

Invoice Processing Platform (IPP) Questions and Answers

as of December 28, 2012

Question 1: On service and supply contracts there are 3 dates. Does the date services received have to be within the Period of Performance not necessarily invoice date?

Answer 1: The date the services are received has to be within the Period of Performance. There are several places where this question could apply. First, in the line of the award (purchase order) this becomes the IPP line/schedule. If the Period of Performance is given, then the presence of these fields establishes the requirement that the vendor enter POP values in the line of the invoice which must fit within the dates given in the PO line/schedule. IPP will validate this.

In addition, at the time the approver is performing the first approval function, the approver is asked to select two critical dates that relate to the invoice as a whole. These are the "Dates the good/services were received" and the "Dates the goods/services were accepted". These are not validated by the IPP and refer to the invoice as a whole. They will typically be the later of the dates from the various line items and since they are at the level of the overall acceptance of the invoice, these dates are used in the computation of prompt pay dates by FMML.

For example, an award has a POP of January 1, 2012 – December 31, 2012. If the invoice covers 1 line item, the line might be:

1. Item 1 POP from Jan 1, 2012 to Jan. 31, 2012

Assume the invoice was received November 21, 2012 and the approver verified the receipts and acceptance. The approver may at the header/approval level enter that the Date Goods/Services Received was January 30, 2012 and the Date Good/Services accepted might have been April 11, 2012. IPP will record these dates as entered by the approver, as well as November 22, 2012 as the Date the Invoice was accepted as proper. The date the invoice was received, November 21st is also captured by the system. So, all of those dates are passed to IAS.

Question 2: Final invoices are usually after the period of performance (POP). How will it be handled?

Answer 2: Final invoices are usually received after the POP; however, the invoice service dates are still within the POP which is not a problem in IPP. For example: A contract has POP of October 1, 2011 – September 30, 2012. Invoice received in October 20, 2012 but the service dates are September 1-30, 2012. This invoice will successfully process in IPP.

Question 3: How will COD know which line of accounting to receipt, i.e. services/equipment?

Answer 3: COD will use the line of accounting approved in IPP by the agency.

Question 4: For new vendors, will the only notification be from IPP?

Answer 4: No, the Contracting Officer will notify them officially when the contract/purchase order is created. IPP's notification is primarily to assign their user ID and password.

Question 5: Will the accounting code be verified in IPP?

Answer 5: The accounting code will continue to be validated in IAS before the order is established in FMFI which will then be subsequently sent to IPP. New accounting cannot be added in IPP.

Question 6: Will the vendor be able to view attachments in IPP?

Answer 6: The vendor will only be able to see the attachments they added. They cannot view attachments added by the agency.

Question 7: How will the agency be able to identify that an invoice belongs to a "small business"?

Answer 7: When the agency selects the action button "approve", the invoice approval screen is displayed. Check the "Prompt Pay Special handling" block. Then enter in the "Internal Handling Comment" block *Small Business*.

Question 8: What is the specific reason for the box “prompt pay special handling” that is to be checked if the invoice is a “final” invoice for a progress payment?

Answer 8: A progress payments is a payment made as work progresses under a contract, upon the basis of costs incurred, of percentage of completion accomplished, or of a particular stage of completion. The term does not include payments for partial deliveries accepted by the Government under a contract or partial payments on contract termination claims. An example of a progress payment is a road construction project.

Question 9: Who can download invoice and attachments?

Answer 9: The agency invoice approvers.

Question 10: Where can you see open amounts on the PO? IPP only shows the full amount of each obligated line.

Answer 10: You can set your preferences to show the remaining amounts on the PO. But we ask that people not leave that set that way all the time because of the additional overhead on the system to go fetch all the invoices and add them up.

Question 11: If I entered an invoice via Self Service, why do I need to approve it in *My Tasks* as opposed to having an Approve button on the invoice creation screen?

Answer 11: Typically from a separation of duties standpoint, the person entering the invoice is not the approving official. In the majority of cases, the vendor typically enters their invoice. There is not a simple way to recognize if a person is the approving official to display the approve button.

Question 12: Can the Receipt Group person in IPP mark their task complete in IPP without having physically entering the receipt in IAS? Is there an electronic check by IPP to ensure that the receipt is entered in IAS by the responsible party assigned in IPP?

Answer 12: Yes, the invoice can be marked as complete even if the receipt was not recorded in IAS. Also, there is no automated way IPP can confirm that a receipt has been recorded in IAS; however, an invoice cannot be processed in IAS without the presence of a receipt to perform the 3-way match. Therefore, IAS will enforce that a receipt be recorded.

