



Minnesota Management and Budget Statewide Operating Procedure

Minnesota Management and Budget, Accounting Services
Issued: April 24, 2015

Number 0805-01.1
Revised: N/A

Interagency Payments

Objective

To provide guidance to agencies when making interagency payments.

General Procedures

Step	Action	Responsible Party	Timeline
1.	Billing agency creates an invoice in StateWide Integrated Financial Tools system (SWIFT) by entering a standard bill to an agency customer number established for bilateral netting.	Billing Agency	As Needed
2.	Paying agency enters a voucher in SWIFT for the exact amount of the invoice. Paying agency uses the agency vendor number established for bilateral netting and fills in the Invoice ID field with the exact Invoice ID from the bill. Note the invoice id is cap sensitive.	Paying Agency	As Needed
3.	Paying agency complies with prompt payment policy timelines.	Paying Agency	As Needed
4.	SWIFT completes the payment and deposit entries for bilateral netting transactions during the nightly batch.	Minnesota Management and Budget (MMB)	Daily
5.	Billing agency is responsible for managing interagency invoice balances to ensure they are paid promptly.	Billing Agency	On-going
6.	Paying agency is responsible for monitoring vouchers that have been completed but not paid. See the interagency payment troubleshooting quick reference guide (https://mn.gov/mmb-stat/documents/swift/training/trainingguides/swift-ap-interagency-payment-vouchers.pdf) for troubleshooting bilateral netting payments.	Paying Agency	On-going

Related Policies and Procedures

MMB Statewide Operating Policy 0703-01 Prompt Payment Processing (*Updated Document Forthcoming*)

See Also

[Minnesota Statute 16A.124](https://www.revisor.mn.gov/statutes/?id=16a.124) (https://www.revisor.mn.gov/statutes/?id=16a.124)

[Bilateral Netting Reference Guides](https://mn.gov/mmb-stat/documents/swift/training/trainingguides/swift-ap-interagency-payment-vouchers.pdf) (https://mn.gov/mmb-stat/documents/swift/training/trainingguides/swift-ap-interagency-payment-vouchers.pdf)