



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](mailto:helpdesk@govpay.gov)



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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:

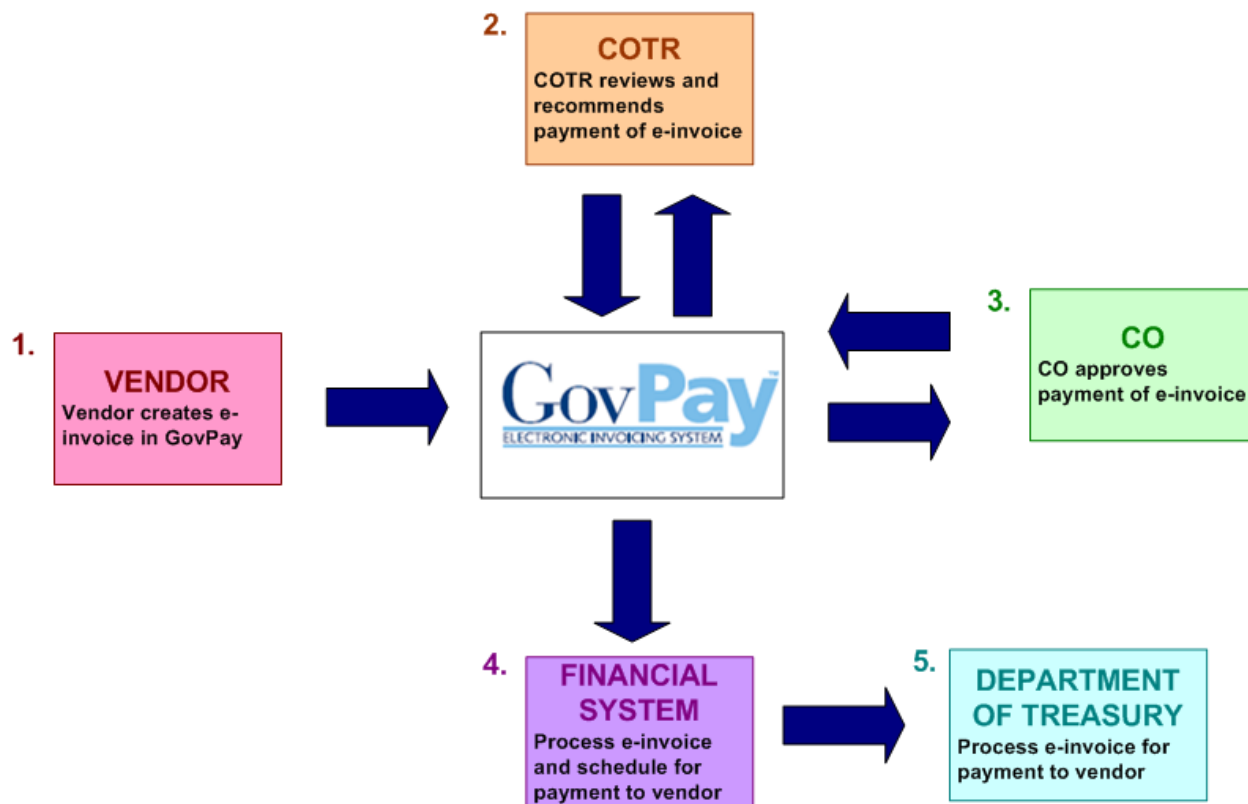
- Check invoice status online
- Make invoice actions based on COTR recommendations.

## 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, interfacing with the Federal Financial System (FFS), transmits the approved invoice payment information to the Financial System for payment authorization.

- 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**

## 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) Federal Financial System (FFS), (2) Business Information System (BIS); and (3) Procurement Desktop (PD). These systems update GovPay on a daily basis.

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. The following illustration diagrams the GovPay System Architecture.

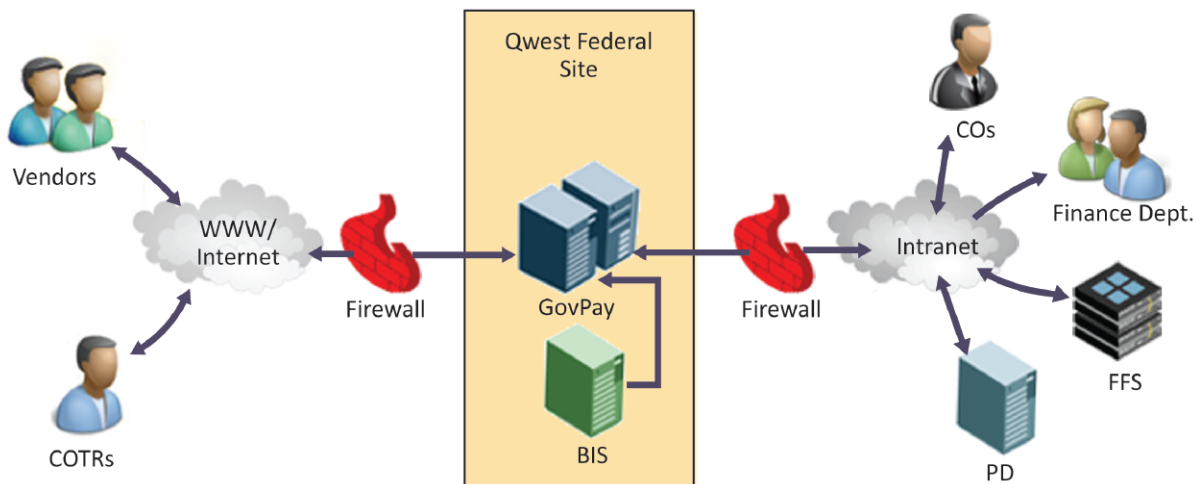


Figure 2: System Architecture

## 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**.

**Note:** GovPay makes extensive use of pop-up windows. **Ensure pop-up blockers are disabled before proceeding.**

## Enrolling a Vendor

**Note:** Enrolling in GovPay is not necessary if your organization has already performed this step with GovPay.

Your organization must be registered with GovPay before you can submit invoices. 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 3: GovPay Vendor Enrollment Screen**

Enter the requested information and click **Continue**. After successfully submitting the enrollment information to GovPay, a Vendor Administrator **Username** and **Password** will be emailed to the CCR E-Business Point-of-Contact at your organization to validate enrollment. Reference *Section Eight: Vendor Administrators* of this manual to learn how to create Vendor User accounts.

