QUICK REFERENCE GUIDE:
PROCESS AN INTERNAL TRANSACTION INITIATOR FOR ADOA (ITIAD)

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Overview

The Internal Transaction Initiator (ITI) transaction is a two-sided transaction that can be used for inter-agency payments. The Department of Administration (ADOA) creates an agency-specific ITI transaction called an ITIAD to bill other agencies. ADOA creates these transactions with the paying agency listed in the Header section.

Note: Effective January 2018, ADOA will begin to provide Mailroom and ASET invoice documentation as an attachment to the ITIAD transaction. Followed by the inclusion of Fleet invoice documentation attachments, beginning with March 2018.

It is important to know that users will need to look for these invoices; there will be no other notification that ADOA has initiated the transfer. Once located, the ITIAD transaction will then be copied forward to an Internal Transaction Agreement (ITA) transaction to complete the agency's payment to ADOA.

The best method for looking up ITIAD transactions is to utilize the infoAdvantage report **FIN-AZ-GL-N459a** – *Transfers (ITI and ITA) by Dept*. This report can be run at any time to see any open invoices for the user's agency.

Users can also search AZ360 directly for their ADOA invoices using the Financial Transaction Catalog. If the user's agency has any outstanding ADOA invoices by the third Monday of the month, they will receive an email from ADOA. The email provides a listing of open invoices and a reminder that invoices are due 30 days from the invoice date.

Instructions for both ITIAD look-up methods appear below.

Locate Outstanding ADOA ITIAD Transaction

Locate ITIAD with Report FIN-AZ-GL-N459a

For information on how to access a report in infoAdvantage, see the "Finding Reports in infoAdvantage" section of the **AZ360 Manual: Interactive Reporting** available at https://gao.az.gov/resources/training/gao-training-resources.

Once in Report **FIN-AZ-GL-N459a**:

1. Click **Query** to generate the **Prompts** window.

2. In the **ITI Doc Dept Code** field, enter the department's 3-digit code.

3. In the **ITI Doc Hdr Fiscal Year** field, enter the fiscal year.

4. Click **Run**.

5. In the results that populate, search for ITIAD transactions where the Balance Due value is not zero. Those transactions are invoices from ADOA that need to be paid.

Locate ITIAD with the Financial Transaction Catalog

Log in to the AZ360 **Home Page**.

1. Click the **Expand** caret next to the **Global Search** field.

2. Select the **Page Code** option.

3. In the **Global Search** field, enter *ITIAD*.

4. In the drop-down menu that generates, select **ITIAD Internal Transaction Initiator - Dept of Admin**. The ITIAD search page will generate.

5. In the **Dept** field, enter the user's 3-digit department code.

6. In the **ID** field, enter the agency's unique ITIAD number.

Note: Agency-specific ITIAD transaction numbers are detailed in the Additional Information section of this guide.

7. Click **Search** to display any invoices.

Process Payment of ADOA ITIAD Transaction

Log in to the AZ360 **Home Page**. Copy forward the ITIAD transaction to an ITA.

1. Click the **Expand** caret next to the **Global Search** field.

2. Select the **Page Code** option.

3. In the **Global Search** field, enter *ITIAD*.

4. In the drop-down menu that generates, select **ITIAD Internal Transaction Initiator - Dept of Admin**. The ITIAD search page will generate.

5. In the **Dept** field, enter the user's 3-digit department code.

6. In the **ID** field, enter the transaction number for the ITIAD transaction obtained in the **Locate Outstanding ADOA ITIAD Transaction** section above.

7. Select the **ID** hyperlink for the transaction.

8. Click the **Page 3-dot** menu, select **Copy Forward** from Primary Actions.

9. On the **Copy Forward** screen, enter the following information:

   a. Ensure the value in the **Target Transaction Code** field is **ITA**.

   b. In the **Transaction Dept** field, enter the department's three-digit code for the agency responsible for completing the ITA.

   c. Click **Auto Numbering** or enter a value in the **Transaction ID** field.

10. Click **OK**. The ITA transaction opens.

Complete the **2ⁿᵈ Party Accounting** section of the ITA transaction.

1. In the **Line Amount** field, enter the amount being paid on the ITA.

2. In the **Department** field, enter the department's three-digit code for the agency making the payment on the ITA transaction.

3. In the **Function** field, enter the function number (if used) for the agency making the payment on the ITA transaction.

   a. If the following fields are not inferred from the function,

      i. In the **Fund** field, enter the fund number for the agency making the payment on the ITA transaction (if not inferred from function).

      ii. In the **Appr Unit** field, enter the appropriation unit number for the agency making the payment on the ITA transaction (if not inferred from function).

      iii. In the **Unit** field, enter the unit number for the agency making the payment on the ITA transaction (if not inferred from function).

      iv. In the **Object** field, enter the object number for the agency making the payment on the ITA transaction (if not inferred from function).

      v. In the **Task** field, enter the task number for the agency making the payment on the ITA transaction (if not inferred from function). Located in the **COA** section.

Note: All line amounts must equal the total invoice amount as AZ360 does not allow partial amounts.

Click **Validate**.

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

Click **Submit**.

1. To finalize, department approver must approve transaction.

Additional Information

ADOA Invoice Naming Convention

Billing Types

Code	Definition
M	Mailroom
G	Fleet Motor Pool
E	Enterprise CarShare
R	Risk Management
K	State Surplus Property
D	Data Center (ASET)
C	Central Services Bureau

ADOA Invoices (Excluding Risk)

AD + Three-Digit Customer Code + Billing Type + Two-Digit FY + Two-Digit Fiscal Month + Two Additional Digits

Example:

The transaction ID for a July 2023 Data Center invoice for customer 380 would be AD380D240100

ADOA Invoices (Including Risk)

AD + Three-Digit Agency Code from Risk invoice + Billing Type + Four-Digit FY + Two-Digit Fiscal Month

Example:

The transaction ID for a FY2024 Risk invoice for ADA would be AD101R202401

Credit memos

Credit memos will be recorded as version 2 of the original ITIAD transaction with an adjusted amount.

Contact Information

If there are any questions, email the ADOA Accounting Team at adoa.accounting@azdoa.gov.