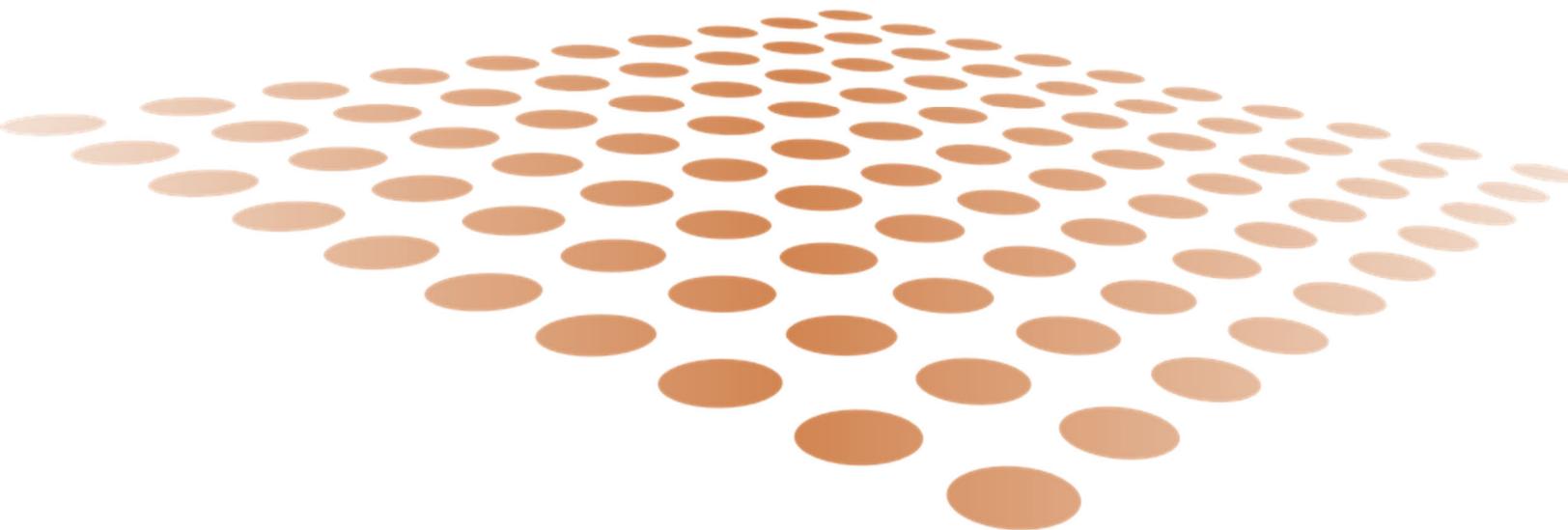


ADOA – General Accounting Office

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





# PROCESS AN INTERNAL EXCHANGE– AUTOMATED TRANSFER DOC (IETAT)

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## 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 2<sup>nd</sup> 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:

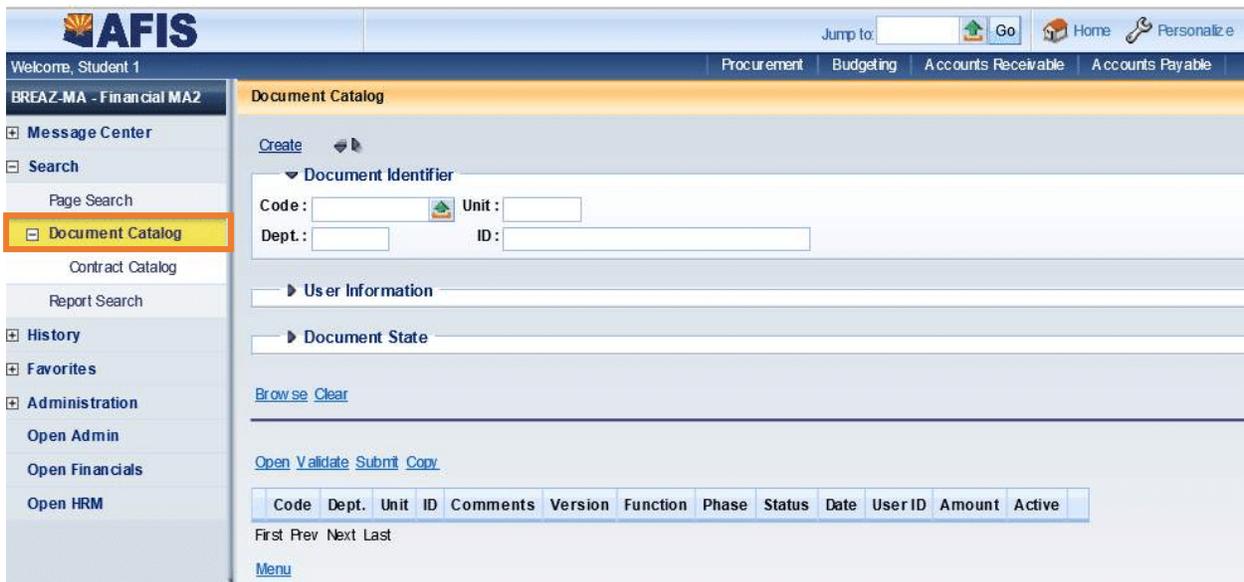
- **ACISALES** – For payments to Arizona Correctional Industries
- **A3051645FB, A305WINSFB, A305PVFB, A305YUMAFB, A305DOUGF** – For payments to Department of Corrections for fuel reimbursement
- **USETAX** – For the payment of Use Tax (not recorded in APP) to Arizona Department of Revenue
- **FINGERPRNT** – 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 for departmental and GAO review for appropriateness and accuracy prior to approval.

