

AFRS

Agency Financial Reporting System

INTERAGENCY VENDOR PAYMENTS (IAP)

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Interagency Payment (IAP)

Interagency payment (IAP) is the process used by agencies to pay other state agencies when funds involved are treasury and treasury trust funds. The transfer of funds is automated by the use of special IAP transaction codes. This process eliminates the transfer of paper JV's between state agencies and the Office of State Treasurer.

The table below compares the JV process and the IAP process:

Manual JV Procedure	Interagency Payment Process
Billing Agency	
Sends invoice, with Agency # and Fund	Same

Paying Agency	
Prepares paper JV	Prepares JV payment
Routes JV for approval	Routes JV for approval
Makes 2 copies of JV	No longer necessary
Enters JV payment into AFRS (creates GL 7140 JV In-Process)	Same with different trans codes. Entry will: <ul style="list-style-type: none"> · Generate the Treasurer's entry for both agencies – moves cash from the paying agency (clears GL 7140 JV In-process) to the billing agency fund (creates GL 7140 GL In-process); example: TC210 automatically becomes TC640. · Generate e-mail remittance advice to Billing Agency.
Send the original JV to Treasurer or email attachments	Files JV with invoice
Copy 1 to agency files	No longer necessary
Sends Copy 2 to Billing Agency	No longer necessary

Treasurer	
Enters cash transfer for both agencies. This: <ul style="list-style-type: none"> · Clears GL 7140 JV In-Process for the Paying Agency · Creates an GL 7140 In-Process for the Billing Agency 	No longer necessary

Billing Agency	
Receives copy of JV	Receives email notification of payment
Enters receipt of funds into Accounts Receivable System or AFRS (clears GL 7140 JV In-Process)	Same

How the IAP Process Works

- Use of the Statewide Vendor (SWV) table for agency vendor information. Agency vendors are available in the SWV table. Two fields, billing agency and billing fund were added to the SWV to accommodate interagency payments.
- Use of special IAP Transaction Codes (TC). The IAP TCs contain wrap TC (similar to warrant wraps) that moves cash between the paying agency and the billing agency. The IAP wraps support current as well as prior biennium.
- Alternative IAP TCs are added to regular payment transaction codes. Payments made to agencies will be converted into IAP (both on-line and batch), as long as an SWV vendor record is used.
- Email notification to the billing agency. An email will be sent to the billing agency for the payments made by the other agency. The email message will contain at the minimum the following information:
 - Receiving fund (billing fund)
 - Paying agency name and number
 - IAP Document number (ex: 123456/)
 - Batch ID
 - Agency contact phone number
 - Amount of payment
 - Invoice date
 - Invoice(s) number
 - Account number
 - Current document number
 - Vendor message (second line)
- Users can view payments received by their agency on the “Interagency Payments” screen (MI.A). Information displayed on the screen is similar to the above.

