



[Watch 'VRE IPPS National Training' | Microsoft Stream](#)

Invoice Payment Processing System

Introduction, Logging In & Troubleshooting

Briefed by:

VR&E Service



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Updated: October 22, 2019

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Learning Objective(s)

After this training you will be able to:

- Describe the intent and purpose of e-Authorizations and e-Invoicing via the Invoice Payment Processing System (IPPS)
- Describe the steps taken to access IPPS
- Describe the steps to export/print the Worklist
- Describe the steps to begin “troubleshooting” solutions



Invoice Payment Processing System (IPPS)

IPPS is an electronic invoicing platform which will enable vendors to receive electronic authorizations from and submit electronic invoices directly to VR&E.

Once implemented, this capability will standardize and streamline the invoice payment process, and significantly reduce the amount of time needed to receive, process, and pay vendors.

Projected Savings:

- 90% savings in payment processing time by implementing IPPS



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IPPS Workflow (At-A-Glance)



CWINRS

VRC selects provider during plan entry
(nothing changes with this process)

VRC takes no other action with the VA
28-1905, do not print.

IPPS

VRC creates Authorization in IPPS

IPPS sends Authorization to Tungsten

Vendor is notified via email

Vendor/Facility

Vendor locates created Authorization
in Tungsten

Vendor creates Invoice

Tungsten sends Invoice to IPPS for
certification and payment

Note: School Certifying Official
certifies training hours in VA-ONCE
(nothing changes with this process)

IPPS

VRC reviews Invoice

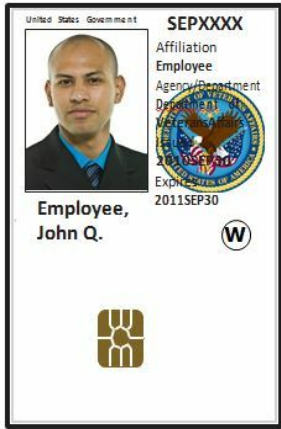
VRC approves and certifies for
payment



Log In

1

Log in using your PIV card



2

Go to <https://vaww.ipps.fsc.va.gov/>

3

A screenshot of a web browser displaying the VA IPSS login page. The browser address bar shows 'VA IPSS'. The page content includes a 'SYSTEM WARNING!' section with an 'Authorized Use Only' box containing a detailed disclaimer. Below the disclaimer is a checkbox with the text 'I understand and agree to follow the security procedures stated in the Authorized Use Only agreement.' At the bottom of the page, there are 'Agree' and 'Disagree' buttons. A blue box highlights the 'Agree' button, and a blue arrow points from a text box on the right to this button.

Click the checkbox at the bottom of the window and select "Agree"



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Screen Components (General)

The screenshot shows a web browser window displaying the Invoice Payment Processing System. The browser address bar shows the URL: <https://vaww.ippes-utest.fsc.va.gov/prweb/PRWebLDAP1/y003QunZhs3aLaBoKOrd6DanNDnv0!> and the user is logged in as VRE User.

The system header includes the U.S. Department of Veterans Affairs logo and the text "U.S. Department of Veterans Affairs Invoice Payment Processing System". The user's name, "Jeremy Barnett", is visible in the top right corner.

The interface is divided into three main components:

- 1. Title Bar:** Located at the top of the application window, containing the system name and user information.
- 2. Navigation Bar:** A vertical sidebar on the left side of the screen. It contains a "Process Work" dropdown menu and three buttons: "Invoice Inquiry System", "Authorization Form", and "My Authorizations".
- 3. Workspace:** The main content area of the application. It features a "Select a Station" dropdown menu with "317" selected. Below this is a "WorkList" table with an "Export to Excel" button. The table contains the following data:

Document Locator Number	Auth Number	VendorName	VendorID	Amount	Participant Name	Certification Status	Age	Received Date	VA File Number
19883400020	317940002	THE UNIVERSITY OF TEXAS	74600020302	43,500.00	TOD TAYLOR	Pending-Certification	13	6/8/2019	777-77-7777
19883400020	317940002	THE UNIVERSITY OF TEXAS	74600020302	5,880.00	TOD TAYLOR	Pending-Certification	13	6/8/2019	777-77-7777
19883400020	317940002	THE UNIVERSITY OF TEXAS	74600020302	5,760.00	TOD TAYLOR	Pending-Certification	13	6/8/2019	777-77-7777
19883400020	317940001	THE UNIVERSITY OF TEXAS	74600020302	43,500.00	HOMINY GRITS	Pending-HighValueInvoiceReview	13	6/8/2019	555-55-5555

At the bottom of the workspace, there is an "Adobe Captivate" watermark.



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Export/Print the Worklist

1

Select the "Export/Print" button

2

Click the "Actions" button

Select a Station

WorkList

Document Locator Number	Auth Number	VendorName	VendorID	Amount	Participant Name	Certification Status	Age	Received Date	Original CM Name	VA File Number
19996300008	301940029	AMERICAN UNIV OF HLTH SCIENCES	900753581	2,037.60	DOUG ROUHOFF	Pending-Unassigned	108	7/5/2019	Dale.Sagotsky@va.gov	700-02-0063
19996300009	301940033	ARIZONA STATE UNIV	88019669610	2,325.37	DICK SONOSKI	Pending-Unassigned	108	7/5/2019	Dale.Sagotsky@va.gov	700-02-0073
19996300002	301940030	FLORIDA ATLANTIC UNIV	650385507	2,665.69	ELI CILLIS	Pending-Unassigned	231	3/4/2019	Dale.Sagotsky@va.gov	700-02-0061

Export / Print

Generated October 21

Filtered by: (StatusWork = Pending-Unassigned and (IPPSUserID = NULL or IPPSUserID Is null) and stationNum = 301)

Displaying 3 records

DLN	PONumber	VendorName	vendorID	TotalDue	ParticipantName	StatusWork	Age	invoiceReceive	Number
19996300008	301940029	AMERICAN UNIV OF HLTH SCIENCES	900753581	2037.6	DOUG ROUHOFF	Pending-Unassigned	108	Jul 5, 2019 1:00:00 AM	700-02-0063
19996300009	301940033	ARIZONA STATE UNIV	86019669610	2325.37	DICK SONOSKI	Pending-Unassigned	108	Jul 5, 2019 1:00:00 AM	700-02-0073
19996300002	301940030	FLORIDA ATLANTIC UNIV	650385507	2665.69	ELI CILLIS	Pending-Unassigned	231	Mar 4, 2019 1:00:00 AM	700-02-0061

Actions

- Refresh
- Edit report
- Save as
- Summarize
- Print
- Export to PDF
- Export to Excel
- Help



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Exiting

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Invoice Payment Processing System

Jeremy Barnett

Select a Station: 317

WorkList

Document Locator Number	Auth Number	VendorName	VendorID	Amount	Participant Name	Certification Status	Age	Received Date	VA File Number
19883400020	317940002	THE UNIVERSITY OF TEXAS	74600020302	43,500.00	TOD TAYLOR	Pending-Certification	13	6/8/2019	777-77-7777
19883400020	317940002	THE UNIVERSITY OF TEXAS	74600020302	5,850.00	TOD TAYLOR	Pending-Certification	13	6/8/2019	777-77-7777
19883400020	317940002	THE UNIVERSITY OF TEXAS	74600020302	5,760.00	TOD TAYLOR	Pending-Certification	13	6/8/2019	777-77-7777
19883400020	317940001	THE UNIVERSITY OF TEXAS	74600020302	43,500.00	HOMINY GRITS	Pending-HighValueInvoiceReview	13	6/8/2019	555-55-5555

Export to Excel

Adobe Captivate



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Troubleshooting

- Unsupported Browser Error Message (Log In)
 - Turn Compatibility Setting Off

The image shows a sequence of five steps to resolve an unsupported browser error by disabling Compatibility View in Internet Explorer:

- 1** Select the "Tools Widget" (gear icon in the top right corner of the browser window).
- 2** Select the "Compatibility View settings" option from the Tools menu.
- 3** Select any websites and click "Remove" (in the screenshot, the "Remove" button for msn.com is highlighted).
- 4** Clear all checkboxes (the checkboxes for "Display intranet sites in Compatibility View" and "Use Microsoft compatibility lists" are shown unchecked).
- 5** Select "Close" to automatically refresh IPPS and load the entry screen.



Troubleshooting

- User or Access Issues

You do not have access to this application. Please contact your local IPPS Site Administrator for assistance.

- Contact your Site Administrator

1

Go to <https://vaww.ipps.fsc.va.gov/>

SYSTEM WARNING!

Authorized Use Only

This U.S government system is intended to be used by [authorized VA network users] for viewing and retrieving information only, except as otherwise explicitly authorized. VA information resides on and transmits through computer systems and networks funded by VA. All use is considered to be with an understanding and acceptance that there is no reasonable expectation of privacy for any data or transmissions on Government Intranet or Extranet (non-public) networks or systems. All transactions that occur on this system and all data transmitted through this system are subject to review and action including (but not limited to) monitoring, recording, retrieving, copying, auditing, inspecting, investigating, restricting access, blocking, tracking, disclosing to authorized personnel, or any other authorized actions by all authorized VA and law enforcement personnel. All use of this system constitutes understanding and unconditional acceptance of these terms. Unauthorized attempts or acts to either (1) access, upload, change, or delete information on this system, (2) modify this system, (3) deny access to this system, or (4) accrue resources for unauthorized use on this system are strictly prohibited. Such attempts or acts are subject to action that may result in criminal, civil, or administrative penalties.

I understand and agree to follow the security procedures stated in the Authorized Use Only agreement.

Click [here](#) for Frequently Asked Questions, User Guides, and all IPPS related information

Need login assistance?
Contact your local Site Administrators

Contact your local VR&E Site Admin

Agree Disagree

2

Go to the “Contact your local VR&E Site Admin” and click the drop-down.

3

Find your station and a list of site admins is displayed

Name	Email
Suprasena Baddam	Suprasena.Baddam@va.gov
Duck James	James.Duck@va.gov
Kia Butler	kia.butler@va.gov



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National Roll-out Support

- For VR&E IPPS support, please contact the following:
 - E-mail: VRE_IPPS.VBACO@va.gov
 - VR&E Field Liaisons

District	E-mail
Northeast	VAVBAWAS/CO/VRE/NE
Southeast	VAVBAWAS/CO/VRE/SE
Continental	VAVBAWAS/CO/VRE/CONT
Pacific	VAVBAWAS/CO/VRE/PA

- Local Change Management Agent
- For **Service Provider Support**, please contact the following:
 - Email: VAFSCEnterpriseSupport@va.gov
 - Phone Number: 1-866-372-1141



Demonstration





Invoice Payment Processing System

User Roles

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VR&E Service



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Learning Objective(s)

After this training you will be able to:

- Identify the various roles in IPPS
- Identify the functions associated with each role in IPPS



VR&E Roles in the IPPS Application

IPPS User Role Matrix

IPPS User Admin Role Labels	Research All Stations	Certify Invoices	Certify High \$ Invoices	Manage User Administration	Access/Run Reports (Monitor Activity)	View Dashboards	Create Authorizations	My Authorizations
VRE Read Only	X							
VRE Case Manager	X	X					X	X
VRE Supervisor	X	X	X		X		X	X
VRE Site Admin	X			X	X	X		
VRE RO Director	X		X		X	X		
VRE Director	X		X		X	X		

A user can only be assigned one role at a time.





