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THIRD PARTY AND MULTIPLE THIRD PARTY BILLING

Effective: July 1, 2004

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Executive Summary

MMARS functionality provides for the billing of third parties. This third party functionality is used to bill parties other than the recipient of the services, such as the parent of a custodial resident in a Commonwealth facility. This third party gets established as a vendor/customer. MMARS also provides the ability to bill multiple parties for a single debt for those that are jointly and severally liable, such as for waste clean up or damage to other public property or annual compliance fees.

Considerations

Departments have a fiduciary responsibility to collect debts of the Commonwealth. Third party and multiple third party billing is one mechanism that departments must pursue when a debt is payable by a third party or multiple third parties.

Policy

When appropriate, a department should enter into a third party arrangement with all entities associated with a joint and severable debt of the Commonwealth.

Third Party Vendor/Customer Setup

A valid vendor/customer code must be created to represent the third party billing entity (ies). In addition, vendor/customer records for the individual joint and severable responsible parties must be created. All third party customer records must have valid billing addresses. The Billing Profile code on the Customer Account Options Table (CACT) for a third party bill must be set to "Invoice."

Liquidating the Third Party Receivable Event (RE)

In order to liquidate the RE document, the Cash Receipt (CR) document must reference the vendor/customer account that represents the site/entity and/or the RE document. The CR document cannot reference the specific third party payer vendor/customer account. However, receipts processed through the lockbox will include the RE document ID and the customer code (site/entity); the CR will then be generated from the lockbox interface. The name of the third party payer will be referenced on the automated CR line and be accessible from the data warehouse.

Third Party Billing Notice Generation

Third Party Billing REs will generate an original notice, Dunning notice, and collection letter for each of the vendors/customers listed on the Customer Account Options Table (CACT) as a third party entity. Text, to appear on all the invoices, must be established using existing MMARS RE text functionality.

Electronic signature and Department Head Authorization of MMARS documents

Electronic signatures are limited to MMARS documents. **Electronic signatures cannot yet be used for contracts, amendments or underlying supporting documentation.** With the implementation of the MMARS accounting system, the Office of the Comptroller is aligning Electronic Security with Department Head Signature Authorization (DHSA) in fiscal year 2005, in order to take advantage of electronic signatures for MMARS processing. Every MMARS action must be confirmed/authorized by the department head or an authorized signatory. Department head authorization can be accomplished in one of two ways:

Administrator Security with DHSA

If the employee (Administrator - system processor) who submits a document to final status is a department head authorized signatory, the data in the MMARS system will be sufficient documentation. What appears in MMARS will be the record copy of the document.

- **Recording Doc ID on all supporting documentation.** Since there is no paper copy required for the MMARS document the department will be required to include the MMARS Document Identification number (Doc ID) on all supporting documentation to “match” the supporting documentation with the electronic record of the MMARS document which will reside on MMARS. Recording the Doc ID on all supporting documentation can be accomplished by entry of the MMARS Doc ID on the first page of the supporting documentation, or by entering the doc id on a [MMARS Document Records Management/Signature Authorization Form](#) which will act as the cover sheet to the supporting documentation for records management purposes.

Administrator Security without DHSA. If the employee (Administrator - system processor) who will be submitting a document to final status is not a department head authorized signatory, the Administrator must obtain a live (“wet”) signature from an authorized signatory approving the document **PRIOR** to submitting the document to final status in MMARS.

- **Review of document and supporting documentation.** Since a department head is required to authorize the official record of a MMARS document, which is what **actually appears in the MMARS system**, departments must ensure that whoever authorizes the document has reviewed the document and related supporting documentation prior to authorization.
- **Written authorization.** The written authorization may appear on a screen-print of the document as entered and validated, but prior to final submission, or on a [MMARS Document Records Management/Signature Authorization Form](#) prescribed by CTR, to capture the prior authorization for documents.
- **Filing of authorization with supporting documentation.** Authorization documentation must be kept on file at the Department along with the record copy of other supporting documentation related to the MMARS document. See Records Management below.

What does electronic signature of a MMARS document mean?

When a Department electronically submits a document to final status in MMARS, the department head is certifying to the Comptroller that the individual, on behalf of the department head, understands that their UAID (universal access identification) is being recorded for any entries made in the MMARS system **and that** that individual certifies under the pains and penalties of perjury that:

- it is their intent to attach an electronic signature approval and date to the MMARS document, **and that**
- they are either an authorized signatory of the department head who is authorized to approve the MMARS document as part of the Department Internal Control Plan, **OR**
- that the document they are processing and any supporting documentation have been approved by an authorized signatory of the Department head, secretariat and any other required prior approval (including secretariat signoff if required) and a copy of these approvals are available at the Department referencing the MMARS document number, and that • any expenditure or other obligation is supported by sufficient available legislatively authorized funds and is in accordance with the Department's enabling legislation and funding authority; **and that**
- the MMARS document and any underlying supporting documentation are accurate and complete and comply with all applicable general and special laws, regulations and policies including public record intention and disposal requirements.

Records Management

The department is the record keeper of the official record copy of all receivable information. MMARS is the official record of the receivables entered by the department and will supersede any paper copies of the same information. The department must maintain any supporting or back up documentation related to a receivable entered in MMARS. A department is responsible for retaining and archiving receivable records in accordance with the disposal schedules issued by the Secretary of State Records Conservation Board.

Internal Controls

Under construction.

Information Sources

- Related Procedure – Under construction
- Related Policies
 - [Department Head Signature Authorization and Electronic Signatures for MMARS Documents Policy](#)
 - [Vendor Customer File And W-9s Policy](#)
 - [Cash Recognition And Reconciliation Policy](#)
 - [Receivable Recognition and Reconciliation Policy](#)
 - [Lockbox Policy](#)
 - [Electronic Payments Data Security Policy](#)
 - [Invoice Statements Policy](#)
- Legal Authority
 - [M.G.L. c. 7A](#)
 - [M.G.L. c. 29](#)
 - [M.G.L. c. 30, §. 27](#)
 - [M.G.L. c. 10, § 17B](#)
 - [M.G.L. c. 29, § 29D](#)
 - [M.G.L. c. 7A, § 3](#)
 - Massachusetts Constitution [Article LXIII Section 1](#)
 - [815 CMR 9.00](#)
 - [Collection of Debts](#)
 - [M.G.L. c. 7A § 18](#)
- Attachments – None
- Links – None
- Contacts – [CTR Solution Desk](#)