### 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 (Figure 4: Login Screen).



**Figure 4: Login Screen**

1. Enter your **Username** and **Password**.
2. Click the **Login** button.  
The Main Menu screen appears (Figure 5: Main Menu Screen).

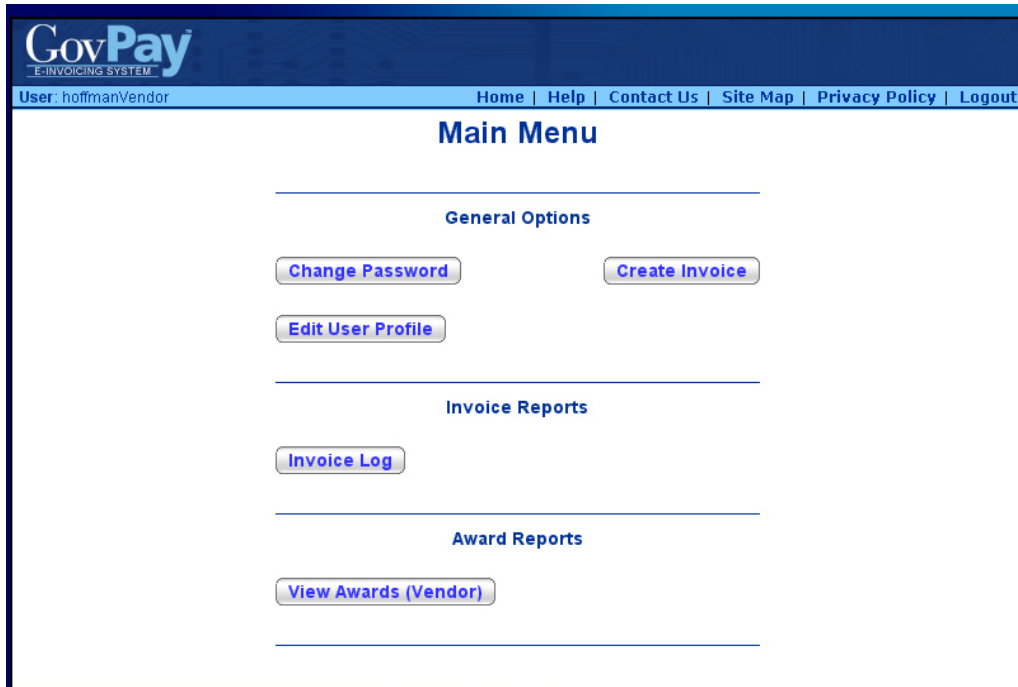
## Section Three: System Navigation

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

### *Vendor Main Menu Options*

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





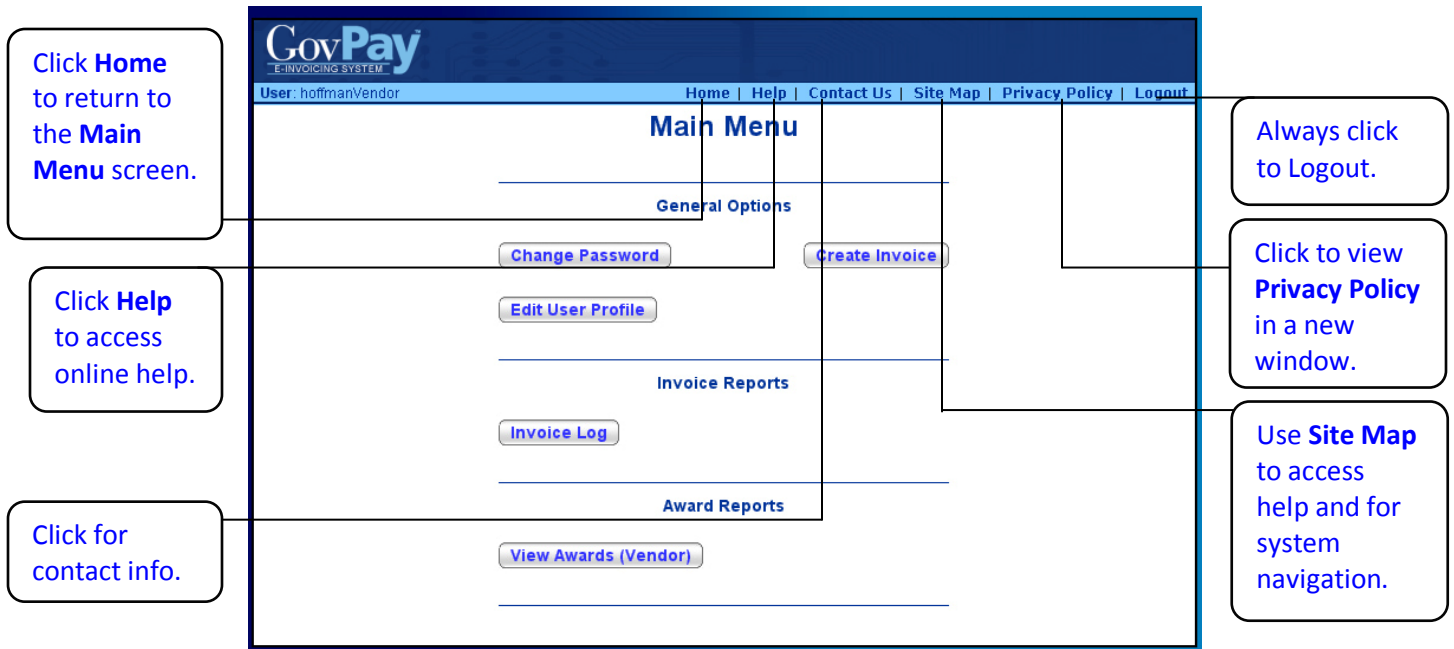
**Figure 5: Main Menu Screen**

**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.

## Navigation Bar

Throughout the GovPay application, a standard Navigation Bar is available. 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 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. Do not use the Windows [X] to close your session.