Invoice Payment Processing System

Functionality: Authorizations

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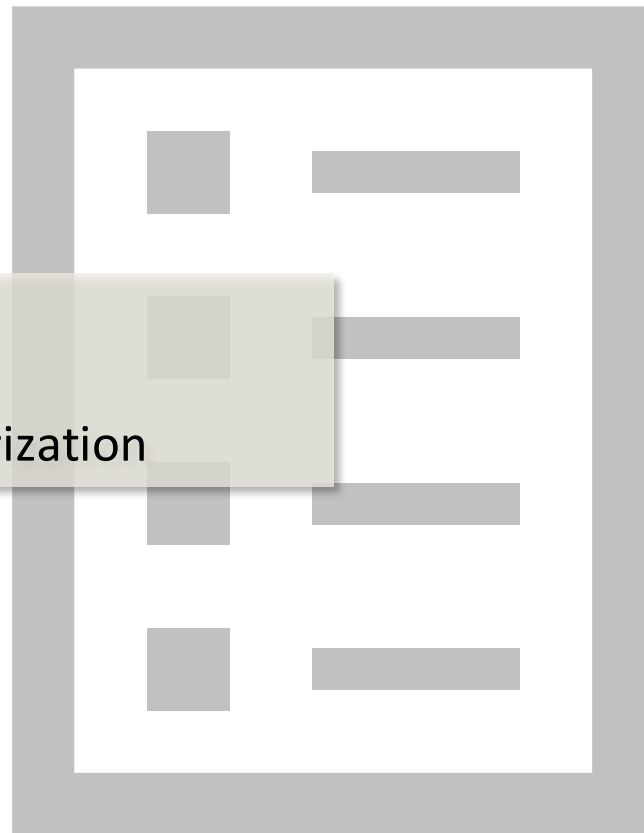


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Learning Objective(s)

After this training you will be able to:

- Describe the steps on how to create an authorization



VR&E Roles in the IPPS Application

Authorization Roles

IPPS User Admin Role Labels	Research All Stations	Certify Invoices	Certify High \$ Invoices	Manage User Administration	Access/Run Reports (Monitor Activity)	View Dashboards	Create Authorizations	My Authorizations
VRE Read Only	X							
VRE Case Manager	X	X					X	X
VRE Supervisor	X	X	X		X		X	X
VRE Site Admin	X			X	X	X		
VRE RO Director	X		X		X	X		
VRE Director	X		X		X	X		

A user can only be assigned one role at a time.



CWINRS Related Information

Edit Plan Objective

Objective 1
Veteran will complete a Bachelor's Degree in Business Administration with a concentration in Human Resources

Anticipated Completion Date
12/2019

Services Provided
Academic instruction, tuition, fee allowance plus medical/dental/

Provider Information
Provider Name: KEISER UNI
Point of Contact: Darryl Burt

Evaluation Criteria
Compliance w/ rules and regula
Compliance with Chapter 31 gu
W or I will be accepted.

Evaluation Procedure
Copies of official grades will be
Manager for supervisory campu
status and a 2.5 GPA.

Evaluation Schedule: Case Manager will review the Veteran's progress by reviewing copies of official grades and through supervisory vis

Progress Notes
Unsatisfactory progress will result in probationary status and require a reduction in course load or stop of program.

Add Facility Authorization

Required Service: [Dropdown]

Retrieve Providers

Service Provider: [Text Area]

Authorized Period:

Begin Date: 09/2019 End Date: 10/2019

Date Processed: 09/17/2019

Print VAF 1905 OK Cancel

Do not Click the "Print VAF 1905" Button



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Create an Authorization



1

To create an authorization, select the “Authorization Form” button

Vocational Rehabilitation & Employment Authorization

Search For Vendor

Vendor Name : Zip :

Vendor ID : Address 1 :

Vendor Search Clear

Search For Participant

Social Security Number (Do not Enter Dashes) VA File Number (Enter 8 or 9 Character File Number only)

Participant Search Clear

Review Authorization Facility/Vendor Section

Name of Services/Assistance (Include Degree Type When Applicable)

Enter up to 255 Characters only

Enrollment Period :

Start Date : * End Date : *

Line Item Details

Tuition and Fees: 4107

Required Books: 4108

Required Supplies: 4109

Required Handling Charges: 4112

Required Tutorial: 4113

Required Equipment: 4150

Required One-Time MISC: 4155

Service Provider Email * Facility Code * (Enter the 3 digit Facility code)

Case Manager Email Address (Justin.Gaupp@va.gov)

Submit



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Search for a Vendor/Facility

2

Enter one or more fields in the "Search For Vendor" Form

Search For Vendor

Vendor Name : Zip :

Vendor ID : Address 1 :

3

Click "Vendor Search"

<input type="radio"/>	THE UNIVERSITY OF TEXAS	74600094905	MEDICAL BRANCH	PO BOX 660120 DEPT 730	DALLAS TX	752660120	BNOTICE NM/C 061617		
<input type="radio"/>	THE UNIVERSITY OF TEXAS	74600094925	MEDICAL BRANCH	301 UNIVERSITY BLVD	GALVESTON TX	775501035	BNOTICE NM/C 061617		
<input type="radio"/>	THE UNIVERSITY OF TEXAS	753175630	SOUTHWESTERN MEDICAL CENTER	PO BOX 849928	DALLAS TX	752849928	EFT ADD 1111505 JJP		
<input type="radio"/>	THE UNIVERSITY OF TEXAS	756002868	SOUTHWESTERN MEDICAL CENTER	5323 HARRY HINES BLVD	DALLAS TX	753908575	BNOTICE NM/C 021617		
<input type="radio"/>	THE UNIVERSITY OF TEXAS	75600286802	SOUTHWESTERN MEDICAL CENTER	5323 HARRY HINES BLVD MC9020	DALLAS TX	753907208	CP1313 UPDATED 021617	DON	
<input type="radio"/>	THE UNIVERSITY OF TEXAS	75600286807	SOUTHWESTERN MEDICAL CENTER	PO BOX 845347	DALLAS TX	752845347	CP1313 UPDATED 021617		
<input type="radio"/>	THE UNIVERSITY OF TEXAS	75600286819	SOUTHWESTERN MEDICAL CENT	5323 HARRY HINES BLVD	DALLAS TX	752359072	CP1313 UPDATED 021678		
<input type="radio"/>	THE UNIVERSITY OF TEXAS	75600286822	SOUTHWESTERN MEDICAL CENTER	6000 HARRY HINES BLVD ND6 504	DALLAS TX	753908814	CP1313 UPDATED 021678		

Blocked Vendors

Vendor Name	Vendor ID	Address 1	Address 2	City	State	Zip	Comments	Contact
THE UNIVERSITY OF TEXAS	75600286805	SOUTHWESTERN MEDICAL CENTER	PO BOX 644430	DALLAS	TX	752844430	BLOCKED 090513 ZDB	REF PAY 75600286804
THE UNIVERSITY OF TEXAS	75600286806	SOUTHWESTERN MEDICAL CENTER	5323 HARRY HINES BLVD	DALLAS	TX	752357208	BLOCK CCR 020711 NW1	PAY 75600286802 DUP
THE UNIVERSITY OF TEXAS	75600286840	SOUTHWESTERN MEDICAL CENTER	PO BOX 841765	DALLAS	TX	752841765	CP1313 UPDATED 021617	REF PAY 75600286802
THE UNIVERSITY OF TEXAS	75600286841	SOUTHWESTERN MEDICAL CENTER	PO BOX 841765	DALLAS	TX	752841765	BLOCKED 082411 ZDB	REF PAY 75600286802
THE UNIVERSITY OF TEXAS	75600286842	SOUTHWESTERN MEDICAL CENTER	LOCK BOX 845477	DALLAS	TX	752845477	BLOCK 051012 NW1	REF PAY 756002868
UNIVERSITY OF TEXAS HEALTH	741586031V2	SCIENCE CENTER SAN ANTONIO	PO BOX 1898	SAN ANTONIO	TX	782971898	BLOCKED 120911 KB1	REF PAY 741586031
UNIVERSITY OF TEXAS HEALTH SC	741586031AC	DIV OF DIABETES	7703 FLOYD CURL DR MC 7866	SAN ANTONIO	TX	782293900	BLOCKED 021611 ZM6	REF PAY 741586031
UNIVERSITY OF TEXAS HEALTH SC	741586031AZ	GREEHEY CHILDRENS CANCER RESEA	7703 FLOYD CURL DR MC 7784	SAN ANTONIO	TX	782293900	BLOCKED 022213 ZDB	REF PAY 741586031AX
UNIVERSITY OF TEXAS HEALTH SC	741586031KL	OPHTHALMOLOGY	P O BOX 528	SAN ANTONIO	TX	782920528	BLOCKED CCR 110711 KB1	REF PAY 74158603116
UNIVERSITY OF TEXAS HEALTH SC	741586031R1	OFFICE OF THE PRESIDENT	7703 FLOYD CURL DR MC 7834	SAN ANTONIO	TX	782293900	BLOCKED 053012 ZDB	REF PAY 741586031R



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Searching with Tax ID

1

Enter
"Vendor ID"

The screenshot shows a web form titled "Search For Vendor". It has several input fields: "Vendor Name", "Vendor ID", "Zip", and "Address 1". The "Vendor ID" field contains the value "566000403" and is highlighted with a blue border. Below the input fields are two buttons: "Vendor Search" and "Clear". Below the buttons is a section titled "Unblocked Vendors" which contains a table with the following data:

	Vendor Name	Vendor ID	Address 1	Address 2	City	State	Zip	Comments	Contact
<input type="radio"/>	EAST CAROLINA UNIV	566000403	1000 E 5TH ST MS 203		GREENVILLE	NC	27858	A/C 053017	

Below the table is an "OK" button. A blue circle with the number "1" and an arrow points to the "Vendor ID" input field. A blue circle with the number "2" and an arrow points to the "Vendor Search" button.