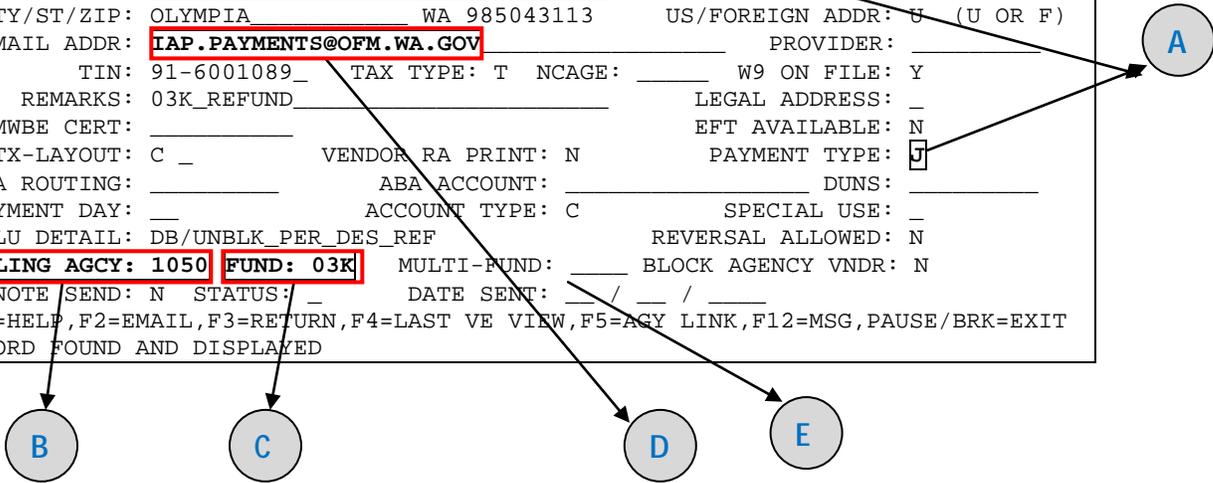
Tables

STATEWIDE VENDOR TABLE (VE.3)

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=== AFRS =(VE.3)===== STATEWIDE VENDOR MAINTENANCE ===== C105P146 ===
TR: _____ ORIGINAL ADD: 05/26/04 LAST UPDATED: 07/11/12 USER AGENCY: 0000
      LAST ACCOUNT CHANGE: 05/26/04 LAST USED: 05/21/13
      TRANSFER: _ (ENTER 'Y' TO TRANSFER TO VENDOR EDIT ONLINE VIEW = IN.1.S)
FUNCTION: _ (A=ADD, C=CHG, D=DEL, V=VIEW, N=NXT, B=BCK, G=GEN)

      IAP PAYMENT
VENDOR NO: SWV0005899 07 CONTACT: BARB_QUIMBY_____
VENDOR NAME: OFM_RETROSPECTIVE_RATING_____ PHONE _____ FAX _____
ADD1: DBA_WA_STATE_OFM_____ 360 902 0405 _____
ADD2: PO_BOX_43113_____ VENDOR TYPE: 3
ADD3: _____ VENDOR STATUS: A
CITY/ST/ZIP: OLYMPIA WA 985043113 US/FOREIGN ADDR: U (U OR F)
E-MAIL ADDR: IAP.PAYMENTS@OFM.WA.GOV PROVIDER: _____
TIN: 91-6001089_ TAX TYPE: T NCAGE: _____ W9 ON FILE: Y
REMARKS: 03K_REFUND_____ LEGAL ADDRESS: _
OMWBE CERT: _____ EFT AVAILABLE: N
CCD/TX-LAYOUT: C _ VENDOR RA PRINT: N PAYMENT TYPE: J
ABA ROUTING: _____ ABA ACCOUNT: _____ DUNS: _____
PAYMENT DAY: _____ ACCOUNT TYPE: C SPECIAL USE: _
LU DETAIL: DB/UNBLK_PER_DES_REF REVERSAL ALLOWED: N
BILLING AGCY: 1050 FUND: 03K MULTI-FUND: _____ BLOCK AGENCY VNDR: N
PRENOTE SEND: N STATUS: _ DATE SENT: _ / _ / _
F1=HELP, F2=EMAIL, F3=RETURN, F4=LAST VE VIEW, F5=AGY LINK, F12=MSG, PAUSE/BRK=EXIT
RECORD FOUND AND DISPLAYED
  
```



Reference Letter	Field Name	Defined
A	Payment Type	"J" indicates Interagency Payment (IAP).
B	Billing Agency	This field contains the billing agency 4 digit agency code.
C	Billing Fund	This field contains the account to be credited for the payment. Fund should be treasury or treasury trust funds.
D	E-Mail ADDR	Email address where IAP payment notification is sent. Email distribution list recommended.
E	Multi Fund	This field allows an IAP agency to have payments two to five accounts (funds). Table maintenance screen TM.3.4.B, provides entry of the accounts that make up the multi fund when used.

TRANSACTION CODE DECISION TABLE (TM.1.2)

```

=== AFRS =(TM.1.2)==== TRANSACTION CODE DECISION MAINTENANCE ===== C105P180 ===
TR: _____ LAST UPDATE: 05/26/04
FUNCTION: V (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, P=PRINT SELECTION)

