



ADOA – General Accounting Office
QUICK REFERENCE GUIDE:
PROCESS FINGERPRINT
PAYMENT TRANSFERS





PROCESS FINGERPRINT PAYMENT TRANSFERS

Table of Contents

Overview3

 Fingerprint Clearance Cards – ITI/ITA 3

Procedure.....3

 Initiate Agency Activity (Create ITI) 3

 ITI Approver Agency Activity (Copy Forward ITI to ITA)..... 5

 Agreement Agency Activity (PSA Completes the ITA) 6

Criminal History – No Clearance Card - IETAT7

 Procedure..... 8



PROCESS FINGERPRINT PAYMENT TRANSFERS

Overview

There are two processes for submitting payments for fingerprints to the Arizona 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 the user submits the following application(s) with the fingerprint cards and receives a clearance card, the user will use the Internal Transaction Initiator (ITI)/Internal Transaction Agreement (ITA) process to pay the Applicant Clearance Card Team through PSA. The paying agency creates the ITI with PSA being the ITA agency. Once the user completes the ITI/ITA process and the agency creates an ITA for PSA, the user may submit the packet including the application, fingerprint card, and the application submission form (obtain from the Applicant Clearance Card Team). The ITA is processed as soon as possible. The user no longer needs to divide the payment into three lines; this can be done when the PSA completes their portion of the ITA.

The user can check the status of the ITI and ITA by searching the Financial Transaction Catalog.

Procedure

Initiate Agency Activity (Create ITI)

Party 1 creates the ITI transaction.

Log in to the AZ360 **Home Page**. Navigate to the ITI 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 *ITI*.
4. In the drop-down menu that generates, select **ITI Internal Transaction Initiator**. The ITI Financial Transaction page will generate.
5. Click the **Create** button.
6. In the **Transaction Dept** field, enter the user's department 3-digit code.
7. Click **Auto Number** checkbox to generate a unique ID.
8. Click **Continue**. A new transaction generates. Note the ITI transaction number to reference later.



Complete the **Header** tab.

1. At a minimum, select **Receiver/Buyer** in the **Initiator** field (i.e., the first Party sending cash).
This is not the default; the user must make this change.

Complete the **Vendor** tab.

1. Insert a new vendor line for as many accounting lines as the user needs.
 - a. In the **Tab Level Actions** section, click the “+” icon to add a Vendor line.

Complete the **Accounting** tab for each vendor line.

1. At a minimum, enter the following information:
 - a. **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.
 - b. **Department**
 - c. **Function**
 - d. **Fund** – If not inferred from function.
 - e. **Appr Unit** – If not inferred from function.
 - f. **Unit** – If not inferred from function.
 - g. **Object** – If applicable.
 - h. **Revenue** – If applicable.
 - i. **Task** – If not inferred from function. Located on the **COA** section.
2. On the **General Information** tab, at a minimum, enter the following information:
 - a. **Event Type** – Note that both agencies have to have the same event type. If the other agency does not agree, the transaction will be rejected and have to be corrected, resubmitted, and reapproved.

Prior to submitting the transaction, attach any department specific backup documents.

1. Select **Attachments** on the **Header** tab.
2. Either drag and drop in an attachment or click **Browse** to add an attachment.
3. Click **Upload**.
4. When all attachments are uploaded, click **Close**.



Validate ITI transaction.

1. Confirm that the transaction validated successfully in the upper left-hand corner. If it did not, correct or seek additional support.

Submit ITI transaction.

Note: The transaction is handled through workflow and will be pending the Department Approver.

ITI Approver Agency Activity (Copy Forward ITI to ITA)

Approver will locate the ITI transaction.

Log in to the AZ360 **Home Page**. Navigate to the ITI 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 *ITI*.
4. In the drop-down menu that generates, select **ITI Internal Transaction Initiator**. The ITI Financial Transaction page will generate.
5. In the **ID** field, enter the ITI ID number from the “Initiate Agency Activity with ITI” section.
6. Click **Search**.
7. Select the **ID** link for the ITI transaction.

Copy forward ITI transaction to create an ITA transaction.

1. Click the **Page 3-dot** menu, select **Copy Forward** from Primary Actions.
2. Ensure the value in the **Target Transaction Code** field is **ITA**.
3. In the **Transaction Dept** field, enter *PSA*.
4. In the **Transaction ID** field, enter *ACCT*.
5. Click the **Auto Numbering** check box.
6. Click **OK**. The ITA transaction opens.
7. Attach any necessary documents.



Note: The user can save or validate, but will be unable to submit, as that action is reserved is PSA.

The paying agency will send the transaction ID number with the application and fingerprints to the Department of Public Safety.

Agreement Agency Activity (PSA Completes the ITA)

Locate the ITA.

Log in to the AZ360 **Home Page**. Navigate to the ITA 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 *ITA*.
4. In the drop-down menu that generates, select **ITA Internal Transaction Agreement**. The ITA Financial Transaction page will generate.
5. Select **PSA** from the **Dept** pick list.
6. In the **ID** field, enter the ITA ID number received from the first party (i.e., ITI agency).
7. Select **Held** from the **Status** drop down.
8. Click **Search**.
9. Select the **ID** link for the ITI transaction.

Review the **Initiator Reference** tab.

1. Verify the **Initiator Reference** fields.
 - a. Make sure the paying agency has the 3-letter agency code in the **Initiator Transaction Dept** field. The ITI transaction code can be found under the initiator transaction ID.