**Figure 6: Navigation Bar Elements**

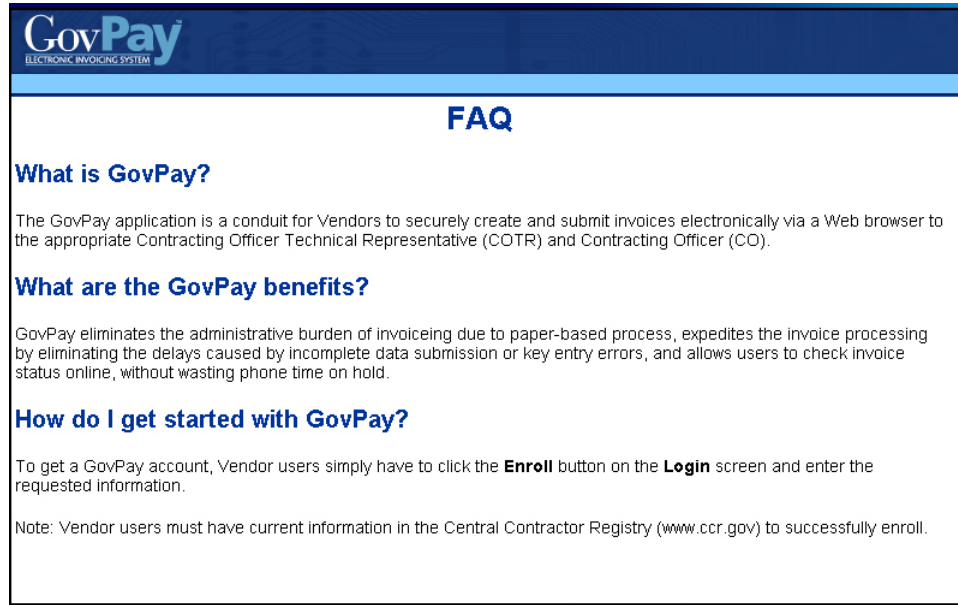
## Section Four: System Help

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 (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 tips for using the screen you are currently viewing. Additionally, it gives you access to the 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 (Figure 8: Site Map). The various sections of the application will be displayed.

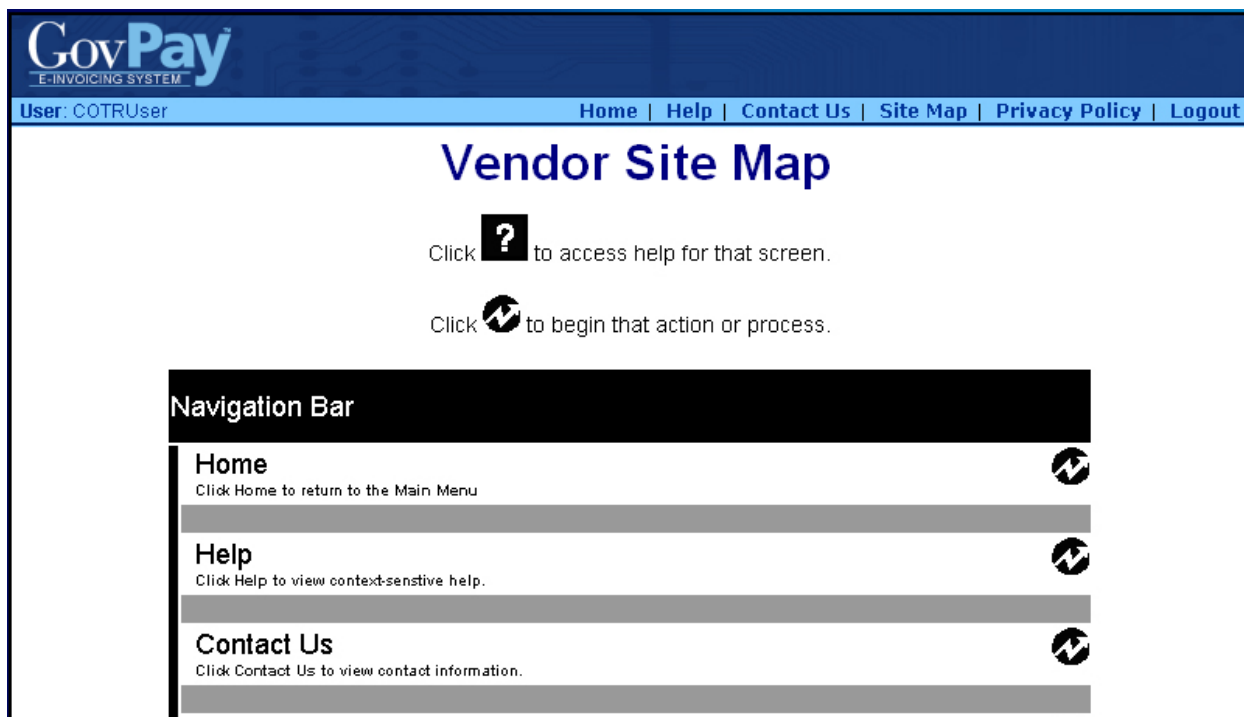






Figure 8: Site Map

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 (Figure 5: Main Menu Screen) you can choose two account administration options: (1) **Change Password** and (2) **Edit User Profile**.

- Click  to change your user **Password**.
- Click  to update the contact information that will be used to contact you.

### Changing Your Password

To change your **Password**:

1. Click  from the **Main Menu** screen (Figure 5: Main Menu Screen). The **Change Password** screen will appear (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.).

