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GovPay COTR Manual

The National Business Center, Acquisition Services Directorate proudly announces GovPay - a state-of-the-art E-Invoicing System.

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Introduction

If acquisition services are cost effective, the Government can continue to meet obligations without increasing administrative overhead. In the end, the Federal Government will spend a greater share of tax dollars to support citizens and a smaller share to support Government operating expenses.

As part of this continuing effort, the National Business Center (NBC), Acquisition Services Directorate (AQD) has created the GovPay E-Invoicing system to:

- Meet the Federal Government's overall goal to streamline information flow while increasing speed and quality
- Exchange invoice data over the Web quickly and securely
- Verify that submitted data is correct and complete, eliminating the need to follow-up on erroneous invoices.

Capabilities of the GovPay System

Vendors can use GovPay to:

- Submit invoices over the Web
- Eliminate administrative burden due to paper-based processes
- Expedite invoice processing by eliminating the delays caused by incomplete data or key entry errors
- Check invoice status online, quickly and conveniently.

Contracting Officer Technical Representatives (COTRs) can use GovPay to:

- Check invoice status online
- Make invoice action recommendations to the Contracting Officer (CO).

COs can use GovPay to:

- Check invoice status online
- Make invoice actions based on COTR recommendations.

GovPay Process Overview

The GovPay application is a conduit for vendors to securely create and submit invoices electronically via a Web browser and for COTRs and COs to then do what is necessary to process these invoices. To perform this function the following actions are taken:

1. Vendor securely creates and submits invoices via GovPay. Data validation features are available throughout invoice submission and a confirmation is required before final submission.
2. GovPay transmits the completed invoice to the Contracting Officer Technical Representative (COTR) for review. If no additional information is required, the COTR makes payment recommendation for the Contracting Officer (CO).
3. The CO views the invoice information on-line and approves payment.
4. GovPay transmits the approved invoice payment information to the Financial System for payment authorization.
5. The Department of Treasury receives an electronic payment authorization from the Financial System to pay the invoice.

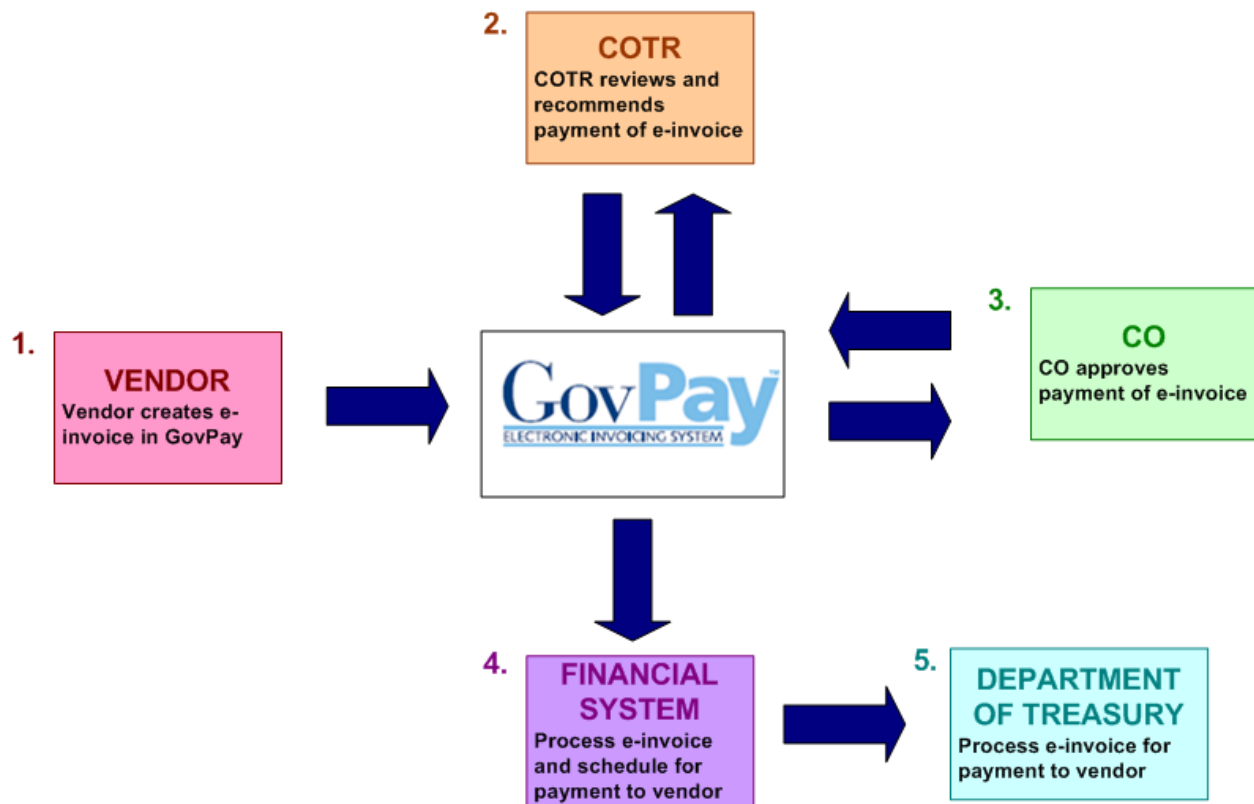


Figure 1: High-Level User Interaction with the E-Invoicing Process

As a GovPay COTR you will need to make action recommendations on the following items submitted by Vendors: 1) MMS Debit Invoices, 2) IFF Debit Invoices and 3) IFF Credit Voucher/Memos.

- **MMS Debit Invoices** are submitted through GovPay with payment ultimately disbursed from the Minerals Management Services (MMS).
- **IFF Debit Invoices** and **Credit Vouchers** are submitted through GovPay to the Interior Franchise Fund.

Section One: System Overview

The GovPay system gives Vendors the ability to electronically submit invoices, and COTRs and COs the ability to electronically submit invoice actions and invoice action recommendations. All users can access reports on the status of their invoices and awards through the GovPay system.

The following section of this manual provides a description of system and security requirements, and the basic architecture of the GovPay E-Invoicing system.

System Requirements

GovPay is designed for use with Internet Explorer® 6 and above, and Firefox® 1.5 and above.

Security

Information is exchanged via 128-bit Secure Sockets Layer (SSL) encryption, and to preserve privacy of data each vendor user receives a unique **Username** and **Password**.

For security reasons, the application does not support persistent cookies, and hence terminates the login session when the browser window is closed.

System Architecture

The GovPay application seamlessly interfaces with three important software packages used to manage contract information. These are: (1) Advanced Budget/Accounting Control and Information System (ABACIS); (2) Business Information System (BIS); and (3) Financial and Business Management System (FBMS). These systems update GovPay data every day.

Users who are outside of the GovPay organization will access the E-Invoicing system via the Internet. Internal system users will have access through the GovPay intranet.

A high-level illustration of the System Architecture Design follows.

