

FMS PROCESSING – Section 9

- 1.0 Delegated FMS Keying
- 1.1 Submission of Vouchers to the Bureau of Fiscal Services
- 1.12 Check Distribution/Attachments
- 1.2 Document Numbering
- 1.3 Fiscal Cutoff Dates
- 1.4 Erroneous Entries in the DHFS Fiscal System
- 2.0 Responsibility Area Designation Changes
- 2.1 Request for Project Codes
- 2.2 FMS Account Codes – Rescinded 9/30/11
- 2.3 Appropriation Codes – Rescinded 9/30/11
- 3.0 Transfer of Revenue for Grants and Services
- 4.0 General Service Billings
- 4.1 Bureau of Information Systems Billings and IT Direct Purchases
- 4.2 State Self-Funded Property Insurance Program
- 4.3 User Codes, Billing Numbers and Funding Packets for Centralized Agencies
- 5.0 Invoice/Voucher Approval and Certification of Goods and Services Received
- 5.1 Prompt Payment of Vendor Invoices
- 5.2 Use of Appropriation 975 for Prompt Payment
- 7.0 Bad Check Processing
- 8.0 Use of Repair and Maintenance Funds – moved to Institution Accounting 9.1
- 9.0 Pre-Retirement Planning--Account Code
- 9.1 Legal Services Object Codes

SUMMARY OF FMS PROCESSING

These procedures cover a range of topics associated with payables and other processing through the Fiscal Management System (FMS) system, including preaudit standards and prompt payment. The FMS Manual provides further information on document processing through the fiscal management system.

- **FMS PROCESSING 1.0** through **1.4** deal with basic requirements for processing through the fiscal management system, including submission of certain types of vouchers to the Bureau of Fiscal Services(BFS), document numbering and monitoring, fiscal cut-off dates, and correction of erroneous entries in the fiscal system.

- **FMS PROCESSING 2.0, 2.1, and 3.0** relate to responsibility area designation changes, requests for project codes, FMS account codes, and transfer of revenue for grants and services. These procedures are applicable for federal reporting, budgeting, and appropriation control.
- Specialized payables are discussed in **FMS PROCESSING 4.0, 4.1, 4.2 and 4.3**. These payables issues include general service billings, Office of Information Systems billings, and the state self-funded property insurance program.
- Preaudit standards are presented in **FMS PROCESSING 5.0**, including certification that goods or services have been received, date-stamping of invoices, prepayments restricted to certain commodities, and authorization by organizational units to BFS of specific individuals to approve payments.
- Prompt Payment requirements and procedures are detailed in **FMS PROCESSING 5.1**. Unless exempted, payments to vendors must be made within 30 days. Interest penalties also may apply if the invoice is improper or there is a good faith dispute relating to the receipt or quality of goods or services, provided notification has been made with 10 or 30 days, respectively. **FMS PROCESSING 5.2** permits use of Appropriation 975 if technical problems in processing delay processing of invoices from the vendor.
- **FMS PROCESSING 7.0** has the accounting procedures for bad checks.
- Pre-Retirement training is discussed in **FMS PROCESSING 9.0**.
- **FMS PROCESSING 9.1** has a listing of the legal service object codes.