

Invoice Processing Platform (IPP) User Training

Document Date: 11/30/2012

Agenda

- **Introduction**
- **Systems or Process Modifications**
- **IPP Configuration**
- **Invoice Approval Process**
- **Invoice Self Service Process**
- **Other IPP Tasks**
- **User Registration**
- **Other Information**

INTRODUCTION

Why are we updating our invoice process?

- Cumbersome workflow process:
 - Manual invoice approval workflow
 - Signed IAS-001 form submitted with an invoice to RD
 - Scanned in ECM
 - Manually indexed by APB
 - Electronically retrieved by IAS

Why are we updating our invoice process? (Continued)

- Cost avoidance:
 - Improve Prompt Pay compliance and decrease interest penalties.
 - Reduce the volume of payment and Treasury offset related inquiries to COD, your agency and Treasury.
 - Decommission current systems or processes
- Work Reduction:
 - Increase efficiency through electronic invoice approval(s).
 - Decrease the effort required to ensure that invoices are correct and match their PO's.

Result: Streamlined Invoice Process

What system will be used to streamline invoice processing?

U.S. Treasury Financial Management Service (FMS) system named Invoice Processing Platform (IPP) managed by Federal Reserve Bank of Boston.

What is the Invoice Processing Platform (IPP)?

A Web-based system provided by FMS free of charge to all government agencies and their vendors. It is used to:

- streamline the approval and payment of invoices.
- allow vendors to electronically create, submit and track invoices on-line
- electronically approve or reject invoices and return to vendor
- record and track invoices from associated Purchase Order (PO) through Payment Notification.
- enable e-mail notifications for agencies and vendors.
- provide remittance data (payment notifications) to vendors, including Treasury offset information.

Why IPP?

- Single system for federal government
- Treasury estimates the Federal government will reduce the cost of entering invoices and responding to invoice inquiries by \$450 million annually by adopting IPP
- Average cost for the government to process a vendor invoice will decrease from \$25 to \$15

What invoices will be processed in IPP?

- Initially, IPP will be used for IAS contracts/purchase orders only.

Exception. Recurring IAS invoice payments.

- May eventually be used for invoices directly entered in FMML.

Will not be used for invoices that are recorded in a current feeder system, e.g. telephone, utilities.

What information is required to use IPP?

- Vendor enrollment in IPP
 - COD will enroll vendors based on all open contracts/purchase orders
 - Vendor may already be enrolled based on contracts with other federal agencies using IPP
 - If vendor is not enrolled, IPP will send a communication to vendor
 - If vendor is enrolled, no communication will be sent from IPP
 - COD issued letters to all vendors on open IAS awards
- Establishment of IAS awards in IPP - Based on open balance (unliquidated obligation)

SYSTEM OR PROCESS MODIFICATIONS

What systems or processes were modified?

Systems:

- Integrated Acquisition System (IAS)
- Financial Management Modernization Initiative (FMMI) Accounting System SAP

Processes:

- Invoice submission process
- IAS Receipting

What modifications were made to IAS?

- New IPP Invoice Approver field:
 - New field in *Additional Information* section
 - Required field added to IAS starting 11/1/2012 for Phase I agencies/staff offices
 - Type of Approvers:
 - CO-only
 - COR/Technical Approver only
 - CO and COR/Technical Approver
- New payment instructions:
 - A default statement available to select in the body of the form.
 - A new office code added for IPP in the Invoice Office.
- Interface between IAS and IPP

Based on IAS changes, what is required?

- Modify open contracts in IAS to indicate new method of submitting invoices.
 - Contract modifications *must* be performed prior to go-live if the payment instructions on the contract instruct the vendor to send their invoice directly to Rural Development in St. Louis or to NFC for APB to directly process invoices.
 - However, an agency may elect to only modify those contracts that will be open for a long period.
- Verify Prompt Pay Code - it cannot be changed at time of invoice for IPP.

Agency may enter the invoice(s) in IPP on behalf of the vendor if payment method is not changed.

If the contract is not modified, IAS will default "CO-only" as the approver.

IAS Changes

The field previously titled “Contracting Officers Representative” has been re-titled “COR/Technical Approver.”

The screenshot displays a 'General Information' section of a contract management system. The fields and their values are as follows:

Field	Value	Actions
Award Date:	10/20/2012	Help, Print
Effective Date:	10/20/2012	Help
Admin Office:	OIG-FITO-NEWORLEANS	Edit, ...
Issuing Office:	OIG-FITO-NEWORLEANS	Edit, ...
Invoice Office:	OIG-GPR-AUDIT	Edit, ...
Vendor:	1101952435#	... ABC CAPITAL CORP
Buyer:	PMCCANN	...
Contracting Officer:	PMCCANN	...
COR/Technical Approver:		...
Administrative Contracting Officer:		...
Primary Product / Service Code:	9999	...
Period of Performance:		Help, Print

The 'Contracting Officer' field is highlighted with a red rectangular border.

IAS Changes

- A new field has been added called “Required IPP Approvals” under *Main* -> *Additional Info*
- Required field on new *awards and modifications*

Main Number of Items: 0 Total Amount: \$0.00

General

Additional Info

Funds Tracking

Place of Perform

Text

Payments

Summary

Items

Vendor

Recurring Obligati

Package

Supporting Docs

Invoice and Payme

Summary Report

Protests

Claims

Validations

Additional Information

BioPreferred Procurement ?	<input type="text"/>	...
PCARD Procurement ?	<input type="text" value="N"/>	... No
Estimated Value of Biobased Products	<input type="text"/>	...
Biobased Product Category1	<input type="text"/>	...
Required IPP Approvals	<input type="text"/>	...
Biobased Product Category2	<input type="text"/>	...
Biobased Product Category3	<input type="text"/>	...
Biobased Comments	<input type="text"/>	...
Prompt Pay	<input type="text"/>	...
Performance Based Service Contract	<input type="text"/>	...
Special Program	<input type="text"/>	...
Indefinite Delivery Type Contract/Agreement	<input type="text"/>	...
FMMI Doc Number	<input type="text"/>	...

IAS Changes

In the “Required IPP Approvals” field, COs/Buyers will be able to select the IPP workflow.

Required IPP Approvals Selection

Search: Code For:

Max Results: Results per Page:

Code	Description
<u>CO-ONLY</u>	CO-Only
<u>COR-CO</u>	CO & COR/Technical Approver
<u>COR-ONLY</u>	COR-Only

Page 1 of 1 (3 results found)

IAS Changes

- If the chosen workflow is “CO & COR/Technical Approver” or “COR–Only”, the “COR/Technical Approver” field will be required.
- Not selecting a “COR/Technical Approver” will result in a validation error.

Validations		
<i>Error Messages</i>		
Location	Message	Extended Text
<u>Main</u>	COR/Technical Approver is required for site that is IPP Enabled.	
Total Errors: 1		

IAS Changes

- Contract language added to change the invoicing instructions.
- Select by going into “*Statements*” under Main -> Text

The screenshot displays a software interface with a left-hand navigation menu and a main content area. The navigation menu includes options such as 'Additional Info', 'Funds Tracking', 'Place of Perform', 'Text', 'Payments', 'Summary', 'Items', 'Vendor', 'Recurring Obligati', 'Package', 'Supporting Docs', 'Invoice and Payme', 'Summary Report', 'Protests', 'Claims', 'Validations', and 'Route History'. The 'Text' option is selected. The main content area is titled 'Text' and contains four sections: 'Description: (Does not print on Form)', 'Header Text:', 'Footer Text:', and 'Notes:'. Each section has a text input field and a 'Statements...' button to its right. The 'Header Text' field contains the following text: 'The purpose of the modification is to change the "Submit Invoice-to" address for this contract to the Invoice Processing Platform (IPP). The contractor must follow the instructions on how to register and submit invoices via IPP as prescribed in the "Title of Attachment" (attached)'. The 'Statements...' button for the 'Header Text' section is highlighted with a red rounded rectangle.

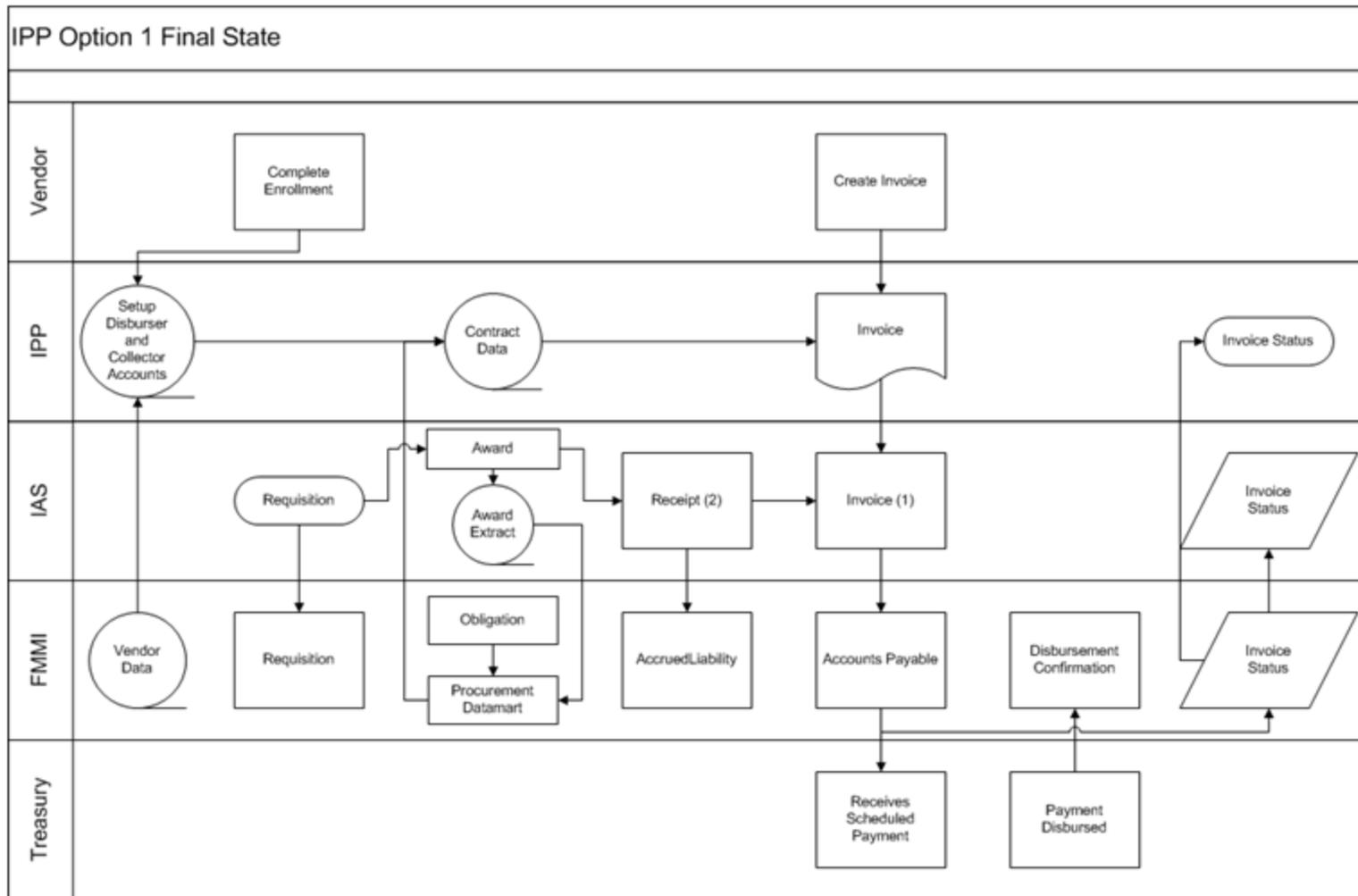
What modifications were made to FMMI?

- Procurement Data Mart:
 - New reporting tool for IAS
 - Initial requirements/design modified to include information required to establish the award in IPP
- Development of “Payment Status” file from FMMI to IPP
 - Indicates to vendor that invoice has been processed
 - Provides payment date

What processes were changed?

