



<b>Section</b>	<b>05</b>	<b>ACCOUNTS PAYABLE, INTER AND INTRA UNIT PAYMENTS</b>	<b>Effective Date</b>	<b>10/1/2015</b>
<b>Sub-section</b>	<b>12</b>	<b>Specialized Payments (fka Specialized Checkwriters, Specialized Disbursements or Fiscal Agent Payment Applications)</b>	<b>Revision Date</b>	<b>9/15/2015</b>
<b>SAM Ref</b>	<b>n/a</b>			

**BACKGROUND**

During FY 2015, state agencies utilized approximately 80 separate specialized applications to make specialized payments outside of the State’s accounting system. As part of the STAR project, the SCO and the agencies examined each of these applications, and together determined that approximately 34 of these applications were still needed. Each of the applications pays individuals, and it is not useful or cost-effective to load and maintain the individuals within STAR Supplier Table so that the payments can be made through STAR. So, these applications will continue indefinitely.

**POLICIES**

1. Only those Specialized Payment Applications approved by the SCO may be used under STAR.
2. Agencies must use the Supplier ID created for each specific Specialized Payment or Fiscal Agent application. A listing of approved applications can be found on the STAR SharePoint site at under [R1 Configuration documents](#).
3. **The Manual Payment Voucher must be available for approval AND must agree with the specialized payments file before the file will be released for check printing or for ACH processing. This policy is necessary to ensure that the State’s daily cash balances are correctly reflected within STAR.**

**PROCEDURES**

The agency must prepare a payment voucher for the Supplier ID associated with the Specialized Payment application (specialized disbursement or fiscal agent). These Supplier ID’s have been specially configured within STAR to AUTOMATICALLY create an Ad-Hoc approver within the SCO to apply the final approval. The voucher number and the job submission form (Specialized Disbursements) must be faxed or emailed to the SCO for processing.

The SCO will run the file included on the job submission form through a pre-list program which will determine the totals by detail fund. Those amounts will then be compared with the manual payment voucher. Once the Manual Payment Voucher agrees with the specialized payments file, and is ready for approval, the file will be released for check printing or ACH processing.