2

Click "Vendor Search"



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Locating Tax ID and Facility Code in CWINRS

1

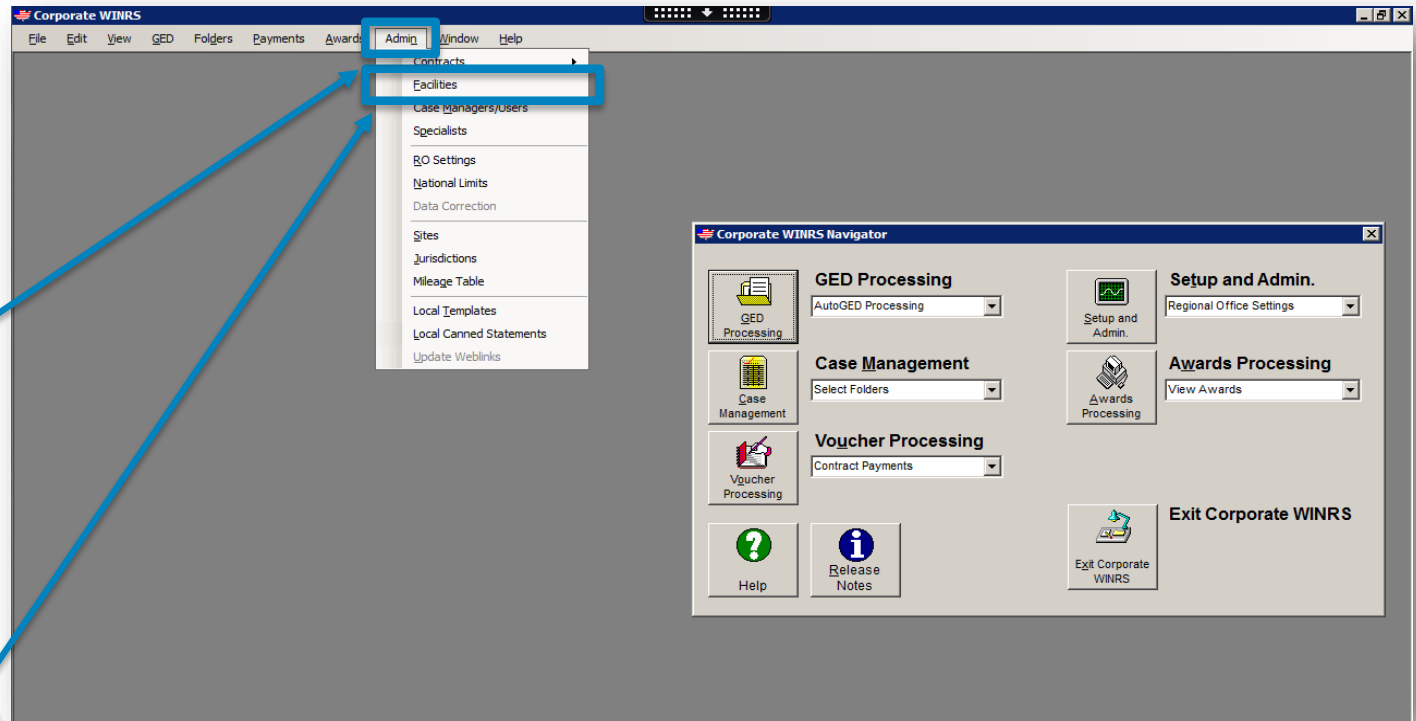
Log in to CWINRS

2

Go to
"Admin"

3

Select "Facilities"



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Locating Tax ID and Facility Code cont'd

4

Your assigned Station should be the default

5

To choose another station, select and click "Retrieve"

Address	City	Vnd
1312 Sunken Road	Fredericksburg, VA 20411	<input checked="" type="checkbox"/>
13989 Horseshoe Trail	St Petersburg, FL 90909	<input checked="" type="checkbox"/>
Rpo One Of Four	Usa, OK 20015	<input checked="" type="checkbox"/>
708 Royal Gorge Blvd.	Canon City, CO 81212	<input type="checkbox"/>
7190 ELDER LANE PO Box 558	Sun Prairie, WI 53590	<input type="checkbox"/>
242 Main Street	Dahlgren, VA 22477	<input checked="" type="checkbox"/>
4420 Georgia Avenue	West Palm Beach, AK 33405	<input type="checkbox"/>
234 Happy Day Way	Tampa, FL 33609	<input checked="" type="checkbox"/>
C/O Academic	Jersey City, NJ 07097	<input checked="" type="checkbox"/>
1000 Testy McTest Way	Hosnian Prime, DC 20006	<input type="checkbox"/>
333 Eddie Collins Dr	Boston, MA 33334	<input checked="" type="checkbox"/>



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Locating Tax ID and Facility Code cont'd

6

Enter facility name or scroll through facility list and select the appropriate facility

Station: 318 Winston-Salem Retrieve

Provider Name	Address	City	Vnd
East Carolina			
E C P I College Of Technology - Greensboro	7015 G. Albert Pick Road	Greensboro, NC 27409	<input checked="" type="checkbox"/>
E C P I College Of Technology Va Beach	5555 Greenwich Road	Va Beach, VA 23462	<input checked="" type="checkbox"/>
E S R I - (Charlotte)	2225 Gates Road, Lees	Charlotte, NC 28226	<input checked="" type="checkbox"/>
East Carolina Uni.	G120 Old Cafeteria Complex	Greenville, NC 27858	<input checked="" type="checkbox"/>
East Carolina Uni. (Cont. Ed. Studies)	Erwin Room 202	Greenville, NC 27858	<input checked="" type="checkbox"/>
East Carolina Uni. - Transportation	305 East Tenth Street	Greenville, NC 27858	<input checked="" type="checkbox"/>
East Carolina Uni. Bookstore	Ecu Bookstore- Dowdy Stu. Str	Greenville, NC 27858	<input checked="" type="checkbox"/>
East Carolina Uni. Registrar	Attn Josh Dail	Greenville, NC 27858	<input checked="" type="checkbox"/>
East Miss Comm College-Scooba	P O Box 158	Scooba, MS 39358	<input checked="" type="checkbox"/>
East Tennessee St. Uni.	P O Box 70732	Johnson City, TN 37614	<input checked="" type="checkbox"/>
Eastern Kentucky Uni. (Online)	Bumam House	Richmond, KY 40475	<input checked="" type="checkbox"/>

Export Add Edit Delete View Close

7

Click the "View" button

Station: 318 Winston-Salem

Facility Information

Tax ID: 56-6000403 FMS Lookup

Address: G120 Old Cafeteria Complex
Cashier's Office
Greenville NC 27858

Facility Contact

Name: Rebecca Porch
Phone: 2523286747
Fax:

Programs and Facility Code(s)

Facility Code for Selected Program: WEAMS

Facility Code	Type	Program Type
<input checked="" type="checkbox"/> 11808133	IHL	Institutions of Higher Learning
<input type="checkbox"/>	NCD	Non-College Degree
<input type="checkbox"/>	OJT	On the Job Training/Apprenticeship
<input type="checkbox"/>	SRS/IL	Special Rehab Service/Independent Living
<input type="checkbox"/>	SRS/M	Special Rehab Service/Medical

Close Close

8

Facility Tax ID/Code are displayed



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Microsoft Excel Work Aid

	A	B	C
1	Facility Name	TaxID	Facility Code
2	East Carolina University	566000403	11808133
3	Wayne Community College	560792849	14915433 IHL
4			14915533 NCD
5	Pitt Community College	560793335	14950433
6	North Carolina Wesleyan	560686603	31809533

Create a work aid to collect and save Tax IDs and Facility Codes for easy entry when creating new Authorizations in IPPS.



Search for a Vendor/Facility cont'd

Double Chevron Icons

Search For Vendor

Vendor Name : Zip :

Vendor ID : Address 1 :

Vendor Search **Clear**

Unblocked Vendors

Vendor Name	Vendor ID	Address 1	Address 2	City	State	Zip	Comments	Contact
<input type="radio"/> THE UNIVERSITY OF TEXAS	74600020302	2409 UNIVERSITY AVE STE A1904		AUSTIN	TX	78712	ADD 090616	
<input type="radio"/> THE UNIVERSITY OF TEXAS	74600094901	MEDICAL BRANCH	301 UNIVERSITY BLVD	GALVESTON	TX	775555302	BNOTICE NM/C 061617	
<input type="radio"/> THE UNIVERSITY OF TEXAS	74600094905	MEDICAL BRANCH	PO BOX 660120 DEPT 730	DALLAS	TX	752660120	BNOTICE NM/C 061617	
<input type="radio"/> THE UNIVERSITY OF TEXAS	74600094925	MEDICAL BRANCH	301 UNIVERSITY BLVD	GALVESTON	TX	775501035	BNOTICE NM/C 061617	
<input type="radio"/> THE UNIVERSITY OF TEXAS	753175630	SOUTHWESTERN MEDICAL CENTER PO BOX 849928		DALLAS	TX	752849928	EFT ADD 111505 JJP	
<input type="radio"/> THE UNIVERSITY OF TEXAS	7560028668	SOUTHWESTERN MEDICAL CENTER 5323 HARRY HINES BLVD		DALLAS	TX	753908575	BNOTICE NM/C 021617	
<input type="radio"/> THE UNIVERSITY OF TEXAS	75600286802	SOUTHWESTERN MEDICAL CENTER 5323 HARRY HINES BLVD MC9020		DALLAS	TX	753907208	CP1313 UPDATED 021617 DON	
<input type="radio"/> THE UNIVERSITY OF TEXAS	75600286807	SOUTHWESTERN MEDICAL CENTER PO BOX 845347		DALLAS	TX	752845347	CP1313 UPDATED 021617	
<input type="radio"/> THE UNIVERSITY OF TEXAS	75600286819	SOUTHWESTERN MEDICAL CENT 5323 HARRY HINES BLVD		DALLAS	TX	752359072	CP1313 UPDATED 021678	
<input type="radio"/> THE UNIVERSITY OF TEXAS	75600286822	SOUTHWESTERN MEDICAL CENTER 6000 HARRY HINES BLVD ND6 504		DALLAS	TX	753908814	CP1313 UPDATED 021678	

Unblocked Vendors

Blocked Vendors

Vendor Name	Vendor ID	Address 1	Address 2	City	State	Zip	Comments	Contact
THE UNIVERSITY OF TEXAS	75600286805	SOUTHWESTERN MEDICAL CENTER	PO BOX 844430	DALLAS	TX	752844430	BLOCKED 090513 ZDB	REF PAY 75600286804
THE UNIVERSITY OF TEXAS	75600286806	SOUTHWESTERN MEDICAL CENTER	5323 HARRY HINES BLVD	DALLAS	TX	752357208	BLOCK CCR 020711 NW1	PAY 75600286802 DUP
THE UNIVERSITY OF TEXAS	75600286840	SOUTHWESTERN MEDICAL CENTER	PO BOX 841765	DALLAS	TX	752841765	CP1313 UPDATED 021617	REF PAY 75600286802
THE UNIVERSITY OF TEXAS	75600286841	SOUTHWESTERN MEDICAL CENTER	PO BOX 841765	DALLAS	TX	752841765	BLOCKED 082411 ZDB	REF PAY 75600286802
THE UNIVERSITY OF TEXAS	75600286842	SOUTHWESTERN MEDICAL CENTER	PO BOX 841765	DALLAS	TX	752845477	BLOCK 051012 NW1	REF PAY 756002868
UNIVERSITY OF TEXAS HEALTH SC	741586031V2	SCIENCE CENTER SAN ANTONIO		SAN ANTONIO	TX	782971898	BLOCKED 120911 KB1	REF PAY 741586031
UNIVERSITY OF TEXAS HEALTH SC	741586031AC	DIV. OF DIABETES	7703 FLOYD CURL DR MC 7856	SAN ANTONIO	TX	782293900	BLOCKED 021611 ZM6	REF PAY 741586031
UNIVERSITY OF TEXAS HEALTH SC	741586031AZ	GREEHEY CHILDRENS CANCER RESEA	7703 FLOYD CURL DR MC 7784	SAN ANTONIO	TX	782293900	BLOCKED 022213 ZDB	REF PAY 741586031AX
UNIVERSITY OF TEXAS HEALTH SC	741586031KL	OPHTHALMOLOGY	P O BOX 528	SAN ANTONIO	TX	7822920528	BLOCKED CCR 110711 KB1	REF PAY 74158603116
UNIVERSITY OF TEXAS HEALTH SC	741586031R1	OFFICE OF THE PRESIDENT	7703 FLOYD CURL DR MC 7834	SAN ANTONIO	TX	782293900	BLOCKED 053012 ZDB	REF PAY 741586031R

