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**Paying Plant Management Service Invoices in MAPS**

**General Procedures**

<b>Step #</b>	<b>Actions to be Performed</b>	<b>Responsible Party</b>
	<p>Process the payment in MAPS AGPS or MAPS GFS:</p> <p><b>Instructions for paying for Plant Management Service Invoices in Procurement AGPS:</b></p> <p style="padding-left: 40px;">Select Receipt, Invoice and Payment from the Business Area drop down menu in AGPS.</p> <p style="padding-left: 40px;">Select the Invoice button. The Receipt/Invoice/Payment Invoice (OINV) screen in AGPS will appear.</p> <p style="padding-left: 40px;">When making the payment, enter the order number for the payment in the Order Number field and the invoice number in the Vendor Invoice Number field exactly as it appears on the <b>MAPS State of Minnesota, Advanced Receivable</b> invoice. Otherwise, the open receivable will not be credited or closed out and past due or collection letters will generate. A hyphen must be entered between the agency code and the document number, i.e., G02-47130000002.</p> <p style="padding-left: 40px;">Enter an "A" in the Receivable Allocation box.. This is a PV6 payment that will automatically credit and close the receivable in MAPS. If this field is left blank, it will default to "N" and the receivable will not be credited or closed out.</p> <p style="padding-left: 40px;">If an error message appears indicating "Seller Accounting Information" is missing, check to ensure that the invoice number has been entered into the</p>	<p>Agency</p>

system exactly as it appears on the invoice and that an "A" is entered in the Receivable Allocation field on the OINV screen.

Process the payment to accounting using the Receipt/Invoice/Payments Payments (OPAY) screen.

**Instructions for paying for Moving Services  
Invoices in Accounting GFS:**

Create a new Payment Voucher (PV) document.

Code the Voucher Type field as Type "6" - Interagency Payments, referencing the invoice generated by the Department of Administration, Plant Management.

Enter the amount to be paid into the Document Total field.

Do **not** fill in the Vendor Code or Seller Accounting information.

Click on the Reference Document view and enter the *paying agency* information on Line 01. Enter the PO or RQ number of the referenced document (if appropriate), the invoice information (which should be the related RE number), and the amount. If the paying agency doesn't reference a PO or RQ, enter all chart of accounts codes either on the Accounting view or the Line Details view.

Click on Edit: Insert Line After. Select the Reference Document view and enter the receivable information on Line 02. The receivable number includes an RE document type, the three-character agency code of the billing agency, and the final 11 characters of the receivable number. If paying the full amount of the invoice, leave the Line field blank. If there are multiple lines on the invoice, the system will automatically apply the payment to them. In the Amount field, enter the total amount being paid against the invoice.

The following warning message will appear:

***Cash applied to RE lines***

This warning message should appear and indicates the

	payment was applied to the accounts receivable lines.	
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**See Also**

[MAPS Operating Policy and Procedure 0760-02 - Specialized Electrical Usage Services](#)

[MAPS Operating Policy and Procedure 0760-03 - Special Events-Set ups/Takedowns/Equipment Rental](#)

[MAPS Operating Policy and Procedure 0760-04 - Movers and More Services](#)

[MAPS Operating Policy and Procedure 0760-05 - Contract Parking for State Agencies](#)

[MAPS Operating Policy and Procedure 0760-06 - Daily Permit Parking](#)

[MAPS Operating Policy and Procedure 0760-07 - Repair and Other Jobs](#)

[MAPS Operating Policy and Procedure 0760-08 - Product Delivery](#)