



Non-Web Portal Credit Card Revenue & Fee Processing

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. 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. These transactions have the same accounting impact as the process formerly used in legacy AFIS. Here is the entry on the posting line of the STADJ document:

Credit Card Revenue:

Debit: Cash (BSA 0070)

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

Credit Card Fees:

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

Credit: Cash (BSA 0070)

This Quick Reference Guide will provide the steps for clearing the Treasurer's Credit Card Clearing liability and either recognizing credit card revenues or reducing revenues and/or recognizing expenditures for credit card fees.

Close Treasurer's Credit Card Clearing Liability (DADJ Document)

The STADJ document that is created by the Treasurer's Office can be copied forward 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, and therefore 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). Processing an IET document will be covered in the next section of this guide. This section will cover processing the DADJ document.

The event types that are available to use with the DADJ document for credit card related activities are listed here:

- ARD8 (Credit Card Favorable Adjustment) – Credit Card Revenue
 - Debit: Treasurer's Credit Card Clearing Liability
 - Credit: Revenue

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- ARD6 (Credit Card Unfavorable Adjustment - Revenue) – Credit Card Fees Revenue Reduction
 - Debit: Revenue
 - Credit: Treasurer’s Credit Card Clearing Liability
- ARD7 (Credit Card Unfavorable Adjustment - Expenditure) – Credit Card Fees Expenditure
 - Debit: Expenditure
 - Credit: Treasurer’s Credit Card Clearing Liability

Procedure

- A. Log into New AFIS
- B. **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
- C. **Click** the Copy Forward button
 1. In the Dept. field, enter *your department code*
 2. Click **Auto Number** checkbox to generate a unique ID, or enter an ID of your choice.

Please note: it may help with reconciliation if the DADJ document and any IET document needed, contain the same document ID.
 3. Click **Okay** to generate a DADJ document
- D. Complete the **Header** component
 1. At a minimum, enter the following information:
 - Document Description
- E. Complete the **Accounting** component
 1. 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
 - Budget FY – Enter the applicable appropriation year (e.g. 2016)
 2. At a minimum, enter the following information on the **Fund Accounting** tab:

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- 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
3. At a minimum, enter the following information on the **Detail Accounting** tab:
- Any department required elements, such as Function
4. If necessary, enter additional accounting lines to recognize revenue or expenditures to additional chart of account elements
- Click on the **copy line icon** next to the accounting line listed in the grid area.
 - Click the **insert copied line button**
 - 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.)
 - 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.
- Tip:** 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.
- F. Prior to submitting the document, attach any department specific backup documents
- Click on **File** and select **Attachments**
 - Select **Upload**
 - Select **Browse** and select the file
 - Click **Upload**
 - Click **Return to Document**
- G. **Validate** DADJ document
1. Confirm that the document validated successfully in the upper left-hand corner. If it did not, please see your accounting supervisor
- H. **Submit** DADJ document
- Note:** The document will be handled through workflow and will be pending the Department Approver*

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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

- A. Log into AFIS
- B. **Navigate** to the Document Catalog
- C. **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.

Please note: it may help with reconciliation if the DADJ document and any IET document needed, contain the same document ID.
 5. Click **Create**. A new document is generated
- D. Complete the **Header** component
 1. 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.
- E. Complete the **Exchange Details** component
 1. Click the Insert New Line
 2. At a minimum, enter the following information on the **General Information** tab:
 - Event Type (see grid below)
 - Line Amount

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

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3. At a minimum, enter the following information on the **1st Party Fund Accounting** tab or enter the Function on the **1st Party Detail Accounting** tab:
 - Fund
 - Department
 - Unit
 - Appr Unit
 - Object (if applicable)
 - Revenue (if applicable)
 4. At a minimum, enter the following information on the **Detail Accounting** tab:
 - Function (if used)
 - Task (if not inferred from function)
- F. Complete the **2nd Party Accounting** component for each line of the Exchange Detail component
1. At a minimum, enter the following information on the **General Information** tab:
 - Line Amount
 2. At a minimum, enter the following information on the **Fund Account** tab or enter the Function on the **Detail Accounting** tab:
 - 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)
 3. At a minimum, enter the following information on the **Detail Accounting** tab:
 - Function (if used)
 - Task (if not inferred from function)
- G. **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
- H. **Submit** IET document
- Note:** The document will be handled through workflow and will be pending the Department Approver