GovPay

ELECTRONIC INVOICING SYSTEM

Government working with government

GovPay Vendor Manual

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

Point of Contact:
Telephone: (703) 964-8802
Fax: (703) 964-8475
Email: helpdesk@govpay.gov

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Introduction

If acquisition services are cost effective, the Government can continue to meet its 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
- Quickly and securely exchange invoice data over the Web
- Verify that submitted data is correct and complete, eliminating the need to follow up on incorrect 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.

GovPay Process Overview

The GovPay application is a conduit for Vendors to securely create and submit invoices electronically via a Web browser and for Contracting Officer's Technical Representatives (COTRs) and Contracting Officers (COs) to then take necessary steps to process these invoices. To perform this function the following actions are taken:
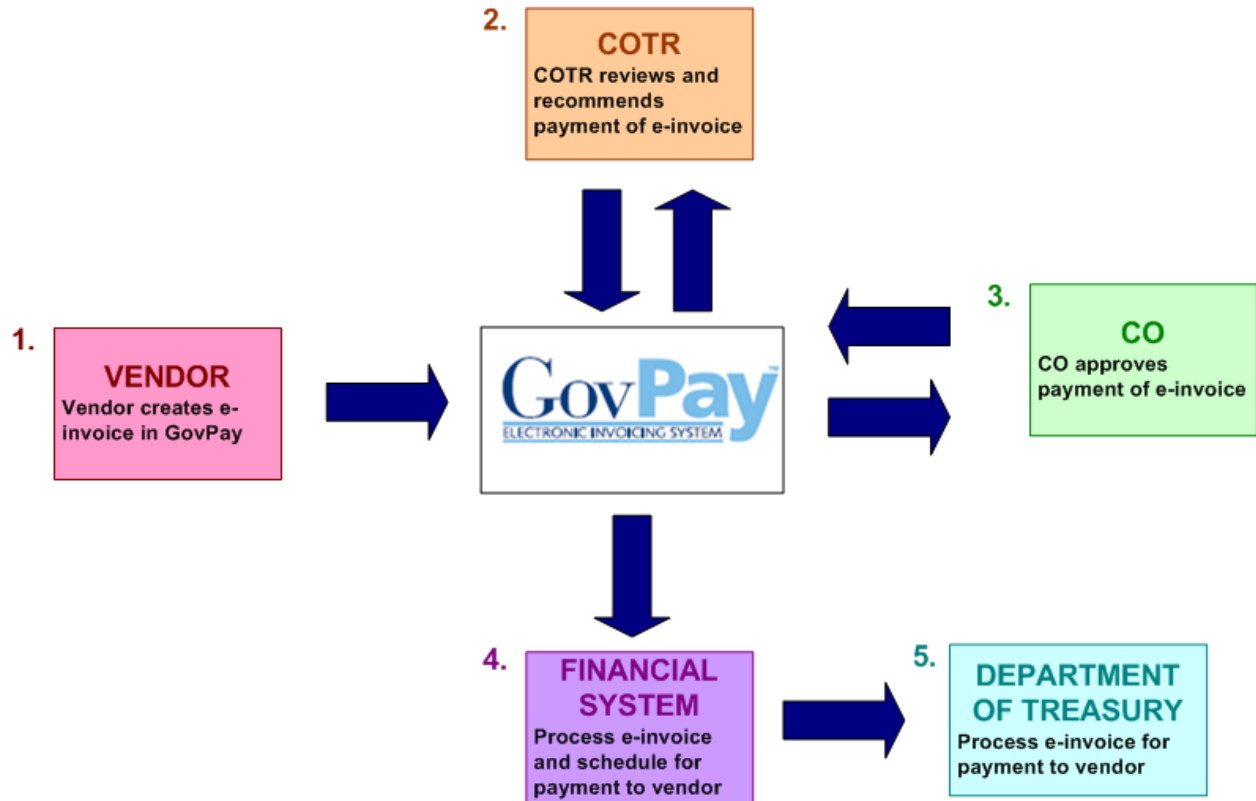
Figure 1: High-Level User Interaction with the E-Invoicing Process

The steps in the e-invoice process depicted in Figure 1 are as follows:

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 COTR for review. If no additional information is required, the COTR makes payment recommendation for the 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.

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.

Section Two: System Login

This section describes how to access the e-invoicing system, including instructions 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.

Enrolling a Vendor

Note: This step is not necessary if your organization is already registered with GovPay.

Your organization must be registered with GovPay before you can request a **Username** and **Password.** To register/enroll your organization with GovPay, please make sure your organization has:
- A valid DUNS number
- Current information in the CCR (Central Contractor Registration) System at *http://www.ccr.gov*
- At least one active award that can be invoiced through GovPay

Click **Register** on the **GovPay Login** screen at *https://www.govpay.gov/GovPay*

Figure 2: GovPay Vendor Enrollment Screen

A Vendor Administrator **Username** and **Password** will be emailed to the CCR E-Business Point-of-Contact at your organization.

Requesting an Account

To get a **Username** and **Password**, you must request an account from the GovPay Vendor Administrator within your organization.

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**. 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.)

Retrieving a Password

If you have forgotten your **Password** you can either: (1) Contact a GovPay System administrator and ask that the **Password** be reset or (2) Click **Retrieve Password** 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 three steps.

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

Figure 3: Login Screen

1. Enter your **Username** and **Password.**

2. **Note**: If you do not have a **Username** and **Password**, you may request one by clicking the Register button and filling out the requested information.
2. Click Login.
    The **Main Menu** screen appears (see Figure 4: Main Menu Screen).