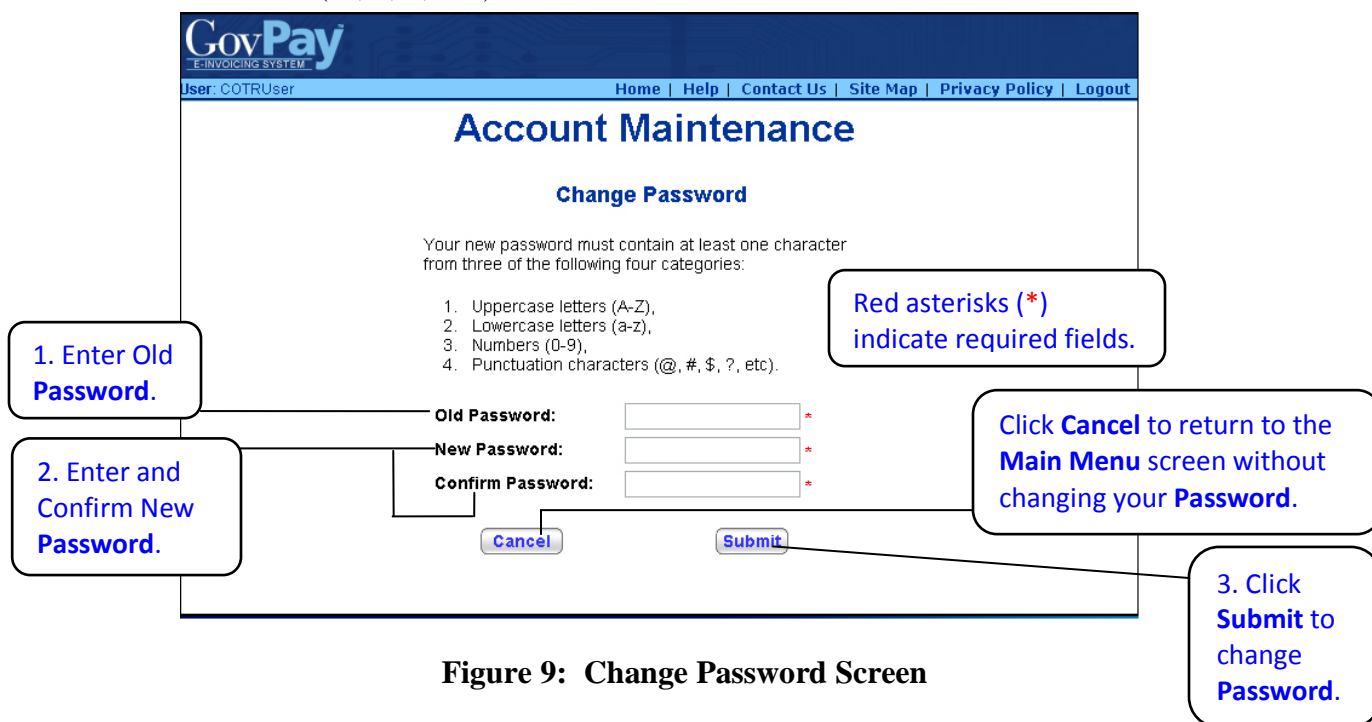


Figure 9: Change Password Screen

## 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 **Edit User Profile** from the **Main Menu** screen (Figure 5: Main Menu Screen).  
The **Edit User Profile** screen will appear (Figure 10: Edit User Profile Screen).
2. Enter the new contact information.
3. Click **Submit**.

**Note:** The only required fields are **E-Mail, First Name, Last Name, and Username**

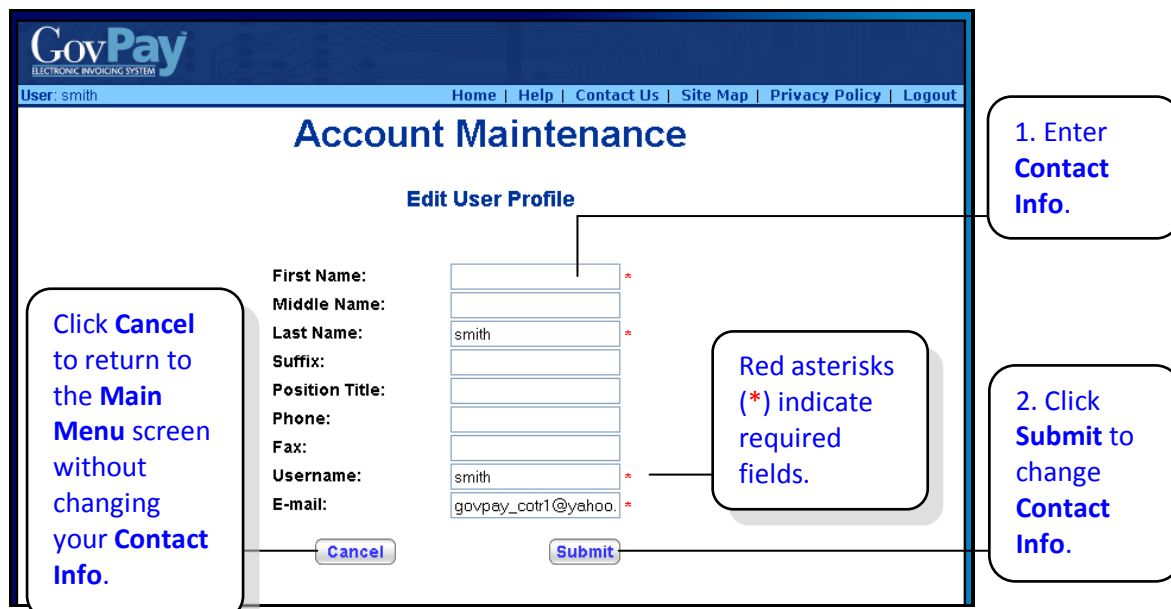


Figure 10: Edit User Profile Screen

## Section Six: Creating a New Invoice

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

- Choose the award the invoice will be billed to. GovPay guides you through the appropriate invoice submission process based upon the award you select.
- Enter Invoice Header Information.
- Enter Line Item Information.
- Submit the Invoice or Review the Invoice Summary.

The GovPay application also gives Vendors the ability to mark an invoice submitted as the last on the award. You may mark an invoice as "Final Debit" on the invoice header screen to remind the CO and financial personnel to reconcile and close the award.

### Step One: Choose the Award

When you click **Create Invoice** from the **Main Menu** screen, (Figure 5: Main Menu Screen), the **Awards Search** screen will appear (Figure 11: Awards Search Screen).

