



Internal Service Receivable Bills Quick Reference Guide

Introduction

The REMS (Receivable Management System) has been designed to invoice internal services to agencies. This system is used for the expenditure of revenue transactions, which are comprised of payments for goods or services provided by one department or fund to another department or fund.

State of Maine Policy

An REM document is prepared by the Seller Department and billed earned revenue is posted immediately for the Seller based on entered Event Type Codes. The IETM document is prepared by the Buyer Department: posting the cash expenditure for the Buyer, liquidating the billed earned revenue for the seller, and posting collected earned revenue for the seller.

With the IETM document, a relationship exists similar to the Vendor and Accounting lines—that relationship is between the 1st and 2nd party. For each Vendor line, you must have at least one accounting line and cannot have many vendor lines for one accounting line. Similarly, multiple 1st party lines cannot have a single 2nd party line. The relationship of one-to-one or one-to-many must be maintained.

For more information on this topic, please refer to the 401 Accounts Payable training book on the OSC website.

Viewing and Downloading Internal Service Bills

<ol style="list-style-type: none"> 1. Login to Advantage (step not shown). 2. Click Page Search. 3. Type in FSSUM. 4. Press Enter. 5. Click on Feeder System Summary. 	
<ol style="list-style-type: none"> 6. The list of Internal Service Bills will appear. 7. To see summary data for an invoice click on the Feeder System in the secondary (left) navigation panel. 	