Section Three: System Navigation

After a successful login, you will see the **Main Menu** screen. There are two ways of navigating through the system: 1) the **Main Menu** and 2) the **Navigation Bar.**

Vendor Main Menu Options

From the **Main Menu** you can execute any of the vendor-user tasks available via GovPay.
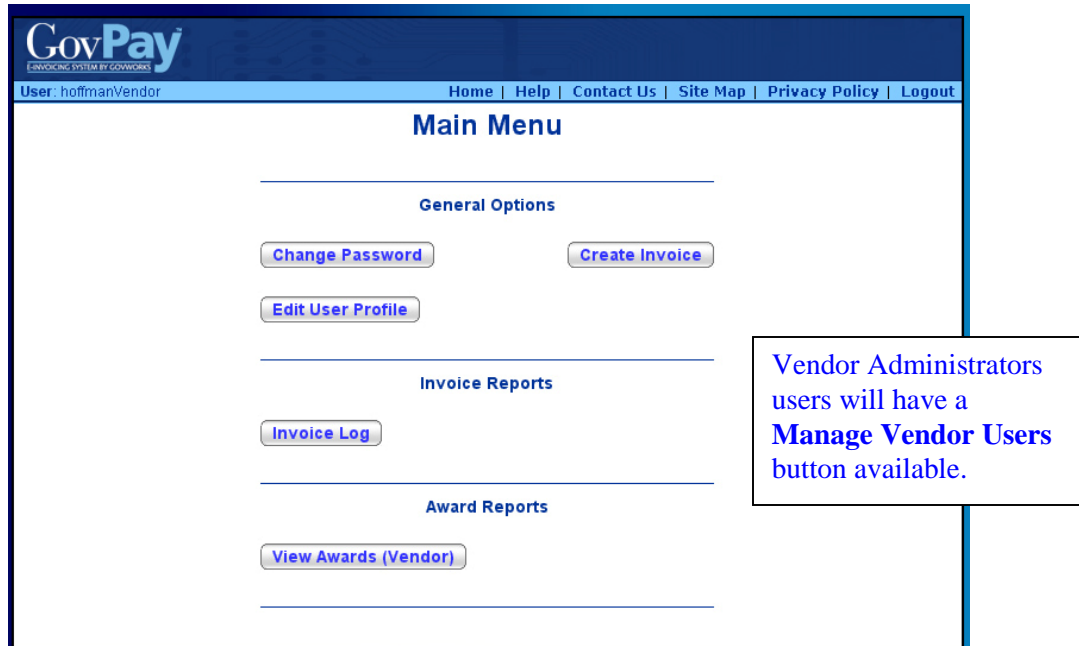
Figure 4: Main Menu Screen

Note: GovPay System Administrators have the ability to create customized vendor reports. The buttons available in the Reports section of the Main Menu may be different from those pictured.

Graphical Application Organization

The **Main Menu** task buttons (**Create Invoice**, **Edit User Profile**, **Change Password**, **Invoice Log**, and **View Awards**) and corresponding process-screens are shown in Figure 5: Site Map.
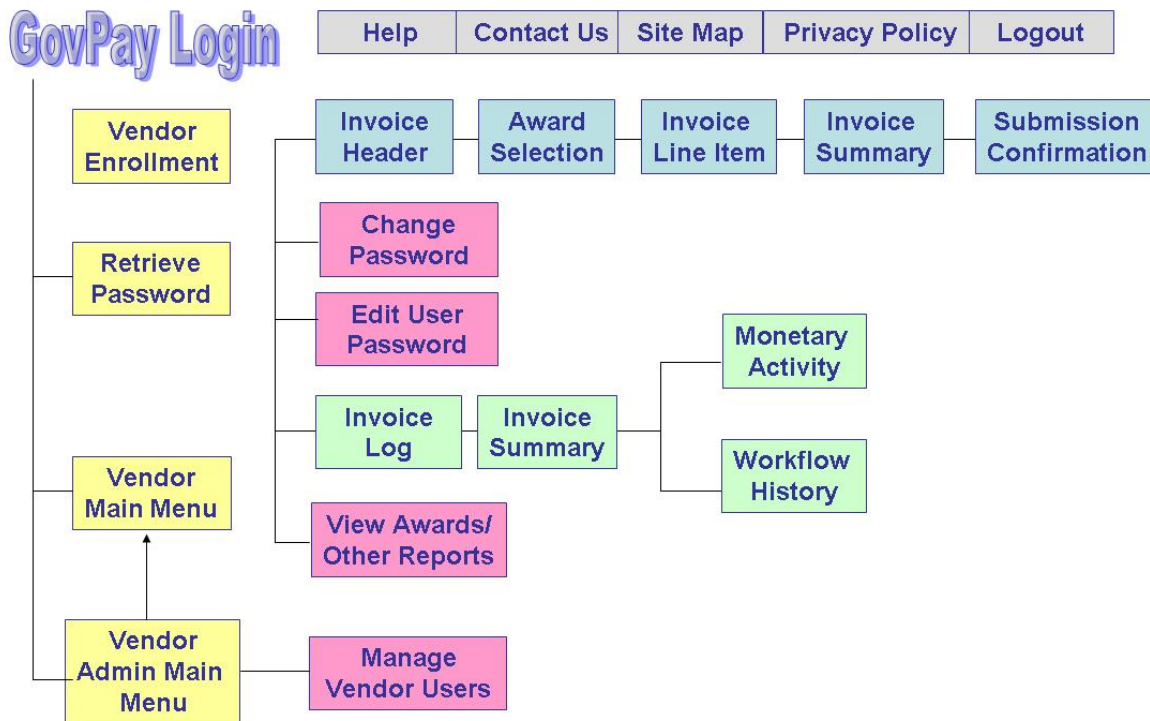
Figure 5: Site Map

Each of these tasks will be discussed in detail in subsequent sections of this manual.

Navigation Bar

Throughout the GovPay application, there is a standard Navigation bar with options that remain consistent throughout the application. It is important to become familiar with this Navigation bar and its elements. The Navigation bar includes the following elements.

