

OFFICE OF FINANCIAL MANAGEMENT

INTER-AGENCY PAYMENT (IAP)

USER'S OPERATIONS MANUAL

JULY 2023

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: <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); • 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: <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:	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. In order for an IAP batch to be auto-generated on the AFRS Batch Header Summary screen (IN.3), an entry on the IAP Receipt Batch Controls screen (TM.3.4.A) (D96) for that SWV number is required.
 - **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)

TR: _____ ORIGINAL ADD: 07/01/09 LAST UPDATED: 08/19/14 USER AGENCY: 0000
 LAST ACCOUNT CHANGE: 07/01/09 LAST USED: 07/28/21
 TRANSFER: _ (ENTER 'Y' TO TRANSFER TO VENDOR EDIT ONLINE VIEW = IN.1.S)
 FUNCTION: N (A=ADD, C=CHG, V=VIEW, N=NXT, B=BCK, G=GEN)

TAP PAYMENT

VENDOR NO: SWV0005899 07 CONTACT:
 AARON_BUTCHER

VENDOR NAME: OFM RETROSPECTIVE RATING PHONE FAX
 ADD1: DBA_OFM_ADOPT-A-FAMILY 360 902 0406
 ADD2: PO_BOX_43113 VENDOR TYPE: 9
 ADD3: VENDOR STATUS: A
 CITY/ST/ZIP: OLYMPIA WA 985043113 US/FOREIGN ADDR: U (U OR
 F)

E-MAIL ADDR: **IAP.PAYEMNTS@OFM.WA.GOV** PROVIDER:
 TIN: 91-6001089 TAX TYPE: T W-9/8 ON FILE: Y
 REMARKS: 03K_REFUND LEGAL ADDRESS: N
 CCD/TX-LAYOUT: C VENDOR RA PRINT: E PAYMENT TYPE: EFT AVAILABLE: Y
 ABA ROUTING: 325181028 ABA ACCOUNT: 5005956 ACCOUNT TYPE: C
 LU DETAIL: DES/LEGAL_ADDR=_N_ DUNS: OFAC BLOCK FLAG: _

BILLING AGCY: 1050 FUND: 03K MULTI-FUND:
 PRENOTE SEND: N STATUS: C DATE SENT: 07 / 13 / 2009

B

C

D

A

- 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)

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==== 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 - - - - -
VF: - - - - - 1099 USE: _

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

A

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

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==== 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 - - - - -
VF: - - - - - 1099 USE: _

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

B

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@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			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)

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=== 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

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PAY DATE	PAY AGY	DOCUMENT NUMBER	INVOICE 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.

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-ALLOTTED)	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