

## **QUICK REFERENCE GUIDE**

### *INTER-AGENCY PAYMENT VOUCHERS*

*October 31, 2011*

**This Quick Reference Guide will assist you in determining why your inter-agency payment may be delayed. If the payment isn't working, ask yourself the following questions:**

1. Has a bill for the transaction been created in SWIFT Accounts Receivable by the selling agency?
  - PV2s are no longer an option; there must be a receivable to match the voucher in order for the payment to be made.
  - Two queries available to view inter-agency bills:  
M\_CM\_GBL\_INTERAGENCYPMTS\_BFY  
M\_CM\_GBL\_INTERAGENCYPMTS\_FY
2. Do the vendor ID on the voucher and the customer ID on the bill match?
  - Did the billing agency bill the correct customer?
  - Did the paying agency pay the correct vendor?
3. Do the **invoice numbers** on the voucher and bill match?
  - The **Invoice Number** field is case sensitive on the **Voucher Entry Invoice Information** tab.
  - Do not enter additional information in Invoice Number field. The Invoice Numbers on the bill and voucher must match **exactly**. No notes or dates; consider putting these in the **Message field** on the **Payments** tab instead.
  - Do enter preceding zeros.
  - Be careful of l's vs. 1's. (Generally only an issue on interfaced bills)
4. Do the **amounts** on the voucher and bill match?
  - Must enter one voucher per accounts receivable invoice (bill) for an equal amount.
  - Workflow will allow multiple approvers for one voucher. Work with the billing agency if you wish to be billed differently.
  - If you do not agree with the amount of the bill, then either request a bill for the new amount or request a credit memo. Do not enter a voucher for a partial payment amount as this will not match up so SWIFT will not pay it.

- Multiple purchase orders can be paid on a single payment voucher. Remember to select “view all” at the bottom of the Voucher Entry Invoice Information tab to view all voucher lines.

You may need to update the voucher amount if you add purchase orders to the voucher in multiple steps.

5. Has the **Netting** field on the **Payments** tab been changed to something other than “Hold?”
  - “Hold” is how the bi-lateral netting process identifies the voucher for payment.
  - The only time to change the **Netting** field is if you want to **delete** the voucher. Then, change the field to “NA” (Not Applicable) before deleting it.
6. Is the Accounts Payable voucher ready to post?
  - Voucher must be matched if there is a purchase order and/or receipt.
  - Voucher must pass budget check, be submitted for approval and be approved in order to post.
7. Has the bill been posted to Accounts Receivable?
  - Budget issues may prevent the bill from posting to Accounts Receivable.
  - Use Billing/Locate Bills/Bills Invoiced to verify bill has been invoiced.
  - Use Accounts Receivable/Customer Accounts/Customer Information queries to verify bill has been posted to the customer's account.

### Other Key Points

- Use Journal Vouchers for INTRA-agency payments – one department within an agency paying another department in the same agency. (See UPK AP2 – Lesson 1 – Topic 8 for instructions on creating an accounts payable journal voucher.)
- Similar to an accounts receivable invoice, an accounts receivable credit memo can be netted using the bi-lateral netting process by creating an accounts payable payment voucher for a negative amount. However, the netted amount will not be paid until the total amount owed to the vendor is positive since negative payments can't be processed.
- To check to see if the payment has been made in AP, look on the Payment tab to see if the payment has been issued. You can also look it up via the Payment Inquiry, using the agency's vendor ID as search criteria. A Payment Reference ID tells you that SWIFT made the payment; inter-agency payments are never Reconciled because they never go through the bank.
- To check to see if the payment has been made in AR, look up the receivable; don't go to Billing.

Use report; Accounts Receivable/Payments/Reports/Payment Detail to view daily inter-agency payments.