AGENCY: 0000 TRANS CODE: 640 TITLE: INTER-AGENCY_PAYMENT_-_NO_ENCUMB___
GLA 1D: 6505 1C: ____ 2D: ____ 2C: ____ 3D: ____ 3C: ____ 4D: ____ 4C: ____
WRAP CURRENT: 650 PRIOR: 651 IAP TC: ____
WARRANT CANCEL CURR: ____ PRIOR: ____ ACH RETURN CURR: ____ PRIOR: ____

AGENCY: R ORG IX: _ APPN IX: R FUND: R FUND DT: _ PROG IX: R
S-OBJ: R SOURCE: N PROJ: _ VEND NO: _ VEND NM: R VEND AD: R INV: R
C DOC: R R DOC: _ GL ACCT: R MOD: N SUBS-DR: N SUBS-CR: R

+/- FF MATCH GLA PDN +/- FF MATCH GLA PDN
DF: - 01 _ 2 1 _ _ _ _ PERIOD IND: _
AP: + 11 _ _ _ _ _ _ RESTRICT: _
AL: + 04 _ _ _ _ _ _ VALID FD: 1
CC: _ _ _ _ _ _ _ _ POST SEQ: 7
GP: + 04 _ _ _ _ _ _ REG IND: 6
SF: _ _ _ _ _ 03 2 PAYMENT: 7
OF: + 01 1 _ _ _ _ 1099 USE: _
VF: _ _ _ _ _ _ _ _

F3=RETURN, F5=WRAP CONTROL, F12=MESSAGE, CLEAR=EXIT
  
```

A. Payment field: has a '7' positive or '8' negative for IAP Payment.

```

=== AFRS =(TM.1.2)==== TRANSACTION CODE DECISION MAINTENANCE ===== C105P180 ===
TR: _____ LAST UPDATE: 12/04/08
FUNCTION: V (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, P=PRINT SELECTION)

AGENCY: 0000 TRANS CODE: 210 TITLE: RCRD_ACCT/VOU_PAY-NO_ENCUMB(TREA)___
GLA 1D: 6505 1C: 5111 2D: ____ 2C: ____ 3D: ____ 3C: ____ 4D: ____ 4C: ____
WRAP CURRENT: 398 PRIOR: 818 IAP TC: 640
WARRANT CANCEL CURR: 451_ PRIOR: 455_ ACH RETURN CURR: 255_ PRIOR: 083_

AGENCY: R ORG IX: _ APPN IX: R FUND: R FUND DT: _ PROG IX: R
S-OBJ: R SOURCE: N PROJ: _ VEND NO: _ VEND NM: R VEND AD: R INV: R
C DOC: R R DOC: _ GL ACCT: N MOD: N SUBS-DR: N SUBS-CR: N

+/- FF MATCH GLA PDN +/- FF MATCH GLA PDN
DF: - 01 _ 2 1 _ _ _ _ PERIOD IND: _
AP: + 11 _ _ _ _ _ _ RESTRICT: _
AL: + 04 _ _ _ _ _ _ VALID FD: 1
CC: _ _ _ _ _ _ _ _ POST SEQ: 7
GP: + 04 _ _ _ _ _ _ REG IND: 6
SF: _ _ _ _ _ _ _ _ PAYMENT: 1
OF: + 01 1 _ _ _ _ 1099 USE: _
VF: _ _ _ _ _ _ _ _

