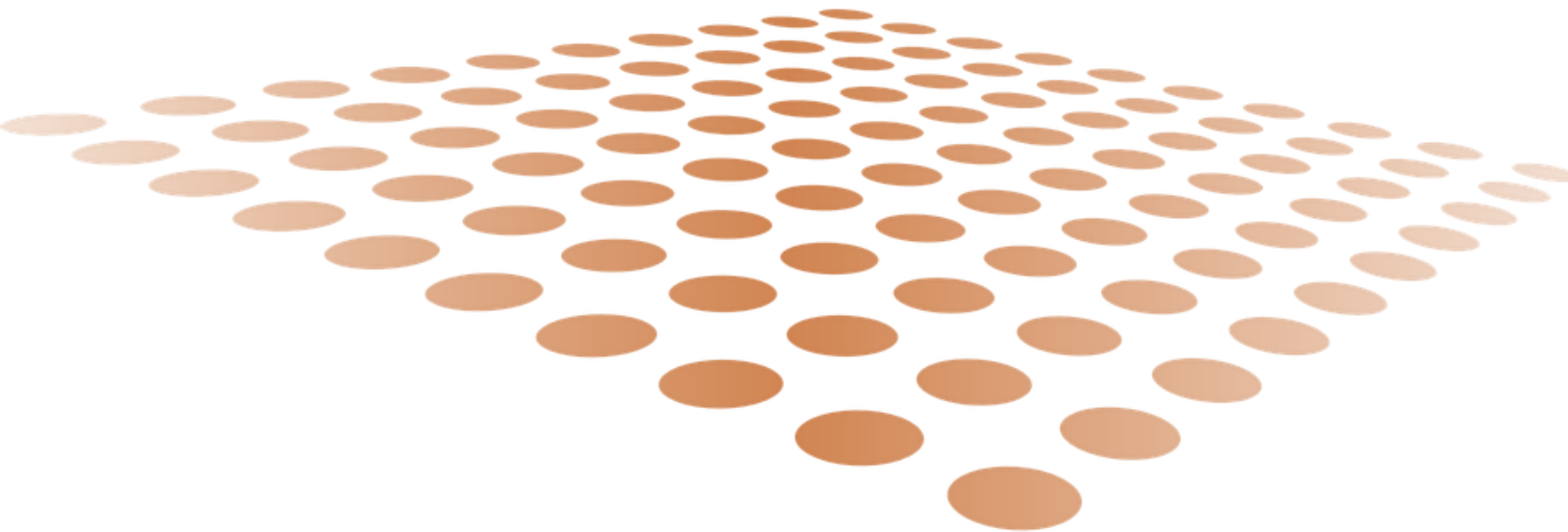


ADOA – General Accounting Office

QUICK REFERENCE GUIDE: PROCESSING INTERNAL TRANSFERS





PROCESSING INTERNAL TRANSFERS

Table of Contents

PROCESSING INTERNAL TRANSFERS..... 3

PROCESS AN INTERNAL PURCHASE ORDER 3

 PROCEDURE 3

 RESEARCHING INTERNAL PURCHASE ORDER..... 4

PROCESS AN INTERNAL EXCHANGE DOCUMENT (IET)..... 5

 PROCEDURE 5

RESEARCHING INTERNAL EXCHANGE DOCUMENTS 6

PROCESS INTER-AGENCY TRANSFERS..... 7

 INITIATING AGENCY ACTIVITY..... 7

 ITI APPROVER AGENCY ACTIVITY 8

 AGREEMENT AGENCY ACTIVITY 9

RESEARCHING INTER-DEPARTMENTAL TRANSFER DOCUMENTS..... 10

 EXAMPLE:..... 10



Processing Internal Transfers

AFIS allows for processing internal accounting transactions that take place between State Departments and within State Departments. When a transaction takes place between Departments it is called an Inter-Agency transaction. When a transaction takes place within a Department it is called an Intra-Agency transaction.

Process an Internal Purchase Order

An Internal Purchase Order (IPO) document is used to establish an Internal Encumbrance for the buyer Department's appropriations. A request is received by the department end user for the creation of an Internal Encumbrance. The request may be related to an internal service agreement or some other type of agreement with another department that impacts appropriated funds requiring an encumbrance. The department creates an Internal Purchase Order (IPO) transaction that encumbers monies and the Chart of Accounts information is entered on the IPO document.

