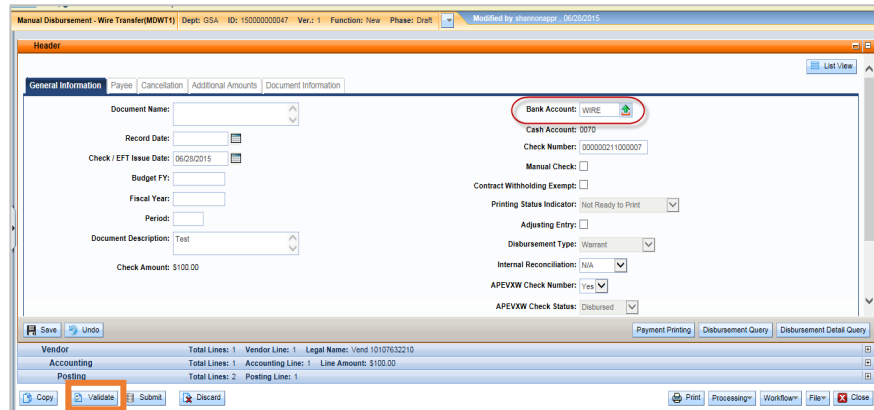
## Adjust the Header

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

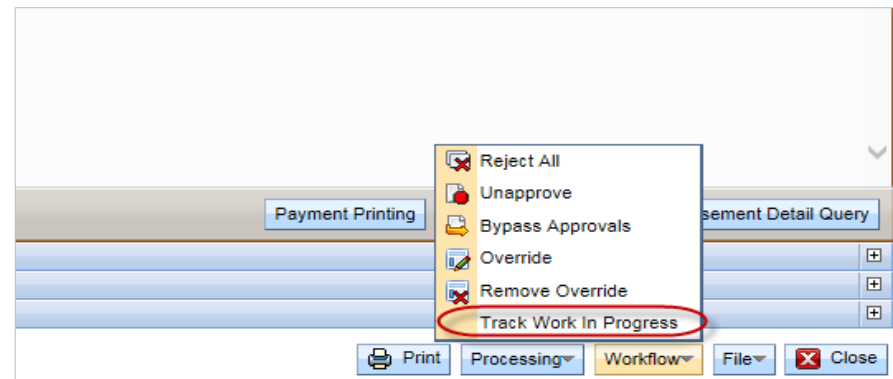


**Note:** The document will be handled through workflow and will be pending the Department Approver. From the General Information tab of the document Header component the Actual Amount indicates the total amount of the requested payment; the Closed Amount indicates the total amount disbursed.

## Tracking Work in Progress

Open **MDWT1** document.

- At the bottom of the document, select **Workflow**
- From the Workflow menu, select **Track Work in Progress**



Track Work in Progress - MDWT1 - LOA - 220PF200 - 1

Date Submitted : 4/17/2020 Submitter : LUPE GONZALEZ

Approval Rule ID	Seq No	Approval Level	Assignment Date	Initial Assignee Name	Approval Status	Approval User Name
11688	1	1	2020-04-17	LOA AP Approver	Approved	Julie Bojorquez
11688	3	2	2020-04-17	TRA CentralAP GL Appr	Approved	Shun Jung

[View Log](#) [View Visual](#)

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