## 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.

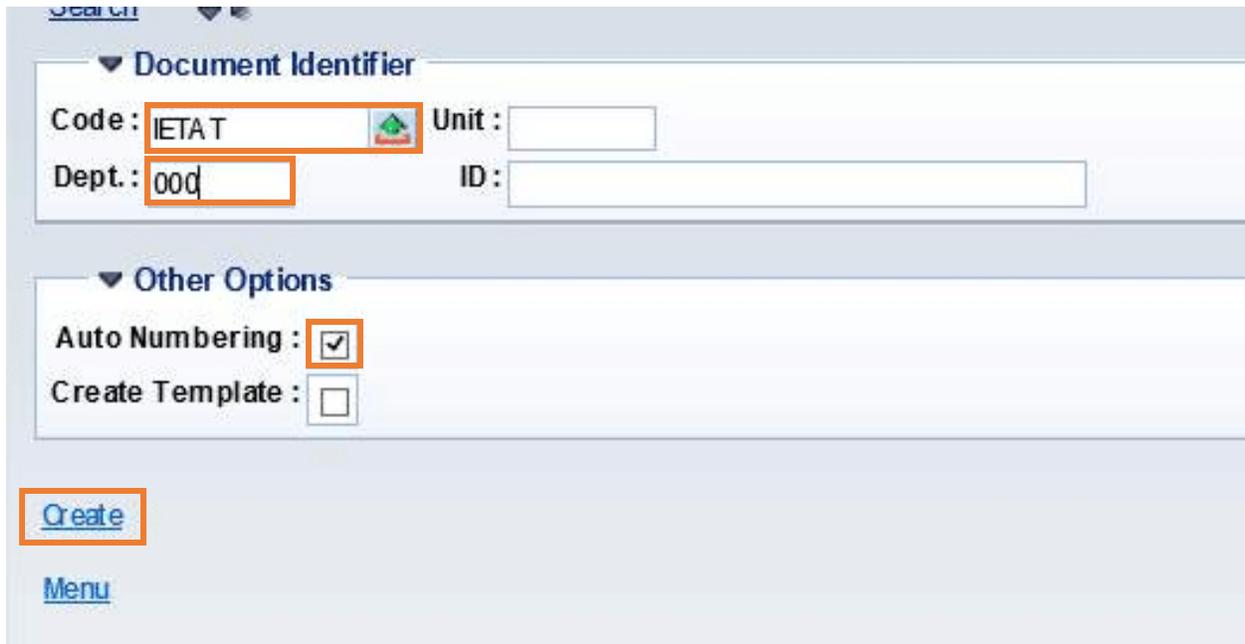
### IETAT



The screenshot displays the AFIS Document Catalog interface. The left-hand navigation pane includes options such as Message Center, Search, Document Catalog (highlighted), Contract Catalog, Report Search, History, Favorites, and Administration. The main content area features a 'Document Identifier' section with input fields for Code, Unit, Dept., and ID. Below this are expandable sections for 'User Information' and 'Document State'. A table header is visible at the bottom with columns: Code, Dept., Unit, ID, Comments, Version, Function, Phase, Status, Date, User ID, Amount, Active. Navigation controls like 'First', 'Prev', 'Next', and 'Last' are located below the table header.

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

### Create IETAT document



**Document Identifier**

Code : IETAT Unit :  
Dept. : 000 ID :

**Other Options**

Auto Numbering :   
Create Template :

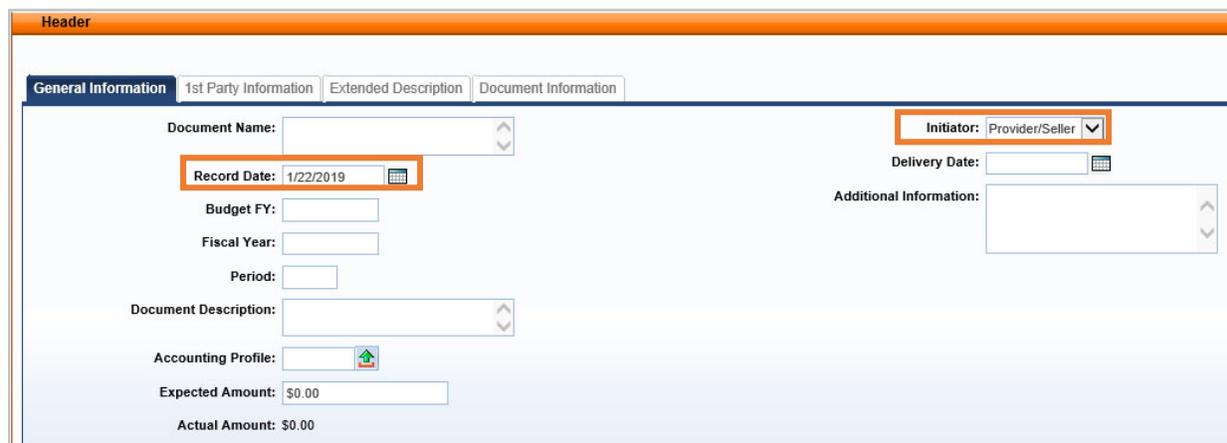
[Create](#)