- **Home:** Click **Home** to return to the **Main Menu** from any screen in the application.
- **Help:** Click **Help** to view the online help, access a PDF of the User Manual, etc. (for details, see Section Four).
- **Contact Us:** Click **Contact Us** to view pertinent contact information in a new browser window.
- **Site Map:** Click **Site Map** to open a site map for GovPay. 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 DOI Disclaimer Statement for GovPay.
- **Logout:** Click **Logout** to logout of the system and to go to the GovPay **Login** screen.
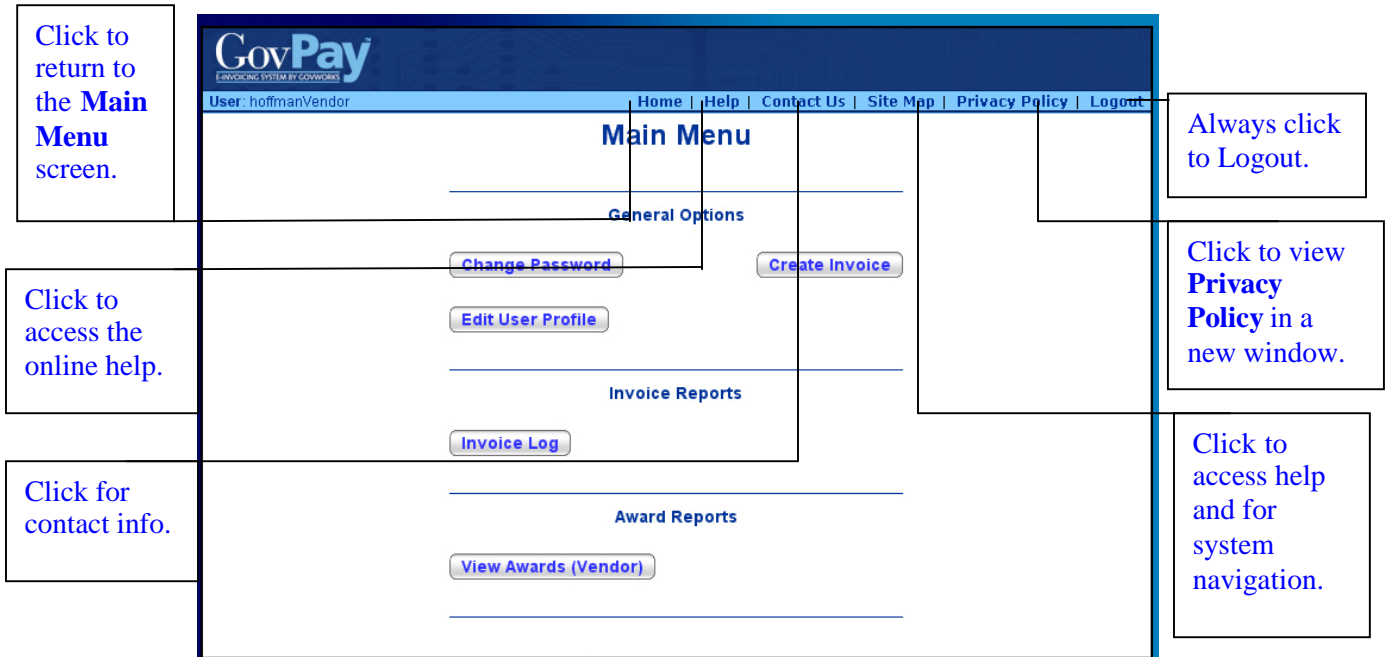

Figure 6: Navigation Bar

Figure 7: 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 Portable Document Format (PDF0 version of the User Manual

View Frequently Asked Questions (FAQ)

To view the FAQ, click **Help** on the **Login** screen Navigation bar (see Figure 8: FAQ).
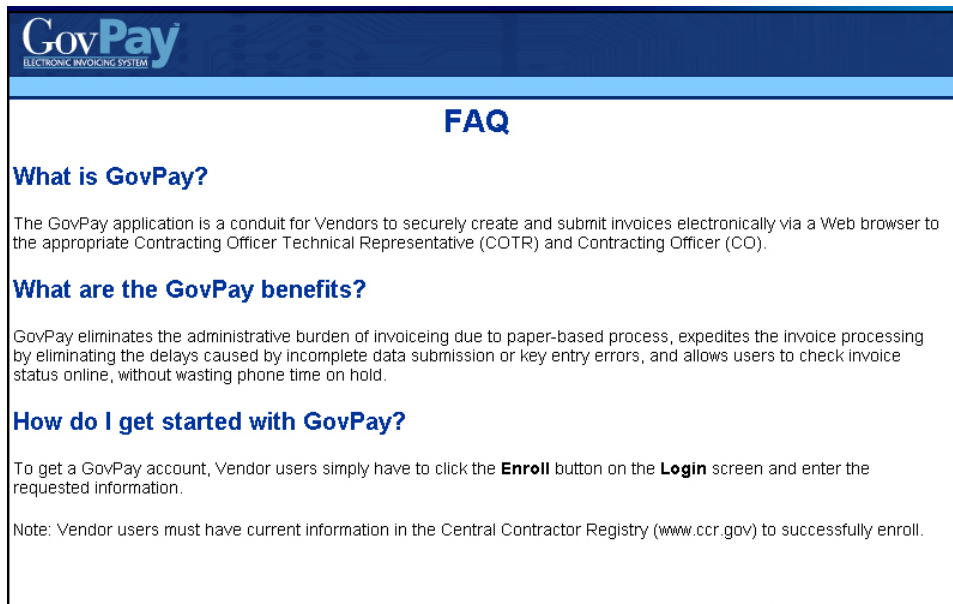
Figure 8: FAQ

View Context-Sensitive Help

Once you have logged in, you can view context-sensitive help, by clicking **Help** on the Navigation bar. The help information will be displayed on the screen. This help will correspond directly to the screen you are viewing.