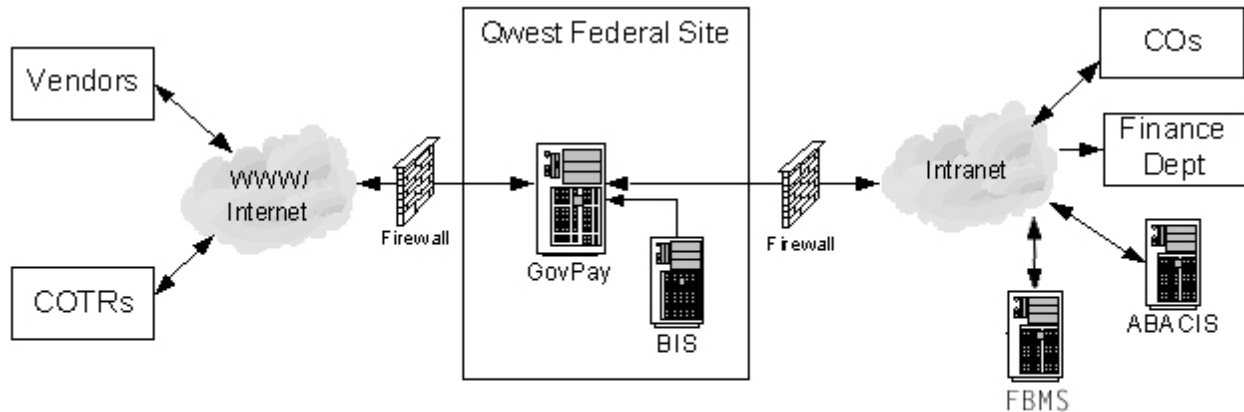


Figure 2: System Architecture

Section Two: System Login

This section describes how to access the GovPay E-Invoicing system, including details on: (1) **Usernames** and **Passwords** and (2) How to Login.

Usernames and Passwords

If you do not have a **Username** and **Password**, you will not be able to login to GovPay.

Requesting an Account

To get a **Username** and **Password**, you must request an account from a GovPay Administrator, whose contact details can be accessed from the **Contact Us** link on the GovPay Login.

Note: The **Register** button on the GovPay Login screen at <https://www.govpay.gov/GovPay> is for Vendors only. It cannot be used to request a COTR account.

If your request for an account is granted you will be e-mailed temporary login information. After your first login, you will be asked to change your **Password**. A GovPay **Password** must be at least 12 characters long, and must contain at least one character from three of the following four categories:

1. Uppercase letters (A-Z)
2. Lowercase letters (a-z)
3. Numbers (0-9)
4. Punctuation (@, #, \$, etc.).

Retrieving a Forgotten Password

If you have forgotten your **Password**, you can either: (1) Contact a GovPay Administrator and ask that the **Password** be reset or (2) Click **Retrieve Password** at <https://www.govpay.gov/GovPay> and enter the requested information. A temporary **Password** will be E-mailed to the address in your **User Profile**.

How to Login

To login to GovPay follow these directions:

1. Open your Web browser and go to: <https://www.govpay.gov/GovPay>. The **Login** screen appears (see Figure 3: Login Screen).



Figure 3: Login Screen

1. Enter your **Username** and **Password**.
2. Click the **Login** button.
The **Main Menu** screen appears (see Figure 4: Main Menu Screen).

Section Three: System Navigation

After a successful login, you will have two ways to navigate the system: 1) the **Main Menu** screen and 2) the Navigation Bar.

COTR Options from the Main Menu

From the **Main Menu** screen (see Figure 4: Main Menu Screen) you can begin to execute any of the COTR tasks available via GovPay: (1) General Account Administration, (2) Make Invoice Action Recommendations for COTRS, and (3) View reports regarding the status of invoices and awards.

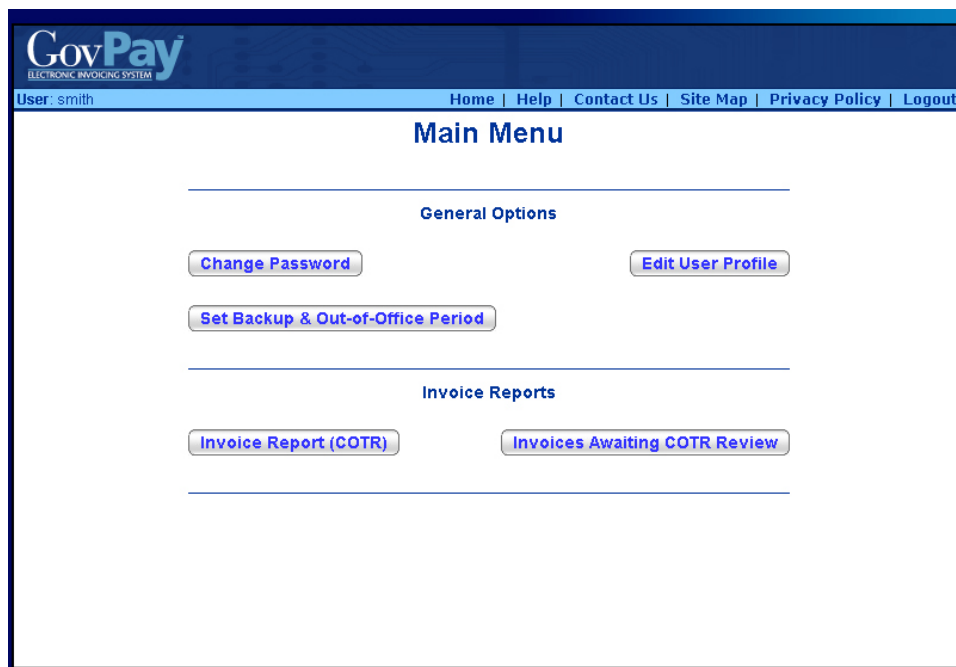


Figure 4: Main Menu Screen – COTR

Note: Depending on what the System Administrator has setup, it is possible that you will have different reports available.

Navigation Bar

Throughout the GovPay application, a standard Navigation Bar remains consistent. It is important to become familiar with this Navigation Bar and its elements. The elements of the Navigation Bar include:

- **Home.** Click **Home** to return to the **Main Menu** from any screen in the application.
- **Help.** Click **Help** to view the online help, or to access a Portable Document Format (PDF) of the User Manual.

- **Contact Us.** Click **Contact Us** to view pertinent GovPay contact information in a new browser window.
- **Site Map.** Click **Site Map** to open a site map. From the site map you can access context-sensitive help and launch specific functions.
- **Privacy Policy:** Click **Privacy Policy** to open up a page that contains links that go to the DOI Privacy Policy and the Department of Interior (DOI) Disclaimer Statement for GovPay.
- **Logout:** Click **Logout** to logout of the system and to go to the GovPay **Login** screen.