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

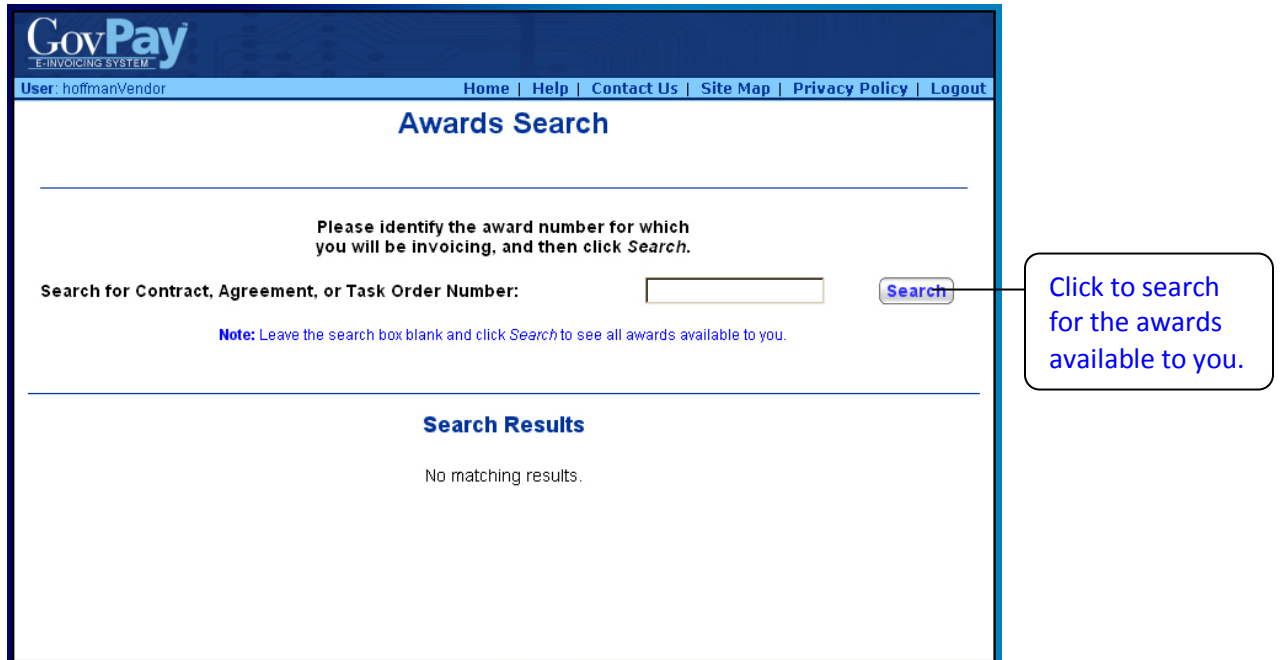


Figure 11: Awards Search Screen

**Note:** If you do not enter any part of the Award Number and leave the search field blank, clicking **Search** will show you all available Award Numbers that your organization may invoice against (Figure 12. Awards Search Screen with Search Results).

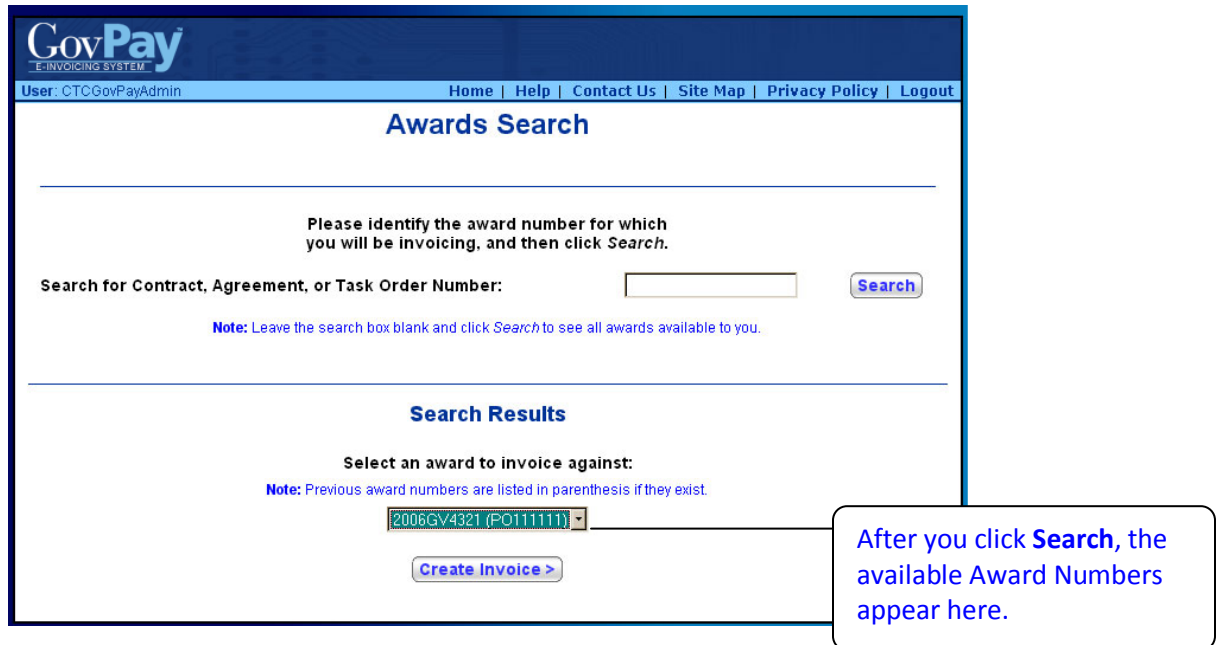




Figure 12: Awards Search Screen with Search Results

## ***Step Two: Enter Invoice Header Information***

After you have selected the appropriate award, the **Invoice Header Information** screen will appear (Figure 13: Invoice Header Screen).

Enter the invoice data and click  to proceed to the **Line Item Information** screen. 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  will return you to the **Main Menu** screen without saving entered data.



Enter dates in **MM/DD/YYYY** format.

The screenshot shows the 'Invoice Header Information' screen in the GovPay system. The page includes a header with the GovPay logo and navigation links. The main content area contains several sections: 'Contract, Agreement, or Task Order Number' (N08PC10000) and 'Available Amount' (\$2,850,728.21); 'Please specify the invoice type' with radio buttons for 'Debit Invoice' (selected) and 'Final Invoice (Debit)'; 'Invoice Number' (Sample) and 'Invoice Date' (9/16/2009); 'Does this Invoice Include Services/Labor/Travel?' (checked); 'Invoice Period of Performance Start Date' (09/01/2009) and 'Invoice Period of Performance End Date' (09/30/2009); 'Shipped From' and 'Shipped To' dropdown menus; 'Shipped Weight' and 'Shipped Weight Unit of Measure' fields; 'Government B/L Number' field with a note about mandatory units; 'Discount Terms' with radio buttons for 'No Discount', 'Discount Percent', and 'Discount Amount', plus 'Discount Days' and a 'Discount Memo' field; an 'Attachment File Name' field; an 'Add/Change Attachment File' section with a 'Browse...' button and a note about file restrictions; and an 'Invoice POC' dropdown menu. At the bottom, there are 'Cancel Invoice' and 'Continue >' buttons.

**Callout Box 1 (Top Left):** This field specifies the award against which you are invoicing.

**Callout Box 2 (Middle Left):** Indicate the type of Invoice here.

**Callout Box 3 (Bottom Left):** The **Invoice Number** field is required. It can be any combination of alphanumeric characters that is meaningful to your organization.