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View Site Map

To view the Site Map, click **Site Map** on the Navigation bar (see Figure 9: Site Map) from any screen. The various sections of the application will be displayed.
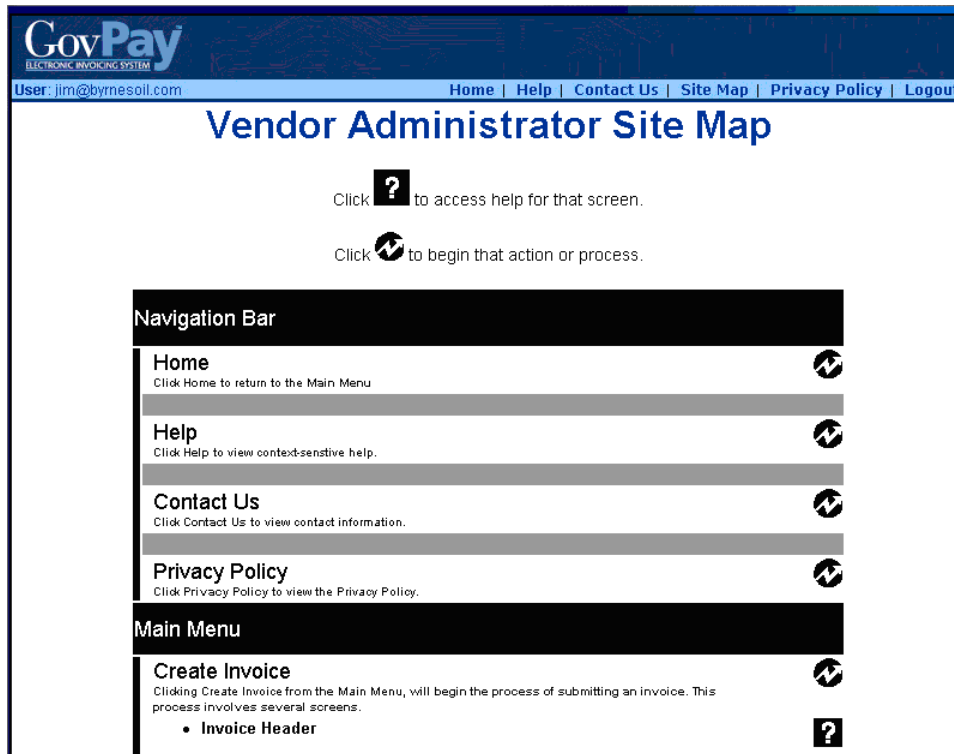
Figure 9: Site Map

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

View Online User Manual

Note: This feature works only in a Microsoft® Windows® operating system environment.

To download the entire User Manual, click on the **User Manual (PDF)** link in the **Additional Information** table.

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Section Five: General Account Administration

From the **Main Menu** screen (see Figure 4: Main Menu Screen) you can choose two account administration options: (1) Change **Password** and (2) Edit **User Profile**.

- Click **Change Password** to change the **Password** you use to login to the system.
- Click **Edit User Profile** to update your contact information.

Changing Your Password

To change your **Password**:

1. Click **Change Password** from the **Main Menu** screen (see Figure 4: Main Menu Screen).
   The **Change Password** screen will appear (see Figure 10: Change Password Screen).
2. Enter your current **Password** in the **Old Password** field.
3. Enter the new **Password** in the **New Password** field.
4. Confirm the new **Password** by re-entering it in the **Confirm Password** field.
5. Click **Submit**.

Note: Passwords must be at least 12 characters long, and must contain at least one character from three of the following four categories:

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

1. Enter Old **Password**.

2. Enter and Confirm New **Password**.

Click **Cancel** to return to the **Main Menu** screen without changing your **Password**.

3. Click **Submit** to change **Password**.

Figure 10: Change Password Screen

Editing Your User Profile

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

To edit your **User Profile**:

1. Click **Edit User Profile** from the **Main Menu** screen. (see Figure 4: Main Menu Screen.)
   The **Edit User Profile** screen will appear (see Figure 11: Edit User Profile Screen).

2. Enter the new contact information.

3. **Note**: A red asterisk after a text field indicates required information in the GovPay application.

4. Click **Submit**.

Figure 11: Edit User Profile Screen

Section Six: Creating a New Invoice

The GovPay application allows for the submission of: 1) MMS Debit Invoices, and 2) IFF Debit Invoices and 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).

MMS and IFF Invoices have slightly different submission processes. Once you indicate the appropriate Award Number to associate the invoice with, the GovPay application first determines and then guides you through the appropriate submission process.

Since the creation of an IFF invoice is different from the creation of an MMS invoice, they will be treated in separate sections in this manual.

Note: MMS invoices have line item categories already specified.

Creating a New IFF Invoice

To create a new IFF invoice in the GovPay application, from the **Main Menu,** click
Create Invoice . Then, follow this four-step process.

1. Choose the award the invoice will be billed to or credited toward
2. Enter Invoice Header Information.
3. Enter Line Item Information.
4. Submit the Invoice Summary.

These four steps will be discussed in detail further on in this section.

Debit Invoices
Most of the time, Debit Invoices will be created by Vendors to request payment. To submit a Debit Invoice, follow the four basic steps indicated above, and ensure that the **Debit Invoice** selection is marked in the **Invoice Header Information** screen.

The GovPay application also gives Vendors the ability to mark an invoice submitted as the last on the award. A "Final Debit" invoice is treated the same as a Debit Invoice within the GovPay application, however, highlighting this option serves as a reminder to the CO and financial personnel to take action (outside of the GovPay System) to reconcile and close the award. This **Final Debit** option is on the **Invoice Header Information** screen shown in Figure 14: IFF Invoice Header Screen.

Credit Voucher/Memo (IFF Only)
Although most of the time Vendors will be creating Debit Invoices, they may occasionally need to submit a 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. To submit a Credit Voucher/Memo follow the same four general steps indicated above, being careful to ensure that the **Credit Voucher/Memo** selection is chosen in the **Information Header Information** screen.