Figure 5: Navigation Bar

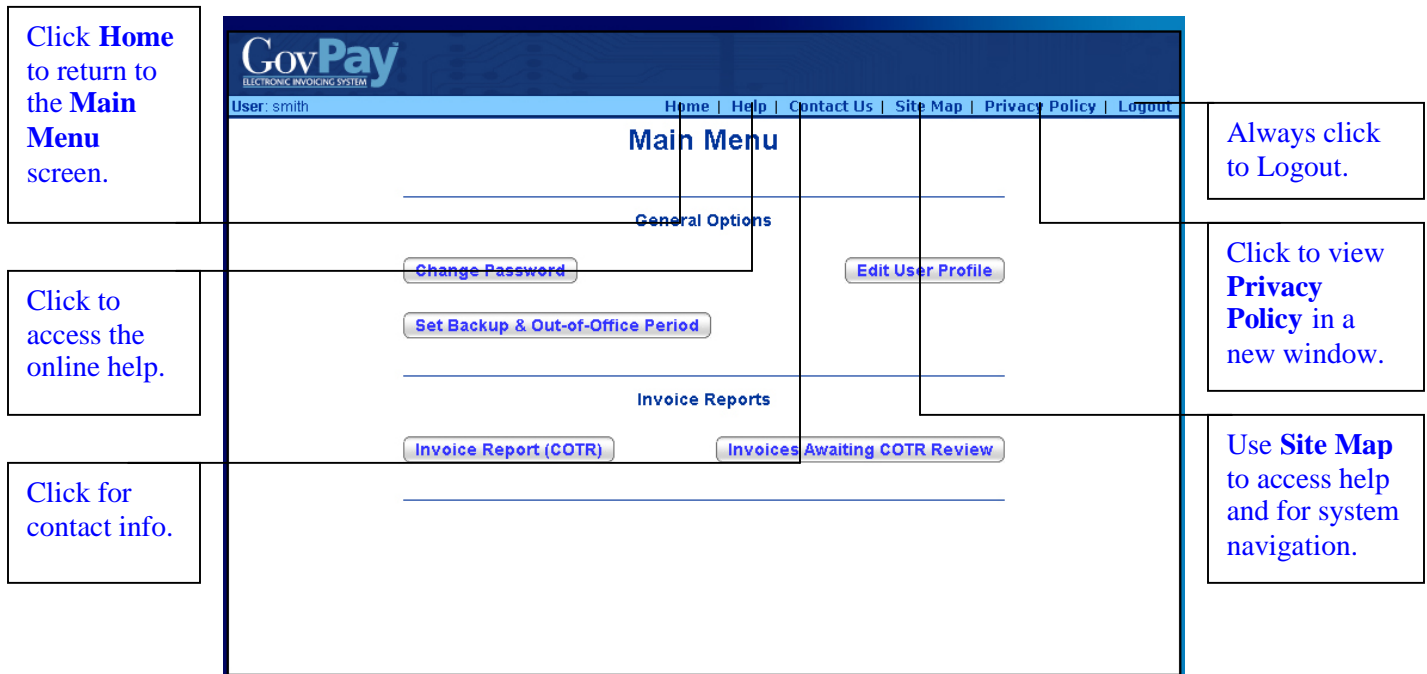


Figure 6: Navigation Bar Elements

Section Four: System Help

There are several online resources available to help you use the GovPay application. These resources include:

- Frequently Asked Questions (FAQ)
- Context Sensitive Help
- A PDF version of the User Manual.

[View Frequently Asked Questions \(FAQ\)](#)

To view the FAQ, click **Help** on the **Login** screen Navigation Bar (see Figure 7: FAQ).

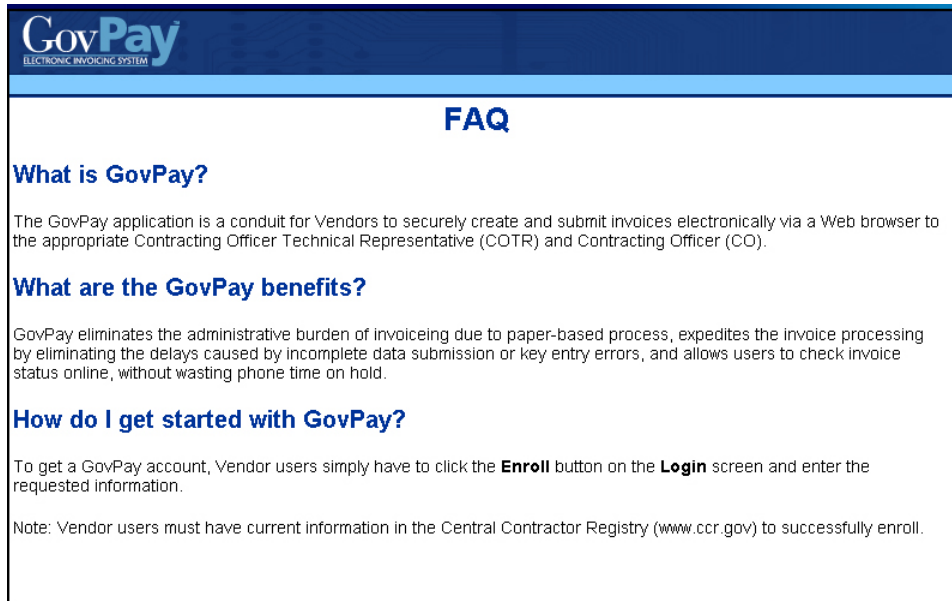


Figure 7: FAQ

[View Context-Sensitive Help](#)

After you have logged in, you can view the context-sensitive help, by clicking **Help** on the Navigation Bar. The help information will be displayed on the screen.

The context-sensitive help gives you hints for using the screen you are currently viewing. Additionally, it gives you access to the PDF version of the entire User Manual.

[View Online User Manual](#)

To download the entire User Manual, click **Help** on the Navigation Bar once you are logged in, and then on the **User Manual (PDF)** link in the **Additional Information** table.

[View Site Map](#)

After you have logged in, you can view the site map, by clicking **Site Map** on the Navigation Bar (see Figure 8: Site Map). The various sections of the application will be displayed.

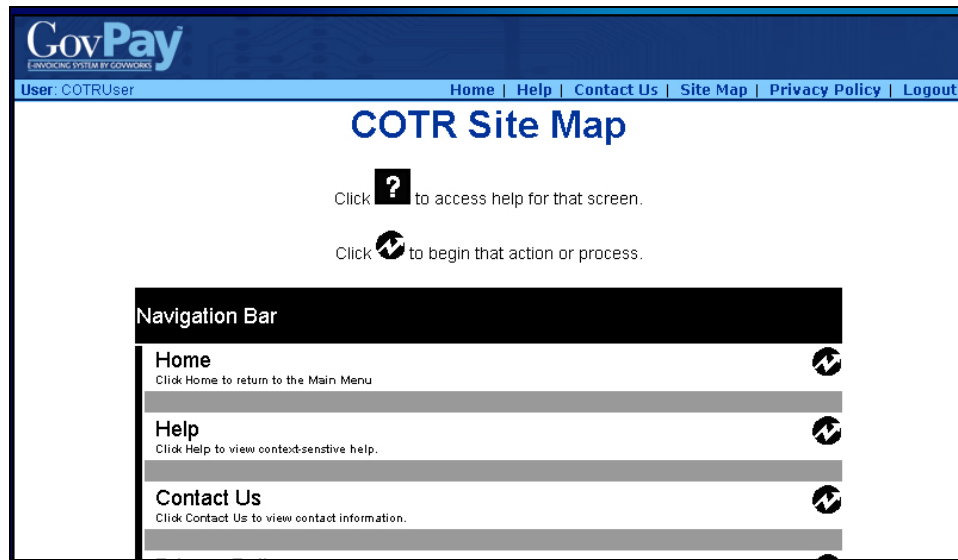







Figure 8: Site Map

Click on the  to access help about the particular section or click  to navigate to that section in the application.


Section Five: Account Administration

From the **Main Menu** screen (see Figure 4: Main Menu Screen) you can choose three account administration options: (1) **Change Password**, (2) **Edit User Profile**, and (3) **Set Backup & Out-of-Office Period**.

- Click  to change your user **Password**.
- Click  to update the contact information that will be used to contact you.
- Click  to set up backup contact information for when you are out of the office.

Changing Your Password

To change your **Password**:

1. Click  from the **Main Menu** screen (see Figure 4: Main Menu Screen). The **Change Password** screen will appear (see Figure 9: Change Password Screen).
2. Enter the old **Password** in the **Old Password** field.

3. Enter the new **Password**, in the **New Password** field.
4. Finally, confirm the **Password** change by re-entering the new **Password** in the **Confirm Password** field and click .