- Invoice no longer submitted to ECM, to avoid risk of duplicate payment(s).
 - Fax and mailboxes cancelled as agencies/staff offices are implemented.
 - Eliminated scanning and indexing functions.
- Central Receipting
 - The approver enters in IPP the date the goods/services were received on the invoice via a workflow approval task (workflow described in subsequent slides).
 - With the invoice being matched to the award line level and the receipt date populated, all data necessary to create a receipt in IAS is present in IPP.
 - The manual task of entering a receipt in IAS will be taken on by Administrative Payments Branch (APB) at no extra charge to the agencies or by the agency's established staff.

Summary IAS/IPP/FMMI Flow?



IPP CONFIGURATION

What are the IPP applications?

IPP consists of three distinct applications:

- Disburser
- Disburser Administration
- Collector

What does each application mean?

- Disburser – the U.S. Government agency who buys goods. The agency will ultimately “disburse” funds to the suppliers.
- Collector – the vendor supplying goods and/or services to the government. Thus, the vendor “collects” funds.

The module used by the agency is called the “Disburser” and the module used by the supplier (vendor) is called the “Collector”.

- Disburser Administration – the module used to configure IPP. It includes the configuration of:
 - workflows
 - escalations
 - other business rules

What are the configuration decisions?

- User Roles
- Workflow Approvers Permissions
- General Configuration Settings
- Invoice Rule Settings
- Workflow Categories
- Payment Terms
- Escalations

What are the roles?

When a user is set up in IPP, they are assigned to a role. Roles configured for USDA are:

- **Administrator:** Role is inherent to IPP as the default system administrator.
- **Application Administrators:** Role allows users to maintain and manage the overall IPP configuration. They will be responsible for making updates to the workflow, escalation rules, and other configuration settings within the IPP.
- **Security Administrator:** Role allows users to manage access to IPP, as well as, manage roles of existing IPP users. Also responsible for ensuring user notifications are properly configured.

What are the roles?

- **Integration Administrator:** Role allows users to manage vendor enrollment, as well as, monitor files sent to and from IPP's interfacing systems.
- **Workflow Approver:** Role allows users to review and approve invoices that are submitted to them for approval. A role has been created for each agency to limit the invoices and Awards that are viewable to only those in their agency. For example:
 - Workflow Approver–DM
 - Workflow Approver–FNS
 - Workflow Approver–OIG

Who will have access to these roles?

Role/Access		OCFO-COD	OPPM	Agency Personnel
Administrator		X		
Application Administrator		X		
Security Administrator		X		
Integration Administrator		X	X	
Workflow Approver				X

What are the Workflow Approver permissions?

Type of Activity	Permission
Payment	View
Invoice	View
	Reassign, Approve or Reject
Self-service	Create/Edit Invoice
Routing	Delegate

What are the general configuration settings?

Field	Setting	Comment
Prompt Pay Rule Days to Reject	7	The shortest payment term code is 7 days; therefore, approvers have up to 7 days after receipt to reject the invoice.
Days after Receipt	5	After 5 days, if no action has been taken, an email will be sent to the applicable approver. Additional notifications are sent via escalation rules.
Invoice Post Rule – PO Based	Upon routing completion	IPP will not post to FMMI until all workflow escalations are met. This ensures all invoices going to FMMI are approved and have a receipt in IAS.
Comments validation	Set to yes	Comments detailing the invoice's purpose. If a comment is not inserted, IPP will issue a warning but will still accept the invoice.

What are the general configuration settings?

Field	Setting	Comment
Invoice Number Validation	Checked	Ensure FMMI does NOT receive invoices with illegal characters or too many characters. FMMI can only support invoice numbers 25 characters long, and it cannot have the ampersand (&) characters. Both conditions will cause FMMI to crash.
Enforce Purchase Order Dates	Checked	IPP will check the PO and blanket PO effective dates. Invoices cannot be created before or after a PO's period of performance.
Enable Purchase Order Tolerance Check	Checked	Enforces invoice quantity, unit price, and extended price to be checked against tolerance values.

What are the general configuration settings?

Field	Setting	Comment
Enable Split Line Functionality	Checked	Select to allow suppliers to submit invoices with multiple lines referencing a single PO line. This prevents rejecting an invoice back to vendor, when they didn't follow the same format as the PO. This also allows invoices to be more descriptive as to what is being delivered.
Unit Price Check	Both	Check against both Ceiling and Floor limits.
Unit Price Tolerance	0	Vendor cannot enter higher or lower than unit price on the PO.
Quantity Distribution	Proportional	If there are multiple lines of accounting, money is split proportionally. If sequential then a \$1M PO with account 1 at 60% and account 2 at 40%: Then Account 1 will exhaust its \$600K first, then move on to Acct 2 for \$400K.

What are the invoice rule settings?

Field	Comment
Duplicate invoice number rule	Prevent duplicate invoice numbers upon resubmission of rejected invoice
Invoice Edit Rule	Prevent editing of specific invoice fields: Line Item Description Field
Maximum number of attachments per invoice:	10
Allow other users to delete	Allows vendors to delete attachments mistakenly uploaded
Delete attachments after	Saves invoices with attachments ONLINE for 18 months. It will archive the invoice (WITHOUT attachments) for 7 years. It will be the CO's duty to download the invoice attachments and save it in IAS after 18 months.

What are the workflow categories?

One of the advantages of IPP is it automates the routing of invoices for approval. When an invoice is entered by a vendor, the invoice is routed to an individual for approval.

- IPP routes the invoice based on a decision made by the Contracting Officer when creating the award in IAS.
- There are three different approval paths within IPP:
 - Contracting Officers Representative (COR) and Contracting Officer (CO)
 - CO Only
 - COR Only

What is a workflow escalation?

Escalation

- An IPP approval task will be escalated – automatically assigned to a group/individual if the task is not acted upon in a certain amount of time.
- Group is either COD or agency staff.
- Escalation does not remove task ownership from the individual who was originally assigned the task – it simply adds more owners to the task

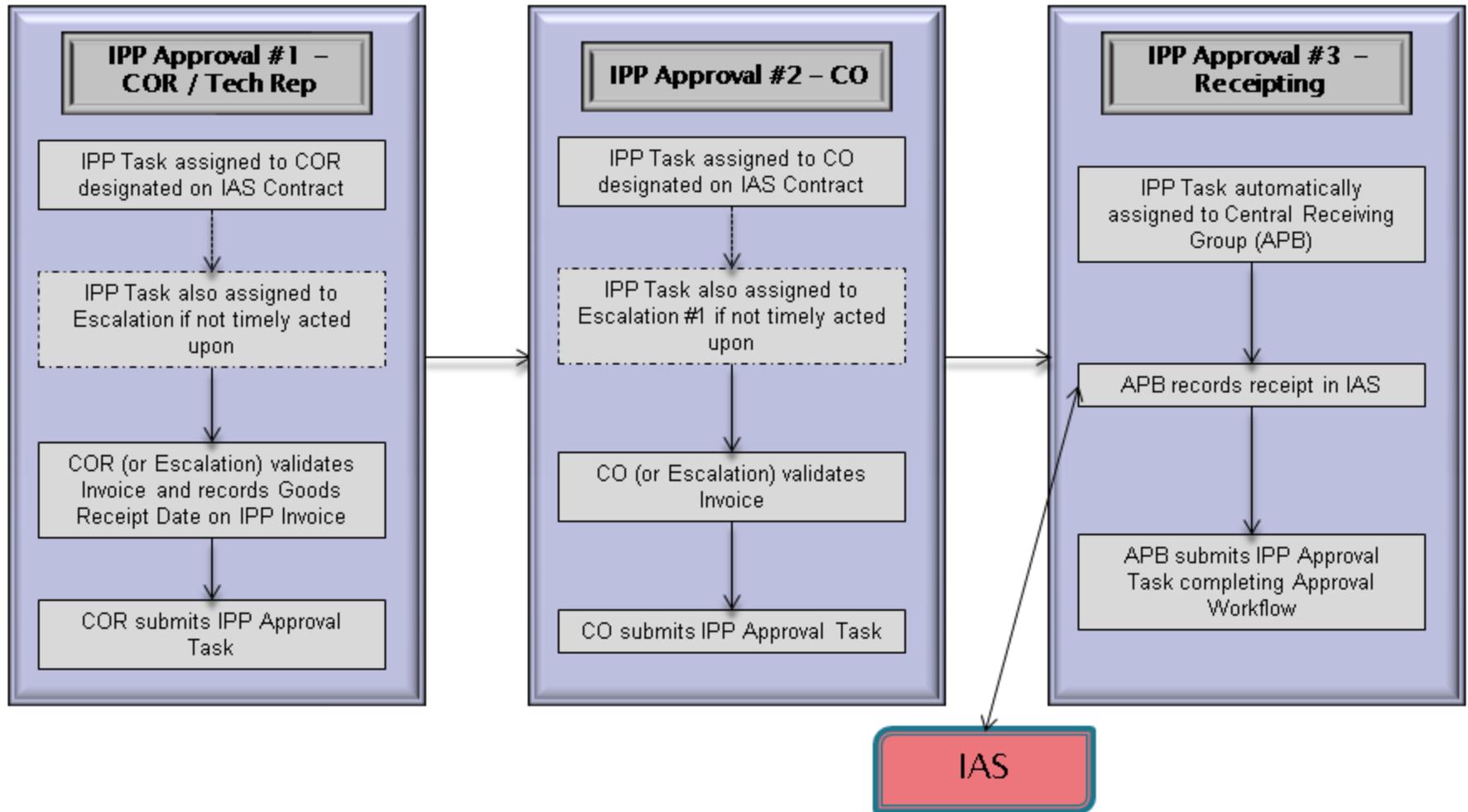
What association does a payment term have with the escalation?

- Payment Terms determine how quickly via workflow an invoice is escalated, if no action has been taken.
- Three payment term groups with escalation period:

Payment Term	Procurement	Prompt Pay Days	Escalation Days
Short	Dairy (D)	10	3
	Meat (M)	7	3
	Perishable (P)	10	3
Medium	Construction in Progress (C)	14	7
	AMS Cotton Programs (X)	20	7
Long	Other (O)	30	10

IPP Invoice Approval Workflow Example 1

COR/CO Approval

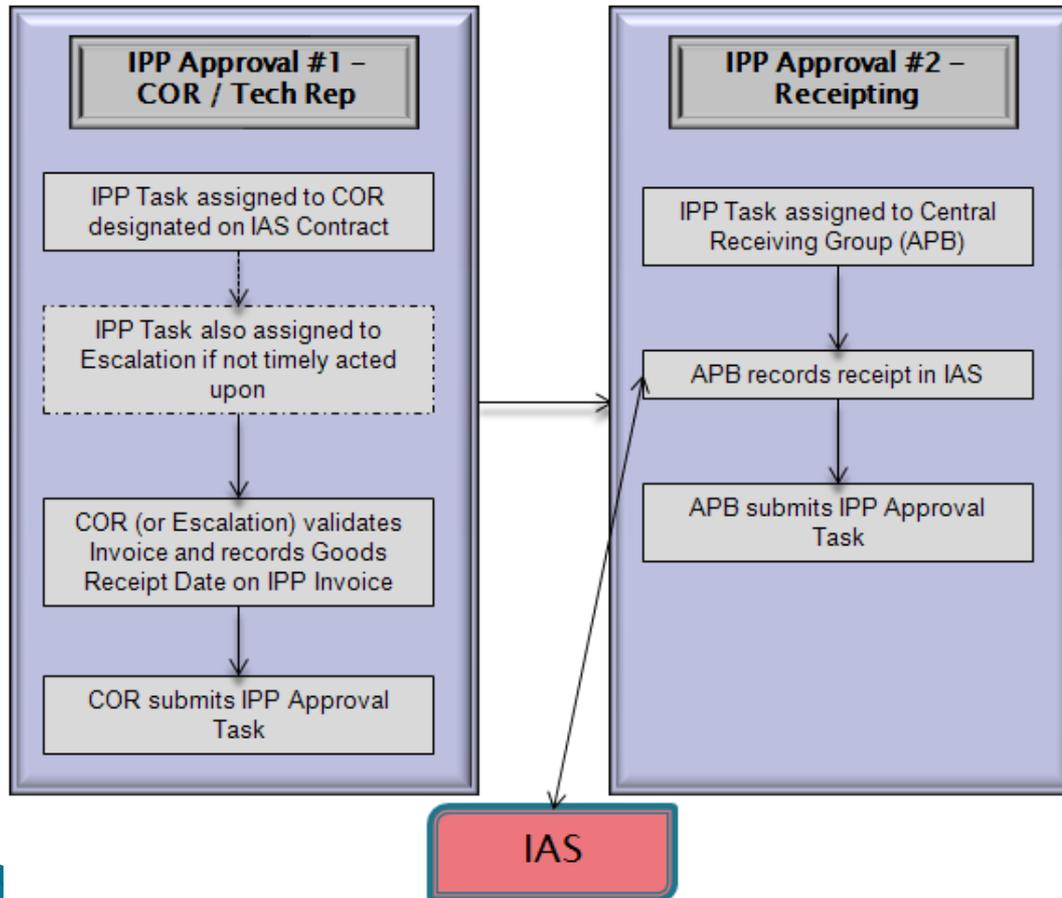


- ▶ After invoice approved in IPP (activities unchanged from current process):
 - Invoice interfaced to IAS and 3-way matched by APB
 - Invoice interfaced to FMMI and then sent to Treasury for payment

