

To all ADOA customers:

With the implementation of the new AFIS on July 7, the process for paying ADOA has changed. The ITI/ITA inter-agency transfer process will be used to pay ADOA invoices. The document code for ADOA billing will be ITIAD. The invoice numbering convention will change to assist the customers in locating their invoices to pay. All ITIAD documents will begin with the letters "AD". The next three digits will be from the customer's Mail Code (MC) that was previously assigned in legacy AFIS. The sixth character will designate the type of billing (See list below). Characters seven through twelve will be the two digit fiscal year, two digit fiscal month and two zeros.

Billing types:

M – Mailroom

G – Motor Pool

E – Enterprise Car Rental

R – Risk Management

K – State Surplus Property

D – Data Center (ASET)

L – Local Area Network

C – Central Services Bureau

Example:

July Data Center invoice for customer 380 would be as follows.

Doc ID: AD380D160100

Risk Management invoice documents IDs will deviate from this convention. The MC will be replaced with a three digit agency code that will be found on the invoice sent to the agency, a four digit year will be used instead of a two digit year and the final two zeros will be dropped. The entire document ID can also be found on the paper invoice.

To find and pay an agency's invoice, the agency will go to the document catalog. Enter "ITIAD" as the Code, their agency as the Dept. and in the ID field enter AD + the three digit MC + \*. This will display all invoices for their MC. If an agency only has one MC or wants to see invoices for all MCs for their agency, enter only the Document Code and Department.

The agency will select the document to pay, copy it forward, enter their accounting information in the 2<sup>nd</sup> Party Accounting tab and submit it through workflow. More detailed instructions are found in section seven of the AFIS General Accounting Training Guide.

Credit memos will be recorded as version 2 of the original ITIAD document with an adjusted amount.

Agencies will not be able to pay an amount different than the amount on the accounting line.

Since all ITIAD documents will remain on the document catalogue, a report has been developed (FIN-AZ-GL-N457) that will show which ITIAD documents have not been paid by the agency.

If you have any questions, please contact Dawn Slater at 602-364-4871.