After a request for a GovPay account has been granted, you will be e-mailed a **Username** and temporary **Password**. After you have successfully logged in, you will be asked to change your **Password**. The **Password** must be at least 12 characters long, and must contain at least one character from three of the following four categories:

1. Uppercase letters (A-Z)
2. Lowercase letters (a-z)
3. Numbers (0-9)
4. Punctuation (@, #, \$, etc.).

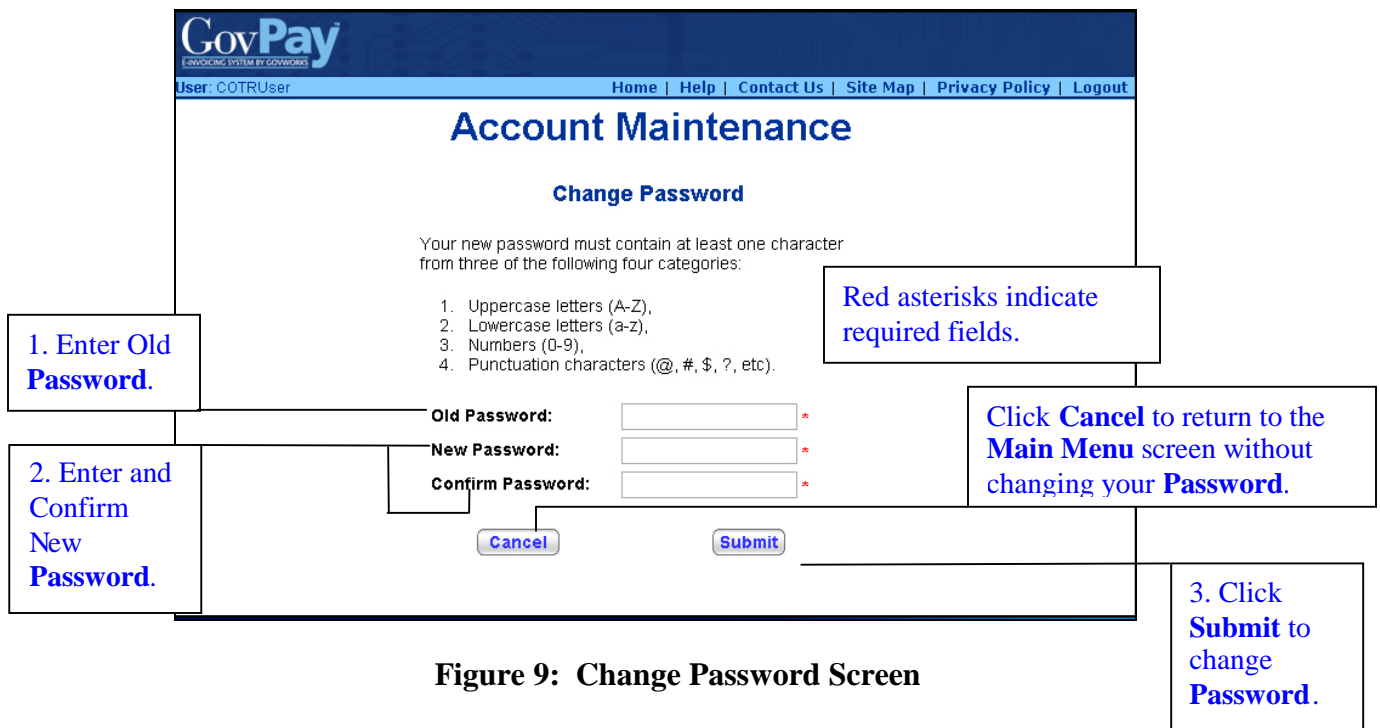



Figure 9: Change Password Screen

Editing Your User Profile

Your **User Profile** contains the contact information that GovPay and GovPay administrators use to send you announcements or notifications.

To edit your **User Profile**:

1. Click  from the **Main Menu** screen (see Figure 4: Main Menu Screen).
The **Edit User Profile** screen will appear (see Figure 10: Edit User Profile Screen).
2. Enter the new contact information.

3. Click 

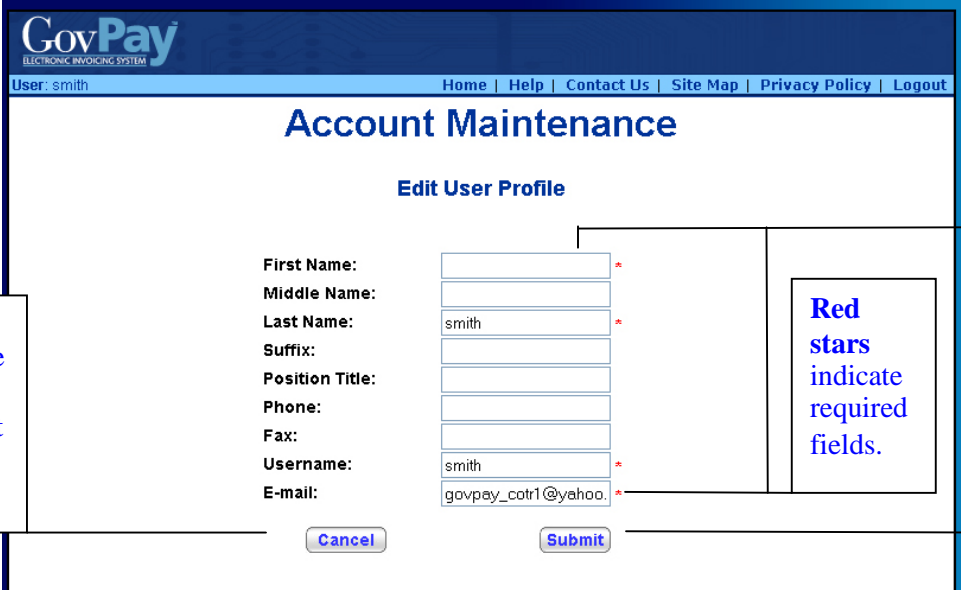



Figure 10: Edit User Profile Screen

Setting a Backup

Click  from the **Main Menu** screen (see Figure 4: Main Menu Screen – COTR) to set up a backup for when you are out of the office (see Figure 11: Set Backup Screen). The designated backup COTR is allowed by the GovPay System to act on your behalf during the indicated period. You will still receive notification E-mails while your out-of-office is set.




Figure 11: Set Backup Screen

Section Six: Using Reports

From the **Main Menu** screen (see Figure 4: Main Menu Screen) you can choose to view various reports. System Administrators can create GovPay reports and assign access privileges to them. The reports that appear in the **Main Menu** will vary depending on what your System Administrator has created; however, you will always have access to the **Invoice Report (COTR)** and **Invoices Awaiting COTR Review**. These are both invoice-type reports.

Report Types

Some reports only allow the user to view information, while others let you perform actions on individual records. The actions that are available within a report depend on (1) the type of report and (2) the type of user. There are five possible report types that can be generated by the GovPay system:

- Invoice
- User
- Award
- Vendor
- Application Events.

The main difference between these report types is the column headings and the type of data presented.

COTRs may perform actions on invoice-type reports. The other types of reports are for viewing only. Again, the reports available to you will vary depending on what the GovPay System Administrator has set up. The following chart lists the actions available to a COTR user on an invoice report.

Main Menu Report Section	Potential Actions Available
INVOICE	<p>View Invoice. This Action will display the Invoice Summary screen. From the Invoice Summary you can access the Invoice Workflow History and the Monetary Activity screens. This is available for all invoices.</p> <p>Take Action. Use this Action to review an invoice and make a recommendation.</p> <p>Revise Action. Use this Action within the three-hour-after-submission grace period to revise an invoice.</p> <p>Assign Alternate. Use this Action to assign an alternate COTR for invoices that have reached that stage of the workflow. The invoice is then routed through the alternate COTR for review recommendation.</p>

Report Functionality

While other reports may be available, most have the searching and sorting functionality shown in the following figure. This particular report is available by clicking **Invoice Report** from the **Main Menu**. It allows you to see a report that includes all invoices submitted by the Vendors you service.