Note: When submitting a Credit Voucher, GovPay will display the cost, fee and total amounts in red with parentheses as a visual clue to the user.
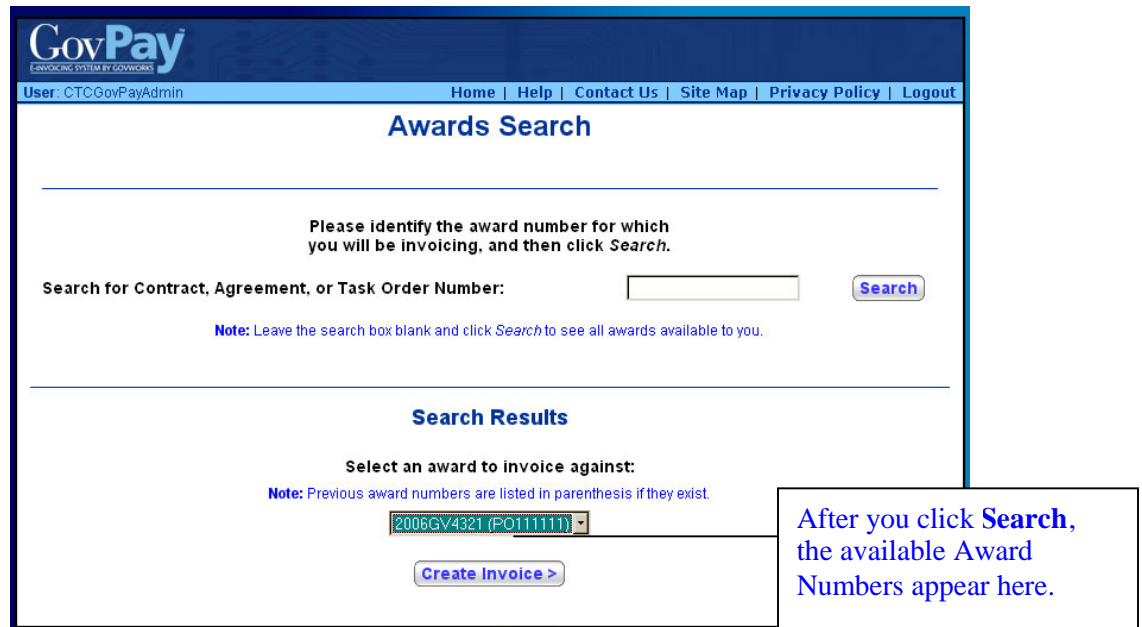
Step One: Choose the Award

When you click **Create Invoice** from the **Main Menu** screen, (see Figure 4: Main Menu Screen), the **Awards Search** screen will appear (see Figure 12: Awards Search Screen).

1. Enter an Award Number, or part of an Award Number, and click [Search] .
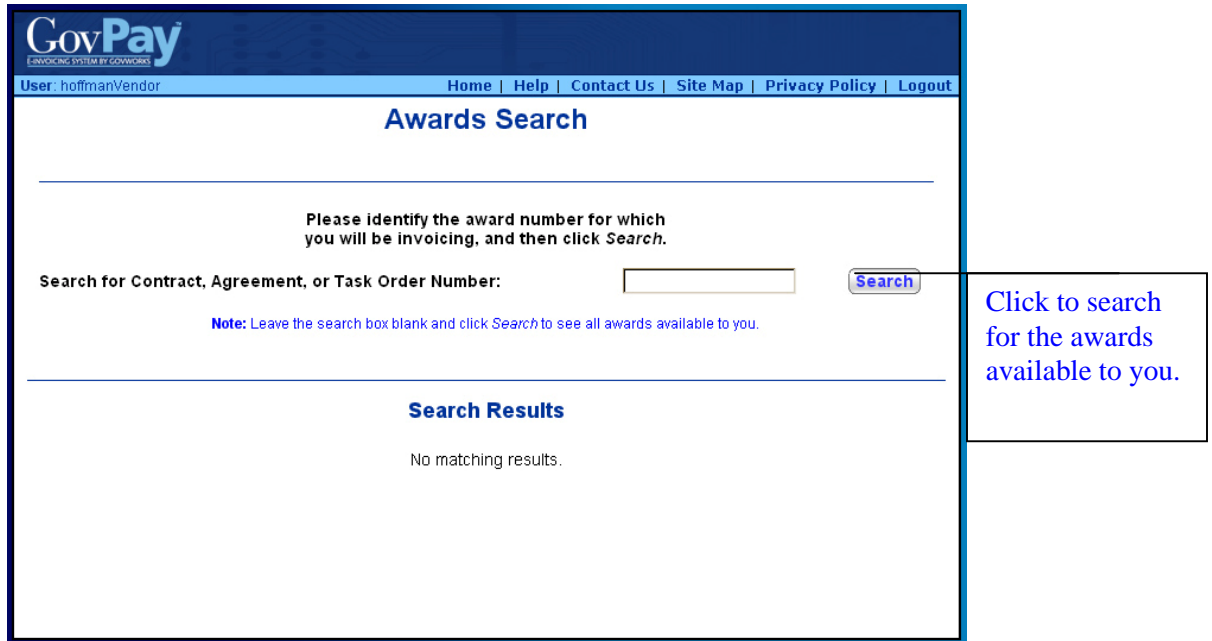
Figure 12: Awards Search Screen

Note: If you do not know any part of the Award Number, leave the field blank and click **Search**. This will show you all available Award Numbers that your organization may invoice against (see Figure 13. Awards Search Screen with Search Results).

Figure 13. Awards Search Screen with Search Results

2. The results of the search will be displayed in a pull-down menu under the heading **Search Results**.

3. Choose the appropriate Award Number and click [Create Invoice].

Step Two: Enter IFF Invoice Header Information

After you have selected the appropriate award, the **Invoice Header Information** screen will appear. The title of the screen will reflect the type of invoice (MMS or IFF) based on the type of award selected in Step One (see Figure 14: IFF Invoice Header Screen).

1. Enter the invoice data and click [Continue >] to proceed to the **Line Item Information** screen.

    Note: You can attach a supporting document to the Invoice Header by clicking the **Browse** button and indicating your desired document. The document must be in plain text or PDF format and no larger than 15 MB in size.

    Note: Clicking [Cancel Invoice] will return you to the **Main Menu** screen without saving entered data.

