

Inter/Intra Governmental Payments Procedure

Overview

A procedure has been developed that will enable North Carolina Accounting System (NCAS) agencies to transfer money for all types of payments to users of the Cash Management Control System (CMCS). The procedure allows transfers and payments to be done through NCAS without producing checks. All payments will be keyed into the Accounts Payable (AP) module with automated transfer entries generated into CMCS. E-mails containing payment information currently found on the check stub will be sent out notifying the receiving agency of the payment being transferred to them. The e-mails in conjunction with new reports will be used as a record by the receiving agency as proof of payment and to post the payment or clear receivables as needed. The benefits to the State are that money being transferred or paid between agencies will no longer leave the State Treasurer's account and all payments will be recorded in the NCAS AP module for future reporting and analysis. The booking of the revenues and/or clearing of receivables will continue to be done manually by the agency receiving the transfer.

The inter/intra government payment process will work similarly to the current NCAS electronic payments process. One significant difference is that the Office of the State Controller will hold the bank records (ACH records) normally created and sent to the bank. The transfer of money will occur upon completion of the sending agency "passing," the receiving agency "submitting" and finally Cash Management approving the automated CMCS transfer.

BAP Code

Currently each agency has its own Bank Account Payment (BAP) codes that are made up of the agency identifier and another character. Examples are, XXD, XXP, etc. For these inter/intra governmental payments, a new (BAP) code has been set up that will be shared by all NCAS agencies. The new BAP code has been named IGO. The OSC will set BAP code IGO on the *Bank Cycle Control (BCC)* screen every night so that invoices will be extracted for payment whenever the state agency sets its pay entity (XXPT) on the *Payment Cycle Control (PCC)* screen. Since all NCAS agencies will be using the same BAP code for their inter-governmental payments, inquiries made on the *Payment List (PYL)* screen will be accomplished using either the IGO BAP code and the check number or by using the agency pay entity and vendor number. If one agency selects another agency's check, security will prevent the agency from viewing any further detail information.

NOTES **Vendors**

NCAS agencies will select and pay State government vendors from their XXPT (XX = agency ID) entities just as they select trade vendors for any trade payment. The State government vendors are the State agency vendors that are used by one agency to pay another agency. Your agency's vendors will be the ones with your agency's name that all other NCAS agencies will use to pay or transfer money to you. Each agency will monitor and insure that its vendors are correct. The OSC will no longer accept agency vendor changes or adds from anyone but the agency to which the vendor name and address belong. Many agencies will require only one vendor for their agency; others will require more than one. For those agencies that require more than one, it is imperative that the information is accurate. Any bill/invoice being sent by your agency must have a name and remit to that matches a vendor in the NCAS so that the agencies paying the bill/invoice will have no question regarding which vendor to use. For the agency making the payment, **it is critical that the correct vendor be selected for payment.** If an incorrect vendor is selected, the automated transfer will go to the incorrect location and the e-mail payment notification will be sent to the wrong e-mail address. A good vendor name and description of the type of payment going to this vendor will help insure that the correct vendor is always paid. The vendor information can be viewed on the VSL and/or the VRS screen. Again, it is each agency's responsibility to supply the OSC with accurate vendor information for its agency's vendors.

The OSC will set each state vendor up as an electronic type vendor based on information supplied by the agency. The agency will supply the correct e-mail address to which the payment notifications will be sent. Also, the agency will supply the OSC with the agency's CMCS four digit department "transfer to" code. The "transfer to" code will be used by the NCAS when creating the CMCS transfer, and route the transfer to the correct agency. Each vendor location will have one "transfer to" location for CMCS and one e-mail address where the payment notification will be sent.

As mentioned earlier, the BAP code IGO will be used by all agencies. During the initial add of State agency vendors, and as new State agency vendors are added, the OSC will attach the IGO BAP code to the vendor record. This will insure that IGO will default onto any invoice that uses a State agency vendor. Whenever the State vendor is used, the IGO BAP code will automatically default onto the *Invoice Work Sheet 2T (IWS-2T)* screen. To insure proper payment, AP personnel should never change this default to another BAP code. The *IWS*, *IMP* and *MPE* screens have been modified to help prevent the AP user from changing or adding the IGO BAP code to inappropriate vendors.