The screenshot shows the GovPay Invoice Report (COTR) interface. At the top, there is a navigation bar with links for Home, Help, Contact Us, Site Map, Privacy Policy, and Logout. Below this is a search area with a dropdown for 'Award Number', a 'Starts With' dropdown, and a 'Search' button. There are also 'Next Page' and 'Last Page' buttons. The main content is a table of invoices with columns for Award Number, DUNS, Business Name, GovPay Tracking Number, Vendor Invoice Number, Invoice Status, Total Amount, Date Sent to COTR, Date Sent to CO, Date Sent to Finance, Small Business, and Action. A callout box on the left points to the search area, stating 'Use the Search tool to find a specific invoice.' A callout box on the right points to the 'Next Page' and 'Last Page' buttons, stating 'Move through multipage reports with Next Page and Last Page buttons.' Another callout box on the right points to the column headers, stating 'Click on column headings to sort entries.' A fourth callout box on the right points to the 'Action' column, stating 'Choose an Action from the menu to access additional functionality.' A fifth callout box on the left points to the 'Export Entire Report' button at the bottom of the table, stating 'Click to export the entire report to Excel® or another program in comma-separated value format.'

Award Number	DUNS	Business Name	GovPay Tracking Number	Vendor Invoice Number	Invoice Status	Total Amount	Date Sent to COTR	Date Sent to CO	Date Sent to Finance	Small Business	Action
CT940306	002610843	EASTERN OREGON PETROLEUM LLC	EI200406709	INVOICETEST380	At CO for Review	\$15,055.64	09/27/2004	09/27/2004		Yes	Select->
CT940306	002610843	EASTERN OREGON PETROLEUM LLC	EI200406708	INVOICETEST379	At CO for Review	\$15,055.64	09/27/2004	09/27/2004		Yes	Select->
CT940306	002610843	EASTERN OREGON PETROLEUM LLC	EI200406707	INVOICETEST378	At CO for Review	\$15,055.64	09/27/2004	09/27/2004		Yes	Select->
CT940306	002610843	EASTERN OREGON PETROLEUM LLC	EI200406706	INVOICETEST377	At CO for Review	\$15,055.64	09/27/2004	09/27/2004		Yes	Select->
CT940306	002610843	EASTERN OREGON PETROLEUM LLC	EI200406705	INVOICETEST376	At CO for Review	\$15,055.64	09/27/2004	09/27/2004		Yes	Select->
CT940306	002610843	EASTERN OREGON PETROLEUM LLC	EI200406704	INVOICETEST375	At CO for Review	\$15,055.64	09/27/2004	09/27/2004		Yes	Select->
CT940306	002610843	EASTERN OREGON PETROLEUM LLC	EI200406703	INVOICETEST374	At CO for Review	\$15,055.64	09/27/2004	09/27/2004		Yes	Select->
CT940306	002610843	EASTERN OREGON PETROLEUM LLC	EI200406702	INVOICETEST373	At CO for Review	\$15,055.64	09/27/2004	09/27/2004		Yes	Select->
CT940306	002610843	EASTERN OREGON PETROLEUM LLC	EI200406701	INVOICETEST372	At CO for Review	\$15,055.64	09/27/2004	09/27/2004		Yes	Select->
CT940306	002610843	EASTERN OREGON PETROLEUM LLC	EI200406700	INVOICETEST371	At CO for Review	\$15,055.64	09/27/2004	09/27/2004		Yes	Select->

Figure 12: Invoice Log Screen

Searching and Sorting

The records in a **Report** may be sorted by clicking the column heading for the criteria you wish to sort. When a column heading is clicked, an upward arrow appears and the records are sorted in ascending order. Click the heading again and the arrow will point downward, sorting the records in descending order.

Report records may also be filtered to include only records that meet specific criteria.

1. Select a column heading from the first pull-down menu at the top of the screen.
2. Select a qualifier from the second menu.
3. Type the criteria in the following text field.
4. Click the **Search** button.

Only records that meet the specified criteria will appear in the report.

Invoice Reports/Invoices Awaiting COTR Review


Although the System Administrator may provide you with additional reports, there are two consistent invoice-type reports that will always appear on your COTR **Main Menu**. These are: **Invoice Report (COTR)** and **Invoices Awaiting COTR Review**. Use **Invoices Awaiting COTR Review** to view only the invoices that require an action from you. Use **Invoice Report (COTR)** to see the status of all invoices you have acted on or require your attention.

Both the **Invoice Report (COTR)** and **Invoices Awaiting COTR Review** reports offer access to three invoice detail reports.

There are three different types of Invoice detail reports: **Invoice Summary**, **Invoice Workflow History** and **Invoice Monetary Activity**. The **Invoice Summary** screen (see Figure 13: Invoice Summary (IFF)) is accessible by choosing **View Invoice** from the **Action** pull-down of an **Invoice Report**.

Note: The **Invoice Summary** screen may vary slightly based on the type of invoice (MMS or IFF).

From the **Invoice Summary**, you can choose to view the **Invoice Workflow History** or **Invoice Monetary Activity** reports.



Invoice Summary

Current Status: As of 7/26/2006, the status of this invoice is: **At CO for Review**

COTR Name: Matt Hoffman **CO Name:** Matthew Hoffman
COTR Action Type: Approve **CO Action Type:** No Action Taken
COTR Action Date: 7/26/2006 **CO Action Date:**
COTR Approved Amount: \$25.00 **CO Approved Amount:**

Vendor Name: CONCURRENT TECHNOLOGIES CORPORATION **Vendor DUNS #:** 189737810

Contract, Agreement, or Task Order Number: PO639686 **Cost Plus Fixed Fee Contract?** No
Award Period of Performance Start Date: 2/1/2006 **Award Period of Performance End Date:**
Available Award Amount: \$501,615.00 **Total Award Amount:** \$501,615.00
Cumulative Disbursed Amount (GovPay Invoices Only): \$0.00 **Estimated Award Balance (Based on all Submitted GovPay Invoices):** \$539,090.00

Vendor Invoice Number: FFFFFF **Invoice ID (EI #):** EI200614252
Invoice Type: Debit Invoice **Invoice Date:** 7/26/2006
Invoice Cost Amount: \$25.00 **Invoice Fee Amount:** \$0.00
Total Invoice Amount (Cost + Fee): \$25.00
Invoice POC:

Services Labor/Travel:

Invoice Performance Period End Date: 2/3/2006

Government B/L Number:
Shipped To:
Shipped Weight Unit of Measure:

Discount Amount or Percent:

Total Action Summary

Matt Hoffman **Date:** 7/26/2006 **Invoice Action:** Approve
Payment Type: Complete **Amount:** \$25.00

Line Number: 1 **Line Action:** Approve
Reason:

Total Line Amount: \$25.00

Line Item	Description	Quantity	Unit Cost	Unit of Measure	Total Cost	Fee	Total Invoiced Amount	Total Approved Amount
1	pencils	5	5	Case	\$25.00	\$0.00	\$25.00	
Total:							\$25.00	

View Workflow Status History

View Monetary Activity

Print Invoice

Close Window

Notes and warnings appear here.

Note: Red text and parenthesis indicate IFF Credit Voucher/Memo information.

Note: The **Invoice Summary** screen may vary slightly based on the organization being invoiced (MMS or IFF), but it will always give access to the **Workflow Status History** and **Monetary Activity** reports.

The invoice types are explained on page **Error! Bookmark not defined.**

All COTR and CO actions appear here.

Figure 13: Invoice Summary (IFF)

Invoice Workflow History and Invoice Monetary Activity

The **Invoice Workflow History** shows the status of an invoice within the GovPay process. The **Invoice Workflow History** shows all of the monetary activity on an invoice. Both reports are available from the **Invoice Summary** detail report. To access the **Invoice Summary** choose an **Invoice Report** from the **Main Menu**, then choose **View Invoice** from the **Action** pull-down menu.

