

PAYMENT SERVICES USER MANUAL 1

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INTRODUCTION

You can use Payment Services pay an interagency billing from an agency, but not to generate an interagency billing to an agency. An interagency billing to an agency has to be entered in STARS. Idaho Code 67-3516 describes the requirements for the interagency billing process. Generally, the process is:

1. The Billing Agency enters a transaction using TC 130 in STARS and sends an [IAB form](#) to the paying agency.
2. The Paying Agency enters a TC 240 or a TC 241 in Payment Services using the Current Document Number from the IAB form as the Invoice Number.
3. When the Payment Services transactions upload to STARS, STARS automatically generates a TC 170 for the billing agency.
 - STARS uses the Invoice Number as the Reference Document Number/Sfx.
 - STARS uses the Second Agency code to verify that the receivable and payment match.

PAY AN INTERAGENCY BILLING

The IAB form from the billing agency has the information that the paying agency enters in Payment Services. On the Payment Services **Invoice** screen, use the following fiscal coding, in addition to the information you normally enter:

1. Enter the *billing agency's* Current Document Number and Suffix (with no spaces) in the **Invoice #** field – this is also the Document Number on the Document File.
2. In the **Document #** field, do not use the same number as the **Invoice #**.

After the invoice is created, saved, and authorized, enter the fiscal coding and cost distribution on the **Distribute** screen, ensuring that the following fields are completed:

1. For either transaction code 240 or 241, a subsidiary number in the **Subs** field indicating who you are paying.
2. For a TC 241, enter the Current Document Number that was used to set up the encumbrance in the Reference Document Number fields (**Ref Doc/Sfx**).
3. Enter the agency code of the *billing agency* in the **SecA** field.