**Callout Box 4 (Top Right):** These fields are automatically populated by information already in the database.

**Callout Box 5 (Middle Right):** Future dates may be specified for items such as subscriptions.

**Callout Box 6 (Bottom Right):** The Bill of Lading is a document issued by a carrier to a shipper, listing receipt of goods and specifying delivery terms.

**Callout Box 7 (Bottom Left):** Use the tab key to move from field to field.

**Callout Box 8 (Bottom Left):** Click to return to the **Main Menu** screen. No entered data will be saved.

**Callout Box 9 (Bottom Right):** You can attach a text or PDF file to provide additional shipping details.

**Callout Box 10 (Bottom Right):** Click to proceed to the **Invoice Line Item** screen.

Figure 13: Invoice Header Screen

## Step Three: Enter Invoice Line Item Information

When you click [Continue >](#) from the **Invoice Header Information** screen, you will be presented with either *Figure 14: Invoice Line Item Information Screen* or *Figure 15: Invoice Line Item Information for Construction Costs*, depending on your award.

1. If you see *Figure 14: Invoice Line Item Information Screen*, locate the CLINs you are invoicing against and enter as much Line Information as possible for each CLIN. If you are not invoicing for a particular CLIN, leave that section blank.
2. If you see *Figure 15: Invoice Line Item Information for Construction Costs*, enter each invoice line item, clicking **Save Line Item** after each one.
3. When done entering invoice line items, click [Continue >](#) or [Review Invoice](#) to proceed to the **Invoice Summary** screen.

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

GovPayAdmin
Home | Help | Contact Us | Site Map | Privacy Policy | Logout

### Invoice Line Item Information

Invoice Number: SAMPLE Invoice Date: 09/16/2009

[Edit Invoice Header Information](#)

Calculated Invoice Total: \$0.00

---

**CLIN: 1**

Award Line Information

Period of Performance Start Date	Period of Performance End Date / Delivery Date	Total Amount	Available Amount
		\$1,430,032.00	\$1,430,032.00
<i>Description:</i>		CONVERTED	

Invoice Line Information [Clear this Data](#)

<input checked="" type="radio"/> <b>Services/Labor/Travel</b>		OR	<input type="radio"/> <b>Goods/Products</b>	
Start Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)		Delivery Date (MM/DD/YYYY)	
<input type="text"/>	<input type="text"/>		<input type="text"/>	
<i>Attachment</i>		<i>Invoiced Amount</i>		
<input type="text"/>		<input type="text"/>		
<i>Comment:</i>				
<input type="text"/>				

Calculated Invoice Total: \$0.00

[Cancel Invoice](#) [Continue >](#)

**Figure 14: Invoice Line Item Information Screen**

**Note:** In *Figure 14: Invoice Line Item Information Screen*, if multiple CLINs are available and you are not invoicing for a particular CLIN, leave that section blank.

**GovPay**  
E-INVOICING SYSTEM

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

### Invoice Line Item Information

Please note the following *warning(s)* associated with this invoice:

- Invoice amount is greater than contract/agreement available amount.

You can still proceed with this invoice, but please be aware of this/these warning(s).

Invoice Number: SAMPLECON    Invoice Cost Amount: \$40,000.00

[Edit Invoice Header](#)

Quantity:  \*    Unit Cost:  \*    Unit of Measure:  \*

Note: If a Unit of Measure is not in the drop down list, type it in the box above.

Description:  \*

Attachment File Name:

Add/Change Attachment File:  [Browse...](#)

Note: Only plain-text files and PDF files, no more than 15 MB in size, will be accepted.

[Save Line Item](#)

Line Item	Description		Quantity	Unit Cost	Unit of Measure	Total Cost	Edit	Delete
1	Widgets		8	5,000	Each	\$40,000.00	<a href="#">Edit</a>	<a href="#">Delete</a>
Calculated Invoice Total:						\$40,000.00		

[Cancel Invoice](#)    [Review Invoice](#)

**Figure 15: Invoice Line Item Information for Construction Costs**

### **Step Four: Review the Invoice Summary Screen**

When you click **Continue** or **Review Invoice** from the **Invoice Line Item Information** screen, the **Invoice Summary** screen (Figure 16: Invoice Summary) appears.

**GovPay**  
E-INVOICING SYSTEM

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

## Invoice Summary

Please note the following *warning(s)* associated with this invoice:

- Invoice amount is greater than contract/agreement available amount.

You can still proceed with this invoice, but please be aware of this/these warning(s).

---

<b>Contract, Agreement, or Task Order Number:</b>	N08PC10000	<b>Available Amount:</b>	\$2,855,508.45
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<b>Invoice Type:</b>	Debit Invoice	<b>Invoice Date:</b>	9/16/2009
<b>Invoice Number:</b>	SAMPLE	<b>Invoice Period of Performance Start Date:</b>	<b>Invoice Period of Performance End Date:</b>

Does this invoice include **Services / Labor / Travel?**: Yes

Invoice Period of Performance Start Date: 9/1/2009      Invoice Period of Performance End Date: 9/30/2009

<b>Shipped From:</b>	<b>Shipped To:</b>
<b>Shipped Weight:</b>	<b>Shipped Weight Unit of Measure:</b>
<b>Government B/L Number:</b>	<b>Invoice POC:</b>

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

---

Line Item	Service/Labor/Travel Start Date	Service/Labor/Travel End Date / Delivery Date		Comment	Total Cost
1		9/15/2009		Sample CLIN #1	\$2,855,508
<b>Total Invoiced Amount:</b>					\$2,855,508

[Edit Invoice Header Information](#)  
[Cancel Invoice](#)

[Edit Line Items](#)  
[Submit Invoice](#)

**Summary table for Construction-related invoices**

Line Item	Quantity	Unit Cost	Unit of Measure		Comment	Total Cost
1	8	5,000	Each		Widgets	\$40,000.00
<b>Total Invoiced Amount:</b>						\$40,000.00

[Edit Invoice Header Information](#)  
[Cancel Invoice](#)

[Edit Line Items](#)  
[Submit Invoice](#)

Click **Cancel Invoice** to return to the **Main Menu**.  
The invoice will **NOT** be saved.

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.