IPP Invoice Approval Workflow #2

One Level Agency Approval

- ▶ Workflow field on IAS contract populated to have **one level of approval**: COR / Technical Representative
- ▶ IAS contract approved and vendor (or agency) flipped order in IPP to produce an invoice that is correct



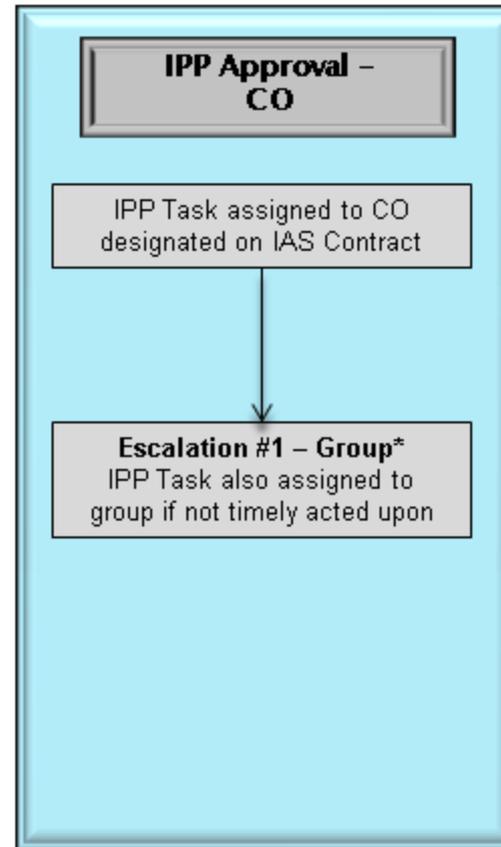
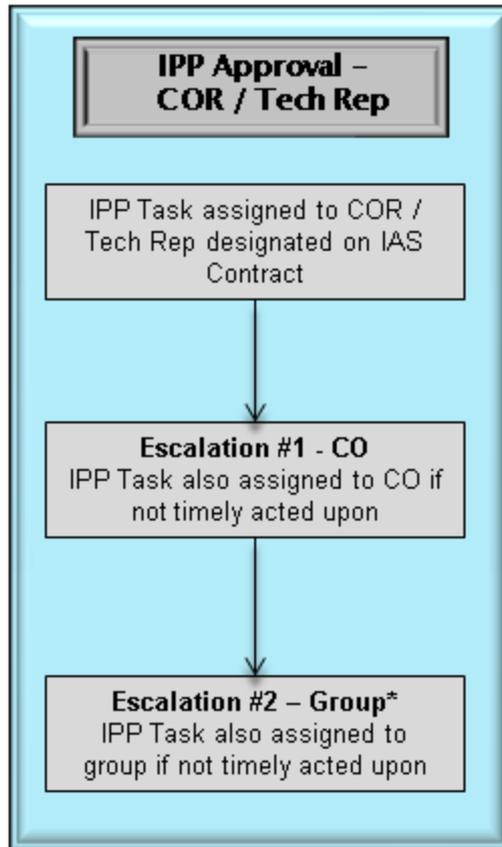
▶ Notes:

- This workflow depicts COR-only approval but the user could have selected CO-only on the IAS contract. In that case, the CO would be assigned the first approval step instead of the COR.
- As is the case with all of the workflows, the user need not be a certified COR. He or she just must be populated in the COR/Technical Representative field on the IAS contract.

- ▶ After invoice approved in IPP (activities unchanged from current process):
 - Invoice interfaced to IAS and 3-way matched by APB
 - Invoice interfaced to FMMI and then sent to Treasury for payment

IPP Invoice Approval Workflow Concepts

- The escalation paths for the two workflow levels are presented below



▶ Notes:

- The Group will be COD unless the agency elects to have their own group to facilitate the completion of the task
- The COD group will not approve the task but will make contact with the agency to ensure the task is completed with someone with the appropriate knowledge to approve the invoice
- If an agency uses their own group, the list of users in that group will be maintained in IPP
- The IPP group concept dictates that all members of the group get assigned the task and remains on their task lists until someone completes the task
- Groups will be replaced by queues later on in 2013 which will better facilitate handling by having someone take control of the task

INVOICE APPROVAL PROCESS

How do I approve an invoice?

The CO and/or COR/Technical Representative will receive an email notification that an invoice is ready for approval. To approve an invoice:

- Log on to IPP at www.ipp.gov
- Log on screen is displayed

See following slides for step by step logon and approval procedures.

Log On Screen

The screenshot shows the IPP.gov website in a Windows Internet Explorer browser window. The address bar shows the URL <http://www.ipp.gov/#>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The website header features the IPP logo and navigation links: Home, About IPP, Agencies, Vendors, and Contact Us. A red callout box with the text "Select 'Disburser' from the drop down menu." has a red arrow pointing to a dropdown menu. The dropdown menu is open, showing the following options: "Sign in as a:" (dropdown arrow), "Sign in as a:", "Disburser Admin", "Disburser" (highlighted), and "Collector". Below the header is a green banner with the text "SMART GOVERNMENT INVOICING". The main content area features a large image of a person on a bicycle with the text "Are you still processing paper invoices?". Below this image are three buttons: "Success Stories", "Agencies Using IPP", and "Downloads". At the bottom, there is an "Overview" section with the text "The Internet Payment Platform is now the Invoice Processing Platform. This change better aligns the service with our primary function - Electronic Invoicing." and a "Federal Agencies" section with a "Schedule a Consultation" button. The Windows taskbar at the bottom shows the start button and several open applications, with the system clock displaying 1:08 PM.

Select "Disburser" from the drop down menu.

Sign in as a: [dropdown arrow]
Sign in as a:
Disburser Admin
Disburser
Collector

SMART GOVERNMENT INVOICING

Are you still processing paper invoices?

Success Stories

Agencies Using IPP

Downloads

Overview

The Internet Payment Platform is now the Invoice Processing Platform. This change better aligns the service with our primary function - Electronic Invoicing.

Federal Agencies

Schedule a Consultation

Vendors

Internet | Protected Mode: Off

1:08 PM



WARNING

You have accessed a United States Government computer system. Unauthorized use of this computer is a violation of Federal law and may subject you to civil and criminal penalties.

This computer and the automated systems which run on it are monitored. Individuals are not guaranteed privacy while using government computers and should, therefore, not expect it. Communications made using this system may be disclosed as allowed by Federal law.

**Enter IPP User ID
and password**



*UserID:

*Password:

Forgot your userID [Click Here.](#)
Forgot your Password [Click Here.](#)

Submit

If your login fails and your TWAI UPS login and password are valid, please contact your Disburser Administrator to confirm that IPP created your user account.

Welcome Screen



Welcome DASO-COR-I at United States Department of Agriculture

Quick Links

- ▶ [Create Invoice](#)
- ▶ [Flip PO](#)
- ▶ [Flip Blanket PO](#)
- ▶ [Matched Supplier List](#)

How To

- ▶ [Additional Information Regarding IPP](#)
Follow this link for more details on IPP
- ▶ [Release Notes for Release 2.2](#)
Click on the above link to review the Release Notes for Release 2.2
- ▶ [Release Notes for Release 2.3](#)
Release Notes for 2.3

Logon History

Last Logon:	Nov 29, 2012 10:00:16 AM
First Logon:	Nov 13, 2012 11:38:56 AM
Last Password Change:	Nov 9, 2012 1:11:04 PM

What's New?

Login link changing on 7/18/2012 Jul 17, 2012

In support of the move to Single Sign On, IPP is changing our domain name. The QA login page application link for Disburser Admins will be changing to: https://qa.ipp.fms.treas.gov/login/PPLogon_DMAdmin_2.fcc The QA login page application link for other Disburser will be changing to: https://qa.ipp.fms.treas.gov/login/PPLogon_DM_2.fcc. While we will be redirecting the old link for some period of time, we ask that you update your bookmark beginning Wednesday, July 18, 2012.

Release 2.4 Jun 14, 2012

Release 2.4 will be deployed to QA June 14th and 15th so you may experience temporary disruptions over these two days. UAT testing will begin June 19th and continue to June 27th

What can you do under the “Task” tab?

Five sub-tabs are displayed under the “Task” tab.

- Welcome – default page automatically displayed when a user logs on. Used to navigate to other tasks and to links:
 - “How-to” for online help
 - “What’s New” for IPP news
- Summary – displays all tasks you can act on.
- My Task and My Queues – displays tasks assigned to you or queues you belong to.
 - View invoices assigned to you or groups
 - Perform an action such as approve, reassign, or reject.

What can you do under the “Task” tab?

Manage Tasks – gives the ability for the Administrator to reassign invoices assigned to others with a variety of selections, such as:

- By date
- By part of the invoice number
- Task Delegations – gives the ability to reassign tasks if unavailable. Delegations may also be established by an Administrator on your behalf.

Welcome Screen



Select "My Tasks"

Welcome DASO-COR-I at United States Department of Agriculture

Quick Links

- ▶ [Create Invoice](#)
- ▶ [Flip PO](#)
- ▶ [Flip Blanket PO](#)
- ▶ [Matched Supplier List](#)

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First Logon:	Nov 13, 2012 11:38:56 AM
Last Password Change:	Nov 9, 2012 1:11:04 PM

My Tasks Screen



Select "View"

My Tasks

View Tasks Assigned: **Date Assigned:**

Task Description	Document Type	Date Assigned	Due Date	DPR	Amount	Action
#11252012_DA_COR-CO_Med from Vendor 1 requires COR Approval by you.	Invoice	Nov 29, 2012 7:06 PM	Dec 9, 2012	9	100.00 USD	View
#11252012_DA_COR-CO_Short from Vendor 1 requires COR Approval by you.	Invoice	Nov 29, 2012 6:56 PM	Dec 5, 2012	5	100.00 USD	View
#11252012_DA_COR-Only_Med from Vendor 1 requires COR Approval by you.	Invoice	Nov 29, 2012 6:46 PM	Dec 9, 2012	9	100.00 USD	View
#11252012_DA_COR-Only_Short from Vendor 1 requires COR Approval by you.	Invoice	Nov 29, 2012 6:43 PM	Dec 4, 2012	4	100.00 USD	View
#11252012_DA_COR-CO_Long from Vendor 1 requires COR Approval by you.	Invoice	Nov 25, 2012 7:07 PM	Dec 25, 2012	25	100.00 USD	View
#11252012_DA_COR-Only_Long from Vendor 1 requires COR Approval by you.	Invoice	Nov 25, 2012 6:48 PM	Dec 25, 2012	25	100.00 USD	View

Showing 1-6 of 6

- Selections:**
1. To Me
 2. To My User Groups
 3. To Both Me and My User Group

- Selections:**
1. Today
 2. Yesterday
 3. This Week
 4. Last Week
 5. This Month
 6. Last Month
 7. Custom

Invoice Display Screen

Invoice Number: 11252012_DA_COR-Only_Med

My Tasks My Admin Tasks Summary Showing task 1 of 1

Hide Details

- Details
- Task Description: COR Approval assigned to you on Nov 25, 2012 6:46 PM
 - Task Instructions: Please confirm the information in the invoice is correct and approve.