Figure 14: IFF Invoice Header Screen

The surrounding annotations read:

- This field specifies the award against which you are invoicing.
- The **Invoice Number** field is required. It can be any combination of alphanumeric characters that is meaningful to your organization.
- Click to return to the **Main Menu** screen. No entered data will be saved.
- These fields are automatically populated by information already in the database.
- Indicate the type of Invoice here. Note that **Credit Voucher** is only available for IFF invoices.
- All dates are in **MM/DD/YYYY** format.
- Future dates may be specified for items such as subscriptions.
- The Bill of Lading is a document issued by a carrier to a shipper, listing receipt of goods and specifying delivery terms.
- Use the tab key to move from field to field.
- Additional shipping details can be submitted as attachments.
- You can attach any text or PDF file.
- Click to proceed to the **Invoice Line Item** screen.

Step Three: Enter IFF Invoice Line Item Information

When you click [Continue >] from the **Invoice Header Information** screen, (see Figure 14: IFF Invoice Header Screen), the **Invoice Line Item Information** screen will appear (see Figure 15: Invoice Line Item Information Screen).

1. Enter line item data and click [Save Line Item]
2. Repeat Step 1 for each line item until all invoice line items are entered.
3. Click [Review Invoice] to proceed to the **Invoice Summary** screen.

   Note: The [Review Invoice] button only appears after a line item has been entered.

Totals as line items are added or deleted.

Text appears red and in parenthesis if a Credit Voucher is being submitted.

Attach any text or PDF text file up to 15MB in size.

Click to return to **Invoice Header Information** screen.

Fee must be expressed in dollars not percentages.

Unit Cost may be set at a precision of up to 6 decimal places.

Click to add line item.

Click to return to **Main Menu** without saving.

Figure 15: Invoice Line Item Information Screen

After the line item has been added, (see Figure 16: Invoice Line Item Information Screen after Adding Item), you can add another or click **Review Invoice**.

Figure 16: Invoice Line Item Information Screen after Adding Items

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Step Four: Review the IFF Invoice Summary Screen

When you click **Review Invoice** from the **Invoice Line Item Information** screen (see Figure 15: Invoice Line Item Information Screen), the **Invoice Summary** screen (see Figure 17: IFF Invoice Summary Screen) will appear.

Invoice warnings will appear here.

Once you click **Submit Invoice,** you will be able to view the invoice in the **Invoice Log** and make revisions for three hours.

Click to return to the **Invoice Header Information** screen.

Click to return to the **Invoice Line Item Information** screen.

Click to cancel invoice submission and return to the **Main Menu** screen.

Figure 17: IFF Invoice Summary Screen

Click to submit this invoice.

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1. Review the invoice information. If there are errors in the invoice information, use the buttons as indicated to make modifications.

Button	Action
Edit Invoice Header Information	Click the **Edit Invoice Header Information** button to edit the **Invoice Header Information** screen (see Figure 14: IFF Invoice Header Screen). You can edit the invoice header and proceed to the **Invoice Line Item Information** screen.
Edit Line Items	Click **Edit Line Items** to edit to the **Invoice Line Item Information** screen (see Figure 15: Invoice Line Item Information Screen). You can edit line item information and proceed to the **Invoice Summary** screen.
Cancel Invoice	Click **Cancel Invoice** to return to the **Main Menu**. None of the invoice data will be saved.

You must return to the **Invoice Summary** screen to submit the invoice.

When all information in the **Invoice Summary** is correct, click Submit Invoice. The **Submission Confirmation** screen appears (see Figure 18: Submission Confirmation Screen).

Note: You may edit or delete a submitted invoice within three hours of the initial submission. When the grace period has expired, the edit and delete functions will no longer be available.
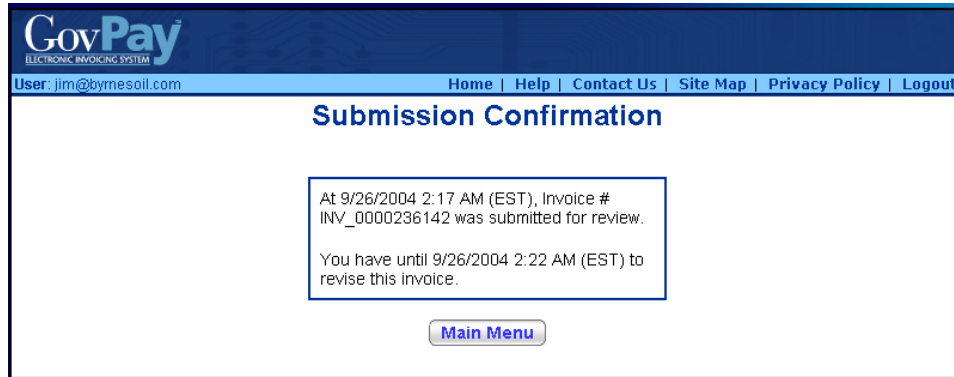
Figure 18: Submission Confirmation Screen

Creating a New MMS Invoice

To create a new MMS invoice in the GovPay application, from the **Main Menu,** click
[Create Invoice]. Then, follow this four-step process.

1. Choose the award the invoice will be billed to or credited toward.
2. Enter Invoice Header Information.
3. Enter Line Item Information.
4. Submit the Invoice Summary.

These four steps will be discussed in detail further on in this section.

Step One: Choose the Award

When you click [Create Invoice] from the **Main Menu** screen, (see Figure 4: Main Menu Screen),
the **Awards Search** screen will appear (see Figure 12: Awards Search Screen).

1. Enter an Award Number, or part of an Award Number, and click [Search] .

   Note: If you do not know any part of the Award Number, leave the field blank and click
   Search. This will show you all available Award Numbers.

2. The results of the search will be displayed in a pull-down menu under the heading **Search
   Results**.
3. Choose the appropriate Award Number and click [Create Invoice] .

Step Two: Enter MMS Invoice Header Information

After you have selected the appropriate award, the **Invoice Header Information** screen will appear. The title of the screen will reflect the type of invoice (MMS or IFF) based on the type of award selected in Step One (see Figure 19: MMS Invoice Header Screen).

1. Enter the invoice data and click **Continue >** to proceed to the **Line Item Information** screen.

    Note: You can attach a supporting document to the Invoice Header by clicking the **Browse** button and indicating your desired document. The document must be in text or PDF format and no larger than 5 MB.