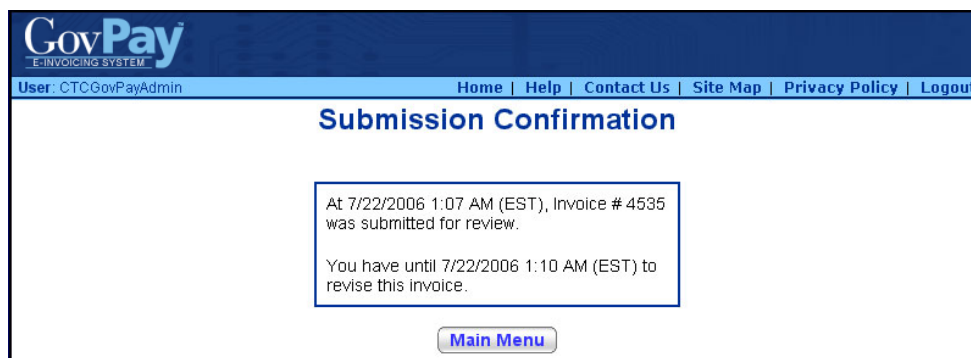
Click to return to the **Invoice Line Item Information** screen.

**Summary table for Construction-related invoices**

Figure 16: Invoice Summary

When all information in the **Invoice Summary** is correct, click [Submit Invoice](#). The **Submission Confirmation** screen appears (Figure 17: 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.

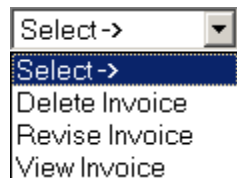


**Figure 17: Submission Confirmation Screen**

## Section Seven: Using Reports

From the **Main Menu** screen (Figure 5: 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** are the default. The **View Awards** report is read-only, whereas the **Invoice Log** allows you to perform certain actions on an invoice.

The following defines the actions available to a Vendor user on an Invoice Log.



**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.

**View Invoice:** Directs you to **Invoice Summary** where 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\*:** Directs you to the **Invoice Header Information** screen and the user may proceed through the invoice creation screens as described in **Section Six: Creating a New Invoice, Step Two: Enter Invoice Header Information**. 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.*

## Invoice Log

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

The screenshot shows the 'Invoice Log' interface. At the top, there is a navigation bar with 'Home | Help | Contact Us | Site Map | Privacy Policy'. Below this is a search area with two dropdown menus: 'GovPay Tracking Number' and 'Starts With', followed by a 'Search' button. The main content area displays a table of invoices. The table has the following columns: 'GovPay Tracking Number', 'Award Number', 'Vendor Invoice Number', 'Invoice Date', 'Total Amount', 'Invoice Status', and 'Action'. There are four rows of data. Below the table is an 'Export Entire Report' button. Callouts provide instructions: 'Use the Search tool to find a specific invoice.' points to the search area; 'Click on column headings to sort entries.' points to the 'Invoice Status' column header; 'Click to export the entire report to Excel® or another program in Comma-Separated Value (CSV) format.' points to the 'Export Entire Report' button; and 'Click to choose an Action from the action menu.' points to a 'Show Actions...' button in the 'Action' column.

GovPay Tracking Number	Award Number	Vendor Invoice Number	Invoice Date	Total Amount	Invoice Status	Action
EI200906264	N08PC10000	001018522	09/24/2009	\$234.00	At COTR for Review	Show Actions...
	P0660202	12922	11/17/2006	\$174,249.00	Paid	Show Actions...
	P0660202	12799	06/13/2006	\$199,142.00	Paid	Show Actions...
	P0660202	12769	05/22/2006	\$124,464.00	Paid	Show Actions...

Figure 18: Invoice Log Screen

### Searching and Sorting

The records in the **Invoice Log** report can 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 have this same search and sort functionality.

### View Awards

The **View Awards** report is a read-only report that displays information on the awards available.

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### View Awards (Vendor)

Award Number  Starts With

Page 1 of 1 2 Matching Awards

Award Number	Award Period Start Date	Award Period End Date	Available Balance	COTR Name	COTR Email	CO Name	CO Email
N08PC10000			\$1,430,032.00	Pat Abbott	a@b.asd	Donald Abamonte	Donald.Abamonte@aqd.nbc.gov
TEST1442C1			\$19,112.00	Pat Abbott	a@b.asd	Donald Abamonte	Donald.Abamonte@aqd.nbc.gov

Click to export the entire report to Excel® or another program in Comma-Separated Value (CSV) format.

Figure 19: View Awards Screen

## Invoice Workflow History and Monetary Activity Reports


The **Invoice Workflow History** and **Invoice Monetary Activity** screens 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** shows financial transactions 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 (Figure 20: Invoice Summary).
4. Click  to view the **Invoice Workflow History** (Figure 21: Invoice Workflow History) or  to view the **Invoice Monetary Activity** screen (Figure 22: Invoice Monetary Activity).





### Invoice Summary

 Please note the following *warning(s)* associated with this invoice:

- Invoice amount is greater than contract/agreement available amount.

You can still proceed with this invoice, but please be aware of this/these warning(s).

Notes and warnings appear here.

<b>Current Status:</b>	As of 9/16/2009, the status of this invoice is: <b>COTR Action Taken - In Queue</b>		
<b>COTR Name:</b>	Pat Abbott	<b>CO Name:</b>	Donald Abamonte
<b>COTR Action Type:</b>	No Action Taken	<b>CO Action Type:</b>	No Action Taken
<b>COTR Action Date:</b>		<b>CO Action Date:</b>	
<b>COTR Approved Amount:</b>		<b>CO Approved Amount:</b>	
<b>Vendor Name:</b>	JOHNS HOPKINS UNIVERSITY	<b>Vendor DUNS #:</b>	001910777
<b>Contract, Agreement, or Task Order Number:</b>	N08PC10000	<b>Cost Plus Fixed Fee Contract?</b>	No
<b>Award Period of Performance Start Date:</b>		<b>Award Period of Performance End Date:</b>	
<b>Available Award Amount:</b>	\$2,860,064.00	<b>Total Award Amount:</b>	\$2,860,064.00
<b>Cumulative Disbursed Amount (GovPay Invoices Only):</b>	\$0.00	<b>Estimated Award Balance (Based on all Submitted GovPay Invoices):</b>	(\$4,780.25)
<b>Vendor Invoice Number:</b>	SAMPLEDEMO	<b>Invoice ID (EI #):</b>	EI200906253
<b>Invoice Type:</b>	Debit Invoice	<b>Invoice Date:</b>	9/16/2009
<b>Total Invoice Amount:</b>	\$2,855,508.46		
<b>Invoice POC:</b>			
<b>Services/Labor/Travel:</b>	No		
<b>Invoice Performance Period Start Date:</b>	9/1/2009	<b>Invoice Performance Period End Date:</b>	9/30/2009
<b>Shipped From:</b>		<b>Shipped To:</b>	
<b>Shipped Weight:</b>		<b>Shipped Weight Unit of Measure:</b>	
<b>Government B/L Number:</b>			
<b>Discount Terms (in Days):</b>		<b>Discount Amount or Percent:</b>	
<b>Discount Memo:</b>			
<b>Header Attachment:</b>			

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

### Approval Action Summary

Pat Abbott	<b>Date:</b> 9/16/2009 12:19:52 PM	<b>Invoice Action:</b> Partial Payment/Acceptance
	<b>Payment Type:</b> Partial/Reject	<b>Amount:</b> \$2,855,508.45
<b>CLIN:</b> 1		<b>Line Action:</b> Partial Payment/Acceptance
<b>Reason:</b> Reason		
<b>Total Line Amount:</b>	\$2,855,508.45	

All COTR and CO actions appear here.

