QUICK REFERENCE GUIDE: PROCESSING FINGERPRINT PAYMENT TRANSFERS
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PROCESSING FINGERPRINT PAYMENT TRANSFERS

Processing Fingerprint Payment Transfers

There are two processes for submitting payments for Fingerprints to the Department of Public Safety (PSA); Fingerprint Clearance Cards and Criminal History – No Clearance Card. PSA recognizes all fees as revenues and will only accept the following Event Types:

- INZ2 – Revenue Transfer
- INZ3 – Expenditure to Revenue Transfer

Fingerprint Clearance Cards – ITI/ITA

If you submit the following application(s) with your fingerprint cards and receive a clearance card, you will use the ITI/ITA process to pay the Applicant Clearance Card Team through PSA. The paying agency will be creating the ITI with PSA being the ITA agency. Once you have completed the ITI/ITA process and your agency has created an ITA for PSA, you may submit your packet including your application, fingerprint card, and the application submission form (obtain from the Applicant Clearance Card Team). The ITA will be processed as soon as possible. You no longer need to divide your payment into three lines, this can be done when the PSA completes their portion of the ITA.

You can check the status of the ITI and ITA by searching the document catalog.
Initiating Agency Activity

**Party 1** creates the ITI document to create an Internal Transaction Initiator (ITI) document.

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

Create ITI document following these instructions or what your agency has provided

1. In the **Code** field, enter **ITI**
2. Click **Create**
3. In the **Dept.** field, enter **your 3 letter agency code**
4. Click **Auto Number** checkbox to generate a unique ID
5. Click **Create**. A new document is generated. Note your ITA Document number for later reference.

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

6. Initiator
   - Receiver/Buyer i.e. the 1st Party sending cash (Very Important - this is not the default; you must make this change.)
7. Insert new **Vendor** Line for as many accounting lines as you need

Complete the **Accounting** component for each Vendor line

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

- Event Type (see table below) – please note that both agencies have to have the same Event Type. If the other agency does not agree, the document will be rejected and have to be corrected, resubmitted, and reapproved.
Line Amount – Enter the amount being paid. $67.00 per single standard application and $65.00 per single Volunteer application. Example: 30 Volunteer applications = $1,950.00. The line amount would be $1,950.00.

On the Reference tab, at a minimum, enter the following information:
- Enter IPO encumbrance (if needed)

On the Fund Accounting 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)
- Revenue (if applicable)
- Object (if applicable)

On the Detail Accounting tab, at a minimum, enter the following information:
- Function
- Task (if not inferred from function)

Attach any necessary supporting documentation
- Attach documentation to support document, by selecting File (lower right corner), then Attachments, then Upload, Browse for the correct document to attach, Upload, verify the correct file is listed, return to document.

Validate ITI document
Confirm that the document validated successfully in the upper left-hand corner. If it did not, please correct or seek additional support.

Submit ITI document

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

Approver will Locate ITI document in the Document Catalog.

Copy Forward ITI document to create an ITA document, at a minimum, enter the following information:

- Doc Department = PSA
- Doc ID, enter ACCT
- Click the Auto Numbering check box
- Target Doc Type = ITA

1. Click OK. The ITA document opens
2. Attach any necessary documents
3. You can save or validate, but will be unable to submit, as that is for PSA

Paying agency will send PSA Document ID number with their application and fingerprints to the Department of Public Safety.

Agreement Agency Activity (PSA Completing the ITA)

Locate the ITA in the Document Catalog (This is the individual who is processing the rest of a transfer, not Finance staff).

At a minimum, browse on the following information:

- ITA*
- Dept - PSA
- Held status

Edit and Complete the 2nd Party Account component.

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

- Event Type (must match ITI) – if incorrect, notify ITI agency and get it corrected before submitting for approval.
- Line Amounts

Verify the Initiator Reference, under the Initiator Reference tab, make sure the paying agency has their 3 letter agency code under Initiator Doc Dept. This is where their ITI document code can be found under the Initiator Doc ID.

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

- Department = PSA
- Revenue

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

- Function

Validate ITA document
Yp pr appropriateness and accuracy prior to approval. All IETAT documents will be routed through workflow for departmental and GAO review for elements for the agency receiving cash will be provided via the Accounting Template selected. The correct Accoun paying agency will also complete the Exchange Details section of the document by entering the initiate an IETAT, and will enter their agency’s information in the 2 funds to participate in the creation/validation/subm No Clearance Card Fingerprinting, to initiate a payment without the need for the agency receiving the The IETAT allows agencies who need to pay for the goods/services, in this instance Criminal History restarted and go through both agencies and both approvals again. ITA) goes into a rejected status. The funds did not transfer, and the payment process must be Note: Because the paying agency is the initiator, the final validations for their funding does not happen until the ITA is approved. If their funding cannot post due to a funding issue, appropriation or allotment problem, budget problem, etc., both documents (the ITI and the ITA) goes into a rejected status. The funds did not transfer, and the payment process must be restarted and go through both agencies and both approvals again.

Criminal History – No Clearance Card - IETAT

If you submit the following inventory sheet form with your fingerprint cards and receive criminal history; you will use the IETAT process. This process can only be used for the $22 and $20 fees. GAO is the approver of these transfers. If you have a state level only check or any other approved dollar amount, you will need to use the ITI/ITA process (See previous procedure). The IETAT allows agencies who need to pay for the goods/services, in this instance Criminal History – No Clearance Card Fingerprinting, 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 Template currently available for this process is:

- **FINGERPRINT** – For payment of Fingerprinting Services charges to the Department of Public Safety

All IETAT documents will be routed through workflow for departmental and GAO review for appropriateness and accuracy prior to approval. Once the IETAT is approved the funds are automatically released to PSA. You may send your fingerprint cards, inventory sheet, and screen print of the IETAT Header, General Information tab as soon as GAO has approved your IETAT. Please put the inventory sheet number as your document name or document description.

You can check the status of your IETAT by searching the document catalog.
Procedure

Log into AFIS. Navigate to the Document Catalog.

Create IETAT document.

1. In the Code field, enter IETAT
2. Click Create
3. In the Dept. field, enter 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:

- Document Name or Document Description
  - Inventory Sheet Number
- Record Date
- Initiator
  - Must be set to Provider/Seller

Complete the Exchange Details component, Click the Insert New Line

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

- Event Type
  - INZ3 or INZ3
- Line Amount
  - Accounting Template
    - FINGERPRINT
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)
- 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** 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.*