



Best Practices- Internal Transaction Initiator (ITI)/Internal Transaction Agreement (ITA) Transactions

Introduction

This guide is not considered to be a job aid, but rather is intended to outline best practices for manually created ITI/ITA transactions in IRIS. The State Finance Officer’s identified a need for uniformity on information entered/included on these transactions and formed a workgroup who developed and agreed upon the best practices set-forth below.

Internal Transaction Initiator (ITI)

- The invoicing (provider/seller) department will create the ITI transaction. The initiating department may need to select Receiver/Buyer in the Initiator field, depending on the financial impact being recorded. Please reference the event types below for the initiating departments determination of whether to select Provider/Seller or Receiver/Buyer in the Initiator field.

Event Type	Provider/Seller	Receiver/Buyer
IN30 – Expenditure/Expenditure	Credit (Decrease) Cash Expenditure	Debit (Increase) Cash Expenditure
IN32 – Revenue/Expenditure	Credit (Increase) Revenue	Debit (Increase) Cash Expenditure
IX05 – Revenue/Liability (Cross Fund Transfer)	Credit (Increase) Revenue	Debit (Decrease) Liability
IX06 – Revenue/Revenue	Credit (Increase) Revenue	Debit (Decrease) Revenue
IX07 – Revenue/Liability	Credit (Increase) Revenue	Debit (Decrease) Liability
IX08 – Revenue/Revenue (Cross Fund Transfer)	Credit (Increase) Revenue	Debit (Decrease) Revenue

- The invoice(s) and all pertinent back-up will be attached to the ITI transaction.
- The Transaction Description field will reference billing information such as Invoice #, Account #, Contract #, and Airline Ticket #, as applicable.
- The Transaction Name field will reference additional billing information such as reimbursement for a specific purchase, or financial transaction ID’s for applicable reimbursement.
- Invoicing (provider/seller) department will email receiver/buyer department outlining the ITI transaction ID so the receiver/buyer department can copy forward to an ITA transaction, which when in a Final status, completes the transfer of funds.