[Approve Invoice](#) [Save Changes](#) [Reset](#) [Re-Assign](#) [Reject](#)

Vendor 1

Remit To:
USDA_TestCollector1
USDA_TestCollector1
123 street
arlington VA 22201

United States Department of Agriculture

ALC Code: 12401240
Bill To:
United States Department of Agriculture

Final Invoice for PO (Y/N):

Business Unit:

Cost Center:

Dept. ID:

Invoice Number: 11252012_DA_COR-Only_Med
Issue Date: Nov 25, 2012
Receipt Date: Nov 25, 2012
Bill Period Start Date: Nov 25, 2012
Bill Period End Date: Nov 25, 2012
Supplier Contact Name: SupplierTestName
Supplier Contact Phone: 7037037037
Payment Terms: Construction In Progress (Net14)
Anticipated Due Date: Dec 9, 2012
Prompt Pay Penalty: 0 day(s)
PO Number: [Helper_DASO_COR-Only_Medium_Nov25](#)
Contract No.:
Buyer Contact Name: Chris Condon
Buyer Phone:
Buyer Email: ccondon@QA.usda.gov
COTR: Test COTR
COTR Phone:
COTR Email: testCOTR@QA.usda.gov
FOB Terms:
Goods/Services Received Date:
Goods/Services Accepted Date:
First Approver Date:
Prompt Pay Special Handling:
Currency Code: USD
PO Freight Limit: 0.00
Invoice Amount: 100.00
Prepared by: Chris Condon
Phone: 2026900000
Email: ChristopherP.Condon@dm.usda.gov



Invoice Display Screen

United States Department of Agriculture

ALC Code: 12401240

Bill To:
United States Department of Agriculture

Contract No.:

Buyer Contact Name: Chris Condon

Buyer Phone:

Buyer Email: ccondon@QA.usda.gov

COTR: Test COTR

COTR Phone:

COTR Email: testCOTR@QA.usda.gov

FOB Terms:

Goods/Services Received Date:

Goods/Services Accepted Date:

First Approver Date:

Prompt Pay Special Handling:

Currency Code: USD

PO Freight Limit: 0.00

Invoice Amount: 100.00

Prepared by: Chris Condon

Phone: 2026900000

Email: ChristopherP.Condon@dm.usda.gov

Final Invoice for PO (Y/N):

Business Unit: Cost Center: Dept. ID:

Line #	Dist #	INV Line #	PO Line #	PO Sch. #	Agency Part #	Item Code	Description	Service Date From	Service Date To	QTY	Unit Price	U.O.M.	Extended Price	Tax Type	Tax %	Tax Amount	View Edit	
1	1	1	1	1			Test Line 1	11/25/2012	11/25/2012	100.00	1.00	EACH	100.00	Exempt	0	0.00	Edit	
													Extended Price Sub-total:	100.00				
													Total Misc:	0.00				
													Total Freight:	0.00				
													Total Taxes:	0.00				
													Total Amount:	100.00				

Invoice Comments:

PO Comments:

Invoice Display Screen

Invoice Number: 11252012_DA_COR-Only_Med

My Tasks | My Admin Tasks | Summary | Showing task 1 of 1

Hide Details

Details

- Task Description: COR Approval assigned to you on Nov 25, 2012 6:46 PM
- Task Instructions: Please confirm the information in the invoice is correct and approve.

Approve Invoice | Save Changes | Reset | Re-Assign | Reject

Vendor 1

Remit To:
USDA_TestCollector1
USDA_TestCollector1
123 street
arlington VA 22201

Hyperlink to view the Purchase Order

ALC Code: 12401240

United States Department of Agriculture

Bill To:
United States Department of Agriculture

Final Invoice for PO (Y/N):

Business Unit: BP00

Cost Center: BP00

Dept. ID: COR-ONLY

Invoice Number: 11252012_DA_COR-Only_Med
Issue Date: Nov 25, 2012
Receipt Date: Nov 25, 2012
Bill Period Start Date: Nov 25, 2012
Bill Period End Date: Nov 25, 2012
Supplier Contact Name: SupplierTestName
Supplier Contact Phone: 7037037037
Payment Terms: Construction In Progress (Net14)
Anticipated Due Date: Dec 9, 2012
Prompt Pay Penalty: 0 day(s)
PO Number: [Helper_DASO_COR-Only_Medium_Nov25](#)
Contract No.:
Buyer Contact Name: Chris Condon
Buyer Phone:
Buyer Email: ccondon@QA.usda.gov
COTR: Test COTR
COTR Phone:
COTR Email: testCOTR@QA.usda.gov
FOB Terms:
Goods/Services Received Date:
Goods/Services Accepted Date:
First Approver Date:
Prompt Pay Special Handling:
Currency Code: USD
PO Freight Limit: 0.00
Invoice Amount: 100.00
Prepared by: Chris Condon
Phone: 2026900000
Email: ChristopherP.Condon@dm.usda.gov

PO Display Screen

Purchase Order #Helper_DASO_COR-Only_Short_Nov25

Revision #0

Summary **Important: Mark all packages with Purchase Order number or Contract number shown here**

[History](#) |
 [Related Documents](#) |
 [User ID Routing](#)

Issuing Office:
 United States Department of Agriculture
 DM QA
 505 New Orleans Street
 New Orleans LA 78322

Ship to:
 United States Department of Agriculture
 QA-001
 1234 Healthy Drive
 Salt Lake City UT 84121

PO Date: Nov 13, 2012
Order Number: Helper_DASO_COR-Only_Short_Nov25
Contract No:
Subject to:
Buyer Contact: Chris Condon
Buyer Phone:
Buyer Email: ccondon@QA.usda.gov
Contracting Officer: Test CO
Phone:
Email: testCO@usda.com
CO Technical Representative: Test COTR
Phone:
Email: testCOTR@QA.usda.gov

ALC: 12401240

United States Department of Agriculture

Bill to:
 United States Department of Agriculture

Appropriations Data:
FOB Point:
Place of Inspection:
Acceptance:
Deliver on or before: Dec 31, 2012
Payment Terms: Dairy (Net9)
PO Freight Limit: 0.00
Total Amount: 500,000.00

USDA_TestCollector1

Supplier:
 USDA_TestCollector1
 USDA_TestCollector1

Business Unit: A000 **Cost Center:** A000 **Dept. ID:** COR-ONLY

Line No	Revision #	Item Code	Description	Quantity	Unit Price	Units of Measure	Extended Price	Schedules
1	0		Test Line 1	100,000.00	1.00	EACH	100,000.00	Schedule
2	0		Test Line 2	100,000.00	1.00	EACH	100,000.00	Schedule
3	0		Test Line 3	100,000.00	1.00	EACH	100,000.00	Schedule
4	0		Test Line 4	100,000.00	1.00	EACH	100,000.00	Schedule
5	0		Test Line 5	100,000.00	1.00	EACH	100,000.00	Schedule
Sub-total:							500,000.00	
Total Freight:							0.00	
Total Misc:							0.00	
Total Taxes:							0.00	
Grand Total:							500,000.00	

Comments:

Invoice Display Screen

Invoice Number: 11252012_DA_COR-Only_Med

My Tasks | My Admin Tasks | Summary | Showing task 1 of 1

Hide Details

Details

- Task Description: COR Approval assigned to you on Nov 25, 2012 6:46 PM
- Task Instructions: Please confirm the information in the invoice is correct and approve.

Approve Invoice | Save Changes | Reset | Re-Assign | Reject

Select if the invoice is valid for payment.

Select if the invoice was edited.

Select to change back to view prior to any changes.

Select if the invoice should be reassigned to another COR or CO.

Select if the invoice is "not" valid for payment. A message will be sent to the vendor.

Remit To:
USDA_TestCollector1
USDA_TestCollector1
123 street
arlington VA 22201

ALC Code: 12401240

Bill To:
United States Department of Agriculture

Final Invoice for PO (Y/N):

Invoice Number: 11252012_DA_COR-Only_Med
Issue Date: Nov 25, 2012
Receipt Date: Nov 25, 2012
Bill Period Start Date: Nov 25, 2012
Bill Period End Date: Nov 25, 2012
Supplier Contact Name: SupplierTestName
Supplier Contact Phone: 7037037037
Payment Terms: Construction In Progress (Net14)
Anticipated Due Date: Dec 9, 2012
Prompt Pay Penalty: 0 day(s)
PO Number: [Helper_DASO_COR-Only_Medium_Nov25](#)
Contract No.:
Buyer Contact Name: Chris Condon
Buyer Phone:
Buyer Email: ccondon@QA.usda.gov
COTR: Test COTR
COTR Phone:
COTR Email: testCOTR@QA.usda.gov
FOB Terms:
Goods/Services Received Date:
Goods/Services Accepted Date:
First Approver Date:
Prompt Pay Special Handling:
Currency Code: USD
PO Freight Limit: 0.00
Invoice Amount: 100.00
Prepared by: Chris Condon
Phone: 2026900000
Email: ChristopherP.Condon@dm.usda.gov

Business Unit: BP00 | Cost Center: BP00 | Dept. ID: COR-ONLY

Invoice Approval Screen



Complete Task

Enter any comments and click submit to complete the task assigned to you. * indicates required field

* Date Goods/Service Received:

* Date Goods/Service Accepted:

Prompt Pay Special Handling:

Internal Routing Comments:

(Maximum 255 characters)

Select dates from the calendar by clicking the down arrow.

Click the "Prompt Pay Special Handling" box, if this is the last invoice for a progress payment. Also, enter comments in the "Internal Routing Comments" field. This is a required field when box is checked. Info will be used by COD to change the prompt pay code in IAS.

Otherwise, DO NOT click the "Prompt Pay Special Handling" box. However, the approver can enter comments that can be used by other approvers.

Invoice Approval Screen



Complete Task

Enter any comments and click submit to complete the task assigned to you.

* indicates required field

* Date Goods/Service Received:

* Date Goods/Service Accepted:

Prompt Pay Special Handling:

Internal Routing Comments:

(Maximum 240 characters)

Calendar - Windows Int...
about:blank

November 2012

<<< < > >>>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Internet 100%

Single arrow scrolls by month.

Double arrows scrolls by year.

Invoice Approval Screen



i INFO
Invoice 11252012_DA_COR-CO_Med has been successfully approved.

Complete Task

Enter any comments and click submit to complete the task assigned to you.

* Date Goods/Service Received:

* Date Goods/Service Accepted:

Prompt Pay Special Handling:

Internal Routing Comments:

(Maximum 240 characters)

After the dates are entered and the submit button is clicked, a message will be displayed.

After the invoice is successfully approved, select *Summary* to see the number of invoices requiring an approval. The *My Queues* tab is not functional at this time.

Task Summary Screen



Tasks Summary

My Task Summary	
To Both Me and My Groups	5
To Me	5
To My User Groups	0

Invoice Display Screen

 Search

Invoice Number: 11252012_DA_COR-Only_Med

My Tasks | My Admin Tasks | Summary | Showing task 1 of 1

Hide Details

Details

- Task Description: COR Approval assigned to you on Nov 25, 2012 6:46 PM
- Task Instructions: Please confirm the information in the invoice is correct and approve.

[Approve Invoice](#) | [Save Changes](#) | [Reset](#) | [Re-Assign](#) | [Reject](#)

Vendor 1

Remit To:
USDA_TestCollector1
USDA_TestCollector1
123 street
arlington VA 22201

United States Department of Agriculture

Bill To:
United States Department of Agriculture

Final Invoice for PO (Y/N):

Business Unit:

Cost Center:

Dept. ID:

Invoice Number: 11252012_DA_COR-Only_Med

Issue Date: Nov 25, 2012

Receipt Date: Nov 25, 2012

Bill Period Start Date: Nov 25, 2012

Bill Period End Date: Nov 25, 2012

Supplier Contact Name: SupplierTestName

Supplier Contact Phone: 7037037037

Payment Terms: Construction In Progress (Net14)

Anticipated Due Date: Dec 9, 2012

Prompt Pay Penalty: 0 day(s)

PO Number: [Helper_DASO_COR-Only_Medium_Nov25](#)

Contract No.:

Buyer Contact Name: Chris Condon

Buyer Phone:

Buyer Email: ccocondon@QA.usda.gov

COTR: Test COTR

COTR Phone:

COTR Email: testCOTR@QA.usda.gov

FOB Terms:

Goods/Services Received Date:

Goods/Services Accepted Date:

First Approver Date:

Prompt Pay Special Handling:

Currency Code: USD

PO Freight Limit: 0.00

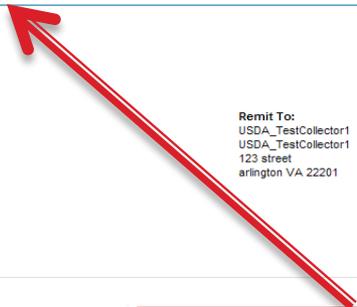
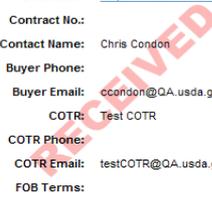
Invoice Amount: 100.00

Prepared by: Chris Condon

Phone: 2026900000

Email: ChristopherP.Condon@dm.usda.gov

If not approving, can either re-assign or reject.