Procedure

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

Create IPO document

1. In the **Code** field, enter ***IPO***
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
- Document description

Complete the **Vendor** component

1. You must insert a line in the Vendor component because the Vendor line contains the Accounting lines below it. However, after inserting a line on the Vendor component, all fields are left blank.

Complete the **Accounting** component. At a minimum, enter the following information on the **General Information** tab:

- Event Type
- Line Amount



Quick Reference Guide

At a minimum, enter the following information on the **Fund Accounting** tab or enter the Function on the **Detail Accounting** tab:

- Fund
- Department
- Unit
- Appr Unit
- Object
- Task

Validate IPO document

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

Submit IPO document

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

Researching Internal Purchase Order

The IPO documents update several inquiry tables. One that will be most commonly used is the Accounting Journal. The steps to find the status of your transfer are shown below.

Navigate to the **Page Search** table

1. In the **Description** field enter – Accounting Journal

Select **Accounting Journal** - JACTG

2. Click **Search**
3. Enter the applicable **Department** and **Doc CD=IPO**
4. You can view a list of document



Process an Internal Exchange Document (IET)

The Internal Exchange Transaction (IET) document can be used to record both intra-agency and inter-agency fund transfers in a single document. The expectation is that the COA and posting information for all parties is known by the creator of the IET document. An IET document can reference and either partially or fully liquidates an Internal Purchase Order (IPO) document.

Procedure

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

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
5. Click **Create**. A new document is generated

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

- Initiator
 - Provider/Seller (1st Party is receiving cash)
 - Receiver/Buyer (1st Party is sending cash)

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

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

- Event Type (see grid below)
- Line Amount

INZ1	Expenditure Transfer
INZ2	Revenue Transfer
INZ3	Expenditure to Revenue Transfer

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)

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

- Function (if used)



Quick Reference Guide

- Task (if not inferred from function)

Complete the **2nd Party Accounting** component for each line of the Exchange Detail component

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

- Line Amount

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)

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

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

Validate IET document

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

Submit IET document

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

Researching Internal Exchange Documents

The IET documents update several inquiry tables. One that will be most commonly used is the Accounting Journal. The steps to find the status of your transfer are shown below.

Navigate to the **Page Search** table

1. In the **Description** field enter – Accounting Journal

Select **Accounting Journal** - JACTG

1. Click **Search**
2. Enter the applicable **Department** and **Doc CD=IET**
3. You can view a list of documents



Process Inter-Agency Transfers

A transfer of funds between agencies when the buyer and seller sides are to be processed by separate parties can begin with or without the creation of an encumbrance document. If no encumbrance is needed, the process begins with the creation of an Internal Transaction Initiator (ITI) document which is then copied forward to an Internal Transaction Agreement (ITA) document. When recording an Inter-Agency transaction, one Department is the buyer (Party1) and another Department is the seller (Party 2). The first department (Party 1) creating an Internal Transaction Initiator (ITI) document can reference an Internal Purchase Order (IPO). The ITI is followed by the creation of an Internal Transaction Agreement (ITA) document that allows the second department (Party 2) to view and accept the amount billed/paid, enter the COA elements, and amount being transferred.

If an Internal Purchase Order (IPO) has been created, it can be used as a reference document for an Inter-Agency Transfer Expenditure. If the transaction involves appropriated funds and is for an amount greater than or equal to \$5000, the transaction requires the submission and approval of an Internal Purchase Order (IPO) document, which is used to establish an Internal Encumbrance for the buyer Department's appropriations.

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

1. In the **Code** field, enter **ITI**
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:

- Initiator
 - Provider/Seller i.e. the 1st Party receiving cash
 - Receiver/Buyer i.e. the 1st Party sending cash

Complete the **Vendor** component

Click **Insert New Line**

- Create a new Vendor line for each accounting line needed

Complete the **Accounting** component

Click the **Insert New Line**

- Create an Accounting Line for each Vendor Line created

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



Quick Reference Guide

- Event Type (see grid below)
- Line Amount

INZ1	Expenditure Transfer
INZ2	Revenue Transfer
INZ3	Expenditure to Revenue Transfer

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

Enter IPO encumbrance (if needed)

At a minimum, enter the following information on the **Fund Accounting** 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)
- 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)

Validate ITI document

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

Submit ITI document

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

1. **Approve** ITI document

ITI Approver Agency Activity

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 (The agency responsible for completing the ITA)
- Auto Numbering or Doc ID
- Target Doc Type = ITA.

