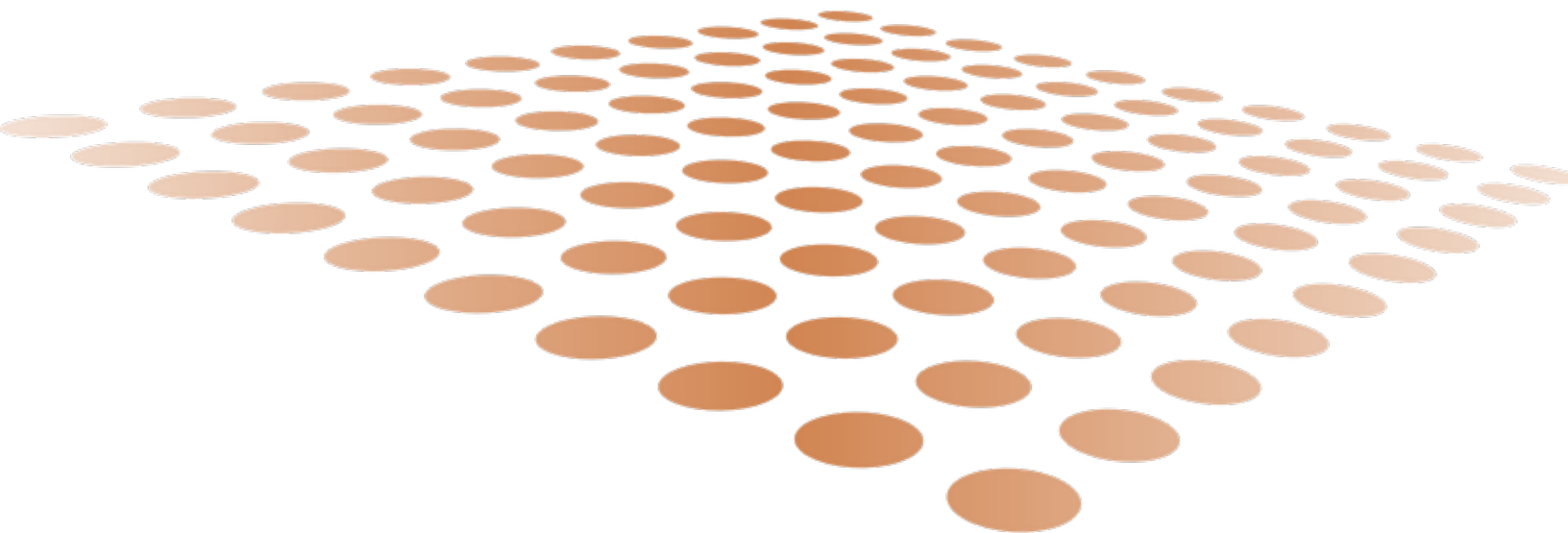


ADOA – General Accounting Office

QUICK REFERENCE GUIDE: PROCESS AN INTERNAL EXCHANGE - AUTOMATED TRANSFER DOC (IETAT)



PROCESS AN INTERNAL EXCHANGE - AUTOMATED TRANSFER DOC (IETAT)

Process an Internal Exchange – Automated Transfer Document (IETAT)

The Internal Exchange Transaction (IETAT) document is a two-part document that can be used for Inter- or Intra-Agency payments. This process serves as a replacement for agencies that have accepted payment via the Automated Transfer process in the past. Agencies currently making this feature available for payment include:

- Department of Public Safety – Fingerprinting Services
- Department of Corrections – Arizona Correctional Industries (Goods and Services)
- Department of Corrections – Fuel Reimbursement
- Department of Revenue – Use Tax Charges (for Use Tax not recorded through APP)

Note: For Use Tax liabilities originally recorded through APP that reside in AFIS Balance Sheet Account 1616, a separate document (IETUT) must be utilized to make payment to Department of Revenue and reduce this liability account. A separate Process an Internal Exchange – Use Tax Transfer Document (IETUT) Quick Reference Guide explains this process using APP.