CMCS

A couple of modifications were made in CMCS to accommodate this process. A transfer type of **7** (Inter Govt) and a new priority code of **70** are used for all inter/intra governmental payments. These type payments will have the lowest CMCS priority.

Reports

NOTES

The following reports are used by the agency issuing the payment/transfer to an agency. Report ID DETRPT lists by cash accounts the company, budget code and fund for the journal entry for that day. Report ID IGOTRANF summarizes each budget code being used on the DETRPT report. The final report (TRANSDet) summarizes by department the invoice being paid for that day's transactions. An automatic transfer will be processed in CMCS for the agency to pass to the appropriate agency being paid. Agencies should use this report to pass transfers to the agencies being paid for that day.

RMDSID13
REPORT ID : **DETRPT**
TIME : 08:10:18

ACCOUNTS PAYABLE
NCAS / CMCS CASH RECONCILIATION DETAIL
INTERAGENCY PAYMENT

PAGE : 3
DATE : 01/09/2004
C-AP-CMCS-NCAS-INTERFACE

CASH ACCOUNT: 111260

COMPANY	BUDGET CODE	FUND	TYPE	DEBIT AMOUNT	CREDIT AMOUNT	INTERAGENCY TRANS
1302	24100	2745	REGULAR		71.43	
			COMPANY TOTALS		71.43	71.43
			BUDGET TOTALS		71.43	71.43

RMDSID13
REPORT ID : **DETRPT**
TIME : 08:10:18

ACCOUNTS PAYABLE
NCAS / CMCS CASH RECONCILIATION DETAIL
INTERAGENCY PAYMENT

PAGE : 3
DATE : 01/09/2004
C-AP-CMCS-NCAS-INTERFACE

CASH ACCOUNT: 111260

COMPANY	BUDGET CODE	FUND	TYPE	DEBIT AMOUNT	CREDIT AMOUNT	INTERAGENCY TRANS
1302	24100	2745	REGULAR		71.43	
			COMPANY TOTALS		71.43	71.43
			BUDGET TOTALS		71.43	71.43

RMDSID13
 REPORT ID : **IGOTRANF**
 TIME : 08:10:19

ACCOUNTS PAYABLE
 CMCS INTERAGENCY TRANSFER SUMMARY REPORT
 INTERAGENCY PAYMENT

PAGE : 2
 DATE : 01/09/2004
 C-AP-CMCS-NCAS-INTERFACE

BUDGET CODE	FUND	DEBIT AMOUNT	CREDIT AMOUNT	INTERAGENCY TRANS
14100	1000		6.60	6.60
24100	2745		71.43	71.43
	AGENCY TOTALS		78.03	78.03

RMDSID10
 REPORT ID : **TRANSDT**
 TIME : 08:10:19

ACCOUNTS PAYABLE
 INTERAGENCY TRANSFER REPORT
 DETAIL INVOICES

PAGE : 1
 DATE : 01/09/2004
 C-AP-CMCS-NCAS-INTERFACE

DEPT	VENDOR NAME	PAY ENTITY	VENDOR NUMBER	INVOICE NUMBER	INVOICE DATE	WK INVOICE AMOUNT
4100	NC DOA TEMPORARY SOLUTIONS	10PT	561130957H	TESTAGENCYIGO	08/18/2003	915.12
				1		915.12
	TOTALS BY WK AGENCY			1		915.12

NOTES

The following reports are used by the agency receiving the payment/transfer from another agency. Due to the timing of the approval of the CMCS transfer, it may be that the agency will have to hold the posting of some payment notification e-mails until the corresponding CMCS transfer has been approved.