Invoice Status



One of the three invoice detail reports is the **Invoice Workflow History** report available from the **Invoice Summary**. It shows the status of the invoice. The following table described each invoice status.

Status Name	Status Description	Notes
Vendor Submitted – In Queue	Invoice or Credit Voucher/Memo submitted by the vendor is waiting processing.	While in this status, the vendor may revise the invoice/voucher. An invoice/voucher remains in this status for three hours after initial submission, or one hour after it was last revised (whichever is later). When this time expires, the invoice/voucher is placed in the status “At COTR for Review.”
At COTR for Review	Invoice or Credit Voucher/Memo is being reviewed by the COTR.	The invoice/voucher is awaiting COTR review, and the COTR has not yet taken action. If the COTR has not taken action after three days, an e-mail reminder is sent. Additional e-mail reminders will be sent to the COTR after six and nine days of COTR inactivity. If no recommendation has been made after 12 days, the invoice/voucher will advance to the status “At CO for Review.”
COTR Action Taken - In Queue	Invoice or Credit Voucher/Memo is in a queue waiting system to process the COTR action.	While in this status, the COTR may revise their recommendation. An invoice/voucher remains in this status for three hours after submitting the initial decision, or one hour after submitting a revised decision (whichever is later). When this time expires, the invoice/voucher is placed in the status “At CO for Review.”
Processing COTR Action	COTR action on the invoice is currently being processed by the system.	The invoice is in this status for about a minute while the system transitions it automatically from an Action in the COTRs queue to an Action in the COs queue.
At CO for Review	Invoice or Credit Voucher/Memo is being reviewed by the CO.	The invoice/voucher remains in this status until the CO takes action on it.
CO Action Taken – In Queue	Invoice or Credit Voucher/Memo is in a queue waiting system to process the CO action.	While in this status, the CO may revise their decision. An invoice/voucher remains in this status for three hours after submitting the initial decision, or one hour after submitting a revised decision (whichever is later).
Processing CO Action	CO Action on the invoice is currently being processed by the system.	The invoice is in this status for about a minute while the system transitions it automatically out of an Action in the CO’s queue.

Status Name	Status Description	Notes
Credit Voucher/Memo Processing Complete	Credit Voucher/Memo has been processed by the COTR and CO.	The voucher/memo has been approved by the CO.
Rejected	Invoice or Credit Voucher/Memo has been rejected.	The invoice/voucher has been rejected by the CO.
No Payment Required	Invoice need not be forwarded to the Financial System for payment.	The invoice could have been completely compensated using existing Credit Vouchers.
Awaiting Financial Interface	Invoice is in a queue waiting transmission to finance for final approval.	The invoice has been approved by the CO and GovPay is preparing to transmit the invoice to finance for final approval.
Invoice Transmitted to Finance	Invoice has been transmitted to finance for final approval.	The invoice has been approved by the CO and has been transmitted to finance for final approval. Finance has not yet confirmed receipt of the invoice.
Financial Confirmation Received	Finance has received the invoice for final approval.	Finance has acknowledged receipt of the invoice. Finance may reject or pay an invoice that has been approved by the CO. Invoices that have not been approved by the CO will not be transmitted to Finance. Finance may choose to reject an invoice, even one that has been approved by the CO, if the invoice has missing or incorrect information.
Rejected by Finance	Invoice was rejected by finance.	The invoice was approved by the CO, and then rejected during final approval by Finance. Finance may reject an invoice for many reasons. For example, the award may have been modified since the invoice was submitted. A concerned vendor with an invoice in this status should contact the CO.
Retrying Financial Interface	Invoice is in a queue awaiting re-transmission to finance for final approval.	A System Administrator may investigate and subsequently reset the status of an invoice previously rejected by Finance, so that it can be re-submitted.
Awaiting Goods Receipt/Service Entry Sheet in FBMS	Invoice has been received by Finance and Finance is awaiting entry of Service Entry Sheet and/or Goods Receipt in FBMS.	In this case, Finance has received the invoice, but cannot process it until they receive more information regarding the award structure from the CO. A concerned vendor with an invoice in this status should contact the CO.
Awaiting Processing at Finance	Invoice has been received by Finance but awaiting further information before being processed.	In this case, Finance has received the invoice, but cannot process it until they receive more information regarding the award structure from the CO or COTR.
Payment Block on Invoice	Invoice has been received by Finance. There is a payment block on the invoice.	The invoice has been received by Finance; however, there is a payment block on the invoice. If the block against the payment is removed, the invoice can move to Paid status.
Paid	Finance has indicated that payment was sent for the invoice.	The invoice has been approved by the CO and Finance has indicated that payment has been sent.

Status Name	Status Description	Notes
Suspended	Invoice or Credit Voucher/Memo is suspended (on hold).	A GovPay Administrator has placed this invoice in Suspended status pending further administrative action. Please contact the GovPay help desk for further information. In this case, Finance has received the invoice, but cannot process it until they receive more information regarding the award structure from the CO.

The **Invoice Monetary Activity** screen displays any financial transaction that has taken place on an invoice. To access either the **Workflow Status History** or **Monetary Activity** screens.

1. Select **Invoice Report** from the **Main Menu**.
2. Locate a specific invoice in the report.
3. Choose **View Invoice** from the **Action** pull-down menu. The **Invoice Summary** screen will appear.
4. Click  to view the **Invoice Workflow History** or  to view the **Invoice Monetary Activity** screen.

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E-INVOICING SYSTEM BY GOVWORKS

Invoice Workflow History

Invoice Number: FFFFFF **Invoice Date:** 7/26/2006
Invoice Type: Debit Invoice **Invoice ID (EI #):** EI200614252

Status Date	Status Name	Status Description	Set By (Name)	Set By (Username)
2006-07-26 15:34:23.89	At CO for Review	Invoice or credit voucher/memo is being reviewed by the CO.	GovPay System	GovPaySystem
2006-07-26 15:33:23.813	Processing COTR Action	COTR/RO action is currently being processed by the system.	GovPay System	GovPaySystem
2006-07-26 15:30:17.86	COTR Action Taken - In Queue	Invoice or credit voucher/memo is in a queue awaiting system to process the COTR action.	Matt Hoffman	hoffmanCOTR
2006-07-26 15:11:22.94	At COTR for Review	Invoice or credit voucher/memo is being reviewed by the COTR.	GovPay System	GovPaySystem
2006-07-26 15:07:47.533	Vendor Submitted - In Queue	Invoice or credit voucher/memo submitted by the vendor is awaiting processing.	Matt S Hoffman2 Mr	hoffmanVendor

[Print Window](#) [Close Window](#)

Figure 14: Invoice Workflow History

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Invoice Monetary Activity

Invoice Number: 0901902AC **Invoice Date:** 9/19/2006
Invoice Type: Debit Invoice **Invoice ID (EI #):** EI200617569

Activity Date	Activity Type	Amount	Additional Information
9/19/2006	An interest payment was made	\$1.00	The schedule number for this transaction is: schd01
9/19/2006	A payment was made	\$100.00	The schedule number for this transaction is: schd01

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Figure 15: Invoice Monetary Activity

Section Seven: Recommending an Invoice Action

As a GovPay COTR you will need to make action recommendations on the following items submitted by Vendors: 1) MMS Debit Invoices, 2) IFF Debit Invoices and 3) IFF Credit Voucher/Memos.