Note: The **Invoice Summary** screen may vary slightly based on Contract, Agreement or Task Order, but will always give access to the **Workflow Status History** and **Monetary Activity** reports.

Date / Delivery Date	Comment	Total Invoiced Amount	Total Approved Amount
9/16/2009	Sample CLIN #1	\$2,855,508.46	
<b>Total:</b>		\$2,855,508.46	

[View Workflow Status History](#)    [View Monetary Activity](#)  
[Print Invoice](#)    [Close Window](#)

Figure 20: Invoice Summary



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### 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 21: 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 22: Invoice Monetary Activity

## 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 describes each invoice status.

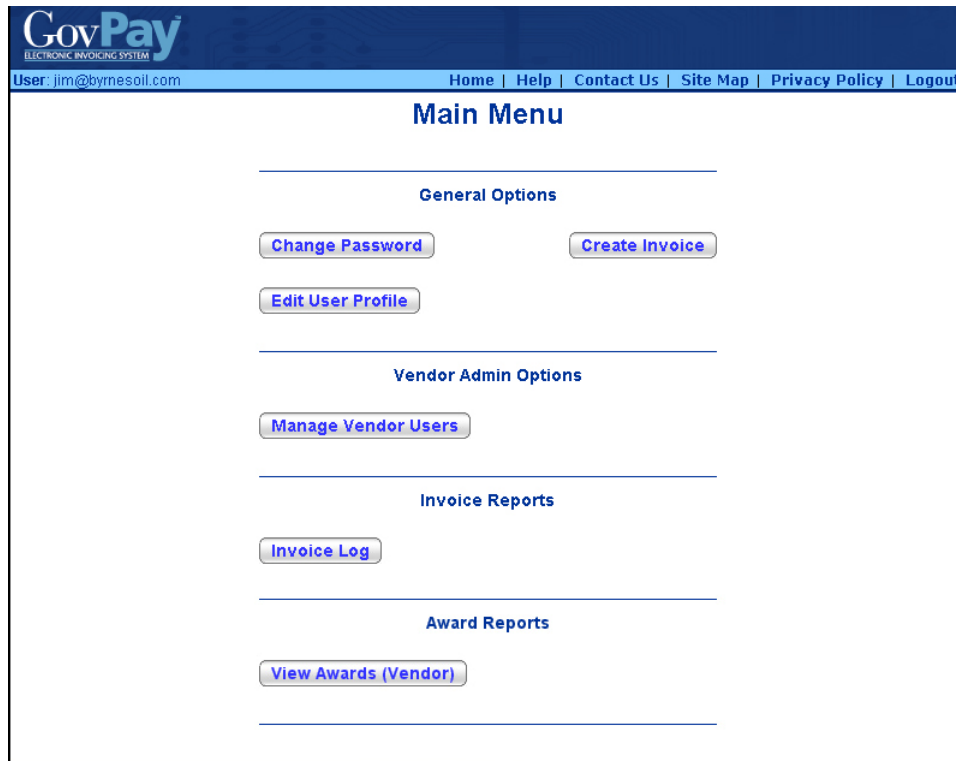
Status Name	Status Description	Notes
Vendor Submitted – In Queue	Invoice submitted by the vendor is waiting processing.	While in this status, the vendor may revise the invoice. An invoice remains in this status for three hours after initial submission, or one hour after it was last revised (whichever is later). When this time expires, the invoice is placed in the status “At COTR for Review.”
At COTR for Review	Invoice is being reviewed by the COTR.	The invoice 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 will advance to the status “At CO for Review.”
COTR Action Taken - In Queue	Invoice is in a queue waiting system to process the COTR action.	While in this status, the COTR may revise their recommendation. An invoice 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 is placed in the status “At CO for Review.”
At CO for Review	Invoice is being reviewed by the CO.	The invoice remains in this status until the CO takes action on it.
CO Action Taken – In Queue	Invoice is in a queue waiting system to process the CO action.	While in this status, the CO may revise their decision. An invoice remains in this status for three hours after submitting the initial decision, or one hour after submitting a revised decision (whichever is later).
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.

Status Name	Status Description	Notes
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.
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.
Scheduled	Payment is scheduled.	
Held	Payment is currently held.	

## 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, , that provides access to the administrator tasks such as Creating, Editing and Modifying Vendor user accounts within that organization (Figure 23: Vendor Administrator Main Menu).



**Figure 23: Vendor Administrator Main Menu**

## *Managing Accounts within your Organization*

Clicking **Manage Vendor Users** from the **Main Menu**, (Figure 23: Vendor Administrator Main Menu) displays the **Manage Vendor Users** screen (Figure 24: Manage Vendor User Screen). From this screen you can add new Vendor Users 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 until all desired users are added, then click **Done** .

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

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### Manage Vendor Users

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Vendor DUNS: 627807605

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**New User Information**

First Name:  \*      Middle Name:

Last Name:  \*      Suffix:

Title / Position:

E-mail:  \*

**NOTE:** Username is a combination of DUNS number and email address for Vendor Users.

Account Administrator:       No e-mail notifications:

---

**Vendor Account Users**

Name	Title / Position	E-mail	Username	Acct. Admin.	Receive Emails	Edit	Delete
FULLER LER DUNS	CCR E-Business POC	FULLERL@UIC.EDU	627807605- FULLERL@UIC.EDU	Y	Y	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Vendor		jjasallect@yahoo.com	vendor_admin	Y	Y	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Required fields are marked with a red asterisk.

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

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

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

**Figure 24: 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 allow you to delete all Vendor Administrators.