Blocked Vendors



Choose **VA**

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VA



U.S. Department of Veterans Affairs 27

Search for a Vendor/Facility

3

To authorize services for a vendor, click the radio button next to it

Search For Vendor

Vendor Name : Zip :

Vendor ID : Address 1 :

Unblocked Vendors

Vendor Name	Vendor ID	Address 1	Address 2	City	State	Zip	Comments	Contact
<input type="radio"/> THE UNIVERSITY OF TEXAS	74600020302	2409 UNIVERSITY AVE STE A1904		AUSTIN	TX	78712	ADD 090616	
<input type="radio"/> THE UNIVERSITY OF TEXAS	74600094901	MEDICAL BRANCH	301 UNIVERSITY BLVD	GALVESTON	TX	775555302	BNOTICE NM/C 061617	
<input checked="" type="radio"/> THE UNIVERSITY OF TEXAS	74600094905	MEDICAL BRANCH	PO BOX 660120 DEPT 730	DALLAS	TX	752660120	BNOTICE NM/C 061617	
<input type="radio"/> THE UNIVERSITY OF TEXAS	74600094925	MEDICAL BRANCH	301 UNIVERSITY BLVD	GALVESTON	TX	775501035	BNOTICE NM/C 061617	

4

Click "OK"

5

Vendor details are populated in the "Selected Vendor Details" field

Blocked Vendors

Vendor Name	Vendor ID	Address 1	Address 2	City	State	Zip	Comments	Contact
THE UNIVERSITY OF TEXAS	75600286805	SOUTHWESTERN MEDICAL CENTER	PO BOX 844430	DALLAS	TX	752844430	BLOCKED 090513 ZDB	REF PAY 75600286804
THE UNIVERSITY OF TEXAS	75600286806	SOUTHWESTERN MEDICAL CENTER	5323 HARRY HINES BLVD	DALLAS	TX	752357208	BLOCK CCR 020711 NW1	PAY 75600286802 DUP
THE UNIVERSITY OF TEXAS	75600286840	SOUTHWESTERN MEDICAL CENTER	PO BOX 841765	DALLAS	TX	752841765	CP1313 UPDATED 021617	REF PAY 75600286802
THE UNIVERSITY OF TEXAS	75600286841	SOUTHWESTERN MEDICAL CENTER	PO BOX 841765	DALLAS	TX	752841765	BLOCKED 082411 ZDB	REF PAY 75600286802
THE UNIVERSITY OF TEXAS	75600286842	SOUTHWESTERN MEDICAL CENTER	LOCK BOX 845477	DALLAS	TX	752845477	BLOCK 051012 NW1	REF PAY 756002868
UNIVERSITY OF TEXAS HEALTH	741586031V2	SCIENCE CENTER SAN ANTONIO	PO BOX 1898	SAN ANTONIO	TX	782971898	BLOCKED 120911 KB1	REF PAY 741586031
UNIVERSITY OF TEXAS HEALTH SC	741586031AC	DIV OF DIABETES	7703 FLOYD CURL DR MC 7866	SAN ANTONIO	TX	782293900	BLOCKED 021611 ZM6	REF PAY 741586031
UNIVERSITY OF TEXAS HEALTH SC	741586031AZ	GREEHEY CHILDRENS CANCER RESEA	7703 FLOYD CURL DR MC 7784	SAN ANTONIO	TX	782293900	BLOCKED 022213 ZDB	REF PAY 741586031AX
UNIVERSITY OF TEXAS HEALTH SC	741586031KL	OPHTHALMOLOGY	P O BOX 528	SAN ANTONIO	TX	782290528	BLOCKED CCR 110711 KB1	REF PAY 74158603116
UNIVERSITY OF TEXAS HEALTH SC	741586031R1	OFFICE OF THE PRESIDENT	7703 FLOYD CURL DR MC 7834	SAN ANTONIO	TX	782293900	BLOCKED 053012 ZDB	REF PAY 741586031R

Selected Vendor Details

Vendor Name	Address 1	Address2	City	State	Zip
THE UNIVERSITY OF TEXAS	MEDICAL BRANCH	PO BOX 660120 DEPT 730	DALLAS	TX	752660120



Choose **VA**

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VA



U.S. Department of Veterans Affairs 28

Search for Participant

1

On the Search for Participant pod, enter the Participant's Social Security Number and/or VA File Number

2

Click "Participant Search"

3

Verify the Participant's information in the "Participant Details" field

The screenshot shows a web browser window with the URL <https://vaww.ipps-utest.fsc.va.gov/prweb/PRWebLDAP1/y003QunZhs3aLaBoKOrd6DanNDnv0j/>. The page title is "U.S. Department of Veterans Affairs Invoice Payment Processing System". The main content area is titled "Search For Participant" and contains two input fields: "Social Security Number" with the value "123456789" and "VA File Number" with the placeholder "Enter 8 or 9 Character File Number only". Below these fields are two buttons: "Participant Search" and "Clear". A blue arrow points from the "Participant Search" button to a callout box labeled "2". Below the search section is a "Participant Details" section with the following information:

Participant Name	TESTERA TESTER	Participant ID	41
Social Security Number	123-45-6789	VA File Number	

Below the details section is a "Review Authorization Facility/Vendor Section" with a text input field for "Name of Services/Assistance (Include Degree Type When Applicable)" and a note "Enter up to 250 Characters only". A blue arrow points from the "Participant Details" section to a callout box labeled "3".



Choose **VA**

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VA



U.S. Department
of Veterans Affairs 29

Review Authorization Facility/Vendor

1

In the “Review Authorization Facility/Vendor Section”, enter the Name of Services/Assistance field



Review Authorization Facility/Vendor Section

Name of Services/Assistance (Include Degree type when Applicable)
Enter up to 256 Characters only

2

In the “Review Authorization Facility/Vendor Section”, click the calendar icon to the right to enter the Start/End Date of the Authorization

Enrollment Period :


Start Date : *  End Date : * 

Line Item Details

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

▼ Today * Close

Enrollment Period :

Start Date : * 

Select the dates of the Enrollment Period on this calendar

Note: The End Date cannot be more than one year from the Start Date or before the Start Date. The Start Date can not be after the End Date



Choose VA

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VA



U.S. Department
of Veterans Affairs 30

Line Item Details

1

Click the checkbox next to the Line Item(s) that are being funded (authorized)

Line Item Details

Tuition and Fees: 4107

Required Books: 4108

Required Supplies: 4109

Required Handling Charges: 4112

Required Tutorial: 4113

Required Equipment: 4150

Required One-Time Miscellaneous: 4155

Notes : Fees as of 01/01/2019

Notes : The Beauty of Butterflies
How to Have Your Cake and Eat it Too

2

Optional Notes field displays to the right of all checked Line Item(s) for additional specificities, such as dollar limits or specific books or supplies



Choose VA

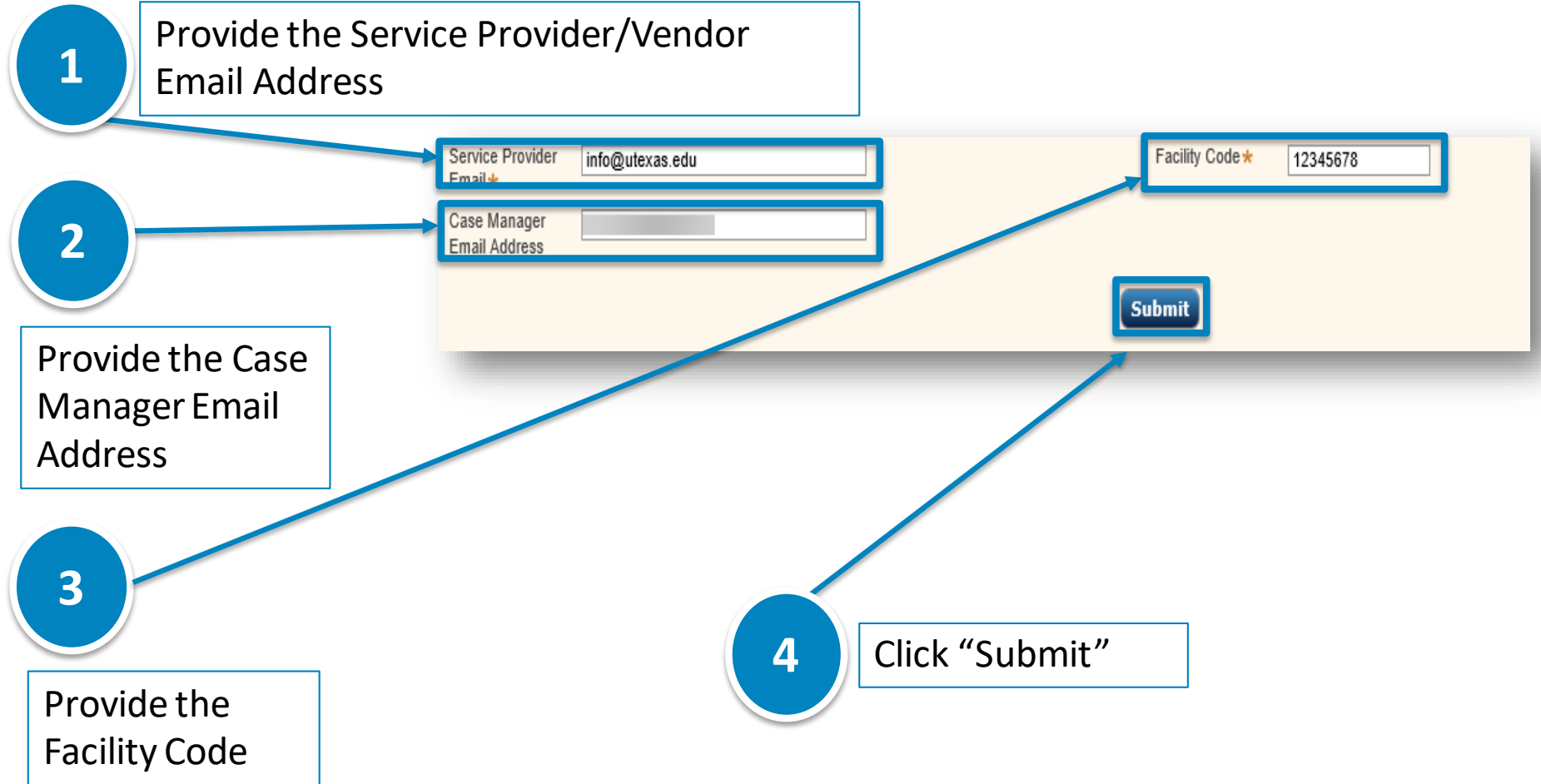
FOR VA INTERNAL USE ONLY

VA



U.S. Department
of Veterans Affairs 31

Authorization Fields



Auto-generated Email

----- Forwarded message -----

From: <VAFSCINVOICEPROCESSING@va.gov>

Date: Thu, Aug 15, 2019, 3:34 PM

Subject: Authorization for Chapter 31, Chapter 18, and Certain Chapter 35 Services - Auth# 301940167

To: <alisonrosen@gmail.com>

<!-- This is an auto generated email. Please do not respond --!>

An Authorization for payment of training, services, books, and/or supplies at your facility for a Department of Veterans Affairs (VA) Vocational Rehabilitation & Employment (VR&E) participant is available in the [Tungsten Network Support](#). If this is the first Authorization you are receiving, you will need to register using this [link](#). The Tungsten Network is an electronic invoicing service that the VA uses to authorize and pay all invoices.