Click **OK**. The ITA document opens.



Agreement Agency Activity

Locate the **ITA** in the Document Catalog. At a minimum, browse on the following information:

- ITA
- Dept
- 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)
- Line Amount

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

- IPO information (if needed)

At a minimum, enter the following information on the **Fund Accounting** 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)
- 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)

Validate ITA document

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

Submit ITA document

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

Researching Inter-Departmental Transfer Documents

The ITI and ITA documents update several inquiry tables. The ITI and ITA documents update several inquiry tables. One that will be most commonly used is the Accounting Journal. The steps to find the status of your transfer are shown below.

Navigate to the **Page Search** table. In the **Description** field enter – Accounting Journal

Select **Accounting Journal - JACTG**

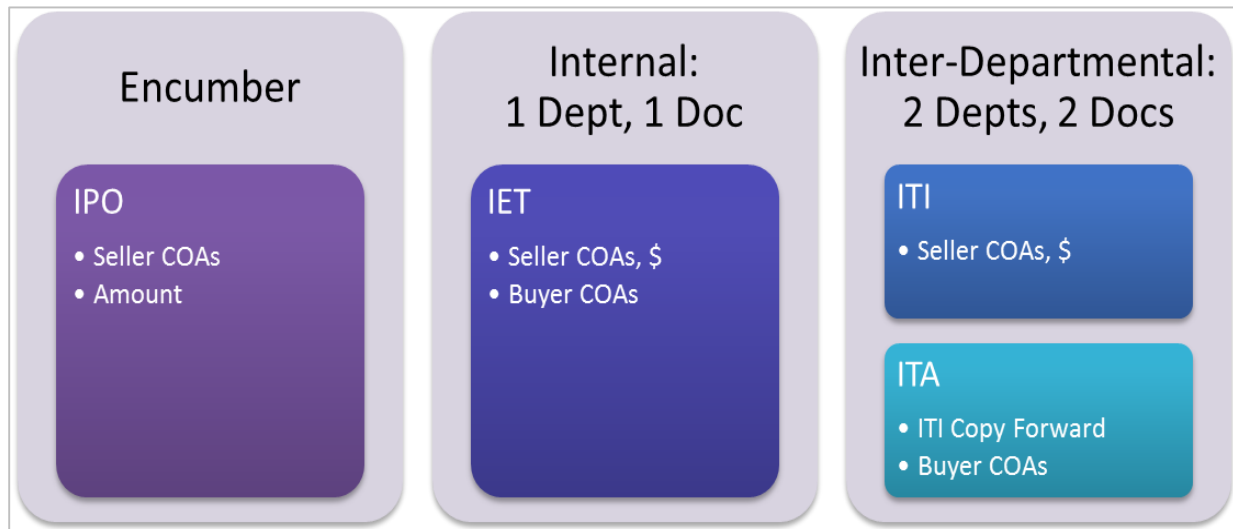
1. Click **Search**
2. Enter the applicable **Department** and **Doc CD=ITI or ITA**
3. You can view a list of documents

Example:

When recording an Inter-Agency transaction, one Department is the buyer (Party1) and another Department is the seller (Party 2). If the transaction involves appropriated funds and is for an amount greater than or equal to \$1000, the transaction requires the submission and approval of an Internal Purchase Order (IPO) document, which is used to establish in Internal Encumbrance for the buyer Department's appropriations.

Internal Transfer documents are used to:

1. Transfer, reimburse, adjust, or correct balances by moving expense, revenue, or balance sheet funds
2. Record internal transfers between state agencies, often in the form of expense or revenue with cash offsets





Expense/Revenue Transfer Event Types IET, IETOP; ITI, ITIOP; ITA, ITAOP	Balance Sheet Transfer Event Types IETBS, ITIBS, ITABS
INZ1 Expense to Expense	INZ0 Liability to Expense
INZ2 Revenue to Revenue	INZ4 Asset Transfer
INZ3 Expense to Revenue	INZ5 Liability Transfer
	INZ6 Asset to Liability
	INZ7 Liab to Revenue
	INZ8 Asset to Revenue
	INZ9 Asset to Expense