Question 13: Can a user delegate to any other IPP user or will there be limitations based on role and access? Example: One can only delegate to another user within their unit and not across the entire agency.

Answer 13: There are no limitations nor do we want them due to cross-servicing.

Question 14: When flipping a PO the user received the message, "PO number is null" but the field was populated with the correct PO number. What does this message mean?

Answer 14: If the PO number is displayed, this message means that the PO is closed.

Question 15: Do we get a notification when vendors submit an invoice?

Answer 15: Yes, IPP will email the approver to let them know an invoice is available for their review and approval.

Question 16: If vendor is having problems with recording their invoice who do they contact? If the vendor refuses to enter their own invoice the CO or COR is responsible for entering the invoice in IPP.

Answer 16: The IPP help desk at 1-866-973-3131 or email IPPCustomerSupport@fms.treas.gov.

Question 17: If the vendor refuses to enter their own invoice, who will enter it?

Answer 17: The CO or COR will be responsible for entering the invoice in IPP.

Question 18: When the vendor creates a paper invoice will they have the option to attach it in IPP?

Answer 18: yes, it can be attached; however, it should only be attached if it provides more detail information, such as names, hours worked etc. The vendor should always attach relevant supporting documentation as they do today to support the invoice.

Question 19: Is there a limitation on attachments allowed?

Answer 19: Yes, procedurally all attachments should be limited to 10 pages. The vendor should electronically submit the attachments to the CO or COR if the supporting documentation exceeds the limitation.

Question 20: What if the vendor does not put in all information that is needed?

Answer 20: The invoice can be rejected and IPP will send a notification to the vendor. If the approver has the information, they can attach it themselves.

Question 21: Can the approver assign the invoice to any one in IPP?

Answer 21: Yes, even someone outside of their immediate unit or organization.

Question 22: Can you assign your whole my task list?

Answer 22: No, only the individual invoice.

Question 23: Who can reassign invoice on employees' behalf?

Answer 23: Only COD has that authority.

Question 24: If the payment is late, will the system notify the vendor?

Answer 24: Yes.

Question 25: Once a task is approved does it go away?

Answer 25: Yes.

Question 26: Who does the anticipated due date?

Answer 26: The system automatically calculates the due date based on the procurement type.

Question 27: What if the invoice is more than the PO?

Answer 27: The system will not let the vendor submit an invoice that is more than the PO balance.

Question 28: Can you submit negative invoices?

Answer 28: No, the system has edits to prevent the vendor from submitting an invoice for a negative amount.

Question 29: What happens to money that remains on the PO?

Answer 29: The CO has to de-obligate the order in IAS which will subsequently reduce the balance to zero in IPP.

Question 30: Is the comment box required when approving an invoice?

Answer 30: Yes, because this provides the vendor or approving official the opportunity to provide more information about the invoice. If no additional information is necessary, the approver can enter in the comment box "Approved".

Question 31: If a vendor has not completed the work as indicated on the invoice should it be rejected?

Answer 31: Yes. An invoice must be submitted for goods/services that have been delivered. This is deemed an invalid invoice. You must not wait to approve the invoice awaiting for the actual delivery.

Question 32: If you accidentally approve an invoice how can you recant it?

Answer 32: Click the "Cancel" button.

Question 33: Along with the vendor information will there be a tracer number for their payment?

Answer 33: Yes, the vendor will have a tracer number as well as a schedule number.

Question 34: What happens when you reject an invoice?

Answer 34: The vendor is notified with reason for the rejection as stated by the approver. The invoice has to be corrected and re-submitted.

Question 35: Will IPP track partial shipments?

Answer 35: Yes, an invoice can be submitted for partial payments.

Question 36: What if there is a contract change?

Answer 36: If the contract/purchase order is modified (changed), the applicable change is sent to IPP via FMML.

Question 37: Does the invoice number have to be unique for any invoices submitted by the vendor?

Answer 37: The invoice number has to be unique by vendor and contract/purchase order.

Question 38: How far back can you view invoices in IPP?

Answer 38: The invoices are retained online for 18 Months. However, invoice information can also be viewed in IAS and FMML for years.

Question 39: Will you be able to see interest paid?

Answer 39: Yes, you will be able to see that the payment was more than the amount of the invoice which is because interest was applied.

Question 40: Are vendors restricted on what they can see in IPP?

Answer 40: Yes, they can only see their own invoices.

Question 41: How will we process a credit/reimbursement? e.g. we overpaid vendor.

Answer 41: Issue a bill for collection to the vendor.

Question 42: Will the approval/receipt dates in IPP appear in IAS and FMMI?

Answer 42: Yes.