Chapter 31

The authorization approves required costs for Chapter 31 training including tuition, fees, books, and supplies for the program identified in the "Name of Service" section of the authorization. Please note that VA will pay all invoices for the required tuition, fees, books, and supplies directly to the institution in arrears. The authorization also serves as notification to the School Certifying Official that training time should be certified for Chapter 31 claimants. In addition, this notification, if applicable, must be forwarded to the responsible party at your facility to alert them of the available authorization in the system to initiate the certification process using VA-ONCE.

Chapter 35

This authorization approves training, education, and services for Chapter 35 claimants under Specialized Vocational Training or Special Restorative Training. VA will pay only for the Special Restorative Training services listed in the "Name of Service" section of the authorization for Chapter 35 claimant. If applicable, detailed information for specific training courses and services during the authorized period may be listed under the specific "Notes" section of the authorization.

Chapter 18

The authorization approves required costs for Vocational Training for Certain Children with Spina Bifida or Other Covered Birth Defects under Chapter 18, which include tuition, fees, books, and supplies for the program identified in the "Name of Service" section of the authorization.

If you have any questions regarding the authorization, you may contact the case manager listed in the "VR&E Case Manager Email" section of the authorization. For procedures on electronic invoice processing, you may contact Tungsten directly at 1-877-752-0900 [and](#) notify the VR&E Case manager about your concerns.

Thank you.



Choose **VA**

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VA



U.S. Department
of Veterans Affairs 33

Demonstration





Invoice Payment Processing System

Functionality: My Authorizations

Briefed by:

VR&E Service



ChooseVA

FOR VA INTERNAL USE ONLY
Updated: October 22, 2019

VA

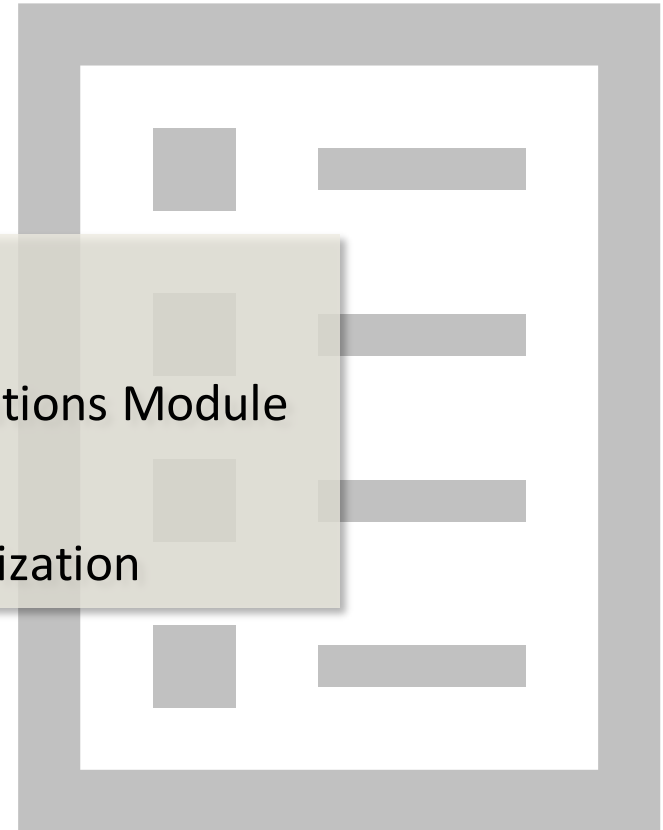


U.S. Department
of Veterans Affairs

Learning Objective(s)

After this training you will be able to:

- Describe the steps to access the My Authorizations Module
- Describe the steps to cancel an Authorization
- Describe the steps to view a PDF of an Authorization



My Authorizations

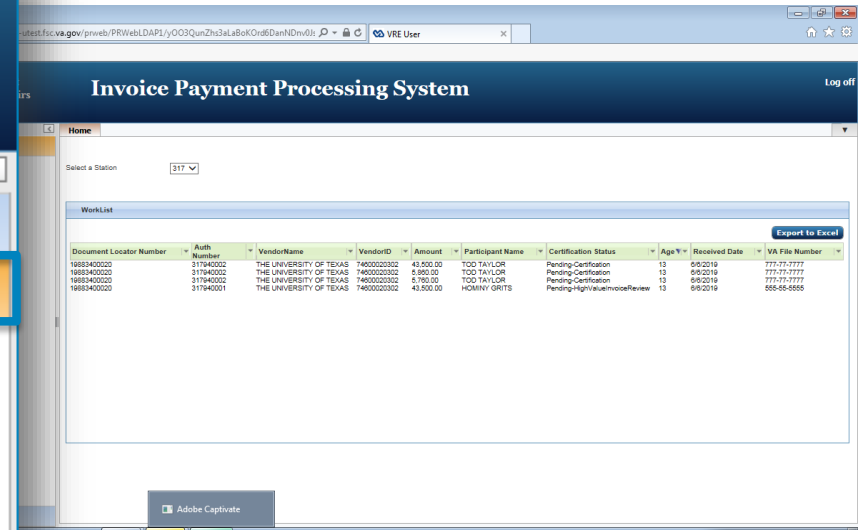
1

Click "Process Work" from the Navigation Menu



2

Click the "My Authorizations" button



3

A list of your Authorizations is displayed in the Workspace entitled My Authorizations Report

My Authorizations Report

| Created DateTime | Authorization # | SSN | Participant Name | Participant ID | File # | Enrollment Start | Enrollment End | Vendor Name | Facility Code | Status |
|--------------------|-----------------|-------------|------------------|----------------|-------------|------------------|----------------|-------------------------|---------------|--------|
| 04/23/2019 3:38 PM | 101940000 | 920-10-0813 | RONNY JON HILLY | 823656 | 920-10-0813 | 04/25/2019 | 04/28/2019 | THE UNIVERSITY OF TEXAS | 12345678 | Open |



Choose VA

FOR VA INTERNAL USE ONLY

VA



U.S. Department of Veterans Affairs

Filtering Authorizations

1

Select the dropdown arrow for the column you want to filter

My Authorizations Report Export to Excel Refresh

| Created DateTime | Authorization # | SSN | Participant Name | Participant ID | VA File # | Enrollment Start | Enrollment End | Vendor Name | Facility Code | Status | |
|---------------------|-----------------|-------------|------------------|----------------|-----------|------------------|----------------|------------------------------|---------------|--------|---|
| 06/03/2019 10:48 AM | 101940037 | 123-45-6789 | TESTERA TESTER | 41 | | 09/01/2019 | 12/31/2019 | UTMB HLTHCARE SYSTEMS INC | 12345678 | Open | Cancel View PDF Image |
| 06/03/2019 10:38 AM | 101940036 | 123-45-6789 | TESTERA TESTER | 41 | | 09/01/2019 | 12/31/2019 | BAYLOR SCOTT & WHITE MEDICAL | 12345678 | Open | Cancel View PDF Image |

2

In the list option window, select the checkbox option you want to filter by

[Clear Filter](#)

101-10-0002

123-45-6789

920-10-0813

Search Text

Apply Cancel

3

Click "Apply"

4

Only authorizations containing that option displays

| Created DateTime | Authorization # | SSN | Participant Name | Participant ID | VA File # | Enrollment Start | Enrollment End | Vendor Name | Facility Code | Status | |
|---------------------|-----------------|-------------|------------------|----------------|-----------|------------------|----------------|--------------------------------|---------------|--------|---|
| 07/01/2019 2:54 PM | 101940098 | 123-45-6789 | TESTERA TESTER | 41 | | 07/01/2018 | 07/01/2019 | THE UNIVERSITY OF TEXAS | 41 | Cancel | View PDF Image |
| 06/10/2019 11:32 AM | 101940066 | 123-45-6789 | TESTERA TESTER | 41 | | 06/07/2019 | 08/30/2019 | BAYLOR SCOTT & WHITE MEDICAL 1 | | Cancel | View PDF Image |
| 06/03/2019 10:48 AM | 101940037 | 123-45-6789 | TESTERA TESTER | 41 | | 09/01/2019 | 12/31/2019 | UTMB HLTHCARE SYSTEMS INC | 12345678 | Open | Cancel View PDF Image |
| 06/03/2019 10:38 AM | 101940036 | 123-45-6789 | TESTERA TESTER | 41 | | 09/01/2019 | 12/31/2019 | BAYLOR SCOTT & WHITE MEDICAL | 12345678 | Open | Cancel View PDF Image |
| 05/28/2019 1:51 PM | 101940025 | 123-45-6789 | TESTERA TESTER | 41 | | 05/21/2019 | 05/31/2019 | AMERICAN NATIONAL UNIVERSITY | 12345678 | Cancel | View PDF Image |



Choose VA

FOR VA INTERNAL USE ONLY

VA



U.S. Department of Veterans Affairs 38

Searching the Authorization Report

My Authorizations Report Export to Excel Refresh

| Created DateTime | Authorization # | SSN | Participant Name | Participant ID | VA File # | Enrollment Start | Enrollment End | Vendor Name | Facility Code | Status | |
|---------------------|-----------------|-------------|------------------|----------------|-----------|------------------|----------------|------------------------------|---------------|--------|--|
| 06/03/2019 10:48 AM | 101940037 | 123-45-6789 | TESTERA TESTER | 41 | | 09/01/2019 | 12/31/2019 | UTMB HLTHCARE SYSTEMS INC | 12345678 | Open | Cancel View PDF Image |
| 06/03/2019 10:38 AM | 101940036 | 123-45-6789 | TESTERA TESTER | 41 | | 09/01/2019 | 12/31/2019 | BAYLOR SCOTT & WHITE MEDICAL | 12345678 | Open | Cancel View PDF Image |

1
Select the dropdown arrow for the column you want to filter

2
Enter the text you want to search for in the "Search Text" field

3
Click "Apply"

4
Click "Clear Filter" to clear the filter and return to the Authorizations Report

Clear Filter

- JOHN HALL
- RONNY JON HILLY
- TESTERA TESTER

Search Text
Jon

Apply Cancel

Cancelling an Authorization

Locate the Authorization and click the “Cancel” button



My Authorizations Report

| Created DateTime | Authorization # | SSN | Participant Name | Participant ID | File # | Enrollment Start | Enrollment End | Vendor Name | Facility Code | Status | |
|--------------------|-----------------|-------------|------------------|----------------|-------------|------------------|----------------|-------------------------|---------------|--------|---|
| 04/23/2019 3:38 PM | 101940000 | 920-10-0813 | RONNY JON HILLY | 823656 | 920-10-0813 | 04/25/2019 | 04/28/2019 | THE UNIVERSITY OF TEXAS | 12345678 | Open | Cancel View PDF Image |

