



Entering a Wire (MDWT1) Document

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 \$1,000, 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).

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 information, so should not be attached to the document in AFIS.

Procedure

- A. Login to AFIS
- B. Create GAE if required.

Note: If the wire is for \$1,000 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.

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

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.

- a. Observe the Total Amount of the General Accounting Encumbrance document.
- b. At the bottom of the page, click **Copy Forward**.
- c. On the Copy Forward screen, in the **Doc. Department Code**, enter *your Agency code*.
- d. Check the **Auto Numbering** check box or assign your own unique document number.
- e. Verify that the Target Document Code selected is **GAX (or GAXR1 or GAXB1 if applicable)**.

f. Click **Ok**

D. Complete the Accounting Component.

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

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

Note: The only difference between a traditional GAX 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:

Event Type	Event Type Name	GAX Type
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

Create the MDWT1 Document Using Copy Forward

A. 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.

B. Create a MWDT1 document.

1. Observe the Total Amount of the General Accounting Expenditure 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**.
4. Check the **Auto Numbering** check box or assign your own unique document number.
5. Verify that the Target Document Code selected is **MWDT1**.

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

6. Click **Ok**

C. Adjust the Header.

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

D. **Validate** MWDT1 Document

1. 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.

E. **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

- A. Open MDWT1 document.
- B. At the bottom of the document, select **Workflow**.
 - a. From the Workflow menu, select **Track Work in Progress**.



The grid displays the different levels of approval. The screenshot below has already been approved at both levels, this grid will show who approved the document and who submitted the document.

Track Work in Progress - MDWT1 - LOA - W216PF521 - 1

Date Submitted : 7/31/2015 Submitter : BETTY BLACKWELL

Approval Rule ID	Seq No	Approval Level	Assignment Date	Initial Assignee Name	Approval Status	Approval User Name
11688	1	1	2015-07-31	LOA AP Approver	Approved	LATRINA ROSEMOND
11688	2	3	2015-07-31	GAO AP Approver	Approved	Samantha Griego
11688	3	2	2015-07-31	TRA CentralAP GL Appr	Approved	Kim Peed

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