Edit and complete the **2nd Party Accounting** tab.

1. At minimum enter the following information on the Accounting line:
 - a. **Line Amount**
 - b. Select **PSA** from the **Department** pick list.
 - c. **Function**
 - d. **Revenue**



2. On the **General Information** tab, at a minimum, enter the following information:
 - a. **Event Type** – This must match the ITI’s event type. If it is incorrect, notify the ITI agency. The ITI agency must correct it before submitting for approval.

Validate ITA transaction.

1. Confirm that the transaction validated successfully in the upper left-hand corner. If it did not, see the accounting supervisor; verify elements are correct (such as fund, appropriation, etc.).

Submit ITA transaction.

Note: The transaction is handled through workflow and will be pending the Department Approver (Finance). It is the Department Approver’s responsibility to verify the transaction was completed and the funds transferred. Note that errors can occur on either side of the transaction, which will cause the transfer to fail. Until both the ITI and the ITA are in final status, the transfer of funds will not occurred. If a transaction fails, it can be returned to the user for corrections and resubmission.

Note: Because the paying agency is the initiator, the final validations for the funding do not happen until the ITA is approved. If the transaction cannot post due to a funding issue, appropriation or allotment problem, budget problem, etc., 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 the user submits the following inventory sheet with the fingerprint cards and receives a criminal history, the user will use the Internal Exchange Transaction - Automated Transfer (IETAT) process. This process can only be used for the \$22 and \$20 fees. If the user has the State Level Only box checked or any other approved dollar amount, the user will need to use the ITI/ITA process.

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 transaction. The paying agency will initiate an IETAT and will enter the agency’s information in the 2nd Party Accounting tab. The paying agency will also complete the Exchange Details tab of the transaction by entering the correct accounting template for the paid party and the 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:

- FINGERPRNT – For payment of charges for fingerprinting services to the Department of Public Safety.

All IETAT transactions are routed through workflow for departmental review for appropriateness and accuracy prior to approval. Once the IETAT is approved, the funds are automatically released to PSA. The user may send the fingerprint cards, inventory sheet, and screen print of the IETAT Header tab’s General Information section. Enter the inventory sheet number as the document name or document description.



 ARIZONA DEPARTMENT OF PUBLIC SAFETY NON-CRIMINAL JUSTICE APPLICANT FINGERPRINT CARD INVENTORY SHEET		Inventory Sheet Number 732840
		Applicant Team Mail Drop 2250 P.O. Box 18430 Phoenix, AZ 85005-8430
Applicant Team ☎ (602) 223-2223		
Date	Submitting Agency	Submitting Agency's ORI/OCA Number
Type of Applicant(s) (Check One Box Only) <input type="checkbox"/> Regular Applicants <input type="checkbox"/> Resubmits (No Fee Required) <input type="checkbox"/> Volunteers <input type="checkbox"/> State Level Only		Direct Phone Number of Contact Person
	Applicant's Name	Date of Birth
1		
2		
3		
4		
5		
6		
		<input checked="" type="checkbox"/> Applicant Fingerprint Card Submission Checklist <input type="checkbox"/> ↑ Fill out the top portion of this inventory sheet with your agency's information. <i>All fields are required.</i> <input type="checkbox"/> ⚠ Check the box that corresponds to the type of applicant(s) being submitted with this sheet. Only one type of applicant can be submitted per inventory sheet. If you have a mix of regular applicants, volunteers, resubmits and/or state level only applicants they <i>must</i> be submitted with separate inventory sheets

The user can check the status of the IETAT by searching AZ360.

Procedure

Log in to the AZ360 **Home Page**. Create IETAT transaction.

1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter *IETAT*.
4. In the drop-down menu that generates, select **IETAT Internal Exchange Transaction - Automated Transfer**. The IETAT Financial Transaction page will generate.
5. Click **Create**. A new transaction generates.
6. In the **Transaction Dept** field, enter the user's department 3-digit code.
7. Click **Auto Number** checkbox to generate a unique ID.
8. Click **Continue**.

Complete the **Header** tab.

1. At a minimum, enter the appropriate information in the following fields:
 - a. **Transaction Name** *or* **Transaction Description** – Enter the inventory sheet number.



- b. **Record Date**
- c. Select **Provider/Seller** from the **Initiator** drop down.

Complete the **Exchange Details** tab.

1. Insert new line.
 - a. In the **Tab Level Actions** section, click the “+” icon to add a line.
 - b. At a minimum, enter the appropriate value in the **Line Amount** field.
2. On **General Information** section, enter the following information:
 - a. **Event Type** – The event type must be either INZ3 or INZ3.
 - b. Enter *FINGERPRNT* in the **Accounting Template** field.

Complete the **2nd Party Accounting** section.

1. At a minimum, enter the following information:
 - a. **Line Amount**
 - b. **Department**
 - c. **Function** – If used.
 - d. **Fund** – If not inferred from function.
 - e. **Appr Unit** – If not inferred from function.
 - f. **Unit** – If not inferred from function.
 - g. **Object** – If applicable.
 - h. **Task** – If not inferred from function. Located on the **COA** section.

Validate IETAT transaction.

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

Submit IETAT transaction.

Note: The transaction is handled through workflow and will be pending the Department Approver. The transaction is then be routed to PSA for review and approval.