Click “Submit” in the dialog box to confirm that you want to Cancel the Authorization

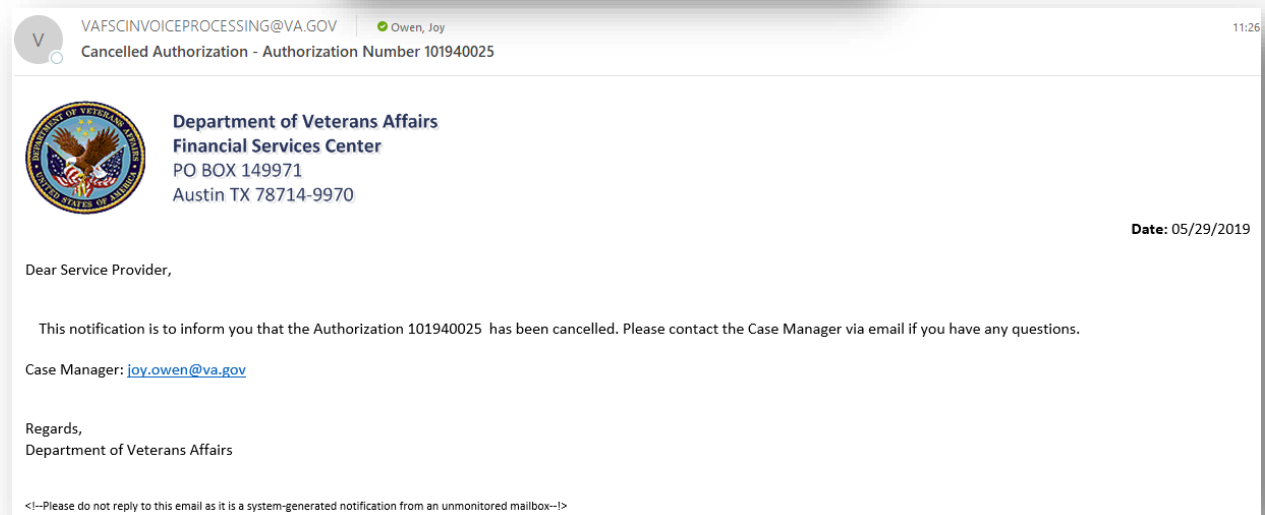


Cancel Authorization 101940175 ?

[Back](#) [Submit](#)



An auto-generated email is sent to the Service Provider/Vendor



Viewing a PDF of an Authorization

Locate the Authorization to view and then click "View PDF Image" (hyperlink)



My Authorizations Report

| Created DateTime | Authorization # | SSN | Participant Name | Participant ID | File # | Enrollment Start | Enrollment End | Vendor Name | Facility Code | Status | |
|--------------------|-----------------|-------------|------------------|----------------|-------------|------------------|----------------|-------------------------|---------------|--------|---|
| 04/23/2019 3:38 PM | 101940000 | 920-10-0813 | RONNY JON HILLY | 823656 | 920-10-0813 | 04/25/2019 | 04/28/2019 | THE UNIVERSITY OF TEXAS | 12345678 | Open | Cancel View PDF Image |



The PDF displays in a separate window

Department of Veterans Affairs
Vocational Rehabilitation & Employment Authorization

Identifying Data

| | | | |
|------------------|--------------------|-------------------------|--------------------------|
| Participant Name | BAZOOKA BUBBLE GUM | Authorization # | 347940011 |
| SSN | XXX-XX-3232 | VR&E Case Manager Email | vafscchowdstest10@va.gov |
| VA File Number | XXX-XX-3232 | | |

Authorization to Facility/Vendor Details

| | | | |
|-------------------|-------------------------|--------------------------|--------------------------------|
| Service Provider | COFFIE JOSHUA | Service Provider Address | 14001 AVERY RANCH BLVD ; #1902 |
| Enrollment Period | 04/22/2019 - 04/22/2019 | | AUSTIN, TX 78717 |
| Name of Services | afa afdsda | Service Provider Email | sabbir.chowdhury@va.gov |

Line Item Details

| Line # | Description | Notes |
|--------|------------------------|------------|
| 1 | Tuition and Fees: 4107 | adfs |
| 2 | Required Books: 4108 | afs asdfas |



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VA



U.S. Department of Veterans Affairs 41

Refreshing the Screen

Click the “Refresh” button to update the screen contents

1

My Authorizations Report

Export to Excel Refresh

| Created DateTime | Authorization # | SSN | Participant Name | Participant ID | VA File # | Enrollment Start | Enrollment End | Vendor Name | Facility Code | Status | | |
|---------------------|-----------------|-------------|------------------|----------------|-----------|------------------|----------------|------------------------------|---------------|--------|--------|----------------|
| 06/03/2019 10:48 AM | 101940037 | 123-45-6789 | TESTERA TESTER | 41 | | 09/01/2019 | 12/31/2019 | UTMB HLHCARE SYSTEMS INC | 12345678 | Open | Cancel | View PDF Image |
| 06/03/2019 10:38 AM | 101940036 | 123-45-6789 | TESTERA TESTER | 41 | | 09/01/2019 | 12/31/2019 | BAYLOR SCOTT & WHITE MEDICAL | 12345678 | Open | Cancel | View PDF Image |



Demonstration



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VA



U.S. Department
of Veterans Affairs 43



Invoice Payment Processing System

Functionality: Certifying Invoices

Briefed by:

VR&E Service



ChooseVA

FOR VA INTERNAL USE ONLY
Updated: October 22, 2019

VA

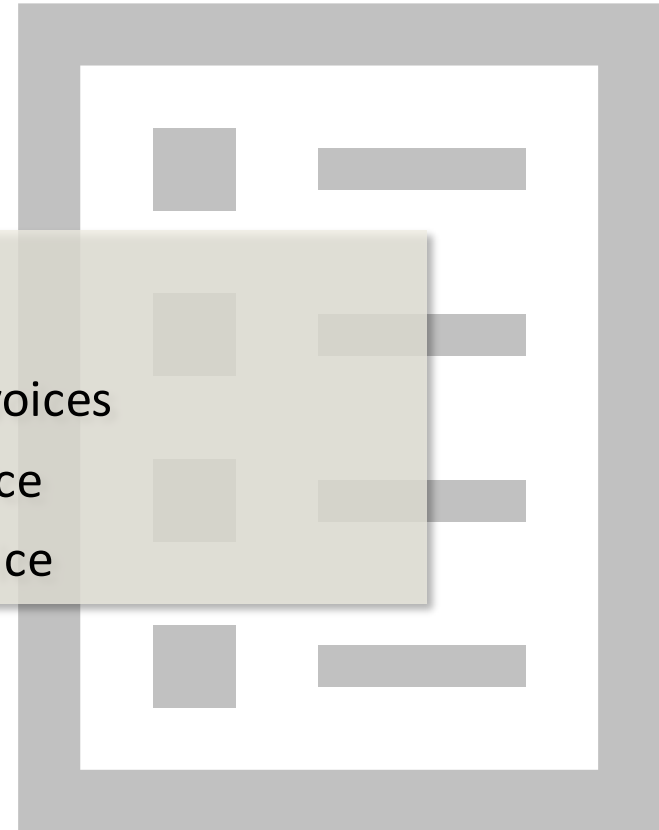


U.S. Department
of Veterans Affairs

Learning Objective(s)

After this training you will be able to:

- Identify the User Roles that can certify invoices
- Describe how to certify a Low Dollar Invoice
- Describe how to certify a High Dollar Invoice



VR&E Roles in the IPPS Application

IPPS User Role Matrix

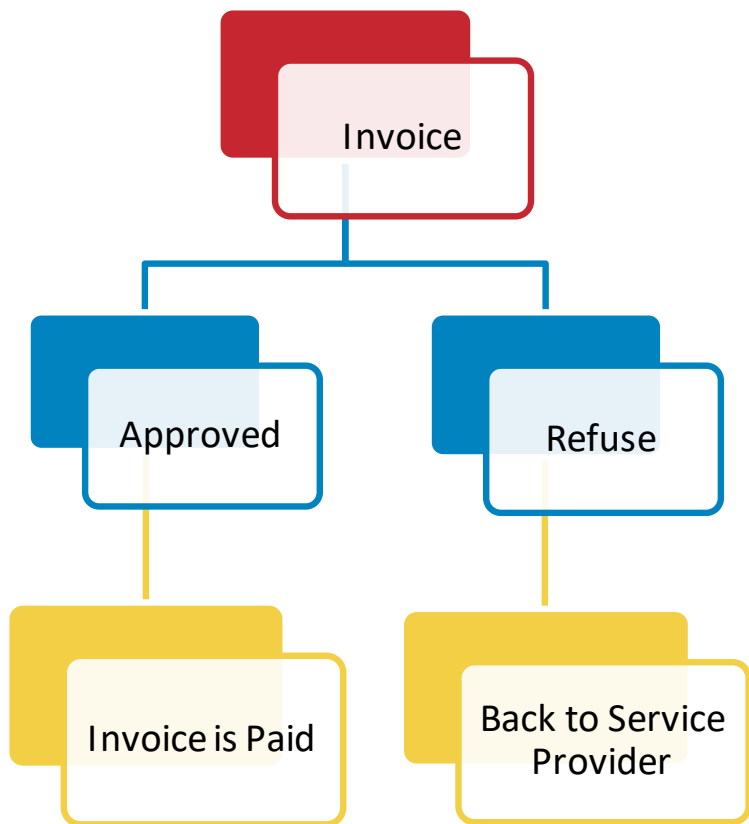
| IPPS User Admin Role Labels | Research All Stations | Certify Invoices | Certify High \$ Invoices | Manage User Administration | Access/Run Reports (Monitor Activity) | View Dashboards | Create Authorizations | My Authorizations |
|-----------------------------|-----------------------|------------------|--------------------------|----------------------------|---------------------------------------|-----------------|-----------------------|-------------------|
| VRE Read Only | X | | | | | | | |
| VRE Case Manager | X | X | | | | | X | X |
| VRE Supervisor | X | X | X | | X | | X | X |
| VRE Site Admin | X | | | X | X | X | | |
| VRE RO Director | X | | X | | X | X | | |
| VRE Director | X | | X | | X | X | | |

A user can only be assigned one role at a time.

