



ADOA – General Accounting Office

# QUICK REFERENCE GUIDE:

PROCESS AN INTERNAL

EXCHANGE TRANSACTION -

AUTOMATED TRANSFER (IETAT)





# PROCESS AN INTERNAL EXCHANGE TRANSACTION - AUTOMATED TRANSFER (IETAT)

---

## Table of Contents

<b>Overview .....</b>	<b>3</b>
Payment to Other Agencies for Goods Purchased through APP .....	4
<b>Procedure .....</b>	<b>4</b>



# PROCESS AN INTERNAL EXCHANGE TRANSACTION - AUTOMATED TRANSFER (IETAT)

## Overview

The Internal Exchange Transaction (IETAT) transaction is a two-part transaction that is used for inter- or intra-agency payments. This process allows agencies who need to pay for goods/services to initiate a payment without the need for the agency receiving the funds to participate in the creation, validation, or submission of the transaction. This feature is currently available for payment by the following agencies:

- Arizona Department of Public Safety – Fingerprinting Services
- Arizona Department of Corrections – Arizona Correctional Industries (Goods and Services)
- Arizona Department of Corrections – Fuel Reimbursement
- Arizona Department of Revenue – Use Tax Charges (for Use Tax not recorded through APP)
- Arizona Secretary of State – Records Storage

**Note: For Use Tax liabilities originally recorded through Arizona Procurement Portal (APP) that reside in AZ360 Balance Sheet Account 1616, a separate transaction, Internal Exchange Transaction - Use Tax (IETUT), must be utilized to make payment to Arizona Department of Revenue and reduce this liability account. A separate IETUT quick reference guide, Monthly Process for Collection and Use Tax Payment, explains this process using APP.**

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 payment amount. The COA elements for the agency receiving cash will be provided via the accounting template selected. The accounting templates currently available for this process are:

Accounting Template	Purpose
ACISALES	For payments to Arizona Correctional Industries.
A3051645FB	For payments to Department of Corrections for fuel reimbursement.
A305WINSFB	
A305PVFB	
A305YUMAFB	
A305DOUGFB	
USETAX	For the payment of Use Tax (not recorded in APP) to Arizona Department of Revenue.
FINGERPRNT	For the payment of Fingerprint Fees (not recorded in APP) to Arizona Department of Public Safety.
CNTYRVLTC	For payment of fingerprinting services charges to the Department of Public Safety.
ACRCNTR	For payments of Alternate Contribution Rate (ACR) related to contracted retiree charges to the General Accounting Office. This requires an attachment.
RECORDSTORAGE	Payments to AZ Secretary of State on IETAT for records storage.



**All IETAT transactions route through workflow and will be pending for the Department Approver.**

## Payment to Other Agencies for Goods Purchased through APP

Agencies that wish to create purchase orders in APP for goods purchased from Arizona Correctional Industries (Arizona Department of Corrections) or Arizona Industries for the Blind (Arizona Department of Economic Security) should select the P-Card Enabled check box on the purchase order to suppress sending an encumbrance transaction to AZ360. Invoice payments for these goods cannot be made using the APP 3-Way Match capability and must be made via transfer in AZ360 using the inter-agency transfer process (either ITI/ITA or IETAT transaction). If necessary, an encumbrance (IPO transaction) must be created directly in AZ360 and referenced on the transfer.

## 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**.
6. In the **Transaction Dept** field, select the user's 3-digit department code from the pick list.
7. Click **Auto Number** checkbox to generate a unique ID.
8. Click **Continue**. A new transaction generates.

Complete the **Header** tab.

1. At a minimum, on the **General Information** section, enter the appropriate information in the following fields:
  - a. **Record Date**
  - b. **Initiator** – Must be set to **Provider/Seller**.
2. Click the **Exchange Details** tab.

Complete the **Exchange Details** tab.

1. Insert new line. In the **Tab Level Actions** section, click the "+" icon to add a line.



## Quick Reference Guide

2. Enter the appropriate information in the **Line Amount** field.
3. On the **General Information** section, enter the following information:
  - a. **Event Type** – Select the correct event type.
  - b. **Accounting Template** – Select the correct template.
    - ACISALES
    - A3051645FB
    - A305WINSFB
    - A305PVFB
    - A305YUMAFB
    - A305DOUGFB
    - USETAX
    - FINGERPRNT
    - CNTYRVLTC
    - ACRCNTR – This accounting template needs an attachment.
    - RECORDSTORAGE
4. Click the **2nd Party Accounting** tab.

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

1. Insert new line. In the **Tab Level Actions** section, click the “+” icon to add an Accounting line.
2. Enter the appropriate information in the following fields:
  - 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**
  - h. **Task** – If not inferred from function (located in **COA** tab).

Validate IETAT transaction.

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

Submit IETAT transaction.

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