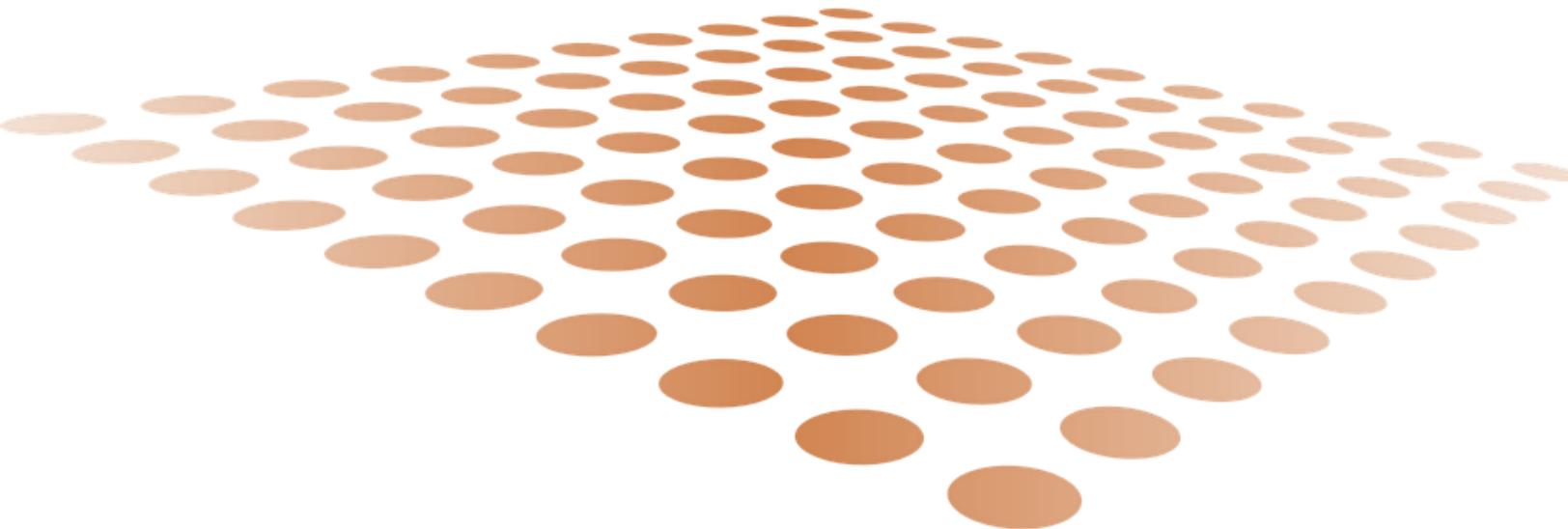


ADOA – General Accounting Office

# QUICK REFERENCE GUIDE: NON-WEB PORTAL CREDIT CARD REVENUE & FEE PROCESSING



# NON-WEB PORTAL CREDIT CARD REVENUE & FEE PROCESSING

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## Create a Department – Treasury Cash Adjustment (DADJ) Document

An agency may receive credit card revenues and related credit card fees for non-Web Portal transactions. In this situation, the Treasurer’s Office will process a State Treasurer – Treasury Adjustment (STADJ) document for credit card revenue that will increase the agency’s cash and set up a Treasurer’s Credit Card Clearing liability account. (Favorable Deposit Adjustment) For credit card fees, the Treasurer’s Office will use the STADJ document, as well, but to create the opposite posting, an increase to the Treasurer’s Credit Card Clearing liability account and decrease to the agency’s cash. (Unfavorable Deposit Adjustment)

Here is an example of the STADJ posting lines:

**Favorable Credit Card Revenue Adjustment: (ARS5 – Event Type)**

Debit: Cash (BSA 0070)

Credit: Treasurer’s Credit Card Clearing (BSA 1534)

**Unfavorable Credit Card Fees Adjustment: (ARS4 – Event Type)**

Debit: Treasurer’s Credit Card Clearing (BSA 1534)

Credit: Cash (BSA 0070)

Please Note: Most STADJ’s are posted to the General Fund 1000 unless otherwise pre-arranged with Treasury by the agency to post to another Fund.

This Quick Reference Guide (QRG) will provide the steps for clearing the Treasurer’s Credit Card Clearing liability by recognizing credit card revenues or reducing revenues and/or recognizing expenditures for credit card fees.

## Close Treasurer’s Credit Card Clearing Liability (DADJ Document)

Copy forward the STADJ document created by the Treasurer’s Office to create a Department – Treasury Adjustment (DADJ) document. The DADJ document can be used to recognize credit card revenue or fees. The DADJ document references the chart of account elements entered on the STADJ document. The fund and department carried over from the STADJ document cannot be changed. If the agency needs to recognize credit card revenue or fees in a fund other than the fund on the STADJ document, the agency will additionally need to complete an IET document to transfer revenues or expenditures to the other fund(s). The processing of an IET document is explained later in this guide. This section will cover processing the DADJ document.