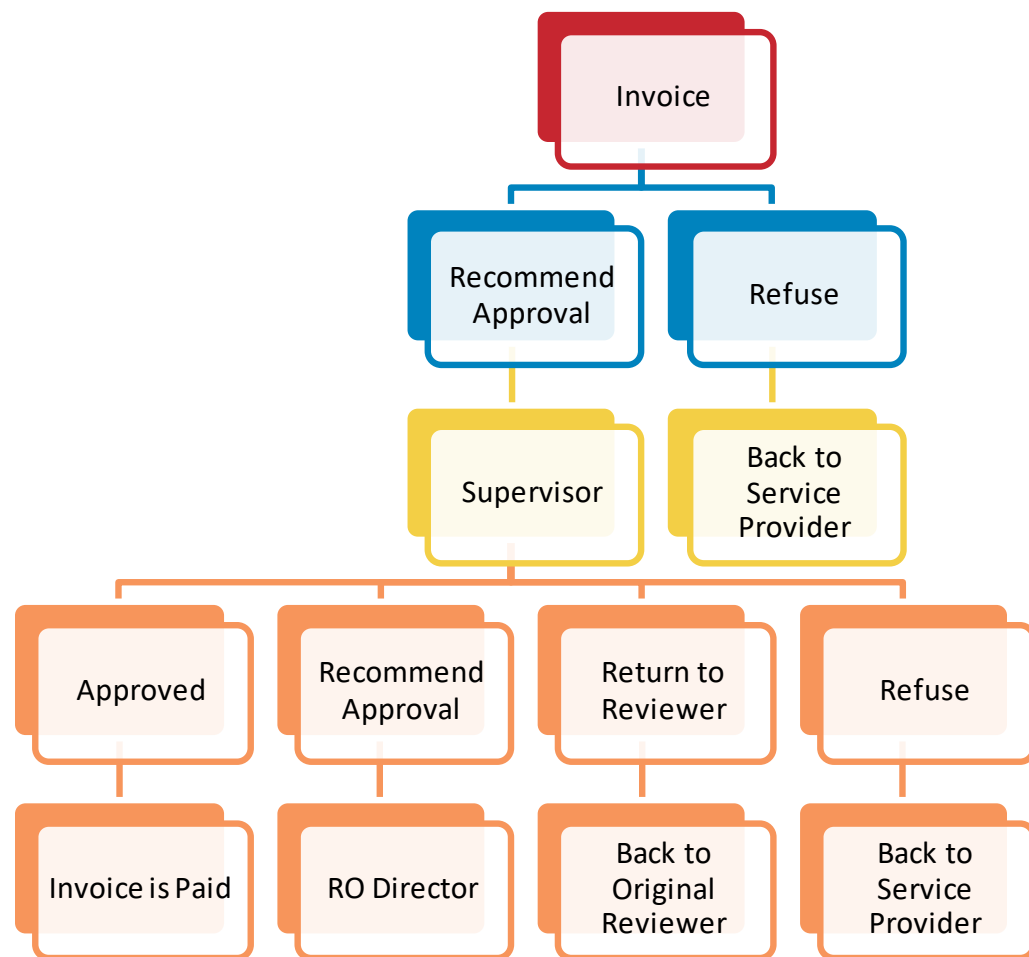


Invoice Certification Routes

Low Dollar Invoices



High Dollar Invoices



Dollar Thresholds

IPPS Low Dollar Thresholds

| IPPS Role | Thresholds for Books | Thresholds for Supplies | Thresholds for Tuition Payments |
|--------------|----------------------|-------------------------|---------------------------------|
| Case Manager | ≤\$5,000 | ≤\$5,000 | ≤\$25,000 |
| Supervisor | <\$5,000 | <\$5,000 | <\$25,000 |

IPPS High Dollar Thresholds

| IPPS Role | Thresholds for Books | Thresholds for Supplies | Thresholds for Tuition Payments |
|-----------------------|--------------------------|--------------------------|---------------------------------|
| Supervisor | >\$5,000 but ≤ \$10,000 | >\$5,000 but ≤ \$10,000 | >\$25,000 but ≤ \$50,000 |
| RO Director | >\$10,000 but ≤ \$15,000 | >\$10,000 but ≤ \$15,000 | >\$50,000 but ≤ \$100,000 |
| VR&E Service Director | >\$15,000 | >\$15,000 | >\$100,000 |





Invoice Payment Processing System

Functionality: Low Dollar Invoices

Briefed by:

VR&E Service



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FOR VA INTERNAL USE ONLY
Updated: October 22, 2019

VA



U.S. Department
of Veterans Affairs

Opening an Invoice

1

Log into IPPS (discussed earlier) and the “My Work” tab displays in the Workspace

2

Select the station

The screenshot shows the 'My Work' workspace. At the top, there is a 'Select a Station' dropdown menu with a blue callout box showing the options 589, 635, and 671. Below this is a 'WorkList' table with columns: Document Locator Number, Auth Number, VendorName, VendorID, Amount, Participant Name, Certification Status, Age, Received Date, and VA File Number. An 'Export to Excel' button is located at the top right of the table. The table contains four rows of data, with the first row highlighted in blue.

| Document Locator Number | Auth Number | VendorName | VendorID | Amount | Participant Name | Certification Status | Age | Received Date | VA File Number |
|-------------------------|-------------|--|-------------|--------------|------------------|--------------------------------|-----|---------------|----------------|
| 19883400020 | 317940001 | THE UNIVERSITY OF TEXAS | 74600020302 | 43,500.00 | HOMINY GRITS | Pending-HighValueInvoiceReview | 21 | 6/6/2019 | 555-55-5555 |
| 35483400003 | 101940035 | OST, INC | 522175314 | 139,000.00 | RONNY JON HILLY | Pending-HighValueInvoiceReview | 189 | 12/20/2018 | 920-10-0813 |
| 14983400039 | 101940065 | SDV CONSTRUCTION | 203225361 | 200,000.00 | JOHN HALL | Pending-HighValueInvoiceReview | 833 | 3/16/2017 | 101-10-0002 |
| 14972400038 | 101940073 | CULPEPPER & ASSOCIATES SECURITY SERVICES, INC. | 582027627 | 1,000,000.00 | CRSC B SIXTEEN | Pending-HighValueInvoiceReview | 833 | 3/16/2017 | 144-12-8888 |

3

Click on the invoice you want to process



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VA



U.S. Department of Veterans Affairs 50

Certification Screen

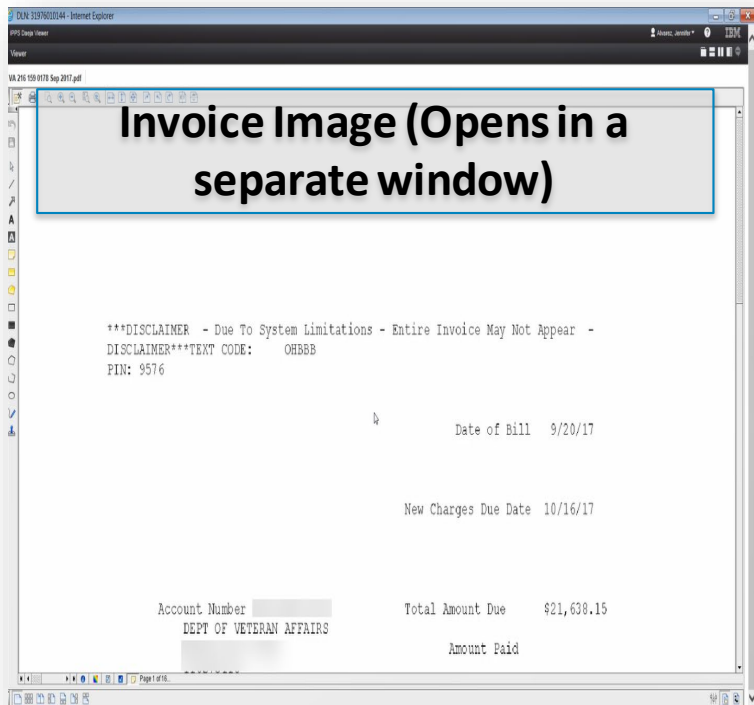
1

Audit Link

2

Invoice Summary

Invoice Image (Opens in a separate window)



3

Authorization Details

My Work I-195790

Invoice Summary DLN Number: 19883400020 Status: Pending-HighValueInvoiceReview

Authorization Details

| | | | | | |
|------------------|----|----------------|-------------------------|-----------------------|--------------|
| Participant Name | TS | Vendor Name | THE UNIVERSITY OF TEXAS | Invoice Date | 03/09/2017 |
| Participant ID | | Vendor ID | 7400000000 | Invoice Received Date | 09/09/2017 |
| VA file Num | | Invoice Number | 08/190019 | Invoice Number | A31794000113 |
| Authorization | | Amount | 3,500.00 | | |

Reviewer History

Invoice Line Details

| Line | ROC | Amount to Apply |
|------|-----|-----------------|
| 1 | | \$28,000.00 |
| 2 | | \$8,000.00 |
| 3 | | \$7,500.00 |

Provide Certification Decision

Accept Refuse Return to Reviewer

submit Cancel

Notes

Notes

No attachments

Attachments

Attachment: False Show

No attachments

UploadFile

| File Name | Description |
|-----------|-------------|
| No items | |

5

Provide Certification Decision

6

Notes and Attachments



Choose VA

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VA



U.S. Department of Veterans Affairs 51

Invoice Line Item (Handling and Taxes)

If you see handling charges and/or taxes are included on the invoice, click the “Plus sign”

1

| Invoice Line Details | | | |
|----------------------|---------------------------------------|------------------------|-----------------|
| Line | Description | BOC | Amount to Apply |
| 1 | BUR TN40RFL TRANSNASAL 4MM RND FLUTED | Required Books: 4108 | 1529.80 |
| 1 | BUR TN40RFL TRANSNASAL 4MM RND FLUTED | Tuition and Fees: 4107 | 1529.80 |

Add the appropriate amount(s) using the appropriate BOC

2

| Invoice Line Details | | | |
|----------------------|---------------------------------------|---|-----------------|
| Line | Description | BOC | Amount to Apply |
| 1 | BUR TN40RFL TRANSNASAL 4MM RND FLUTED | Required Books: 4108 | 1529.80 |
| 1 | BUR TN40RFL TRANSNASAL 4MM RND FLUTED | Tuition and Fees: 4107 | 1529.80 |
| 2 | Required Handling Charges and Taxes | Required Handling Charges and Taxes: 4112 | 0.0 |



Choose VA

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U.S. Department of Veterans Affairs 52

Accepting an Invoice

1

Ensure a BOC is selected for each line item and that the amounts are correct in the “Amount to Apply” field for each item. Note: You can select a list of possible BOC entries and update the Amounts to Apply as needed

The screenshot displays the 'Invoice Line Details' interface. It features a table with columns for 'Line', 'Description', 'BOC', and 'Amount to Apply'. Two line items are visible, both with the description 'Progress billing for Little Rock Medical Center Interim payment 8'. The first item has an amount of 1150.00, and the second has 4000.00. A dropdown menu is open over the BOC column, listing options such as 'Tuition and Fees: 4107', 'Required Books: 4108', and 'Required Supplies: 4109'. A trashcan icon is visible to the right of the 'Amount to Apply' field for the second line item.

| Line | Description | BOC | Amount to Apply |
|------|---|---|-----------------|
| 1 | Progress billing for Little Rock Medical Center Interim payment 8 | Select one...
Tuition and Fees: 4107
Required Books: 4108
Required Supplies: 4109
Required Handling Charges and Taxes: 4112
Required Tutorial: 4113
Required Equipment: 4150
Required One-Time Miscellaneous: 4155 | 1150.00 |
| 1 | Progress billing for Little Rock Medical Center Interim payment 8 | | 4000.00 |

1a

You can also delete a line item by selecting the “Trashcan Icon” to the right of the Amount to Apply field



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of Veterans Affairs 53

Accepting an Invoice cont'd

2

Select Accept in the Provide Certification Decision

The image displays two screenshots of the 'Provide Certification Decision' form. The left screenshot shows the 'Accept' radio button selected. The right screenshot shows a calendar for June 2019 with the 3rd highlighted, and the 'Total Certified Amount' field highlighted. A blue arrow points from the 'Total Certified Amount' field in the right screenshot to the 'Total Certified Amount' field in the left screenshot.