- MMS Debit Invoices are submitted through GovPay with payment ultimately disbursed from the Minerals Management Services (MMS).
- IFF Debit Invoices and Credit Vouchers are submitted through GovPay to the Interior Franchise Fund (IFF).
- Although most of the time, vendors will be creating Debit Invoices, Vendors may occasionally need to submit an IFF Credit Voucher/Memo. The vendor submits a Credit Voucher/Memo when the vendor wishes to return money to the Government; usually the result of an overpayment of some form on a previous invoice.

Note: When dealing with a Credit Voucher/Memo, GovPay will display red text surrounded by parenthesis, as a reminder to the user.

The process for making recommendations is basically the same for any invoice type and follows three steps. After choosing an Invoice Report from the Main Menu, these are:

1. Select the desired invoice on the **Invoice Report** and select **Take/Revise Action** from the pull-down menu in the **Action** column. The **Invoice Action** screen is displayed.
2. Enter recommended amounts on the **Invoice Action** screen for each line item.
3. Submit and confirm an action recommendation.

Step One: Selecting the Invoice

Click an **Invoice Report** available from the **Main Menu** screen (Figure 4: Main Menu Screen – COTR). The **Invoice Report** screen will appear (see Figure 16: Invoice Report Screen).

The screenshot shows the GovPay Invoice Report (COTR) interface. At the top, there is a navigation bar with links for Home, Help, Contact Us, Site Map, Privacy Policy, and Logout. Below this is a search area with fields for Award Number and Starts With, and a Search button. The main content area displays a table of invoices with the following columns: Award Number, DUNS, Business Name, GovPay Tracking Number, Vendor Invoice Number, Invoice Status, Total Amount, Date Sent to COTR, Date Sent to CO, Date Sent to Finance, Small Business, and Action. The table contains four rows of data. The first row has an Award Number of PO639686, a Total Amount of \$25.00, and an Invoice Status of 'At CO for Review'. The second row has an Award Number of CT370944, a Total Amount of \$20,000.00, and an Invoice Status of 'Awaiting Financial Interface'. The third row has an Award Number of CT270481, a Total Amount of \$(25,000.00) (indicated in red), and an Invoice Status of 'Credit Voucher/Memo Processing Complete'. The fourth row has an Award Number of CT370371, a Total Amount of \$24,000.00, and an Invoice Status of 'Awaiting Financial Interface'. Below the table is an 'Export Entire Report' button. Callout boxes provide instructions: 'Click column headings to sort entries.' points to the 'Award Number' column header; 'Click to export the entire report to Excel or another program in comma-separated value format.' points to the 'Export Entire Report' button; 'The table in section "Invoice Workflow History and Invoice Monetary Activity" on page 18 includes a table describing the meaning of the Invoice Status column.' points to the 'Invoice Status' column; 'Red text and parenthesis are used to indicate IFF credit vouchers.' points to the red text in the third row's 'Total Amount' cell; and 'Once you have identified an invoice to act on, choose Take or Revise Action from the Action pull-down menu.' points to the 'Action' column.

Figure 16: Invoice Report Screen

Locate the invoice you wish to act on and chose **Take/Revise Action** from the pull-down menu in the **Action** column. The **Invoice Action** screen will be displayed.

Step Two: Enter Amounts Using the Invoice Action Screen

When you choose **Take/Revise Action** or **Take No Action** from the **Action** pull-down menu of the **Invoice Report** screen, the **Invoice Action** screen appears.

From the **Invoice Action** screen you can choose to: 1) Take No Action, or 2) Submit a recommendation for an invoice action.

Taking No Action

You may choose to **Take No Action** on an invoice, however, this option should be used sparingly. If you choose to **Take No Action**, you must submit a reason.

Recommending an Action

After you have selected **Take/Revise Action** from the **Action** pull-down menu in an **Invoice Report**, the **Invoice Action** screen will appear. This screen varies depending on the type of invoice selected.

Note: The type of item you have chosen will be identified at the top of the screen.

For MMS Debit Invoices

To recommend an action on a MMS Debit Invoice:

1. Indicate the invoice **Payment Type** in the pull-down menu (Complete, Final, Advance, Provisional, Partial/Reject, Progress).

Note: If even one Line Item is going to be rejected or partially rejected, then the **Payment Type** must be specified as Partial/Reject.

2. Indicate a **Recommended Action** (Approve, Reject, or Partial Approve) for each line item in the pull-down menu.
If **Reject** or **Partial Approve** is chosen, you must submit a reason.
3. After you have indicated a **Recommended Action** for every Line Item, click **Submit Action**.

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MMS Invoice Action

Warnings will appear here.

Invoice Header Information

Current Status: As of 7/26/2006, the status of this invoice is: At COTR for Review			
COTR Name:	Matt Hoffman	CO Name:	Matthew Hoffman
COTR Action Type:	No Action Taken	CO Action Type:	No Action Taken
COTR Action Date:		CO Action Date:	
COTR Approved Amount:		CO Approved Amount:	

Vendor Name:	CONCURRENT TECHNOLOGIES CORPORATION	Vendor DUNS #:	189737810
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Contract, Agreement, or Task Order Number:	2006GV9876	Previous Award Number:	PO111111
Award Period of Performance Start Date:	8/12/2006	Award Period of Performance End Date:	9/13/2006
Available Award Amount:	\$1,801.91	Total Award Amount:	\$3,411.79
Amount Disbursed on Invoices Only:	\$0.00	Estimated Award Balance (Based on all Submitted GovPay Invoices):	\$1,401.93

Invoice Number:	FFF123	Invoice ID (EI #):	EI200614253
Invoice Type:	Debit Invoice	Invoice Date:	7/26/2006
Invoice Amount:	\$399.98		
Invoice CO:			

Invoice B/L Number:		Shipped To:	
From:		Shipped Weight Unit of Measure:	
Weight:			

Terms (in Days):		Discount Amount or Percent:	
Memo:			

Attachment:

No Action Taken

If for any reason you are unable to take action on this invoice, please fill in the reason below for the CO/CA.

Reason:

Payment Type:

Amount to be paid: **Total Recommended Amount:**

CLIN: 0010

Award Line Information

Delivery Date	Total Quantity	Available Quantity	Total Amount	Available Amount
9/9/2006	7	4	2,799.8600000000000001	1,599.9200000000000001
Description: Computer Monitor				

Invoice Line Information

Invoiced Delivery Date	Quantity	Unit Cost	Unit of Measure	Invoiced Amount
7/26/2006	1	399.9800000000000002	Each	399.98
Comment:				

Recommended Action: **Recommended Quantity:** **Recommended Amount:**

Reason:

Indicate the invoice **Payment Type** in the pull-down menu (Complete, Final, Advance, Provisional, Partial/Reject, Progress).

Note: If even one line item is going to be rejected or partially rejected, then the **Payment Type** must be specified as **Partial/Reject**.

Indicate a **Recommended Action** (Approve, Reject, or Partial Approve) and a corresponding **Recommended Amount** for each line item.

Click to return to the **Main Menu** without saving invoice action recommendation

If you choose to make no recommendation, enter a reason, and click **Submit to CO/CA**.

Click the **Submit Action** button to proceed to the **Confirm Invoice Action** screen.

Figure 17. MMS Debit Invoice Action

For IFF Debit Invoices:

To recommend an action on an IFF Debit Invoice:

1. Indicate the invoice **Payment Type** in the pull-down menu (Complete, Final, Advance, Provisional, Partial/Reject, Progress).

Note: If even one Line Item is going to be rejected or partially rejected, then the **Payment Type** must be specified as **Partial/Reject**.

2. Indicate a **Recommended Action** (Approve, Reject, or Partial Approve) for each line item in the pull-down menu.
If **Reject** or **Partial Approve** is chosen, you must submit a reason.
3. After you have indicated a **Recommended Action** for every Line Item, click **Submit Action**.

