

**BOARD OF ADJUSTMENTS PAYMENTS  
for  
INTERFUND PAYMENT VOUCHERS**

Due to the implementation of Interfund Payment Vouchers there is a change in the procedures for the Board of Adjustments. These procedures pertain **only** to Interfund Payment Vouchers.

Seller	Invoices Buyer.
Buyer	Does not pay the invoice in the fiscal year or the 13 <sup>th</sup> accounting period associated with the invoice.
Seller	Completes a Board of Adjustment form requesting payment. Original invoice should be modified down to zero. A new invoice should be entered with a new invoice number for the <i>current BFY</i> .
Board of Adjustments	Ask Buyer: Do they contest the payment for the invoice?
Buyer	Says 'No' ---- Example why invoice was not paid: Agency did not receive invoice/documentation on time.
Board of Adjustments	Sends Buyer a document that gives the agency approval to pay a prior year invoice.
<b>Seller</b>	Verifies the invoice is on OINH and OINL tables. If the invoice is not on the tables, the Seller <b>MUST</b> enter an IN transaction to record the receivable and set up the IFSH tables.
<b>Buyer</b>	Creates an Interfund Payment Voucher payable to Seller. Buyer must pay invoice out of <i>current BFY</i> money. Payments should be coded to their appropriate sub-object for the type of expenditure being paid.  Example: If a voucher is for In-State Mileage, the sub-object will be 0300 01.  Sends hard copy of Payment Voucher to the Comptroller's Office.
<b>Accounts Payable</b>	Approves Type 2 Payment Vouchers. System increases the Buyer's expenditures and increases the Sellers cash.  A warrant is <b>not</b> issued.
<b>Agency Distribution</b>	FMSGBD AJ report was discontinued effective 12/01/10 due to change made based on Memo dated 11/17/10.

**Seller**

Receives the 'AFNS INTERFUND CASH RECEIPTS SYNOPSIS' report.

The system generated CR transaction will be loaded to the SUSF table.

Do **NOT** enter a cash receipt document.

**Buyer**

Receives the 'AFNS INTERFUND MANUAL WARRANT SYNOPSIS' report.

The system generated MW transaction will be loaded to the SUSF table that will update OPVH and OPVL tables. Remember, Interfund Payments will **not** create a warrant in CAS.

Do **NOT** enter a manual warrant document.