



Administration and Finance

Policy No: 3533

Policy Name:
Inter-Agency Transfers

Effective Date:
June 1, 2008

Policy:
The University of Maryland, Baltimore follows GAD policy that requires billings between State of Maryland Agencies to be processed by an R*STARS transfer.

Revision Date:
N/A

Definitions and Terms:

- A. Relational Standard Accounting and Reporting System (R*STARS) is the State of Maryland accounting system.
- B. All USM Campuses are State Agencies.
- C. GAD is the General Accounting Division under the State Comptroller's Office.

Approved by:
Marc E. Wasserman
Director
Financial Services

Purpose:

The purpose of this policy is to facilitate the timely processing of inter-agency transfers (R*STARS transfers).

Approval Date:
June 1, 2008

Scope:

Payments and receipt of payments between UMB and other State of Maryland Agencies.

Refer Questions to:
Manager
Quality Assurance
410-706-6554

Restrictions and Exclusions:

N/A

Responsibilities:

N/A

**USM Board of Regent's
Policy Reference:**
N/A

Related / Impacted Policies:

N/A

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Procedures:

- A. Billings to other state agencies.
 1. When goods and services are provided to other state agencies, campus schools or departments must create an invoice.
 2. The invoice must include the following UMB R*STARS coding:
 - Agency Code: R31
 - PCA: 02440
 - Object Code: 8337
 - Transaction Code: 410
 3. Campus schools or departments forward the original invoice to the agency and a copy of the invoice to Quality Assurance in the Department of Financial Services. The PCBU, Project ID and Account to be credited must be included on the invoice.
 4. Quality Assurance receives the credit from the other state agency through R*STARS and processes a journal entry to credit the appropriate school or department.

- B. Billings from other state agencies with a Purchase Order:
 1. Invoices from other state agencies should include the following R*STARS coding:
 - Agency Code
 - PCA
 - Object Code
 - Transaction Code
 2. Invoices are mailed to Accounts Payable in the Department of Financial Services.
 3. Campus schools or departments complete the online receipt for the purchase order.
 4. Accounts Payable will enter the payment in R*STARS and generate an eUMB transaction to charge the Project ID and Account on the purchase order. This transaction also reduces the encumbrance.

- C. Billings from other state agencies without a Purchase Order:
 1. Invoices from other state agencies should include the following R*STARS coding:
 - Agency Code
 - PCA
 - Object Code
 - Transaction Code
 2. When invoiced by another state agency, campus schools or departments indicate their approval by signing the invoice and indicating the PCBU, Project ID, and Account to be charged.
 3. The approved invoice is forwarded to Quality Assurance in the Department of Financial Services for processing.
 4. Quality Assurance will enter the payment into R*STARS and generate the journal entry to charge the appropriate school or department.

Sample Forms:

N/A

Instructions for Completing Forms:

N/A