



IPP: SMART GOVERNMENT INVOICING

IPP: A SNAPSHOT

What is IPP?

The Invoice Processing Platform (IPP) is a Web-based system that more efficiently manages government invoicing from purchase order (PO) through payment notification. The U.S. Department of the Treasury's Financial Management Service offers IPP, and the Federal Reserve Bank of Boston manages its implementation and operations.

Who Can Use IPP?

IPP is designed for federal agencies and their vendors.

Why Adopt IPP?

IPP saves time and money while improving your financial management. IPP also makes it easier for vendors to do business with government and for federal agencies to transact with each other.

How Does IPP Work?

IPP is a secure online platform outside federal agencies' core financial systems that centralizes all invoice transaction data and documents in one place. It is configurable to support agency business rules and complements existing agency systems.

GETTING STARTED: KEY IMPLEMENTATION STEPS

Federal Agencies

1. Schedule an initial consultation and complete an Agency Implementation Survey.
2. Sign an Agency Participation Agreement.
3. Establish a project team.
4. Conduct a kick-off meeting.
5. Begin project discovery and planning.
6. Select IPP modules.
7. Configure modules and implement interfaces.
8. Conduct quality assurance and user acceptance testing.
9. Invite vendors to enroll.
10. Go live!

Vendors

1. Receive an invitation to enroll from a federal agency.
2. Complete online enrollment.
3. Start transacting via IPP.

“With IPP, invoicing is a breeze. Just wait and see how easy things are. You’ll never want to go back to using paper.”

– Len Olijar, CFO
Bureau of Engraving and Printing



IPP MODULES

IPP offers five modules federal agencies and their vendors can use alone or in combination to achieve more efficient invoice processing.

1 Purchase Orders (POs)

Agencies can upload POs to IPP from their existing business systems and notify vendors that POs are ready to view online. Vendors can then access POs via IPP and create their invoices with pre-populated data from the POs, which reduces data entry errors. This module also helps agencies and vendors gain greater visibility into all transaction data and documents associated with a PO.

2 Invoices

IPP gives vendors multiple ways to submit an invoice, such as by electronically pre-populating their invoices with data from POs within the system, creating invoices online without a PO or using electronic file submission. IPP then screens vendor invoices against agency business rules, automatically flagging for correction any areas that do not comply. Once IPP validates an invoice, agencies can export it to their core financial system and/or electronically route it for internal approvals. IPP's self-service and drill-down capabilities enable vendors to check invoice status and determine the estimated time of payment online.

3 Workflow

This module automates a sophisticated invoice approval process with multiple approval steps. It allows agencies to:

- Set rules controlling which agency staff must review and approve an invoice.
- Escalate, delegate or reassign an invoice to another reviewer if it is not processed promptly.
- Approve invoices automatically by establishing pre-defined approval criteria.
- Override invoice approval in certain situations.
- Document the audit trail throughout the invoice approval process.

4 Payment Notification Service

With this module, agencies can automatically provide their vendors with a simple e-mail notification of payment or detailed remittance information. This service enables vendors to more easily manage their receivables and match payments to individual invoices. In addition to signing up to receive payment notification e-mails, vendors can use this module to view their payment history and download their remittance data online.

5 Intra-Governmental

This module supports more efficient buy/sell transactions between federal agencies by ensuring consistent communication between trading partners and providing visibility into each stage of the transaction. Specifically, this module:

- Allows agency trading partners to validate information prior to settlement.
- Improves the management of intra-governmental transactions with built-in best practices and greater controls.
- Reduces agencies' reconciliation requirements.
- Creates a standard business process for federal agency buy/sell activity.