[Menu](#)

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



**Header**

General Information | 1st Party Information | Extended Description | Document Information

Document Name:

Record Date: 1/22/2019

Budget FY:

Fiscal Year:

Period:

Document Description:

Accounting Profile:

Expected Amount: \$0.00

Actual Amount: \$0.00

Initiator: Provider/Seller

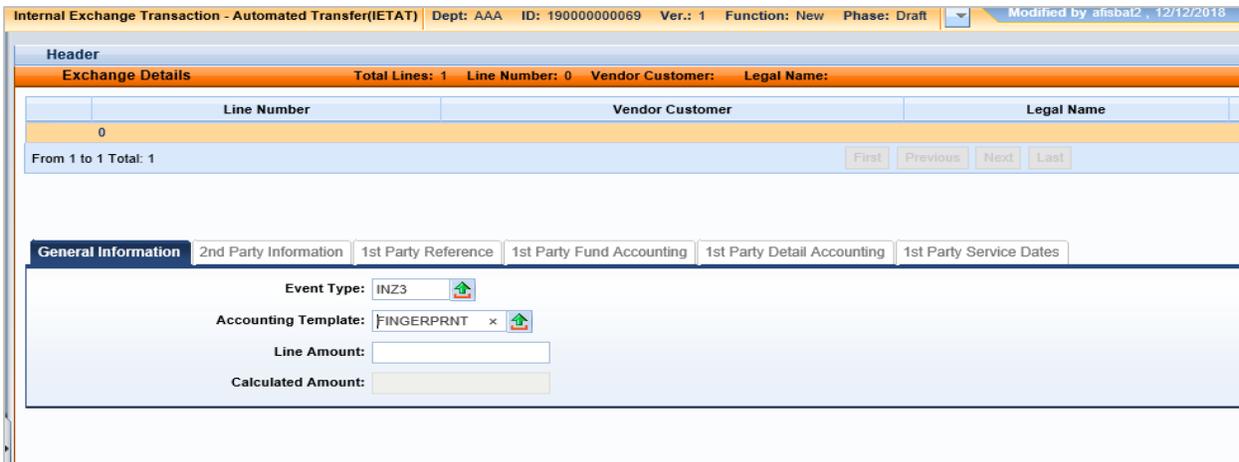
Delivery Date:

Additional Information:

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
  - A305YUMAFB
  - A305DOUGF
  - USETAX
  - FINGERPRNT
  - CNTYRVLTC
  - ACRCNTR- (this accounting template needs an attachment)



The screenshot shows the 'Internal Exchange Transaction - Automated Transfer(IETAT)' interface. The top header includes 'Dept: AAA ID: 19000000069 Ver.: 1 Function: New Phase: Draft' and 'Modified by alisba12, 12/12/2018'. Below this is the 'Exchange Details' section with a table showing 'Total Lines: 1', 'Line Number: 0', 'Vendor Customer:', and 'Legal Name:'. The table has columns for 'Line Number', 'Vendor Customer', and 'Legal Name', with a single row containing '0'. Below the table are navigation buttons: 'First', 'Previous', 'Next', and 'Last'. The 'General Information' tab is selected, showing fields for 'Event Type: INZ3', 'Accounting Template: FINGERPRNT', 'Line Amount:', and 'Calculated Amount:'.

Complete the **2<sup>nd</sup> 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)
- Unit (if not inferred from function)



## Quick Reference Guide

- 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)

The screenshot displays the 'Internal Exchange Transaction - Automated Transfer(IETAT)' interface. At the top, it shows metadata: Dept: AAA, ID: 190000000069, Ver.: 1, Function: New, Phase: Draft, and Modified by: ahsbat2 on 12/12/2018. Below this is a 'Header' section with 'Exchange Details' and '2nd Party Accounting' tabs. A table shows one line item with a Line Number of 1 and a Line Amount of 0. The 'General Information' tab is active, showing fields for Event Type, Accounting Template, Line Description, Line Amount, PY Accrual/Clearing %, Budget FY, Fiscal Year, Period, Bank, Billing Profile, AR Dept, AR Unit, and Central Statement BPRO.

### 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

**Note:** *The document will be handled through workflow and will be pending the Department Approver. The document will then be routed to GAO for review and approval.*