Invoice Reassign Screen



Step1: Lookup Users

Enter Search criteria and click "Search Users" to get a list of users eligible to route this invoice to.

First Name: <input type="text"/>	Last Name: <input type="text"/>
E-mail: <input type="text"/>	Employee Number: <input type="text"/>

Step2: Select User

Select the user to route to and click "Select User".

User Name	Email	Employee Number
<input type="button" value="Select User"/>	<input type="button" value="Cancel"/>	

Invoice Reject Screen



Confirm Invoice Reject

Enter optional comments and click submit to complete the reject of this invoice. The invoice will be cancelled and the Supplier will be notified.

Enter Comments:

(Maximum 500 characters) note: Reject comments are sent to the Supplier

**A comment is
REQUIRED.**



If the PO requires two approvers, i.e. COR/Tech Rep and the CO, the CO MUST NOT reject the invoice until they have agreement with the COR/Tech Rep. If the CO rejects the invoice it will be sent to the vendor; whereas, it could be a change that the COR made to the invoice and can correct.

If the invoice is rejected beyond the 7 days allowed for prompt pay, those days will be considered when the invoice is resubmitted for payment.

What other action(s) can an approver perform?

Delegate

- User can elect to have all future tasks re-directed to another individual by utilizing delegation functionality within IPP.
- In anticipation of being out of the office, for instance, the individual can set up the delegation within IPP.

Invoice Delegation



My Tasks

View Tasks Assigned: **Date Assigned:**

Task Description	Document Type	Date Assigned	Due Date	DPR	Amount	Action
#Training0001 from Vendor 1 requires COR Approval by you.	Invoice	Dec 6, 2012 9:50 AM	Dec 13, 2012	7	1.00 USD	View
#11252012_DA_COR-CO_Long from Vendor 1 requires COR Approval by you.	Invoice	Dec 5, 2012 7:07 PM	Dec 25, 2012	19	100.00 USD	View
#11252012_DA_COR-Only_Long from Vendor 1 requires COR Approval by you.	Invoice	Dec 5, 2012 6:48 PM	Dec 25, 2012	19	100.00 USD	View
#11252012_DA_COR-CO_Short from Vendor 1 requires COR Approval by you.	Invoice	Nov 29, 2012 6:56 PM	Dec 5, 2012	-1	100.00 USD	View
#11252012_DA_COR-Only_Short from Vendor 1 requires COR Approval by you.	Invoice	Nov 29, 2012 6:43 PM	Dec 4, 2012	-2	100.00 USD	View

Showing 1-5 of 5

Delegate invoices for approval.

Invoice New Delegation



Tasks Delegations

Search: [Basic Search](#) | [Detail Search](#)

Route From OR To

Tips: % wildcard will increase response time. The search will perform on user's first or last name or workgroup name.

Route From	Route To	Effective	To	Created By	Created On	Deleted By	Deleted On	Status	Actions
No Records found.									

Invoice Delegation Screen



Search

New Task Delegation

Delegation Information

* Route From: Lew Vogelzero

* Route To: <Please click Find to select>

* Effective: Aug 23 2012 12 00 AM

* Expires: Aug 23 2012 12 00 AM

Click FIND button to select an individual.

Select effective and expire dates.

Select "OK" to save the delegation.

Invoice View Active Delegations Screen



Tasks Delegations

Search: [Basic Search](#) | [Detail Search](#)

Route From OR To

Tips: % wildcard will increase response time. The search will perform on user's first or last name or workgroup name.

Route From	Route To	Effective <input checked="" type="checkbox"/>	To	Created By	Created On	Deleted By	Deleted On	Status	Actions
No Records found.									

What other action(s) can an approver perform?

Edit Invoice / Accounting Distribution Allocation

- When assigned a workflow task, the task owner may edit the amount allocated to the accounting distribution(s) as long as it stays within the line amount.
- By default, IPP will allocate evenly across the distributions
- Example Invoice Received by Task Owner:
 - Line #1: \$100
 - Distribution #1: \$50
 - Distribution #2: \$50
- Potential update to invoice within task:
 - Line #1: \$100
 - Distribution #1: \$100
 - Distribution #2: \$0

IPP only enforces tolerance at the line level and not the distribution (accounting) level. Exceeding the distribution level cannot be processed in IAS. COD will identify this error, when the receipt is entered in IAS.

Invoice Display Screen



Invoice Number: 11252012_DA_COR-Only_Long

My Tasks My Admin Tasks Summary Showing task 1 of 1

Hide Details

Details

- Task Description: COR Approval assigned to you on Nov 25, 2012 6:48 PM
- Task Instructions: Please confirm the information in the invoice is correct and approve.

Vendor 1

Remit To:
USDA_TestCollector1
USDA_TestCollector1
123 street
arlington VA 22201

ALC Code: 12401240

United States Department of Aariculture

Bill To:

Invoice Number: 11252012_DA_COR-Only_Long

Issue Date: Nov 25, 2012

Receipt Date: Nov 25, 2012

Bill Period Start Date: Nov 25, 2012

Bill Period End Date: Nov 25, 2012

Supplier Contact Name: SupplierTestName

Supplier Contact Phone: 7037037037

Payment Terms: All Others (Net30)

Anticipated Due Date: Dec 25, 2012

Prompt Pay Penalty: 0 day(s)

PO Number: [Helper_DASO_COR-Only_Long_Nov25](#)

Contract No.:

Buyer Contact Name: Chris Condon

Buyer Phone:

Buyer Email: ccondon@QA.usda.gov

COTR: Test COTR

COTR Phone:

COTR Email: testCOTR@QA.usda.gov

FOB Terms:

Invoice Display Screen

United States Department of Agriculture

ALC Code: 12401240

Bill To:
United States Department of Agriculture

Buyer Contact Name: Chris Condon

Buyer Phone:

Buyer Email: ccondon@QA.usda.gov

COTR: Test COTR

COTR Phone:

COTR Email: testCOTR@QA.usda.gov

FOB Terms:

Goods/Services Received Date:

Goods/Services Accepted Date:

First Approver Date:

Prompt Pay Special Handling:

Currency Code: USD

PO Freight Limit: 0.00

Invoice Amount: 100.00

Prepared by: Chris Condon

Phone: 2026900000

Email: ChristopherP.Condon@dm.usda.gov

Select "edit" to change the accounting distribution.

Final Invoice for PO (Y/I)

Business Unit: Cost Center: Dept. ID:

Line #	Dist #	INV Line #	PO Line #	PO Sch. #	Agency Part #	Item Code	Description	Service Date From	Service Date To	QTY	Unit Price	U.O.M.	Extended Price	Tax Type	Tax %	Tax Amount	View Edit
1.1		1	1				Test Line 1	11/25/2012	11/25/2012	50.00	1.00	EACH	50.00	Exempt	0	0.00	Edit
1.2		1	1				Test Line 1	11/25/2012	11/25/2012	50.00	1.00	EACH	50.00	Exempt	0	0.00	Edit
													Extended Price Sub-total:	100.00			
													Total Misc:	0.00			
													Total Freight:	0.00			
													Total Taxes:	0.00			
													Total Amount:	100.00			

Invoice Comments:

PO Comments:

Distribution Display Screen

Invoice Line #: 1

Status: Received

Invoice Number: 11252012_DA_COR-Only_Long
 PO Number: Helper_DASO_COR-Only_Long_Nov25
 INV Line #: 1
 PO Line #: 1
 PO Sch. #: 1

Anticipated Due Date: Dec 25, 2012
 Ship To: QA-001
 1234 Healthy Drive
 Salt Lake City UT 84121

Line Information	Agency Part #	Item Code	Description	Service Date From	Service Date To	QTY	Unit Price	U.O.M	Amount
			Test Line 1	Nov 25, 2012	Nov 25, 2012	100.00	1.00	EACH	100.00

Indicates out of balance and balancing is required

Distribution	QTY	Amount
1	50.00	50.00

Delete

Account Code: 776-000983354343-9982-99877455464-8874611244-646453-77363

Dept ID: <input type="text"/>	Requestor Name: <input type="text"/>
Location Code: <input type="text"/>	Requestor Phone: <input type="text"/>
GL BU: <input type="text"/>	Requestor Fax: <input type="text"/>
Cost Center: <input type="text"/>	Requestor Email: <input type="text"/>
Expenditure Org ID: <input type="text"/>	
Expenditure Type: <input type="text"/>	
Expenditure Item Date: <input type="text"/>	

Distribution	QTY	Amount
2	50.00	50.00

Delete

Account Code: 775

Dept ID: <input type="text"/>	Requestor Name: <input type="text"/>
Location Code: <input type="text"/>	Requestor Phone: <input type="text"/>
GL BU: <input type="text"/>	Requestor Fax: <input type="text"/>
Cost Center: <input type="text"/>	Requestor Email: <input type="text"/>
Expenditure Org ID: <input type="text"/>	
Expenditure Type: <input type="text"/>	
Expenditure Item Date: <input type="text"/>	

Add Distribution Line Submit Cancel

Done

Internet

80%

Distribution Display Screen

Invoice Line #: 1

Status: Received

Invoice Number: 11252012_DA_COR-Only_Long
PO Number: Helper_DASO_COR-Only_Long_Nov25
INV Line #: 1
PO Line #: 1
PO Sch. #: 1

Anticipated Due Date: Dec 25, 2012
Ship To: QA-001
1234 Healthy Drive
Salt Lake City UT 84121

Line Information	Agency Part #	Item Code	Description	Service Date From	Service Date To	QTY	Unit Price
			Test Line 1	Nov 25, 2012	Nov 25, 2012	100.00 of 100.00	1.00 EACH 100.00 of 100.00

Issues out of balance and balancing is required

Distribution	QTY	Amount
1	50.00	50.00

Account Code: 778-000983354343-9982-99877455464-8874611244-646453-77363

Dept ID:	<input type="text"/>	Requestor Name:	<input type="text"/>
Location Code:	<input type="text"/>	Requestor Phone:	<input type="text"/>
GL BU:	<input type="text"/>	Requestor Fax:	<input type="text"/>
Cost Center:	<input type="text"/>	Requestor Email:	<input type="text"/>
Expenditure Org ID:	<input type="text"/>		
Expenditure Type:	<input type="text"/>		
Expenditure Item Date:	<input type="text"/>		

Distribution	QTY	Amount
2	50.00	50.00

Account Code: 775

Dept ID:	<input type="text"/>	Requestor Name:	<input type="text"/>
Location Code:	<input type="text"/>	Requestor Phone:	<input type="text"/>
GL BU:	<input type="text"/>	Requestor Fax:	<input type="text"/>
Cost Center:	<input type="text"/>	Requestor Email:	<input type="text"/>
Expenditure Org ID:	<input type="text"/>		
Expenditure Type:	<input type="text"/>		
Expenditure Item Date:	<input type="text"/>		

Add Distribution Line Submit Cancel

If the user wants \$100, to be charged to distribution line 1, enter 100 in the quantity field. The amount can only be effected by changing the quantity. Change the quantity, then press the "Tab" key.