    Note: Clicking **Cancel Invoice** will return you to the **Main Menu** screen without saving entered data.

Figure 19: MMS Invoice Header Screen

This field shows you to specify the award against which you are invoicing.

The **Invoice Number** field is required. It can be any combination of alphanumeric characters that is meaningful to your organization.

Use the tab key to move from field to field.

Click to return to the **Main Menu** screen. No entered data will be saved.

Gray fields are automatically populated by information already in the database.

Indicate the type of Invoice here.

All dates are in **MM/DD/YYYY** format.

The Bill of Lading is a document issued by a carrier to a shipper, listing receipt of goods and specifying delivery terms.

Additional shipping details can be submitted as attachments.

You can attach any text or PDF file up to 15MB in size.

Click to proceed to the **Invoice Line Item** screen.

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Step Three: Enter MMS Invoice Line Item Information

When you click **Continue >** from the **Invoice Header Information** screen, (see Figure 19: MMS Invoice Header Screen), the **Invoice Line Item Information** screen (showing contract line items that are eligible for invoicing) will appear (see Figure 15: Invoice Line Item Information Screen).

1. Enter data for each contract line item that is being invoiced. If a contract line item is not a part of the current invoice, leave the fields blank.

    Note: Service line item data fields are different from Goods line item data fields.

2. Click **Continue >** to proceed to the **Invoice Summary** screen.

Click to return to **Invoice Header Information** Screen.

A PDF or text file can be attached to the line item by clicking on the **Add/Modify** button.

Line Items for **Services** have a **Start** and **End Date**, whereas Line Items for **Goods** have a **Delivery Date**.

Totals as line items are added or deleted.

Click to return to **Main Menu** without saving.

Figure 20: MMS Invoice Line Item Information Screen

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Step Four: Review the MMS Invoice Summary Screen

When you click **Continue** from the **Invoice Line Item Information** screen (see Figure 20: MMS Invoice Line Item Information Screen), the **Invoice Summary** screen (see Figure 20: MMS Invoice Line Item Information Screen) will appear.

Once you click **Submit Invoice,** you will be able to view the invoice in the **Invoice Log** and make revisions for three hours after submitting.

Click to return to the **Invoice Header Information** screen.

Click to return to the **Invoice Line Item Information** screen.

Click to cancel invoice submission and return to the **Main Menu** screen.

Figure 21: MMS Invoice Summary Screen

Click to submit this invoice.

2. Review the invoice information. If there are errors in the invoice information, use the buttons as indicated to make modifications.

Button	Action
Edit Invoice Header Information	Click the **Edit Invoice Header Information** button to edit the **Invoice Header Information** screen (see Figure 14: IFF Invoice Header Screen). You can edit the invoice header and proceed to the **Invoice Line Item Information** screen.
Edit Line Items	Click **Edit Line Items** to edit the **Invoice Line Item Information** screen (see Figure 15: Invoice Line Item Information Screen). You can edit line item information and proceed to the **Invoice Summary** screen.
Cancel Invoice	Click **Cancel Invoice** to return to the **Main Menu**. None of the invoice data will be saved.

You must return to the **Invoice Summary** screen to submit the invoice.

3. When all information in the **Invoice Summary** is correct, click **Submit Invoice**. The **Submission Confirmation** screen appears (see Figure 22: Submission Confirmation Screen).

   Note: You may edit or delete a submitted invoice within three hours of the initial submission. When the grace period has expired, the edit and delete functions will no longer be available.
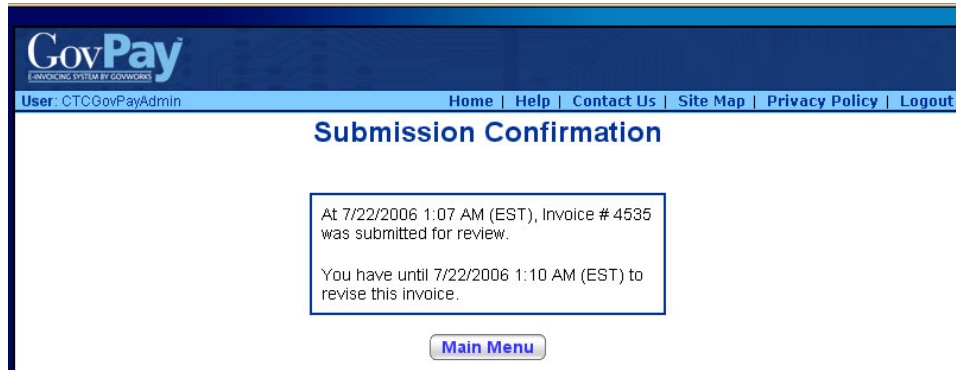
Figure 22: Submission Confirmation Screen

Section Seven: Using Reports

From the **Main Menu** screen (see Figure 4: Main Menu Screen), you can choose to view various reports. System Administrators create GovPay reports and assign access privileges to them. The reports that appear in the **Main Menu** will vary depending on what the GovPay System Administrator has set up, however, the **Invoice Log** and **View Awards**, will remain constant.

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
- System Events.

The main difference between the report types is the column headings and the type of data presented. Vendor users may only perform actions on invoice reports. The other types of reports are for viewing only (Again, the reports available will vary depending on what the System Administrator has set up.).

The following chart below lists the actions available to a Vendor user on an invoice report.

Action Menu Options	Result
View Invoice	The **Invoice Summary** screen appears. From the **Invoice Summary** you can print and access the **Invoice Workflow History** and the **Monetary Activity** screens. *Note: This option is available for all invoices submitted by your Vendor organization.*
Revise Invoice	The **Invoice Header Information (Figure 14: IFF Invoice Header Screen)** screen appears and the user may proceed through the invoice creation screens as described in Section 4. All invoice information may be edited at this time. *Note: This action is only available during the three-hour grace period following an invoice submission. It is only available to the Vendor Administrator of your organization and the Vendor User who submitted the invoice.*
Delete Invoice	The system prompts the user to confirm their desire to delete the selected record. The user may either confirm or abort the action. Once an invoice is deleted it cannot be retrieved by the system. *Note: This action is only available during the three-hour grace period following an invoice submission. It is only available to the Vendor Administrator of your organization and the Vendor User who submitted the invoice.*

Invoice Log

The **Invoice Log** is an invoice-type report that shows the status of all invoices submitted by your Vendor organization.

