



## WISCONSIN ACCOUNTING MANUAL

Department of Administration – State Controller’s Office

<b>Section</b>	<b>05</b>	<b>Accounts Payable, Inter and Intra Unit Payments and Transfers</b>	<b>Effective Date</b>	<b>02/09/2021</b>
<b>Sub-section</b>	<b>13</b>	<b>Interunit Billings/Vouchers</b>	<b>Revision Date</b>	<b>06/15/2023</b>

### BACKGROUND

Agencies can use interunit billings in STAR to invoice and receive payment from other state agencies. This process requires the coordination of both agencies. The timing and amount of these bills should be agreed upon before the transactions are created in STAR.

### POLICIES

#### Billing Agency

1. Do not copy a standard (STD) invoice for a non-interunit customer into an interunit customer invoice because the entry reasons are different.
2. Do not create an interunit bill for the prior fiscal year after the AP module is closed (usually mid-July, please refer to the fiscal year end calendar). During the fiscal year close process, the AP module closes earlier than the billing and/or accounts receivable modules.
3. If the original interunit bill had the incorrect amount, create an interunit credit bill to offset the original bill and rebill for the correct amount. Leave the invoices open in AR until the AP voucher payments come in, do NOT create maintenance worksheets for these invoices.

#### Paying Agency

4. Do not delete an interunit AP voucher.
5. Do not deny an interunit AP voucher. Work with the billing agency if the amount on the interunit voucher is incorrect. The appropriate way to correct this is to have the billing agency create an interunit credit bill.
6. When creating interunit purchase orders, for the suppliers InterGLBU, the location must be NETTING. Any location other than NETTING will break the tie between AR and AP for interunit transactions. If the desired PO does not have the NETTING location, it is suggested that the PO be updated prior to it being associated to the voucher. Therefore, any subsequent interunit vouchers will not have the same issue with the location.
7. AP agencies should never pay an interunit invoice with a check. The NETTING location should be used in the Payment Information section of the voucher (see the screen shot below).



**WISCONSIN ACCOUNTING MANUAL**  
Department of Administration – State Controller’s Office

<b>Section</b>	<b>05</b>	<b>Accounts Payable, Inter and Intra Unit Payments and Transfers</b>	<b>Effective Date</b>	<b>02/09/2021</b>
<b>Sub-section</b>	<b>13</b>	<b>Interunit Billings/Vouchers</b>	<b>Revision Date</b>	<b>06/15/2023</b>

Summary | Related Documents | Invoice Information | **Payments** | Voucher Attributes | Error Summary

Business Unit 50500 Invoice No 115-0000030341  
 Voucher ID 00196194 Invoice Date 05/10/2023 Action   
 Voucher Style Regular Voucher  
 Total Amount 494,702.06 \*Pay Terms 00 Due Now  
 Supplier Name Department of Ag Trade & Consumer Protcn

**Payment Information**

Payment 1

\*Remit to INTER11500  
 Location **NETTING**  
 \*Address 1

Gross Amount USD Scheduled Due 06/01/2023  
 Discount 0.00 USD Net Due 05/10/2023  
 Discount Due  
 Accounting Date

Department of Ag Trade & Consumer Protcn  
 2811 Agriculture Dr  
 Madison, WI 53718

**Payment Options**

\*Bank NETNG  
 \*Account 101  
 \*Method CHK Check

Pay Group  
 \*Handling Centrally Mailed  
 Hold Reason

\*Netting Not Applicable  
 L/C ID

8. AP agencies should never short pay an interunit voucher. Make sure when adding new invoice line(s) to match the original amount of the voucher. If there is a discrepancy with the amount, please contact the billing agency.

9. All interunit vouchers must be approved within 30 days.

10. At fiscal year end:

- a. Agencies must approve interunit vouchers prior to the AP module close.
- b. Before initiating the AP close process SCO will approve the remaining interunit vouchers.



# WISCONSIN ACCOUNTING MANUAL

Department of Administration – State Controller’s Office

<b>Section</b>	<b>05</b>	<b>Accounts Payable, Inter and Intra Unit Payments and Transfers</b>	<b>Effective Date</b>	<b>02/09/2021</b>
<b>Sub-section</b>	<b>13</b>	<b>Interunit Billings/Vouchers</b>	<b>Revision Date</b>	<b>06/15/2023</b>

## PROCEDURES

- In the case where an AP agency needs to pay another agency, but there is no interunit invoice please reach out to the State Controller’s Office for assistance. Subject matter experts can be found on the SCO Monthly Checklist Workbook excel spreadsheet (section [18-01 of the Wisconsin Accounting Manual](#)).
- Detailed procedures for processing an interunit bill can be found in the [Creating an Interunit Bill](#), [Generating Bill](#) and [Bill Approval](#) job aid(s).
- Detailed procedures for processing an interunit voucher can be found in the [Processing an InterUnit Voucher with an InterUnit Purchase Order job aid](#).
- Common interunit billing issues and their solutions can be found on the [Interunit Payment Process Overview Confluence](#) page or the [Troubleshooting Guide](#).
- The WI\_AP\_VCHR\_INTERUNITBIL query can be used to review all outstanding AP vouchers from interunit bills.
- Lists of AR and AP contacts can be found in the Wisconsin Accounting Manual.
  - [AP Contact List](#)
  - [AR Contact List](#)