Distribution Display Screen

Status: Received

Invoice Number: 11252012_DA_COR-Only_Long
 PO Number: Helper_DASO_COR-Only_Long_Nov25
 INV Line #: 1
 PO Line #: 1
 PO Sch. #: 1

Anticipated Due Date: Dec 25, 2012
 Ship To: QA-001
 1234 Healthy Drive
 City, State, ZIP 04121

Line Information	Agency Part #	Item Code	Description	Service Date From	Service Date To	QTY	Unit Price	U.O.M	Amount
			Test Line 1	Nov 25, 2012	Nov 25, 2012	150.00	of 100.00	1.00 EACH	150.00 of 100.00

Indicates out of balance and balancing is required

Distribution	QTY	Amount
1	100.00	100.00

Account Code: 776-000983354343-9882-98877455464-8874611244-646463-7736

Dept ID:

Location Code:

GL BU:

Cost Center:

Expenditure Org ID:

Expenditure Type:

Expenditure Item Date:

Requestor Name:

Requestor Phone:

Requestor Fax:

Requestor Email:

Distribution	QTY	Amount
2	50.00	50.00

Account Code: 775

Dept ID:

Location Code:

GL BU:

Cost Center:

Expenditure Org ID:

Expenditure Type:

Expenditure Item Date:

Requestor Name:

Requestor Phone:

Requestor Fax:

Requestor Email:

Add Distribution Line Submit Cancel

Invoice Display Screen

Invoice Number: 11252012_DA_COR-Only_Long

My Tasks My Admin Tasks Summary Showing task 1 of 1

Hide Details

Details

- Task Description: COR Approval assigned to you on Nov 25, 2012 6:48 PM
- Task Instructions: Please confirm the information in the invoice is correct and approve.

[Approve Invoice](#) [Save Changes](#) [Reset](#) [Re-Assign](#) [Reject](#)

Vendor 1

Remit To:
USDA_TestCollector1
USDA_TestCollector1
123 456789
arlington VA 22201

United States Department of Agriculture

Bill To:
United States Department of Agriculture

Final Invoice for PO (Y/N):

Invoice Number: 11252012_DA_COR-Only_Long
Issue Date: Nov 25, 2012
Receipt Date: Nov 25, 2012
Bill Period Start Date: Nov 25, 2012
Bill Period End Date: Nov 25, 2012
Supplier Contact Name: SupplierTestName
Supplier Contact Phone: 7037037037
Payment Terms: All Others (Net30)
Anticipated Due Date: Dec 25, 2012
Prompt Pay Penalty: 0 day(s)
PO Number: [Helper_DASO_COR-Only_Long_Nov25](#)
Contract No.:
Buyer Contact Name: Chris Condon
Buyer Phone:
Buyer Email: ccondon@QA.usda.gov
COTR: Test COTR
COTR Phone:
COTR Email: testCOTR@QA.usda.gov
FOB Terms:
Goods/Services Received Date:
Goods/Services Accepted Date:
First Approver Date:
Prompt Pay Special Handling:
Currency Code: USD
PO Freight Limit: 0.00
Invoice Amount: 100.00
Prepared by: Chris Condon
Phone: 2026900000
Email: ChristopherP.Condon@dm.usda.gov

Click "Save Changes" button.

Invoice Display Screen

Vendor 1

Remit To:
USDA_TestCollector1
USDA_TestCollector1
123 street
Arlington VA 22201

Receipt Date: Nov 25, 2012
 Bill Period Start Date: Nov 25, 2012
 Bill Period End Date: Nov 25, 2012
 Supplier Contact Name: Supplier/TestName
 Supplier Contact Phone: 7037037037
 Payment Terms: All Others (Net30)
 Anticipated Due Date: Dec 25, 2012
 Prompt Pay Penalty: 0 day(s)
 PO Number: [Helper_DASO_COR-Only_Long_Nov25](#)
 Contract No.:
 Buyer Contact Name: Chris Condon
 Buyer Phone:
 Buyer Email: ccondon@QA.usda.gov
 COTR: Test COTR
 COTR Phone:
 COTR Email: testCOTR@QA.usda.gov
 FOB Terms:
 Goods/ Services Received Date:
 Goods/ Services Accepted Date:
 First Approver Date:
 Prompt Pay Special Handling:
 Currency Code: USD
 PO Freight Limit: 0.00
 Invoice Amount: 100.00
 Prepared by: Chris Condon
 Phone: 2026900000
 Email: ChristopherP.Condon@dm.usda.gov

The distribution amounts have been changed.

United States Department of Agriculture

Bill To:
United States Department of Agriculture

Final Invoice for PO (Y/N):

Business Unit: Cost Center: Dept ID:

INV Line #	Dist #	PO Line #	PO Sch. #	Agency Part #	Item Code	Description	Service Date From	Service Date To	QTY	Unit Price	U.O.M.	Extended Price	Tax Type	Tax %	Tax Amount	View Edit
1.1		1	1			Test Line 1	11/25/2012	11/25/2012	100.00	1.00	EACH	100.00	Exempt	0	0.00	Edit
1.2		1	1			Test Line 1	11/25/2012	11/25/2012	0.00	1.00	EACH	0.00	Exempt	0	0.00	Edit
Extended Price Sub-total:												100.00				
Total Misc:												0.00				
Total Freight:												0.00				
Total Taxes:												0.00				
Total Amount:												100.00				

Invoice Comments:
PO Comments:

Invoice Tasks Summary Screen

Invoice Number: 11252012_DA_COR-Only_Med

My Tasks | My Admin Tasks | Summary

Hide Details

- Status: Received
- Routing Status: In Routing
- Post Status: Not Posted
- Source: Disburser Entered

Reject | Related Documents | History | Routing Details | Add Attachment | Holds

Vendor 1

Remit To:
USDA_TestCollector1
USDA_TestCollector1
123 street
arlington VA 22201

United States Department of Agriculture

ALC Code: 12401240

Bill To:
United States Department of Agriculture

Final Invoice for PO (Y/N):

Business Unit: BP00

Cost Center: BP00

Dept. ID: COR-ONLY

Invoice Number: 11252012_DA_COR-Only_Med
Issue Date: Nov 25, 2012
Receipt Date: Nov 25, 2012
Bill Period Start Date: Nov 25, 2012
Bill Period End Date: Nov 25, 2012
Supplier Contact Name: SupplierTestName
Supplier Contact Phone: 7037037037
Payment Terms: Construction In Progress (Net14)
Anticipated Due Date: Dec 9, 2012
Prompt Pay Penalty: 0 day(s)
PO Number: [Helper_DASO_COR-Only_Medium_Nov25_R0](#)
Contract No.:
Buyer Contact Name: Chris Condon
Buyer Phone:
Buyer Email: ccondon@QA.usda.gov
COTR: Test COTR
COTR Phone:
COTR Email: testCOTR@QA.usda.gov
FOB Terms:
Goods/Services Received Date:
Goods/Services Accepted Date:
First Approver Date:
Prompt Pay Special Handling:
Currency Code: USD
PO Freight Limit: 0.00
Invoice Amount: 100.00
Prepared by: Chris Condon
Phone: 2026900000
Email: ChristopherP.Condon@dm.usda.gov



Invoice Related Documents Screen

Invoice Related Documents

List of documents related to the specified invoice.

Invoice # [11252012_DA_COR-Only_Med](#)
Supplier [Vendor 1](#)
Date Range Nov 13, 2012 - Dec 9, 2012

POs

PO #	Invoiced	Issue Date	Terms	Status	Amount
Helper_DASO_COR-Only_Medium_Nov25	<input checked="" type="checkbox"/>	Nov 13, 2012	Construction In Progress (Net14)	Open	500,000.00 USD

Showing 1 of 1

Blanket POs

Blanket PO #	Invoiced	Start Date	Expiration Date	Status	Remaining Amount	Blanket PO Amount
No Blanket POs found.						

Showing 1 of 1

PO Acknowledgements

Supplier	Acknowledgement #	PO #	Creation Date	Quantity Acknowledged	Status	Amount
No PO Acknowledgements found.						

Advanced Shipment Notices

Supplier	ASN #	PO #	Creation Date	Quantity Shipped	Status	Amount
No Advanced Shipment Notices found.						

Credit Memos/Other Related Invoices

CM	Invoice #	PO #	Invoice Date	Due Date	Status	Amount	Document Source
No invoices found.							

Rejected and Voided Invoices History

CM	Invoice #	PO #	Invoice Date	Due Date	Status	Amount	Document Source
No invoices found.							

Invoice Audit Trail Screen



Invoice Number #11252012_DA_COR-Only_Med

USDA_TestCollector1

Invoice Audit Trail

List of actions taken on this Invoice.

Date	Action	User	Comment
Nov 25, 2012 6:46:37 PM	ProcessInvAck		Invoice with DocumentId: CF5B56A12FE30EA8E04400212846A1F0 was received by Supplier
Nov 25, 2012 6:46:36 PM	SendInvoice		Invoice Message with DocId: 'CF5B56A12FE30EA8E04400212846A1F0-1353887196428' was created and Sent to payid3387499011290460148985.usdatest@mailhost
Nov 25, 2012 6:45:32 PM	Invoice Creation	ccond500	Invoice Created Successfully

Showing 1-3 of 3

Invoice Routing History Screen

 Search

Invoice Number 11252012_DA_COR-Only_Med

USDA_TestCollector1

PO Data User ID Route to Details

User assignments delivered in the Purchase Order will display below.

Assignment Set 1: D. COR-One, D. CO-One, N/A
Set 2: D. CO-One, N/A, N/A
Set 3: N/A, N/A, N/A

Routing History

Shows invoice level routing history. Click on user name to send e-mail. Click on comments to view full comments.

Description	On	Contact E-mail	Comments
COR Approval Assigned To DASO-COR-I COR-One	Nov 25, 2012 6:46:21 PM	dasocor1@americanconsultants.com	
COR Approval Escalated To DASO-CO-I CO-One	Nov 29, 2012 6:46:24 PM	dasco1@americanconsultants.com	Initiating escalation after 4 days.

Invoice Add Attachments Screen

Select New Attachments (optional)

Click "Browse" to select a file and enter name alias before submitting new attachment.

File Name:

Nickname/Alias (optional):

PC users: Select "All Files" for "Files of Type". If you don't see a "Browse" button, your browser doesn't support attachments.

Attachments List

[Go to - Invoice # 11252012 DA COR-Only Med](#)

Click "View" to view an attachment, or "Delete" to delete an attachment.

File Name	Nickname	Size (K)	Type	Uploaded By	Date	Actions
-----------	----------	----------	------	-------------	------	---------

No attachments found.

[Go to - Invoice # 11252012 DA COR-Only Med](#)

Invoice Holds Screen

Invoice Holds

List of all holds and hold status associated with this invoice.

This invoice does not have any holds

Not used by USDA.

OTHER IPP TASKS

The Blanket POs Tab

- USDA will not set up Blanket POs, only the individual POs. If you are handling Blanket POs (for the IPP, just like a regular PO but with overall periods of performance at the header level), then this tab will let you see those PO records.
- You may select Suppliers whose names begin with a given letter or may choose “All”. You may also select a date range based on the PO date.
- Once the list is shown, you may click on a PO to view it.

Blanket POs

Blanket PO summary.

Browse Suppliers: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#) Change Issue Date Range:

<u>ALC</u>	<u>Supplier</u>	<u>Invoiced</u>	<u>Blanket PO #</u>	<u>Status</u>	<u>Issued Date</u> <input type="checkbox"/>	<u>Service Start Date</u>	<u>Service Expiration Date</u>	<u>Grace Period</u>	<u>Blanket PO Amount</u>	<u>Remaining Amount</u>	<u>Action</u>
No records found.											

The Purchasing Tab

- View PO files for which you have access (access restricted to certain POs).
- Select Suppliers whose names begin with a given letter or may choose “All”. Also, a date range can be entered to display certain POs.
- Once the list is displayed, click on a PO to view it.

Purchase Orders								
Purchase order summary.								
Browse Suppliers: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All						Change Date Range: <input type="text" value="Past one month"/>		
<u>ALC</u>	<u>Supplier</u>	<u>Invoiced</u>	<u>PO #</u>	<u>Issued Date</u>	<u>Terms</u>	<u>Status</u>	<u>Amount</u>	<u>Action</u>
75030962	UATSupplier101	<input checked="" type="checkbox"/>	LV-EditTest-01	Mar 20, 2012	NET 30 PROMPT PAY	Open	4,000,000.00 USD	Close Void

The Invoices Tab

- View Invoice files for which you have access (the administrator may have restricted your access to certain Invoices).
- Select Suppliers whose names begin with a given letter or may choose “All”. You may also select a date range based on the Invoice date.
- Once the list is shown, you may click on an Invoice to view it.

Invoices In Process

This page lists all invoices currently waiting ERP approval. Rejected, ERP Denied, ERP Approved and Exception invoices are not shown here.

