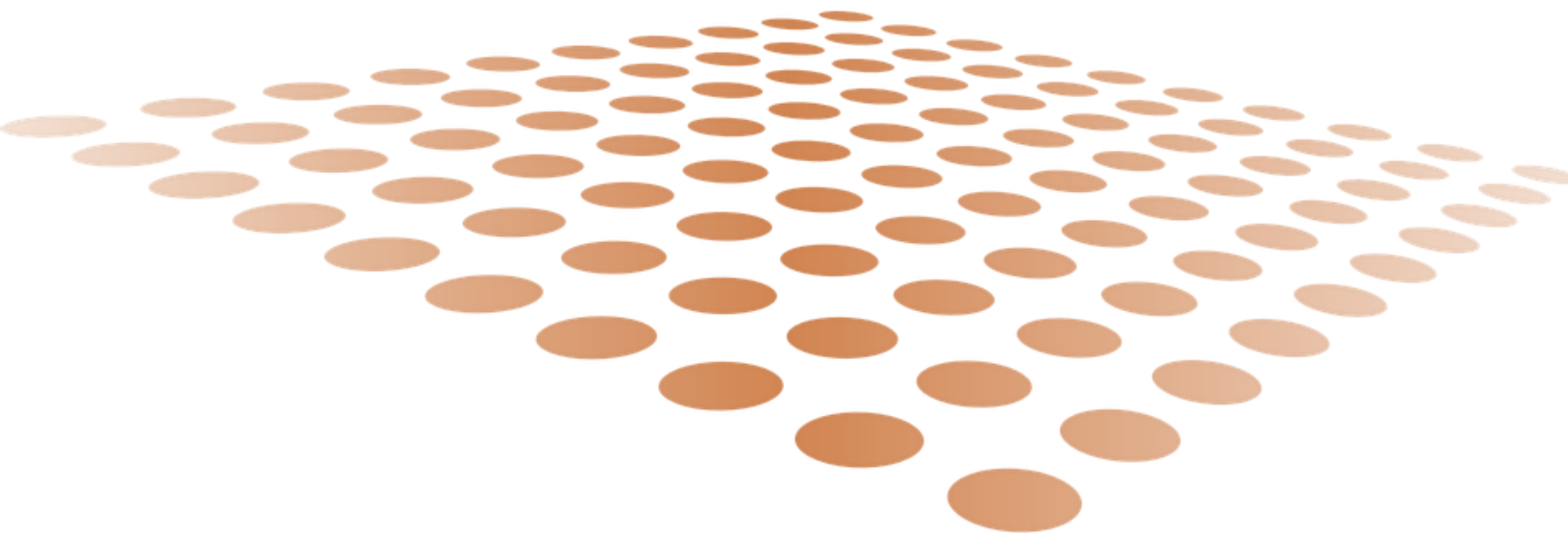


ADOA – General Accounting Office

QUICK REFERENCE GUIDE: PROCESS AN INTERNAL EXCHANGE DOCUMENT (ITI/ITA)



PROCESS AN INTERNAL EXCHANGE DOCUMENT (ITI/ITA)

Process an Internal Transaction Initiator for Arizona Department of Transportation (ITIDT)

The Internal Transaction Initiator (ITIID) document is a two sided document that can be used for Inter-Agency payments. The Department of Transportation will be interfacing ITIDT documents for agencies to process. These documents will be created with the paying agency in the document header. It is important to know that you will need to look for these invoices; there will be no other notification that ADOT has initiated the transfer.

The best method for looking up the ADOT invoices is to look at the infoAdvantage report called, Open Transfers by Initiating Department Report.

Procedure Overview

Log into **AFIS**. **Find** your ADOT initiated ITIDT

1. Go to **Jump To** and type *infoadv*
2. **Select** documents, folders, 1-Statewide Folder
3. **Select** the General Ledger folder and select **FIN-AZ-GL-N459a**
4. **Refresh** the prompts and enter *your Agency code* in the **ITI Doc Department** can document for ITIDT. These documents are invoices from ADOT that need to be paid.

In Advantage, go to the **Document Catalog**.

Enter ITIDT, your doc department and the doc ID from the N457 report.

Copy forward the ITIDT document to an ITA. At a minimum, enter the following information:

1. Doc Department (The agency responsible for completing the ITA)
2. Auto Numbering or Doc ID
3. Target Doc Type = ITA.
4. Click **OK**. The ITA document opens.

Complete the **2nd Party Accounting** component

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

- Line Amount

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

- Department
- Fund (if not inferred from function)



Quick Reference Guide

- Unit (if not inferred from function)
- Appr Unit (if not inferred from function)
- Object

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

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

Validate ITA document

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

Submit ITA document