Listed below are the event types to use with the DADJ document for credit card related activities:



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- ARD8 (Credit Card Favorable Adjustment) – Credit Card Revenue (Used in conjunction with ARS5 STADJ Event Type)
  - Debit: Treasurer’s Credit Card Clearing Liability
  - Credit: Revenue
  
- ARD6 (Credit Card Unfavorable Adjustment - Revenue) – Credit Card Fees Revenue Reduction (Used in conjunction with ARS4 STADJ Event Type)
  - Debit: Revenue
  - Credit: Treasurer’s Credit Card Clearing Liability
  
- ARD7 (Credit Card Unfavorable Adjustment - Expenditure) – Credit Card Fees Expenditure (Used in conjunction with ARS4 STADJ Event Type)
  - Debit: Expenditure
  - Credit: Treasurer’s Credit Card Clearing Liability

## Procedure

Log into **AFIS**. Search for the **STADJ** document created by Treasurer’s Office

1. **Navigate** to the Document Catalog
2. In the **Code** field, enter **STADJ**
3. Click **Browse**
4. In the **Dept.** field, enter **your department code**
5. In the **ID** field, enter the STADJ **document ID**, as provided on documentation from the Treasurer’s Office
6. Click **Browse**
7. Click on the **ID** link, from the grid, to open up the STADJ that will be copied forward to a DADJ

**Click** the Copy Forward button

1. In the **Dept** field, enter *your department code*
2. In **Document ID** field, enter the same document ID as the STADJ

**Note:** You may select the **Auto Number checkbox** to generate a unique ID if you so desire, but we highly recommend using the same document number as the STADJ Document ID for research purposes.

3. Click **Okay** to generate a DADJ document

Complete the **Header** component, at a minimum, enter the following information:

- Document Description

Complete the **Accounting** component, at a minimum, enter the following information on the **General Information** tab:

- Enter the **Event Type**. Select **ARD8** for credit card revenue. For credit card fees, select **ARD6** (revenue reduction) or **ARD7** (expenditure). See a description of the event types in the opening summary to this section.
- Line Amount



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- Budget FY – Enter the applicable appropriation year (e.g. 2016)

On the **Fund Accounting** tab, at a minimum, enter the following information:

- Department
- Object – Enter only if using event type ARD6
- Revenue – Enter only if using event type ARD8 or ARD6
- Additional elements required are the Fund, Unit and Appropriation Unit, if not inferred by the Function

On the **Detail Accounting** tab at a minimum, enter the following information:

- Any department required elements, such as Function

*If necessary*, enter additional accounting lines to recognize revenue or expenditures to additional chart of account elements

1. Click **copy line icon** next to the accounting line listed in the grid area
2. Click **insert copied line button**
3. Change the **line amount** and any chart of account elements that should be different, on the fund accounting and detail accounting tabs (e.g. Program Period Code, etc.)
4. Ensure that the amounts on all accounting lines of the DADJ document do not add up to more than the total amount on the referenced STADJ document. Also, ensure that the fund is the same fund as was recorded on the STADJ, for each of the accounting lines.

**Note: If credit card revenues or fees must be transferred to other funds, then it may simplify things to record these activities to one chart of account “bucket” (e.g. 4699, etc.) on the DADJ document and then use the IET clear out this “bucket” and transfer these activities to the corrected funds and other chart of account elements.**

Prior to submitting the document, attach any department specific backup documents

1. Click on **File** and select **Attachments**
2. Select **Upload**
3. Select **Browse** and select the file
4. Click **Upload**
5. Click **Return to Document**

**Validate** DADJ document

- Confirm that the document validated successfully in the upper left-hand corner. If it did not, please see your accounting supervisor

**Submit** DADJ document

**Note: The document will be handled through workflow and will be pending the Department Approver**



## Transfer Credit Card Revenues or Expenditures to other Funds

This step is only necessary if your agency needs to recognize the revenue or expenditures for credit card activity in a fund other than the fund recorded originally on the STADJ document by the Treasurer’s Office.

The Internal Exchange Transaction (IET) document can be used to record both intra-agency and inter-agency fund transfers in a single document.

### Procedure

Log into **AFIS**. **Navigate** to the Document Catalog.

#### Create IET document

1. In the **Code** field, enter **IET**
2. Click **Create**
3. In the **Dept.** field, enter **your department code**
4. Click **Auto Number** checkbox to generate a unique ID, or enter an ID of your choice.

**Note:** You may select the **Auto Number checkbox to generate a unique ID if you so desire, but we highly recommend using the same document number as the STADJ Document ID for research purposes.**

5. Click **Create**. A new document is generated

Complete the **Header** component, at a minimum, enter the following information:

- Initiator
  - Provider/Seller (1st Party is receiving cash)
  - Receiver/Buyer (1st Party is sending cash) – This method works best, if the DADJ document was used to record the credit card activity into one “bucket”, for a later clearing out.

Complete the **Exchange Details** component

1. Click **Insert New Line**

On the **General Information** tab, at a minimum, enter the following information:

- Event Type (see grid below)
- Line Amount

INZ1	Expenditure to Expenditure Transfer
INZ2	Revenue to Revenue Transfer
INZ3	Expenditure to Revenue Transfer



On the **1<sup>st</sup> Party Fund Accounting** tab or enter the Function on the **1<sup>st</sup> Party Detail Accounting** tab, at a minimum, enter the following information:

- Fund
- Department
- Unit
- Appr Unit
- Object (if applicable)
- Revenue (if applicable)

On the **Detail Accounting** tab, at a minimum, enter the following information:

- Function (if used)
- Task (if not inferred from function)

Complete the **2<sup>nd</sup> Party Accounting** component for each line of the Exchange Detail component

On the **General Information** tab, at a minimum, enter the following information:

- Line Amount

On the **Fund Account** tab or enter the Function on the **Detail Accounting** tab, at a minimum, enter the following information:

- Department
- Fund (if not inferred from function)
- Unit (if not inferred from function)
- Appr Unit (if not inferred from function)
- Object (if applicable)
- Revenue (if applicable)

On the **Detail Accounting** tab, at a minimum, enter the following information:

- Function (if used)
- Task (if not inferred from function)

**Validate** IET document

1. Confirm that the document validated successfully in the upper left-hand corner. If it did not, please see your accounting supervisor

**Submit** IET document

**Note: The document will be handled through workflow and will be pending the Department Approver**