Invoice Filters

Routing Status: ALL Routed To: ALL

Browse Suppliers: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#) Change Date Range: Past one month

\$	ALC	Supplier	CM	Invoice #	Invoice Date	PO # / Blanket PO #	Due Date	Amount	Status	Routing Status
	75030962	UATSupplier101		LVDemo-001	Apr 13, 2012	LV-EditTest-01	May 13, 2012	8,000.00 USD	Received	Routing Complete
	75030962	UATSupplier101		CheckForAOC-0001	Apr 2, 2012	LV-EditTest-01	May 2, 2012	300.00 USD	Received	In Routing

The Payments Tab

- View payments for which you have access (the administrator may have restricted your access to payments).
- The system may display payments off set by Treasury due to the TOPS program; however, details are not visible to the agency. The vendor can see the detailed reason for the treasury off set in IPP.
- Once the list is shown, click on a payment to view it.

Settled Payments

List of Settled Payments

Issue Date From  Issue Date To 

ACH Trace #	Schedule Number	ALC-Payer Name	Supplier	Issue Date 	Status	Amount
No records found.						

The Discounts Tab

- USDA has decided not to allow vendors to participate in discount selection programs.

Discount Opportunities

Discount opportunities are available on these invoices. Click the View button for invoice and discount details.

Invoice Filters

Routing Status: Routed To:

Browse Suppliers: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

	<u>Supplier</u>	<u>Invoice #</u>	<u>PO #</u>	<u>Invoice Amount</u>	<u>Discount Amount (Projected)</u>	<u>Due Date</u>	<u>Discount Due Date (Projected)</u>	<u>Action</u>
No items found.								

The Analysis Tab

- The analysis tab represents the access to existing reporting, both from “canned” reports and reporting via a “Report Wizard”.
- IPP is typically viewed as an “online, transactional” system and is not as dependent on the use of reports as many older systems. However, there are some useful reports.
- On selection of a report, a date range of up to 1 year may be selected.
- Refer to the user guide for details on reporting.

The Suppliers Tab

- The XMVL is the IPP’s copy of USDA’s Vendor Master List. It then must be “matched” to the IPP supplier Directory.
- The XMVL is loaded by COD staff on behalf of agency or staff office.

Search: [Basic Search](#) | [Detail Search](#)

XMVL Name Tip: % wildcard will increase response time.

Browse: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

XMVL Name	XMVL Site Address	TIN	Vendor ID	SetID	Site ID	Group ID	Status	Matched	Actions
AIT Demo SetLess	65 Here and Now Lane Boston MA US 02459	XXXXX8925	2001		1		Active	<input checked="" type="checkbox"/>	Edit Add Site Rematch De-activate
AIT Demo Two	65 Here and Now Lane Boston MA US 02459	XXXXX8925	2001	1	1		Active	<input checked="" type="checkbox"/>	Edit Add Site Rematch

USER REGISTRATION

How do I get an IPP User ID?

- Complete the IAS-200 form.
- The IAS-200 has been modified to account for IPP including:
 - A role for COR and a role for Technical POC in order to be selectable in the IAS Contract “COR / Technical Representative” field
 - IPP Workflow Approver role to be able to approve/reject/view invoices and delegate/reassign tasks
- Access to IPP is initiated via the submission of the IAS-200 to the IAS Help Desk.
- After access is granted in IAS (if required), IAS Help Desk will submit to COD IAS-200 form to grant user access to IPP.

How do I get an IPP User ID? (con't)

- For go-live/cutover only, IAS-200s will not be needed for COs in IAS and the list of COR/Technical Representatives provided by the agencies to OPPM.
- The user ID and password will be electronically sent to the user.

An IAS-200 will be needed for each financial person who requests access to IPP. The IPP Workflow Approver role will be assigned; however, these users will not be able to approve/reject invoices. They will have the ability to only view or monitor all invoices.

IPP User ID

- eAuthentication is USDA's single sign on solution.
- Since IPP is a Treasury system, there will not be the option to access IPP via eAuthentication.
- An IPP user ID and password will be assigned to the user.

User ID Schema		
Position 1	Position 2-5	Positions 6-8
Initial of first name	First four letters of last name	Starts with 500 and works up sequentially.

In the future, IPP may be able to support user IDs that conform to the agency's Enterprise Resource Planning (ERP) system.

INVOICE SELF SERVICE PROCESS

What is “Self Service”?

Self Service is a task performed in IPP to record an invoice, if the vendor cannot or will not enter it. To record the invoice, one of the following information must be known:

- Vendor name
- Purchase Order number
- Previous vendor invoice

Welcome Screen



Welcome DASO-COR-I at United States Department of Agriculture

Quick Links

- ▶ Create Invoice
- ▶ Flip PO
- ▶ Flip Blanket PO
- ▶ Matched Supplier List

How To

- ▶ **Additional Information Regarding IPP**
Follow this link for more details on IPP
- ▶ **Release Notes for Release 2.2**
Click on the above link to review the Release Notes for Release 2.2
- ▶ **Release Notes for Release 2.3**
Release Notes for 2.3

Select "Self Service" or the Quick Link "Flip PO".

Logon History

Last Logon:	Nov 29, 2012 10:00:16 AM
First Logon:	Nov 13, 2012 11:38:56 AM
Last Password Change:	Nov 9, 2012 1:11:04 PM

What's New?

Login link changing on 7/18/2012 Jul 17, 2012
In support of the move to Single Sign On, IPP is changing our domain name. The QA login page application link for Disburser Admins will be changing to: https://qa.ipp.fms.treas.gov/login/PPLogon_DMAdmin_2.fcc The QA login page application link for other Disburser will be changing to: https://qa.ipp.fms.treas.gov/login/PPLogon_DM_2.fcc. While we will be redirecting the old link for some period of time, we ask that you update your bookmark beginning Wednesday, July 18, 2012.

Release 2.4 Jun 14, 2012
Release 2.4 will be deployed to QA June 14th and 15th so you may experience temporary disruptions over these two days. UAT testing will begin June 19th and continue to June 27th

Invoice Self Service Screen



Create Standard Invoice

Create Invoice

Narrow your selection by providing Vendor Name or Vendor ID.

Vendor Name:	<input type="text"/>	<input type="checkbox"/> Exact Match	<input type="button" value="Search"/>	Use Search to select a specific vendor. Tip: Use % for wildcard
Vendor ID:	<input type="text"/>	<input type="checkbox"/> Exact Match		

Narrow your selection by providing Additional Attributes (optional)

PO Number:	<input type="text"/>	<input type="checkbox"/> Exact Match	Select PO number to pre-populate invoice.
Blanket PO Number:	<input type="text"/>	<input type="checkbox"/> Exact Match	Select Blanket PO number to pre-populate invoice.
T&U Invoice Number:	<input type="text"/>	<input type="checkbox"/> Exact Match	Select existing T&U invoice number to clone initial data.
PO Based Invoice Number:	<input type="text"/>	<input type="checkbox"/> Exact Match	Select existing PO Based Invoice number to clone initial data.

Follow "Hints" to search for a particular order.



Hints

There are several search methods for a source document to create an invoice.

Method 1: 1) Enter a Vendor ID or Vendor Name 2) Select "Next" for a list of POs, Blanket POs and Invoices filtered by the vendor criteria.	Method 2: 1) Enter a Vendor ID or Vendor Name 2) Enter a PO, Blanket PO or an Invoice Number 3) Select "Next" for a list of POs, Blanket POs and Invoices filtered by the vendor and document number criteria.
--	--

Invoice Self Service Screen

 Search

Create Standard Invoice

Create Invoice

Narrow your selection by providing Vendor Name or Vendor ID.

Vendor Name:	<input type="text" value="VENDOR 1"/>	<input type="checkbox"/> Exact Match	<input type="button" value="Search"/>	Use Search to select a specific vendor. Tip: Use % for wildcard
Vendor ID:	<input type="text"/>	<input type="checkbox"/> Exact Match		

Narrow your selection by providing Additional Attributes (optional)

PO Number:	<input type="text"/>	<input type="checkbox"/> Exact Match
Blanket PO Number:	<input type="text"/>	<input type="checkbox"/> Exact Match
T&U Invoice Number:	<input type="text"/>	<input type="checkbox"/> Exact Match
PO Based Invoice Number:	<input type="text"/>	<input type="checkbox"/> Exact Match

To search by Vendor enter their exact name in the "Vendor Name" field or enter parts of the name and the wildcard (%). Select "Search"

Hints

There are several search methods for a source document to create an invoice.

- | | |
|--|--|
| Method 1:
1) Enter a Vendor ID or Vendor Name
2) Select "Next" for a list of POs, Blanket POs and Invoices filtered by the vendor criteria. | Method 2:
1) Enter a Vendor ID or Vendor Name
2) Enter a PO, Blanket PO or an Invoice Number
3) Select "Next" for a list of POs, Blanket POs and Invoices filtered by the vendor and document number criteria. |
|--|--|

Invoice Self Service Screen



Create Standard Invoice

Create Invoice

Narrow your selection by providing Vendor Name or Vendor ID.

Vendor Name:	<input type="text" value="Vendor 1"/>	<input checked="" type="checkbox"/> Exact Match	<input type="button" value="Search"/>	Use Search to select a specific vendor. Tip: Use % for wildcard
Vendor ID:	<input type="text" value="testVendor1"/>	<input checked="" type="checkbox"/> Exact Match		

If Vendor Name is correct, the Vendor's ID will auto populate. Select "Next"

Narrow your selection by providing Additional Attributes (optional)

PO Number:	<input type="text"/>	<input type="checkbox"/> Exact Match
Blanket PO Number:	<input type="text"/>	<input type="checkbox"/> Exact Match
T&U Invoice Number:	<input type="text"/>	<input type="checkbox"/> Exact Match
PO Based Invoice Number:	<input type="text"/>	<input type="checkbox"/> Exact Match

Select existing PO based invoice number to clone initial data.

Hints

There are several search methods for a source document to create an invoice.

Method 1:	Method 2:
<ol style="list-style-type: none">1) Enter a Vendor ID or Vendor Name2) Select "Next" for a list of POs, Blanket POs and Invoices filtered by the vendor criteria.	<ol style="list-style-type: none">1) Enter a Vendor ID or Vendor Name2) Enter a PO, Blanket PO or an Invoice Number3) Select "Next" for a list of POs, Blanket POs and Invoices filtered by the vendor and document number criteria.

Vendor's PO Listing Screen

Select Buyer ALC: 12401240

Select the Bill To Address: 13800 Old Gentilly Road, New Orleans LA 70160

Click to enter a Ship To Address (optional)

Create Invoice

Choose correct PO by selecting
"Create Invoice"

PO List (select a PO to create an Invoice or create a PO work list)

Hide List

Refine your list further by entering PO Number: Exact Match
Refine your list further by entering Vendor Name: Exact Match
OR Vendor ID: Exact Match

	PO#	Vendor Name	Vendor ID	PO Date	Action
<input type="checkbox"/>	COR-Only_Short_Dairy	Vendor 1	testVendor1	Nov 13, 2012	Create Invoice
<input type="checkbox"/>	DASO-COROnly-MultiID	Vendor 1	testVendor1	Nov 29, 2012	Create Invoice
<input type="checkbox"/>	Helper_DASO_CO-Only_Long_Nov25	Vendor 1	testVendor1	Nov 13, 2012	Create Invoice
<input type="checkbox"/>	Helper_DASO_CO-Only_Medium_Nov25	Vendor 1	testVendor1	Nov 13, 2012	Create Invoice
<input type="checkbox"/>	Helper_DASO_CO-Only_Short_Nov25	Vendor 1	testVendor1	Nov 13, 2012	Create Invoice
<input type="checkbox"/>	Helper_DASO_COR-CO_Long_Nov25	Vendor 1	testVendor1	Nov 13, 2012	Create Invoice
<input type="checkbox"/>	Helper_DASO_COR-CO_Medium_Nov25	Vendor 1	testVendor1	Nov 13, 2012	Create Invoice
<input type="checkbox"/>	Helper_DASO_COR-CO_Short_Nov25	Vendor 1	testVendor1	Nov 13, 2012	Create Invoice
<input type="checkbox"/>	Helper_DASO_COR-Only_Long_Nov25	Vendor 1	testVendor1	Nov 13, 2012	Create Invoice
<input type="checkbox"/>	Helper_DASO_COR-Only_Medium_Nov25	Vendor 1	testVendor1	Nov 13, 2012	Create Invoice

Create Invoice For Selected POs

Showing 1-10 of 59 | Previous | Next | Go to Page: 1

Blanket PO List (select a Blanket PO to create an Invoice or create a Blanket PO work list)

Hide List

Invoice Self Service Screen



Create Standard Invoice

Create Invoice

Narrow your selection by providing Vendor Name or Vendor ID.