Figure 23: Invoice Log Screen

Searching and Sorting

The records in the **Invoice Log** report may be sorted by clicking the column heading for the sort criteria. 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.

Invoice Log records may also be filtered to include only records that meet specific criteria. To create such a filter:

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 **Search**.

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

Most GovPay report types (Invoice, User, Award, Administrator and Vendor) have this same search and sort functionality.

Invoice Workflow History and Monetary Activity Reports

The **Invoice Workflow History** and **Invoice Monetary Activity** screens (see Figure 25: Invoice Workflow History) are only available by choosing **View Invoice** from the **Action** pull-down menu of the **Invoice Log**. The **Invoice Workflow History** shows the status of an invoice within the GovPay process. The **Invoice Monetary Activity** screen pulls data from ABACIS to show any financial transaction that has taken place on an invoice. To access these screens:

1. Select an **Invoice Report** from the **Main Menu**.
2. Locate a specific invoice in the report.
3. Choose **View Invoice** from the **Action Menu**. The **Invoice Summary** screen will appear (see Figure 24: IFF Invoice Summary).
4. Click **View Workflow Status History** to view the **Invoice Workflow History** or **View Monetary Activity** to view the **Invoice Monetary Activity** screen (see Figure 25: Invoice Workflow History and Figure 26: Invoice Monetary Activity).

Invoice warnings may appear here.

The **View Invoice** screen shows the entire action history (actions taken by COs and COTRs) for the invoice. In this case, the COTR has approved the invoice and it has moved on to the CO approval stage.

Note: If red text and parenthesis appear on screen, the Invoice Summary being displayed is for an IFF Credit Voucher/Memo rather than a Debit Invoice.

Click to print the report.

Figure 24: IFF Invoice Summary

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.

Figure 25: Invoice Workflow History

Figure 26: Invoice Monetary Activity

The following table gives more detail about possible invoice status statements that may appear in the Invoice Workflow History report.

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.
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.

Status Name	Status Description	Notes
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.
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.

Section Eight: Vendor Administrators

At least one individual within your organization will be given Vendor Administrator rights. This allows them to create new Vendor User and Vendor Administrator accounts for others within your organization.

The Vendor Administrator **Main Menu** has an additional button, **Manage Vendor Users**, that provides access to the administrator tasks such as Creating, Editing and Modifying Vendor user accounts within that organization (see Figure 27: Vendor Administrator Main Menu).
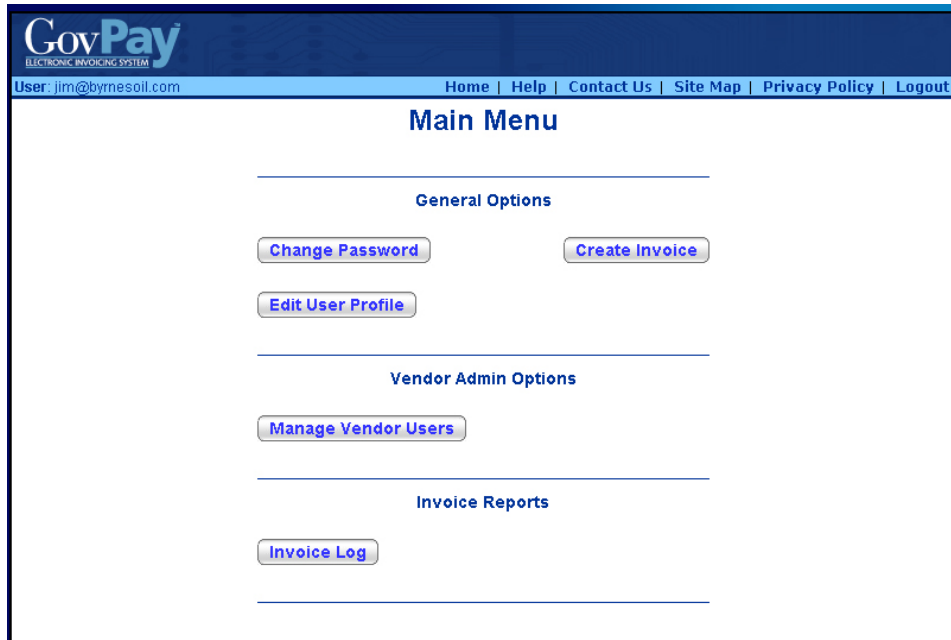

Figure 27: Vendor Administrator Main Menu

Managing Accounts within your Organization

Clicking the **Manage Vendor Users** from the **Main Menu**, (see Figure 27: Vendor Administrator Main Menu) displays the **Manage Vendor Users** screen (see Figure 28: Manage Vendor User Screen). From this screen you can add a new Vendor User who may submit invoices on behalf of your organization, or modify or delete existing users.

To add a Vendor user:
1. Click **Manage Vendor Users** from the **Main Menu.**
2. Fill in the **Create Vendor Users** form.
3. Click **Add User** .
4. Repeat previous until all users are added then click **Done**.

Note: Each User Account requires a unique e-mail address, username, and password.

Required fields are marked with a red star.

Check this box if the new user should have Administrator rights for the vendor organization.

To create a new Vendor User or Vendor Administrator User, fill in the required information and click the **Save User** button.

After a user has been added, use the **Edit** and **Delete** buttons to modify their accounts.

Figure 28: Manage Vendor User Screen

To modify or delete an existing Vendor user:

1. Click **Manage Vendor Users** from the **Main Menu.**
2. Click the **Edit** or **Delete** button next to the account you wish to modify.

    If you click **Edit**, that user's information will populate the fields with the current information. Make appropriate edits.

    If you click **Delete,** you will be asked to confirm before the user is removed from the system.

Note: At least one Vendor Administrator account has to be present for the organization. GovPay will not all you to delete all Vendor Administrators.