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<p>8. You can search by Customer or Document ID by clicking on Search.</p> <p>9. Generate Bill is used for all invoices older than 30 days to generate another bill when the View Bill link is not shown under the Detailed Bill Column.</p> <p>10. Receivable Search takes you to the RESTA table.</p>	<p style="text-align: center;">Feeder System Summary</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>Feeder System Name</th> <th>Customer</th> <th>Intended Fund</th> <th>Intended Department</th> <th>Intended Appropriation</th> <th>Billing Document</th> <th>Accounting Line</th> <th>Lin</th> <th>Amo</th> </tr> </thead> <tbody> <tr><td>✓ CREDIT CARD/PROCUREMENT</td><td>18P09A</td><td></td><td></td><td></td><td>REM_18P_CCP01181300000000001</td><td>1</td><td></td><td>\$5</td></tr> <tr><td>CREDIT CARD/PROCUREMENT</td><td>18P01A</td><td></td><td></td><td></td><td>REM_18P_CCP02081300000000002</td><td>1</td><td></td><td>\$845</td></tr> <tr><td>CREDIT CARD/PROCUREMENT</td><td>18P01A</td><td></td><td></td><td></td><td>REM_18P_CCP02081300000000003</td><td>1</td><td></td><td>\$200</td></tr> <tr><td>CREDIT CARD/PROCUREMENT</td><td>18P01A</td><td></td><td></td><td></td><td>REM_18P_CCP02081300000000004</td><td>1</td><td></td><td>\$117</td></tr> <tr><td>CREDIT CARD/PROCUREMENT</td><td>18P01A</td><td></td><td></td><td></td><td>REM_18P_CCP02081300000000005</td><td>1</td><td></td><td>\$238</td></tr> <tr><td>CREDIT CARD/PROCUREMENT</td><td>18P01A</td><td></td><td></td><td></td><td>REM_18P_CCP02081300000000006</td><td>1</td><td></td><td>\$42</td></tr> <tr><td>CREDIT CARD/PROCUREMENT</td><td>18P01A</td><td></td><td></td><td></td><td>REM_18P_CCP02081300000000007</td><td>1</td><td></td><td>\$2,19</td></tr> <tr><td>CREDIT CARD/PROCUREMENT</td><td>18P01A</td><td></td><td></td><td></td><td>REM_18P_CCP02081300000000008</td><td>1</td><td></td><td>\$223</td></tr> <tr><td>CREDIT CARD/PROCUREMENT</td><td>18P01A</td><td></td><td></td><td></td><td>REM_18P_CCP02081300000000009</td><td>1</td><td></td><td>\$175</td></tr> <tr><td>CREDIT CARD/PROCUREMENT</td><td>18P01A</td><td></td><td></td><td></td><td>REM_18P_CCP02081300000000010</td><td>1</td><td></td><td>\$5,316</td></tr> </tbody> </table> <p style="text-align: center;">First Prev Next Last</p> <p style="text-align: center;"> Search Generate Bill Receivable Search </p>	Feeder System Name	Customer	Intended Fund	Intended Department	Intended Appropriation	Billing Document	Accounting Line	Lin	Amo	✓ CREDIT CARD/PROCUREMENT	18P09A				REM_18P_CCP01181300000000001	1		\$5	CREDIT CARD/PROCUREMENT	18P01A				REM_18P_CCP02081300000000002	1		\$845	CREDIT CARD/PROCUREMENT	18P01A				REM_18P_CCP02081300000000003	1		\$200	CREDIT CARD/PROCUREMENT	18P01A				REM_18P_CCP02081300000000004	1		\$117	CREDIT CARD/PROCUREMENT	18P01A				REM_18P_CCP02081300000000005	1		\$238	CREDIT CARD/PROCUREMENT	18P01A				REM_18P_CCP02081300000000006	1		\$42	CREDIT CARD/PROCUREMENT	18P01A				REM_18P_CCP02081300000000007	1		\$2,19	CREDIT CARD/PROCUREMENT	18P01A				REM_18P_CCP02081300000000008	1		\$223	CREDIT CARD/PROCUREMENT	18P01A				REM_18P_CCP02081300000000009	1		\$175	CREDIT CARD/PROCUREMENT	18P01A				REM_18P_CCP02081300000000010	1		\$5,316
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<p>14. A printable PDF of the invoice will appear.</p>	<div style="text-align: right; font-size: small;">CREDIT CARD/PROCUREMENT Page: 1</div> <div style="text-align: center; margin-bottom: 10px;"> <p>Department of Administrative and Financial Services Division of Purchases 9 State House Station Augusta, ME 04333-0009</p> </div> <p>Date Generated: 03/07/2013 Billing Month & Year: February 2013</p> <p>Bill To: 18P04A CONSERVATION, DEPARTMENT OF 22 STATE HOUSE STATION AUGUSTA, ME 04333-0022</p> <p style="text-align: right;">Billing Document Information: REM 18P CCP03071300000000372 Total Billed: \$10,125.33</p> <hr/> <p>Detailed Billing Information</p> <p>Department: 04A Appropriation: Account: BRIAN MURRAY</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th>Transaction Date</th> <th>Description</th> <th>Fund/Unit/ Sub Unit/Object</th> <th>Merchant Name</th> <th>Merchant City</th> <th>Merchant State</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>12/23/2012</td> <td></td> <td>010/3201/33/5650</td> <td>SIX COLGALIND DCTRIALBQ</td> <td>800-645-2386</td> <td>IL</td> <td>\$464.77</td> </tr> <tr> <td>12/21/2012</td> <td></td> <td>010/3201/33/5602</td> <td>OPTICE PLANET INC</td> <td>08005045897</td> <td>IL</td> <td>\$455.71</td> </tr> <tr> <td>12/24/2012</td> <td></td> <td>010/3201/33/5602</td> <td>OPTICE PLANET INC</td> <td>08005045897</td> <td>IL</td> <td>(\$455.71)</td> </tr> <tr> <td colspan="6">Total for Account BRUCE</td> <td>\$464.77</td> </tr> </tbody> </table> <p>Department: 04A Appropriation: Account: BRUCE RRED</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th>Transaction Date</th> <th>Description</th> <th>Fund/Unit/ Sub Unit/Object</th> <th>Merchant Name</th> <th>Merchant City</th> <th>Merchant State</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>12/19/2012</td> <td>FORENSIC & SURVILLANCE EQUIP</td> <td>010/7713/53/4991</td> <td>BLACKLIGHTCOM</td> <td>866-316-7311</td> <td>IL</td> <td>\$199.95</td> </tr> <tr> <td>12/14/2012</td> <td>OFFICE SUPPLIES FOR BROWNVILLE</td> <td>010/7713/53/5602</td> <td>W.S. MADON CO INC.</td> <td>BROCKTON</td> <td>MA</td> <td>\$41.00</td> </tr> <tr> <td colspan="6">Total for Account CHUR</td> <td>\$240.95</td> </tr> </tbody> </table>	Transaction Date	Description	Fund/Unit/ Sub Unit/Object	Merchant Name	Merchant City	Merchant State	Amount	12/23/2012		010/3201/33/5650	SIX COLGALIND DCTRIALBQ	800-645-2386	IL	\$464.77	12/21/2012		010/3201/33/5602	OPTICE PLANET INC	08005045897	IL	\$455.71	12/24/2012		010/3201/33/5602	OPTICE PLANET INC	08005045897	IL	(\$455.71)	Total for Account BRUCE						\$464.77	Transaction Date	Description	Fund/Unit/ Sub Unit/Object	Merchant Name	Merchant City	Merchant State	Amount	12/19/2012	FORENSIC & SURVILLANCE EQUIP	010/7713/53/4991	BLACKLIGHTCOM	866-316-7311	IL	\$199.95	12/14/2012	OFFICE SUPPLIES FOR BROWNVILLE	010/7713/53/5602	W.S. MADON CO INC.	BROCKTON	MA	\$41.00	Total for Account CHUR						\$240.95
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