Vendor Name: Exact Match [Search](#)

Vendor ID: Exact Match

To search by PO Number, enter number then select "Next"

Narrow your selection by providing Additional Attributes (optional)

PO Number: Exact Match

Blanket PO Number: Exact Match

T&U Invoice Number: Exact Match

PO Based Invoice Number: Exact Match

[Next >>](#)

Hints

There are several search methods for a source document to create an invoice.

Method 1:

- 1) Enter a Vendor ID or Vendor Name
- 2) Select "Next" for a list of POs, Blanket POs and Invoices filtered by the vendor criteria.

Method 2:

- 1) Enter a Vendor ID or Vendor Name
- 2) Enter a PO, Blanket PO or an Invoice Number
- 3) Select "Next" for a list of POs, Blanket POs and Invoices filtered by the vendor and document number criteria.

PO Selection Screen

OR Vendor ID: _____

	Name	Remit To Account	SetID	Vendor ID	Logged In	Presentation List
<input type="radio"/>	ELAKE TOWERS, LLC	elake.towers_llc CUMBERLAND BANK & TRUST, *****6333		1100085431	Yes	NonPO Invoices ▾
<input type="radio"/>	JUDY FARNSWORTH	Judy Farnsworth J.P. MORGAN CHASE BANK, N.A., *****6666		1100695759	Yes	NonPO Invoices ▾
<input type="radio"/>	LV Test Vendor 1	USDA_TestCollector1 Make Believe, *****4353		V1	Yes	NonPO Invoices ▾
<input type="radio"/>	PHILLIP CARABALLO LOPEZ	Philip Caraballo SCOTIABANK DE PUERTO RICO, *****6222		1102051056	Yes	NonPO Invoices ▾

Showing 1-4 of 4

Select Buyer ALC:

Select the Bill To Address:

Click to enter a Ship To Address (optional) ▾

Select "Create Invoice"

PO List (select a PO to create an Invoice or create a PO work list) Hide List

Refine your list further by entering PO Number: Exact Match

Refine your list further by entering Vendor Name: Exact Match

OR Vendor ID: Exact Match

	PO#	Vendor Name	Vendor ID	PO Date	Action
<input type="checkbox"/>	Helper_DASO_CO-Only_Long_Nov25	Vendor 1	testVendor1	Nov 13, 2012	Create Invoice

Showing 1 of 1

Blanket PO List (select a Blanket PO to create an Invoice or create a Blanket PO work list) Hide List

Refine your list further by entering Blanket PO Number: Exact Match

Refine your list further by entering Vendor Name: Exact Match

OR Vendor ID: Exact Match

Invoice Data Entry Screen

New Search

Vendor 1

REMIT TO:
USDA_TestCollector1
USDA_TestCollector1

ALC Code: 12401240

BILL TO:
United States Department of Agriculture

United States Department of
Agriculture

Final Invoice for PO (Y/N) :

Business Unit: Cost Center: Dept. ID:

Invoice Number*:

Issue Date:

Receipt Date*:

Bill Period Start Date:

Bill Period End Date:

Supplier Contact Name:

Supplier Contact Phone:

PO Term: All Others (Net30)

Payment Terms:

Anticipated Due Date:

PO Number: Helper_DASO_CO-Only_Long_Nov25

Contract No.:

Buyer Contact Name: Chris Condon

Buyer Phone:

Buyer Email: ccondon@QA.usda.gov

COTR: Test COTR

COTR Phone:

COTR Email: testCOTR@QA.usda.gov

FOB Terms:

Currency Code: USD

Prepared By:

Phone:

Email:

**System generated.
Change if the dates are
incorrect.**

*** Required Fields**

INV Line #	PO Line #	PO Sch. #	Agency Part #	Item Code	Description	Service Date From	Service Date To	QTY	Unit Price	U.O.M.	Extended Price	Tax Type	Tax %	Tax Amount	Action
------------	-----------	-----------	---------------	-----------	-------------	-------------------	-----------------	-----	------------	--------	----------------	----------	-------	------------	--------

Invoice Data Entry Screen

United States Department of Agriculture

ALC Code: 12401240
BILL TO:
United States Department of Agriculture

PO Number: Helper_DASO_CO-Only_Long_Nov25
Contract No.:
Buyer Contact Name: Chris Condon
Buyer Phone:
Buyer Email: ccondon@QA.usda.gov
COTR: Test COTR
COTR Phone:
COTR Email: testCOTR@QA.usda.gov
FOB Terms:
Currency Code: USD
Prepared By: OIG-COR-I COR-One
Phone: 1111111111
Email: oigcor1@americanconsultants

Fill in Service Dates and change Quantity and Unit Price for each line. Click "Submit"

Final Invoice for PO (Y/N):

Business Unit: DA00 Cost Center: DA00 Dept: CO-ONLY

INV Line #	PO Line #	PO Sch. #	Agency Part #	Item Code	Description	Service Date From	Service Date To	QTY	Unit Price	U.O.M.	Extended Price	Tax Type	Tax %	Tax Amount	Action
<input checked="" type="checkbox"/>	1	1	<input type="text"/>	<input type="text"/>	Test Line 1	* 11/03/2012	* 11/03/2012	1,000.00	1.00	EACH	1,000.00	Exempt	0.00	0.00	Split Line
<input type="checkbox"/>	2	1	<input type="text"/>	<input type="text"/>	Test Line 2	* <input type="text"/>	* <input type="text"/>	100,000.0	1.00	EACH	100,000.00	Exempt	0.00	0.00	Split Line
<input type="checkbox"/>	3	1	<input type="text"/>	<input type="text"/>	Test Line 3	* <input type="text"/>	* <input type="text"/>	100,000.0	1.00	EACH	100,000.00	Exempt	0.00	0.00	Split Line
<input type="checkbox"/>	4	1	<input type="text"/>	<input type="text"/>	Test Line 4	* <input type="text"/>	* <input type="text"/>	100,000.0	1.00	EACH	100,000.00	Exempt	0.00	0.00	Split Line
<input type="checkbox"/>	5	1	<input type="text"/>	<input type="text"/>	Test Line 5	* <input type="text"/>	* <input type="text"/>	100,000.0	1.00	EACH	100,000.00	Exempt	0.00	0.00	Split Line

Comments (Max. 240 Chars):

MUST have comment in Comments field or invoice will not be processed.

Extended Price Sub-total: 1,000.00
Total Misc: 0.00
Total Freight: 0.00
Total Taxes: 0.00
Total Amount: 1,000.00

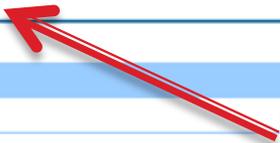
[Submit](#) [Save as Draft](#) [Attachments](#)

* Indicates required field.

Self-Service Screen



i INFO
Invoice created successfully.



Invoice has been successfully created

Create Standard Invoice

Create Invoice

Narrow your selection by providing Vendor Name or Vendor ID.

Vendor Name:	<input type="text" value="Vendor 1"/>	<input checked="" type="checkbox"/> Exact Match	<input type="button" value="Search"/>
Vendor ID:	<input type="text" value="testVendor1"/>	<input checked="" type="checkbox"/> Exact Match	

Narrow your selection by providing Additional Attributes (optional)

PO Number:	<input type="text"/>	<input type="checkbox"/> Exact Match	Select PO number to pre-populate invoice.
Blanket PO Number:	<input type="text"/>	<input type="checkbox"/> Exact Match	Select Blanket PO number to pre-populate invoice.
T&U Invoice Number:	<input type="text"/>	<input type="checkbox"/> Exact Match	Select existing T&U invoice number to clone initial data.
PO Based Invoice Number:	<input type="text"/>	<input type="checkbox"/> Exact Match	Select existing PO Based Invoice number to clone initial data.

[Next >>](#)

Hints

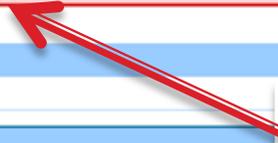
There are several search methods for a source document to create an invoice.

Method 1: 1) Enter a Vendor ID or Vendor Name 2) Select "Next" for a list of POs, Blanket POs and Invoices filtered by the vendor criteria.	Method 2: 1) Enter a Vendor ID or Vendor Name 2) Enter a PO, Blanket PO or an Invoice Number 3) Select "Next" for a list of POs, Blanket POs and Invoices filtered by the vendor and document number criteria.
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Self-Service Screen



ERROR
Your invoice is saved in exception and could not be submitted for the reasons described below. Please correct and re-submit the invoice.
- Warning - Comments is a required field



Will get this Error message if Comment field was left blank

Create Standard Invoice

Create Invoice

Narrow your selection by providing Vendor Name or Vendor ID.

Vendor Name: Exact Match Use Search

Vendor ID: Exact Match

Narrow your selection by providing Additional Attributes (optional)

PO Number:	<input type="text" value="HELPER_OIG_COR-CO_LONG_N"/> <input type="checkbox"/> Exact Match	Select PO number to pre-populate invoice.
Blanket PO Number:	<input type="text"/> <input type="checkbox"/> Exact Match	Select Blanket PO number to pre-populate invoice.
T&U Invoice Number:	<input type="text"/> <input type="checkbox"/> Exact Match	Select existing T&U invoice number to clone initial data.
PO Based Invoice Number:	<input type="text"/> <input type="checkbox"/> Exact Match	Select existing PO Based Invoice number to clone initial data.

Hints

There are several search methods for a source document to create an invoice.

Method 1:	Method 2:
1) Enter a Vendor ID or Vendor Name 2) Select "Next" for a list of POs, Blanket POs and Invoices filtered by the vendor criteria.	1) Enter a Vendor ID or Vendor Name 2) Enter a PO, Blanket PO or an Invoice Number 3) Select "Next" for a list of POs, Blanket POs and Invoices filtered by the vendor and document number criteria.

Self-Service Inquiry Screen



Self-Service Inquiry

Submit Documents

[Review and Submit documents \(0\)](#)
What documents are pending review?
A list of all documents that are pending review for Submit.

Data Entry Status

[Exceptions \(1\)](#)
What documents failed validation and require fixing?
This report lists all documents that were entered by you and failed validation.

[Drafts \(0\)](#)
What documents are waiting to be completed?
This report lists all documents that were entered by you and have been saved in draft.

[Rejected \(1\)](#)
What documents have been rejected?
This report lists all documents that were entered by you and have been rejected. Review the rejected comments, complete the necessary changes and re-submit the document.

To return to invoice to add comment select "Inquire" then "Exceptions"

Self-Service Search

Use this search to retrieve invoices or credit memos. Enter search criteria as needed.

Document: Number Starts with:

Supplier Name Like:

Dates: Issue Date From to

Amounts: From to

Status:

Exception Screen

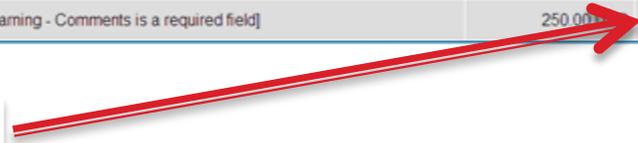


Self-Service Inquiry - List of Documents in Create Exception

Supplier	Invoice #	PO #	Invoice Date	Document Type	Exception Description	Amount	Action
Vendor 1	756248	Helper_OIG_COR-CO_Long_Nov25	Dec 6, 2012	Standard	[Warning - Comments is a required field]	250.00	Edit

Showing 1 of 1

Select "Edit"



OTHER INFORMATION

Summary of Agency Activities Prior to Go-Live

- Attend Training
 - IPP Invoice approval
 - Entering invoices in IPP on behalf of vendor
- Provide OPPM with a list of all CORs/Technical Approvers
- Modify contracts in IAS
- Communicate to OPPM if your agency will utilize COD or create your own group to handle escalations
 - If agency will use its own group, the member names must be provided
- Analyze current receiving/invoicing business processes and alter personnel duties based on new processes

Information and Contacts

Your IPP Contacts:

IPP Customer Support Desk

1-866-973-3131

IPPCustomerSupport@fms.treas.gov

COD Help Desk

1-877-243-3072

COD.HELP@usda.gov