This document allows agencies who need to pay for the goods/services listed above to initiate a payment without the need for the agency receiving the funds to participate in the creation/validation/submission of the document. The paying agency will initiate an IETAT, and will enter their agency's information in the 2nd Party Accounting section. The paying agency will also complete the Exchange Details section of the document by entering the correct Accounting Template for the party they are paying and amount of the payment. The COA elements for the agency receiving cash will be provided via the Accounting Template selected. The Accounting Templates currently available for this process are:

- **ACISALES** – For payments to Arizona Correctional Industries
- **A3051645FB, A305WINSFB, A305PVFB, A305YUMAFB, A305DOUGFB** – For payments to Department of Corrections for fuel reimbursement
- **USETAX** – For the payment of Use Tax (not recorded in APP) to Arizona Department of Revenue
- **FINGERPRNT** – For payment of Fingerprinting Services charges to the Department of Public Safety
- **CNTYRVLTC**- For payments of County Revenue long term care charges to the Department of Arizona Health Care Cost Containment System (AHCCCS)
- **ACRCNTR**- For payments of AlternateContributionRate(ACR) related to contracted retiree charges to the General Accounting Office – this needs an attachment

All IETAT documents will be routed through workflow and will be pending the Department Approver.

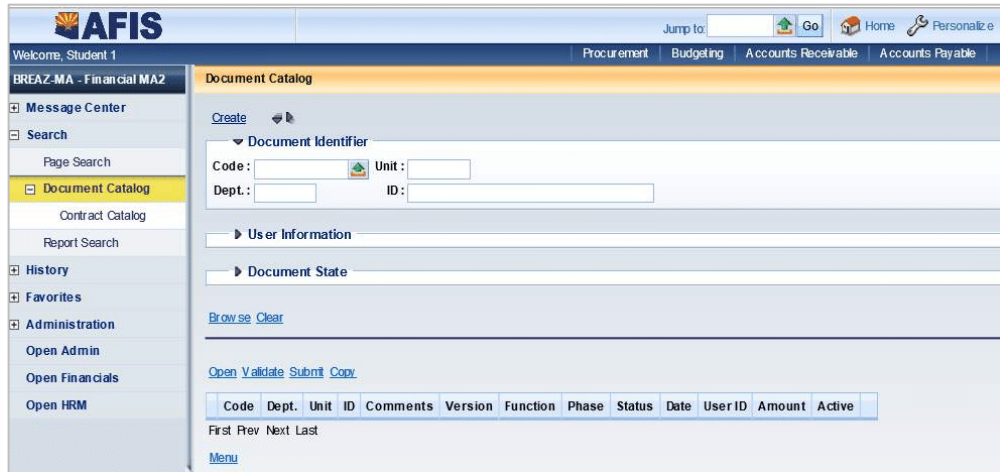
Payment to Other Agencies for Goods Purchased through APP

Agencies that wish to create purchase orders in APP for goods purchased from Arizona Correctional Industries (Department of Corrections) and Arizona Industries for the Blind (Department of Economic Security) should use the “P-Card Enabled” check box on the purchase order to suppress sending an encumbrance document to AFIS. Invoice payments for these goods cannot be made using the APP 3-Way Match capability and must be made via transfer in AFIS using the inter-agency transfer process (either ITI/ITA or IETAT document). If necessary, an encumbrance (IPO document) must be created directly in AFIS and referenced on the transfer.

