OFFICE OF FINANCIAL MANAGEMENT

INTER-AGENCY PAYMENT (IAP)

USER'S OPERATIONS MANUAL

JANUARY 2020

Inter-Agency Payment (IAP)

Inter-agency 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 eliminates the paper JV process.

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

Manual JV Procedure	Inter-Agency Payment Process
Billing Agency:	**Billing Agency:**
Sends invoice, with Agency # and Fund	Same
Paying Agency:	**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: • 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); • Generate e-mail remittance advice to Billing Agency
Files Original JV with invoice	Files JV with invoice
Sends Copy 1 to Treasurer – to make the transfer between funds	**No longer necessary**
Sends Copy 2 to Billing Agency	**No longer necessary**
Treasurer:	**Treasurer:**
Enters cash transfer for both agencies. This:	**No longer necessary**
• Clears GL 7140 JV In-Process for the Paying Agency	
• Creates an GL 7140 In-Process for the Billing Agency	
Billing Agency:	**Billing Agency**:
Receives copy of JV	Receives e-mail 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 inter-agency 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 TC's 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 "Inter-Agency Payments" screen (MI.7)**. Information displayed on the screen is similar to the above.
- **IAP Control Menu** This screen allow agencies to set up the following controls:
    - **IAP Receipt Batch Control** Agencies can set up how IAP receipts will be coded when received for a specific SWV number.
    - **IAP Multi-Fund Maintenance** Agencies that need payments split between multi-funds can create a specialized name on this screen that will be used on the agency IAP number that is set up on the statewide vendor file.

STATEWIDE VENDOR TABLE (VE.3)

```
=== 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: _____ W-9/8 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
```

A

B   **C**   **D**

A.   Payment type. "J" indicates Inter-Agency 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.   Email address where IAP payment notification is sent. **Email distribution
          list** recommended.

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  ───────►  A
    OF: +  01          1        _   __         _
    VF: _  __                   _   __                  1099 USE: _
          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  ─────────────►  B
   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        _   __         _
    VF: _  __                   _   __                  1099 USE: _
          F3=RETURN,  F5=WRAP CONTROL,  F12=MESSAGE,  CLEAR=EXIT
```

B.   IAP TC field. Trans Codes that create regular warrant will have an equivalent
        IAP TC displayed in the IAP TC field.

EMAIL NOTIFICATION

```
From: STATE OF WA -- [mailto:IAPREMIT@SHAREDX.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                                                      01661            $459.71
            CBF_APR-JUN

    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 SUPPORT
CENTER AT SUPPORT@WATECH.WA.GOV OR CALL (360) 407-9100.
```

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

INTER-AGENCY BILLING PAYMENT DISPLAY (MI.7)

```
=== AFRS =(MI.7)==== 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

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.

E. To return any payment amount sent by IAP to the wrong agency:

1. Create a Journal Voucher with the following required fields:
   a. Curr. Document Number (same as IAP number, ex 546156/)
   b. Trans. Code – 264 (debits GL 7140, credit GL 6510)
   c. Expenditure coding like the payment has
   d. Dollar amount
   e. Send original JV to OST to have them clear the payment from the in-process for both agencies

IAP Transaction Codes

INPUT TRANSACTIONS		OST INPUT
TC 633	V / 3205	780
TC 634	5154 / V	780
TC 635	V / 5154	782
TC 636	V / 6516	780
TC 637	V / 5154 6505 / 6525	782
TC 638	5154 / V 6525 / 6505	780
TC 640	6505 / V	782
TC 641	6505 / V 9510 / 6410	782
TC 642	V / 5111	782
TC 643	6505 / V (NON-ALLOTED)	782
TC 644	3205 / V	782
TC 645	6516 / V	782
TC 646	V / 6505	780
TC 649	V / 5154	782

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.

Warrant producing transaction codes and equivalent IAP transaction codes

REGULAR WARRANT TC	IAP TC
TC 198	TC 644
TC 210	TC 640
TC 211	TC 641
TC 214	TC 633
TC 216	TC 646
TC 230	TC 645
TC 322	TC 636
TC 505	TC 638
TC 579	TC 637
TC 580	TC 637
TC 828	TC 635
TC 946	TC 643
TC 955	TC 642
TC 960	TC 634