QUICK REFERENCE GUIDE: PROCESS AN INTERNAL TRANSACTION INITIATOR FOR ADOT (ITIDT)

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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 Arizona Department of Transportation (ADOT) creates an agency specific ITI transaction called an ITIDT to bill other agencies. ADOT creates these transactions with the paying agency listed in the transaction's Header tab. It is important to know that users will need to look for these invoices; there will be no other notification that ADOT initiated the transfer. Once located, copy forward the ITIDT transaction to an Internal Transaction Agreement (ITA) transaction to complete the agency's payment to ADOT.

The best method for looking up ITIDT 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.

Locate ITIDT 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 ITIDT transactions where the **Balance Due** field's value is not zero. These transactions are invoices from ADOT that need to be paid.

Copy Forward ITIDT to ITA

Log in to the AZ360 **Home Page**. Copy forward the ITIDT 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 *ITIDT*.

4. In the drop-down menu that generates, select **ITIDT Internal Transaction Initiator - Dept of Transport**. The ITIDT Financial Transaction page will generate.

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

6. In the **ID** field, enter the transaction ID for the ITIDT from the FIN-AZ-GL-N459a report.

7. Click the **ID** link to open 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 selected code in the **Target Doc Code** field is **ITA**.

    b. In the **Transaction Dept** field, enter the department's 3-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** tab 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.

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

5. 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).

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

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

8. 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, please see the accounting supervisor.

Click **Submit**.

2. To finalize, department approver must approve transaction.