

Process to Complete Internal Transaction Agreement Operating Transfer (ITAOP) for Fund Balance Transfers (Sweeps)

The Internal Transaction Agreement Operating Transfer (ITAOP) document is a two-sided document that will be used for the Inter-Agency fund balance transfers (sweeps) in AFIS. The other document in the Internal Transaction Agreement Operating Transfer two-document method is the Internal Transaction Initiator Operating Transfer (ITIOP) document. This document (ITAOP) is created by using Copy Forward from an Internal Transaction Initiator Operating Transfer document.

Procedure

- A. In AFIS, go to the document catalog.
- B. To locate each agency's transfer in the document catalog, use the below information: Code = ITAOP
Dept. = your agency 3-character code
ID = SWEEPFY20*
For example, for FY20, if your agency is AAA then your ID will be SWEEPFY20AAA.
- C. Complete the transfer document(s) for your agency that pulled from the search. The document could have multiple lines in the Initiator Reference section. As the 2nd Party agency, the 2nd Party Accounting section must tie back to the total vendor lines from the Initiator Reference section.
- D. In the 2nd Party Accounting section, the general information, fund accounting and detail accounting tabs will need to be completed by your agency. Partial fund accounting information is provided below:
Fund = your agency fund as stated per law from the bill
Department = your agency 3-character code
Appr Unit = AA99999 for type 1 funds (appropriated). Agencies will need to use one of their type 3 appropriations for type 3 funds (non-appropriated).
Object = 9101
- E. All transactions will be completed using an Internal Transaction Agreement – Operating Transfer (ITAOP), entered and submitted electronically through AFIS.
- F. All type 1 funds (appropriated) will require your agency to complete a department budget (if not auto generated) prior to completion of the ITAOP.
- G. Only documents in 'Submitted' status and 'Final' phase are complete. Any other status may require further action to complete the transaction.
- H. For more information on processing an Internal Transaction Agreement Operating Transfer (ITAOP) document in AFIS, please refer to the General Accounting Training Guide located on the following website: <https://gao.az.gov/trainingevents/training-resources>