The TRANSTO report shows prepared transfers by department code for all payments being made to your agency. The report totals, by budget code and agency, the transfers that will be passed to your agency for your agency's approval to OSC Cash Management.

The TRANSTOV report is sorted by department code and summarizes by vendor. This report, in conjunction with the e-mail payment notifications, should be used by Accounts Receivable clerk(s) for the posting of the receivable in NCAS. **Before posting any payment received, it is important that the corresponding CMCS transfer has been approved.** It is also important to note that an invoice may be listed under more than one budget code. The budget code is determined by the company/center used on each line item of an invoice. If more than one budget code is used on an invoice, the invoice will be listed and summarized by vendor.

RMDSID4100
 REPORT ID : TRANSTO
 TIME : 08:10:20

ACCOUNTS RECEIVABLE
 INTERAGENCY TRANSFER TO REPORT
 DETAIL INVOICES

PAGE : 2
 DATE : 01/09/2004
 C-AP-CMCS-NCAS-INTERFACE

AGENCY	BUDGET CODE	PAY ENTITY	VENDOR NUMBER	VENDOR NAME	INVOICE NUMBER	INVOICE DATE	LINE	WK INVOICE AMOUNT
10	13700	10PT	561130957H	NC DOA TEMPORARY SOLUTIONS	TESTAGENCYIGO	08/18/2003	0001	915.12
			TOTAL FOR BUDGET CODE				1	915.12
			TOTAL FOR AGENCY				1	915.12
13	14100	13PT	561130957AC	NC DOA FACILITY MGMT DIVISION	TESTINTERNALIGO	11/12/2003	0001	6.60
			TOTAL FOR BUDGET CODE				1	6.60
			TOTAL FOR AGENCY				1	6.60
			TOTAL FOR DEPARTMENT				2	921.72

RMDSID4100
 REPORT ID : **TRANSTOV**
 TIME : 08:10:20

ACCOUNTS RECEIVABLE
 INTERAGENCY TRANSFER TO REPORT
 DETAIL INVOICES

PAGE : 2
 DATE : 01/09/2004
 C-AP-CMCS-NCAS-INTERFACE

AGENCY	BUDGET CODE	PAY ENTITY	VENDOR NUMBER	VENDOR NAME	INVOICE NUMBER	INVOICE DATE	LINE	WK INVOICE AMOUNT
10	13700	10PT	561130957H	NC DOA TEMPORARY SOLUTIONS	TESTAGENCYIGO	08/18/2003	0001	915.12
				TOTAL FOR INVOICE			1	915.12
				TOTAL FOR VENDOR			1	915.12
				TOTAL FOR AGENCY			1	915.12
13	14100	13PT	561130957AC	NC DOA FACILITY MGMT DIVISION	TESTINTERNALIGO	11/12/2003	0001	6.60
				TOTAL FOR INVOICE			1	6.60
				TOTAL FOR VENDOR			1	6.60
				TOTAL FOR AGENCY			1	6.60
				TOTAL FOR DEPARTMENT			2	921.72

The following report, EPAYTOT, is utilized by the Cash Management Section of the OSC. This report summarizes all transfers prepared for that day's intra-governmental payments. Agencies may use this report to review all transfers that need to be passed to the receiving agency.

NOTES

REPORT ID : EPAYTOT
TIME : 08:10:18

ACCOUNTS PAYABLE CASH DISTRIBUTION REPORT

TOTAL PAYMENT AND EPAYMENTS

PAGE : 1
DATE : 01/09/2004
C-AP-CMCS-NCAS-INTERFACE

BUDGET CODE	DEBIT AMOUNT	CREDIT AMOUNT	INTERAGENCY TRANS
TOTAL BUDGET CODE 13700		915.12	915.12
TOTAL AGENCY 10		915.12	915.12
TOTAL BUDGET CODE 14100		6.60	6.60
TOTAL BUDGET CODE 24100		71.43	71.43
TOTAL AGENCY 13		78.03	78.03
TOTAL INTERAGENCY PAYMENTS		993.15	993.15