IETAT

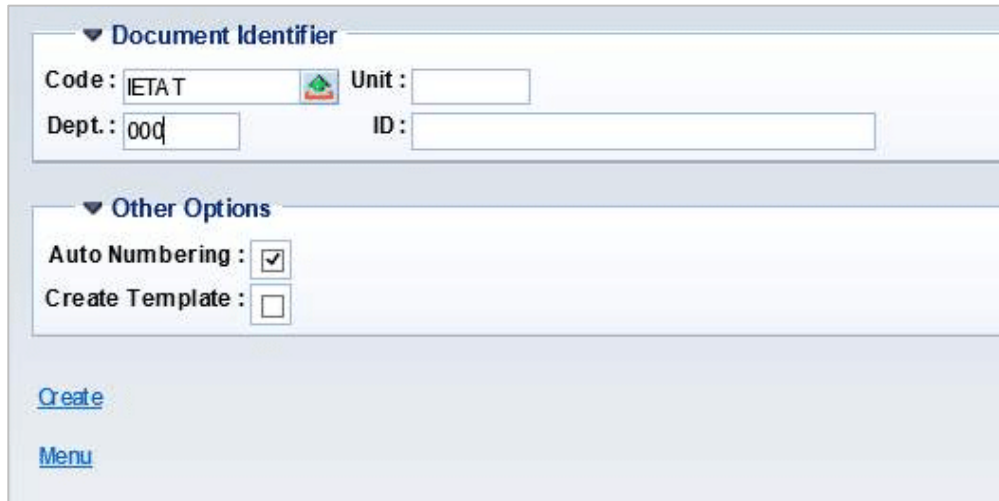
Log into AFIS.

Navigate to the Document Catalog



Create IETAT document.

1. In the **Code** field, type **IETAT**
2. Click **Create**
3. In the **Dept** field, type your department code
4. Click **Auto Number** checkbox to generate a unique ID
5. Click **Create**



A new document is generated.



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

- Record Date
- Initiator: Must be set to Provider/Seller

Complete the **Exchange Details** component. Click the **Insert New Line**

On the **General Information** tab, enter the following information:

- Event Type
- Select the correct Event Type
- Line Amount
- Accounting Template
- Available Templates: Make sure you select the correct template.
 - ACISALES
 - A3051645FB
 - A305WINSFB
 - A305PVFB
 - A305YUMAF B
 - A305DOUGF B
 - USETAX



- **FINGERPRNT**
- **CNTYRVLTC**
- **ACRCNTR-**
(this
accounting
template
needs an
attachment)

Complete the 2nd Party Accounting component

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

- Line Amount

Internal Exchange Transaction - Automated Transfer(IETAT) Dept: AAA ID: 190000000069 Ver.: 1 Function: New Phase: Draft Modified by: atsbatz_ 12/12/2016

Header
Exchange Details Total Lines: 1 Line Number: 1 Vendor Customer: Legal Name:
2nd Party Accounting Total Lines: 1 Line Number: 0 Line Amount:

Line Number	Line Amount
0	

From 1 to 1 Total: 1

General Information | References | Fund Accounting | Detail Accounting | Service Dates

Event Type:
Accounting Template:
Line Description:
Line Amount:
PY Accrual/Clearing %:

Budget FY:
Fiscal Year:
Period:
Bank:
Billing Profile:
AR Dept:
AR Unit:
Central Statement BPRO:

On the **Fund Account** 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

Internal Exchange Transaction - Automated Transfer(IETAT) Dept: AAA ID: 190000000069 Ver.: 1 F

Header
Exchange Details Total Lines: 1 Line Number: 1 Vendor Customer:
2nd Party Accounting Total Lines: 1 Line Number: 0 Line Amount:

Line Number	Line Amount
0	

From 1 to 1 Total: 1

General Information | References | Fund Accounting | Detail Accounting | Service Dates

Event Type:
Accounting Template:
Line Description:
Line Amount:
PY Accrual/Clearing %:



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

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

Validate IETAT document

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

Submit IETAT document

Internal Exchange Transaction - Automated Transfer(IETAT) Dept: AAA ID: 190000000069 Ver.: 1 Fu

Header

Exchange Details Total Lines: 1 Line Number: 1 Vendor Customer:

2nd Party Accounting Total Lines: 1 Line Number: 0 Line Amount:

Line Number
0

From 1 to 1 Total: 1

General Information References Fund Accounting **Detail Accounting** Service Dates

Event Type:

Accounting Template:

Line Description:

Line Amount:

PY Accrual/Clearing %:

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