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James A. Carder
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MEMORANDUM

TO: State Agencies
FROM: OA, Accounting
DATE: November 5, 2002
RE: Interagency Billing (IAB) Processing

As a reminder, receivables are recorded when the State has rights to revenue that has not been received. This is recorded through the input of a Receivable (RE) document into SAM II Financial. For example, when the State Printing Center bills an agency for printing services that the agency received. Revenue and accounts receivable is recorded when the RE document is recorded. When cash is received, the receivable is liquidated.

A Receivable (RE) document will not exist within SAM II Financial when the State does not have a right to the revenue/cash prior to actual receipt of funds. An example of this type of revenue is the renewal of professional licenses. Professional licenses are not receivables because the State has not earned the revenue until the cash is actually received and the license renewal is issued.

Since the implementation of the new IAB process in July, we have had questions from agencies in regard to how to process interagency transactions when the revenue is not a receivable and, therefore, a RE document does not exist in SAM II Financial. State agencies should process the payment using a SAM II payment document (PVQ, P1, etc.) using a vendor number that has a prefix of "I".

Complete the payment document(s) following the SAM II coding instructions for that document type using a SAM II "I" vendor code and the invoice number on the billing. If an invoice number does not exist, enter some type of information in the invoice number field that will help the billing agency identify your payment. Process the payment document to ACCPT status. Enter the SAM II payment document type (PVQ, P1, etc.) and eleven (11) digit document number on the upper right hand corner of the billing agency's vendor invoice. Send a copy of the billing agency's vendor invoice with the SAM II payment document number to the billing agency. An Interagency Billing Receipt (CRP) document will generate during the nightly cycle and post to the SUSF (Suspense File) in REJECT status. The CRP will include the SAM II payment document number in the description field. When the billing agency receives the copy of the vendor invoice, the billing agency will access SUSF, find the applicable CRP, and process the CRP to accept status.

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Several agencies have also asked what prefix should be used when a Journal Voucher (JV) is processed correcting a SAM II payment document or CRP document associated with an IAB transaction. The correct prefix to use for correcting IAB transactions, is "IAB".

If you have any questions in regard to this information, please contact your Agency Customer Service Coordinator. Your Agency Customer Service Coordinator will contact the OA, Accounting Agency Customer Service Coordinator's desk for assistance if necessary.