F3=RETURN, F5=WRAP CONTROL, F12=MESSAGE, CLEAR=EXIT
  
```

B. IAP TC field: Trans Codes that create an AFRS payment will have an equivalent IAP TC displayed in the IAP TC field.

EMAIL NOTIFICATION

From: STATE OF WA -- [mailto:IAPREMIT@SHARED.X.WA.GOV]
 Sent: Wednesday, May 07, 2014 8:35 PM
 To: OFM mi IAP Payments
 Cc: OFM - IAP Payment Notice (OFM)
 Subject: OFM COLLECTIVE BARGAINING - **SWV000589906** - 05/08/14

THIS IS AN AUTOMATED NOTIFICATION TO YOU REGARDING ELECTRONIC
 PAYMENT(S) PROCESSED BY THE STATE OF WASHINGTON.



BILLING FUND: 436

1160 - STATE LOTTERY COMMISSION

IAP DOC#:	405501/	BATCH ID:	01-644	PHONE #:	(360) 664-4783	PYMT TOTAL:	\$459.71

INV DATE	INVOICE NUMBER / MESSAGE	ACCOUNT NUMBER		CURR DOC #		AMOUNT	
	00016967 CBF_APR-JUN			01661		\$459.71	
TOTAL FROM STATE LOTTERY COMMISSION						\$459.71	

PLEASE NOTE THAT FOR EACH PAYMENT SHOWN ABOVE WE HAVE INCLUDED A CONTACT PHONE NUMBER SO YOU CAN CALL DIRECTLY TO THE OFFICE THAT MADE THE PAYMENT. FOR ADDITIONAL ASSISTANCE, PLEASE CONTACT THE ACCOUNTING SYSTEMS (AFRS) HELP DESK AT AFRSHELPLESK@OFM.WA.GO OR (360) 407-8182

C. Statewide Vendor number will appear in the Subject Line to let you know the SWV number that was used by the agency for payment.

INTERAGENCY BILLING PAYMENT DISPLAY (MI.A)

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=== AFRS =(MI.A)=== INTER-AGENCY BILLING PAYMENT DISPLAY ===== C105P348 ===
TRANSFER: _____ 1050
FUNCTION: _ (S=SEARCH, N=NEXT, P=PREVIOUS (TITLE, DOC NUMBER, SWV NUMBER)
SWV NAME: OFM_COLLECTIVE_BARGAINING_____ SWV NUMB: SWV0005899 06
DOC NUMB: 405501/____ PAY DATE: 05 08 2014
FOR USE BY BILLING AGENCIES TO VIEW IAP RECEIPTS
PAY    PAY    DOCUMENT    INVOICE
DATE  AGY    NUMBER      NUMBER                AMOUNT
20140508  1160  405501/...  00016967.....459.71.
20140506  5400  405187/...  17000.....25,559.23.
20140425  1030  404335/...  00016965.....2,373.83.
20140423  3570  403991/...  00016991.....2,976.25.
20140422  1400  403842/...  00016969.....12,644.77.
20140422  3000  403844/...  00016958.....13,000.00.
20140422  3000  403844/...  00016957.4/1/14.-.6/30/14.....20,500.00.
20140418  1630  403522/...  00016972.....1,035.93.
20140418  2450  403524/...  00016982.....2,942.80.
20140418  4650  403525/...  00016995.....7,176.64.
20140417  1850  403335/...  00016974.....109.52.
20140416  1470  403169/...  00016970.....178.04.
20140416  1790  403170/...  16973.....4,565.08.

F3=END, F8=NEXT RECS, F10=LEFT, F11=RIGHT, F12=EXIT
    
```



D. To see additional information you can use the F10 or F11 key. This allows you to see the Batch information, Account Number, and Payment Message.

Warrant Producing Transaction Codes and Equivalent IAP Transaction Codes

Regular Warrant TC	IAP TC	GL Debit/Credit on IAPTCS
TC 198	TC 644	3205/V
TC 210	TC 640	6505/V
TC 211	TC 641	6505/V 9510/6410
TC 214	TC 633	V/3205
TC 216	TC 646	V/6505
TC 230	TC 645	6516/V
TC 322	TC 636	V/6516
TC 505	TC 638	5154/V
TC 579	TC 625	
TC 580	TC 637	V/5154 6505/6525
TC 828	TC 635	V/5154
TC 946	TC 643	6505/V (non-allotted)
TC 955	TC 642	V/5111
TC 960	TC 624	5154/V

Note: Except for TC's 634, 635, 637, 638 and 649, variable GL's are only 5154 and 5153. Refer to AFRS TM.1.2 screen for a more detail description of the transaction codes.