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STARS USER MANUAL

HOW TO ADJUST AN INTERAGENCY BILLING

BILLING AGENCY ADJUSTMENTS

[Click here for a complete list of transaction codes and their required data entry elements.](#)

TC 131/131R – INCREASE OR DECREASE THE AMOUNT BILLED

The **billing agency** can adjust the amount entered on an interagency billing (IAB):

- Use a TC 131 to increase the amount. Enter the amount of the increase.
- Use a TC 131R to decrease the amount. Enter the amount to reduce the IAB.

When entering these transaction codes:

- You can use any **Current Document Number**.
- The **REF-DOC/SFX** must be the Current Document Number from the original TC 130 transaction.
- Press F5 and STARS will automatically look up the rest of the data from the Document File, except for the amount.
- STARS will automatically populate the **BFY** and **EFF-DATE**.
- The TC 131 posts to the same fields as the TC 130 with the exception of the Document File where it posts to the Adjustment field.
- These transaction codes require approval level 3.

The TC 131 will allow you to track the adjustment of the original receivable by showing changes to the amount owed in a separate Adjustment field.

TC130R/130R- CLOSE OR CANCEL AN IAB THAT HAS NOT BEEN RECEIVED

If an interagency billing was entered in error, use a TC130R for the entire amount to “close” it. If necessary, re-enter a new IAB correctly. You can use the same document number but with a different suffix.

TC 170R/170 - ADJUST A PAYMENT THAT HAS BEEN RECEIVED (E.G., TO A WRONG INVOICE NUMBER)

Usually the paying agency should use a TC 240/240R to correct an invoice number. But the **billing agency** can also adjust a payment received by the following:

- Use a TC 170R identical to the original transaction, including the amount.
- Then use a TC 170 using the correct invoice number. TC 170 posts as a negative amount to the collection payment. Use this if your balance is a negative (“-”).
- These can also be used if you find a payment to an incorrect invoice at fiscal year-end.
- These transaction codes require approval level 3.

Use these if, for example, a payment posted to the wrong invoice number or the wrong document on the Document File.

Another instance to use a TC170R/170 is if the paying agency pays more than one interagency bill using a single invoice number. This produces a credit overpayment balance for one invoice, but no payment for the other invoice. You can reduce the overpayment balance with a TC 170R (your overpayment balance is a negative (“-”). Then enter the payment to the correct invoice or Document Number with a TC 170 (your underpayment balance is positive (“+”).

PAYING AGENCY ADJUSTMENTS

Paying agencies can use a TC 240 (Payment of Interagency Bill Not Encumbered) or a TC 241 (Payment of Interagency Bill Previously Encumbered) to pay an IAB. Adjusting entries are based on which TC was used.

[Click here for a complete list of transaction codes and their required data entry elements.](#)

TC 240/240R - ADJUST AN UNDERPAYMENT OR OVERPAYMENT

The **paying agency** can:

- Use TC 240 if you have underpaid the IAB. Use a TC 240 identical to the original transaction, but enter the remaining amount needed to pay the IAB.
- Use a TC 240R if you have overpaid the IAB. Use a TC 240R identical to the original transaction, but enter the amount that was overpaid. This can also be used if you find an overpayment at fiscal year-end.
- These transaction codes requires approval level 3.

TC 240R/240 - CORRECT A VENDOR NUMBER OR INVOICE NUMBER

You can correct the Invoice or Vendor Number on a payment with a TC 240R and TC 240. To do this:

- Use a TC 240R with the same information used on the original TC 240 transaction, including the *incorrect* Invoice or Vendor Number.
- Then use a TC 240 with the same information used on the original TC 240 and enter the *correct* Vendor Number or Invoice Number.

TC 27A/27B – CORRECT A PAYMENT WITH THE WRONG PCA

If the payment amount and agency details of a payment were correct, but the PCA was not, enter the following in the same batch:

1. Enter a TC 27A with the same data entry as the original payment.
2. Enter a TC 27B transaction with the same data entry except using the correct PCA.

TC 240 – MAKE A PARTIAL PAYMENT

Use TC 240 to make a partial payment. Use all of the information sent to you by the billing agency, but use the amount that you will pay. Then use another TC 240(s) for subsequent payments.

TC241 - PAYMENT OF INTERAGENCY BILL PREVIOUSLY ENCUMBERED

If a TC 241 payment was overpaid, please contact the dsahelp@scs.idaho.gov to have them make the adjustment.

If the payment was underpaid, use a TC 241 with a current year encumbrance.

OUTSTANDING RECEIVABLES AND PAYABLES REPORTS

Interagency billing reports are available on IBIS.

In addition, the billing agency can monitor outstanding receivables (including overpayments) with the **DAFR0139** Report. The paying agency can monitor outstanding payables (including overpayments) with the **DAFR2410** Report.