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INVOICE ACTION BY CONTRACTORS

User: hoffmanCOTR Home | Help | Contact Us | Site Map | Privacy Policy | Logout

IFF Invoice Action

Invoice Header Information

Current Status: As of 7/26/2006, the status of this invoice is: **At COTR for Review**

COTR Name: Matt Hoffman **CO Name:** Matthew Hoffman
COTR Action Type: No Action Taken **CO Action Type:** No Action Taken
COTR Action Date: **CO Action Date:** **CO Approved Amount:** **COTR Approved Amount:**

Vendor Name: CONCURRENT TECHNOLOGIES CORPORATION **Vendor DUNS #:** 189737810

Contract, Agreement, or Task Order Number: PO639686 **Cost Plus Fixed Fee Contract?** No
Award Period of Performance Start Date: 2/1/2006 **Award Period of Performance End Date:** **Total Award Amount:** \$501,615.00
Available Award Amount: \$501,615.00 **Estimated Award Balance (Based on all Submitted GovPay Invoices):** \$539,090.00
Cumulative Disbursed amount GovPay Invoices Only): \$0.00

Vendor Invoice Number: FFFFFFFF **Invoice ID (EI #):** EI200614252
Invoice Type: Debit Invoice **Invoice Date:** 7/26/2006
Invoice Cost Amount: \$25.00 **Invoice Fee Amount:** \$0.00
Total Invoice Amount (Cost + Fee): \$25.00
Invoice POC:

Services/Labor/Travel: **Invoice Performance Period Start Date:** 2/3/2006 **Invoice Performance Period End Date:** 2/3/2006

Goods/Products Delivery/Shipped Date: **Government B/L Number:** **Shipped From:** **Shipped To:** **Shipped Weight:** **Shipped Weight Unit of Measure:**

Discount Terms (in Days): **Discount Amount or Percent:**

Discount Memo:

Header Attachment:

No Action Taken

If for any reason you are unable to take action on this invoice, please fill in the reason below for the CO/CA.

Reason:

Payment Type: Complete

Remaining amount to be paid: 0.00 **Total Recommended Amount:** 25.00

Line Item 1

Description	Quantity	Unit of Measure	Unit Cost	Fee	Amount
pencils	5	Case	5	\$0.00	\$25.00

Recommended Action: Approve **Recommended Amount:** 25.00

Reason: (Mandatory if not accepted)

Warnings will appear here.

Indicate the invoice **Payment Type** in the pull-down menu (Complete, Final, Advance, Provisional, Partial/Reject, Progress).

Note: If even one line item is going to be rejected or partially rejected, then the **Payment Type** must be specified as **Partial/Reject**.

Indicate a **Recommended Action** (Approve, Reject, or Partial Approve) and a corresponding **Recommended Amount** for each line item.

Click to return to the **Main Menu** without saving invoice action recommendation.

If you choose to make no recommendation, enter a reason, and click **Submit to CO/CA**.

Click the **Submit Action** button to proceed to the **Confirm Invoice Action** screen.

Figure 18: IFF Debit Invoice

For IFF Credit Voucher/Memos:

To recommend an action on a Credit Voucher/Memo:

1. Indicate a **Recommended Action** (Approve, Reject, or Partial Approve) for each line item in the pull-down menu.

If **Reject** or **Partial Approve** is chosen, you must submit a reason.

2. After you have indicated a **Recommended Action** for every Line Item, click **Submit Action**.

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User: COTRUser
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Credit Voucher/Memo Action

Invoice Header Information

Current Status: As of 4/1/2005 , the status of this invoice is: At COTR for Review			
COTR Name:	COTR User	CO Name:	test coleman
COTR Action Type:	No Action Taken	CO Action Type:	No Action Taken
COTR Action Date:		CO Action Date:	
COTR Approved Amount:		CO Approved Amount:	

Vendor Name:	GARRY PACKING INC	Vendor DUNS #:	001954213
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Contract, Agreement, or Task Order Number:	CT031085	Cost Plus Fixed Fee Contract?	No
Award Period of Performance Start Date:	8/2/2003	Award Period of Performance End Date:	12/31/2004
Available Award Amount:	\$419,938.97	Total Award Amount:	\$2,240,018.44
Cumulative Disbursed Amount (GovPay Invoices Only):	\$0.00	Cumulative Invoiced Amount (GovPay Invoices Only, Including Current Invoice):	\$21,626.64

Vendor Invoice Number:	MARCHCREDIT05	Invoice ID (EI #):	EI200500230
Invoice Type:	Credit Voucher/Memo	Invoice Date:	4/1/2005
Invoice Cost Amount:	(\$5,251.00)	Invoice Fee Amount:	(\$0.00)
Total Invoice Amount (Cost + Fee):	(\$5,251.00)		
Invoice POC:			

Services/Labor/Travel:

Invoice Performance Period Start Date:	1/1/2004	Invoice Performance Period End Date:	1/1/2004
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Goods/Products Delivery/Shipped Date: 1/1/2004 **Government B/L Number:**

Shipped From: 51 bock lane baden, pa 15005 **Shipped To:** 39 seneca pittsburgh, pa 15241

Shipped Weight: 15.2 **Shipped Weight Unit of Measure:** pounds

Discount Terms (in Days): **Discount Amount or Percent:**

Discount Memo:

Header Attachment:

No Action Taken

Reason you are unable to take action on this invoice, please fill in the reason below for

Reason:

Remaining amount to be accepted:

Total Recommended Amount:

Line Item 1

Description	Quantity	Unit of Measure	Unit Cost	Fee	Amount
books	59	BUNDLE	89	(\$0.00)	(\$5,251.00)

Recommended Action: **Recommended Amount:**

Reason: (Mandatory if not accepted)

Indicate a **Recommended Action** (Approve, Reject, or Partial Approve) and a corresponding **Recommended Amount** for each line item.

If you choose to make no recommendation, enter a reason, and click **Submit to CO/CA**.

Click to return to the **Main Menu** without saving invoice action recommendation

Click the **Submit Action** button to proceed to the **Confirm Invoice Action** screen.

Figure 19: Invoice Action

Step Three: Submit and Confirm an Action Recommendation

Click **Submit Action** from the **Invoice Action** screen. The **Confirm Invoice Action** screen appears. Review the information and click **Continue >** to submit the recommendation to your CO/CA or click **Cancel** to return to the **Main Menu** without submitting a recommendation.

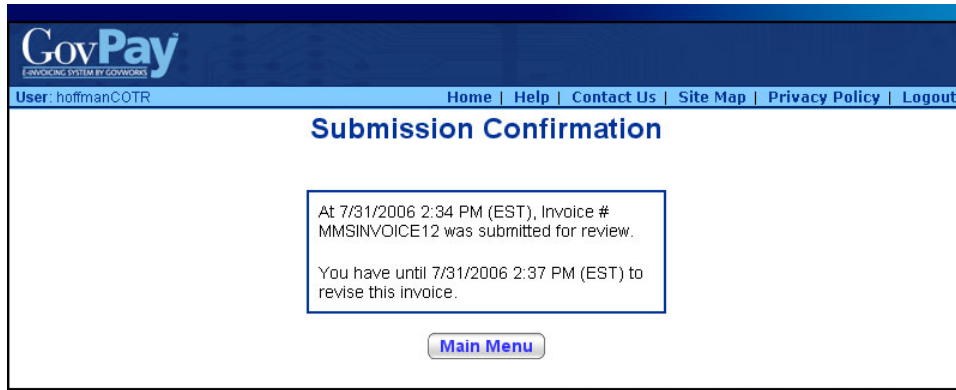


Figure 20: Take Action Confirmation Screen