Provide Certification Decision

Accept Refuse

Date Of Acceptance ★

Total Certified Amount \$5,754.70

Is this a Final Invoice?

Late Payment Reason ★

Amount Billed and Amount Certified do not match. Please enter comments: ★

Submit **Cancel**

Provide Certification Decision

Accept Refuse

Date Of Acceptance ★

Total Certified Amount

Is this a Final Invoice?

Late Payment Reason ★

Amount Billed and Amount Certified do not match. Please enter comments: ★

Notes

Today Close

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 26 | 27 | 28 | 29 | 30 | 31 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 1 | 2 | 3 | 4 | 5 | 6 |

3

Enter all mandatory fields,

- (a) Such as the Date of Acceptance by clicking on the calendar icon
- (b) Verify the "Total Certified Amount"
- (c) If final invoice and no further processing, select the checkbox next to "Is this the Final Invoice?"
- (d) Click "Submit"



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Additional Mandatory Fields

3

Late Payment Reason★

Amount Billed and Amount Certified do not match. Please enter comments:★

Select Late Payment Reason...

- System Impediment
- Routing Issue
- Delinquent Approval
- Unresolved Dispute with Invoice
- Payment Hold for Investigation

(d) If displayed, enter a “Late Payment Reason” from the dropdown list

Provide Certification Decision

Accept Refuse

Date Of Acceptance★ 6/2/2019

Total Certified Amount \$5,754.70

Is this a Final Invoice?

Late Payment Reason★ System Impediment

Amount Billed and Amount Certified do not match. Please enter comments:★ There was a pre-payment of \$500.

(e) If displayed, enter the required notes in the “Amount Billed and Amount Certified do not match” field and click “Submit”

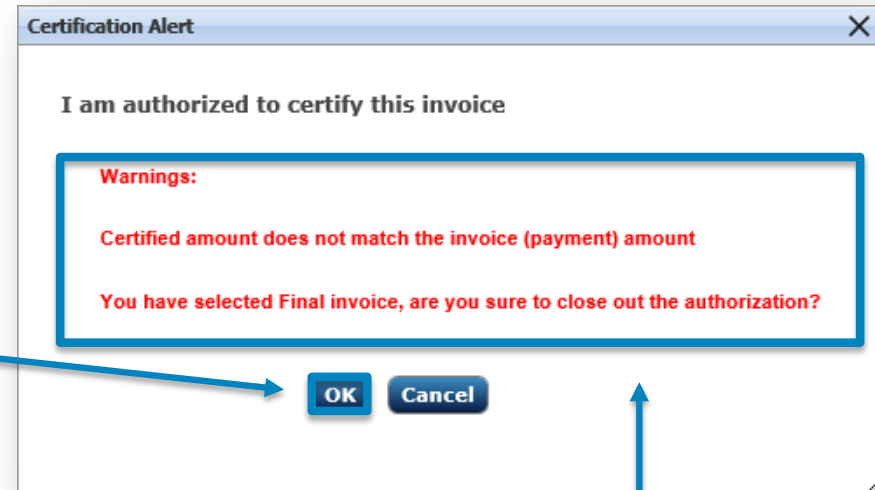
(f) Go to “My Authorizations and the authorization shows a “Final” status

| Created DateTime | Authorization # | SSN | Participant Name | Participant ID | VA File # | Enrollment Start | Enrollment End | Vendor Name | Facility Code | Status | | |
|---------------------|-----------------|-------------|----------------------|----------------|-------------|------------------|----------------|------------------------|---------------|--------|---------------------------------------|--------------------------------|
| 05/30/2019 12:04 PM | 304940003 | 333-33-3333 | JOHN JAMES MILLER JR | 731 | 333-33-3333 | 05/30/2019 | 05/31/2019 | FEDEX FREIGHT E | 12312312 | Open | <input type="button" value="Cancel"/> | View PDF Image |
| 05/24/2019 1:58 PM | 304940002 | 555-55-5555 | HOMINY GRITS | 8711 | 555-55-5555 | 05/20/2019 | 05/24/2019 | FEDEX FREIGHT E | 12345678 | Open | <input type="button" value="Cancel"/> | View PDF Image |
| 05/22/2019 10:21 AM | 304940001 | 555-55-5555 | HOMINY GRITS | 8711 | 555-55-5555 | 05/29/2019 | 05/31/2019 | FEDEX OFFICE CUPERTINO | 12345678 | Final | <input type="button" value="Cancel"/> | View PDF Image |
| 05/21/2019 2:35 PM | 389940004 | 555-55-5555 | HOMINY GRITS | 8711 | 555-55-5555 | 05/21/2019 | 05/24/2019 | ABET UNIVERSAL | 12345678 | Cancel | <input type="button" value="Cancel"/> | View PDF Image |

Accepting an Invoice cont'd

Select "OK", to verify the authorization of the invoice

4



Note: If overriding an error, a warning message displays in the Certification Alert Authorization Window



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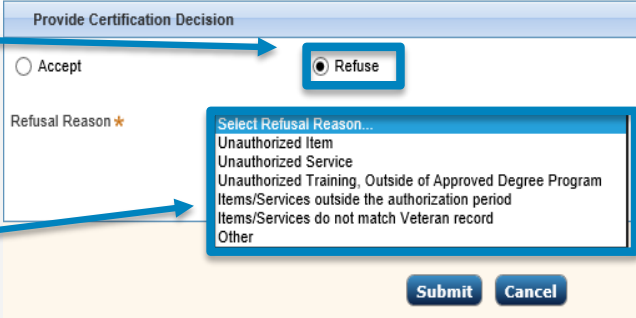
Refusing an Invoice

1

Select the “Refuse” radio button from the Provide Certification Decision pod

2

Select the appropriate refusal reason from the drop down



The screenshot shows a web form titled "Provide Certification Decision". It contains two radio buttons: "Accept" and "Refuse". The "Refuse" radio button is selected. Below the radio buttons is a label "Refusal Reason" followed by a red asterisk. A dropdown menu is open, showing a list of refusal reasons: "Unauthorized Item", "Unauthorized Service", "Unauthorized Training, Outside of Approved Degree Program", "Items/Services outside the authorization period", "Items/Services do not match Veteran record", and "Other". At the bottom of the form are "Submit" and "Cancel" buttons.



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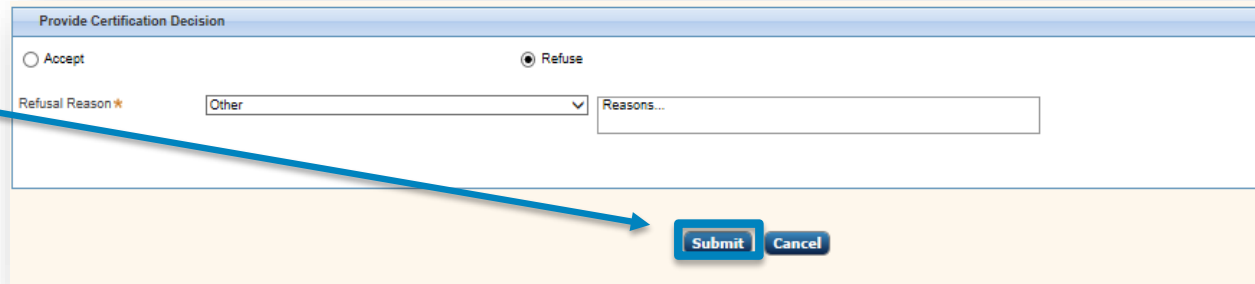


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of Veterans Affairs 57

Refusing an Invoice cont'd

3

Note, if you select Other, enter the additional reasons in the Reasons text field.
Click "Submit"



The screenshot shows a web form titled "Provide Certification Decision". It has two radio buttons: "Accept" (unselected) and "Refuse" (selected). Below the radio buttons is a "Refusal Reason" dropdown menu with "Other" selected. To the right of the dropdown is a text input field labeled "Reasons...". At the bottom right of the form are two buttons: "Submit" and "Cancel". A blue arrow points from the number "3" in a circle to the "Submit" button.



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Demonstration



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of Veterans Affairs 59



Invoice Payment Processing System

Functionality: High Dollar Invoices

Briefed by:

VR&E Service



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Updated: October 22, 2019

VA



U.S. Department
of Veterans Affairs

Opening an Invoice

1

Log into IPPS (discussed earlier) and the Home tab displays in the Workspace

2

Select the station

3

Click on the invoice you want to process

My Work

Select a Station: 101

Select a Station: 589, 635, 671

| Document Locator Number | Auth Number | VendorName | VendorID | Amount | Participant Name | Certification Status | Received Date | VA File Number |
|-------------------------|-------------|---|-----------|------------|------------------|---------------------------|---------------|----------------|
| 3478900002 | 101940041 | SIEMENS HEALTHCARE DIAGNOSTICS AMERICAN PET INSURANCE DBA TRUPANION | | 139,000.00 | JOHN HALL | Pending-Certification 887 | 3/16/2017 | 101-10-0002 |
| 19883400008 | 101940043 | DELOITTE CONSULTING LLP | 743211949 | 100.00 | TESTERA TESTER | Pending-Certification 887 | 3/16/2017 | |
| 14673400039 | 101940072 | SUNWIZE TECHNOLOGIES INC | 061454513 | 49,000.00 | SILVIA SHRUBBER | Pending-Certification 887 | 3/16/2017 | 933-93-1045 |
| 17096300001 | 101940080 | | 611511327 | 139,000.00 | JOHN HALL | Pending-Certification 887 | 3/16/2017 | 101-10-0002 |

Export / Print

Certification Status Header:
Pending High Value Invoice Review status



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Certification Screen

1

Audit Link

2

Invoice Summary

3

Authorization Details

5

Invoice Line Details

6

Provide Certification Decision

7

Notes and Attachments

4

Reviewer History

| Reviewed By | Date Time | Action |
|-------------|--------------------|--------|
| | 06/11/2019 8:43 AM | Accept |

Home I-181834

[Audit](#)

Participant Name HOMINY GRITS Vendor Name FEDEX FREIGHT E Invoice Date 05/02/2019
Participant ID 8711 Vendor ID 71056200303 Invoice Received Date 05/02/2019
VA file Number 555-55-5555 Enrollment S
Authorization Number 304940002 Enrollment E

View Authorization Image
View Invoice Image

Line **BOC** **Amount to Apply**

| | | |
|-----|-------------------------|--------------|
| 001 | Tuition and Fees: 4107 | \$105,000.00 |
| 002 | Complete Collection | \$18,000.00 |
| 003 | Required Supplies: 4107 | \$16,000.00 |

Recommend Recommend Refuse Return to Reviewer

Submit **Cancel**

Notes

No attachments

Attachments

No attachments

Upload File

| File Name | Description |
|-----------|-------------|
| No Items | |



Choose VA

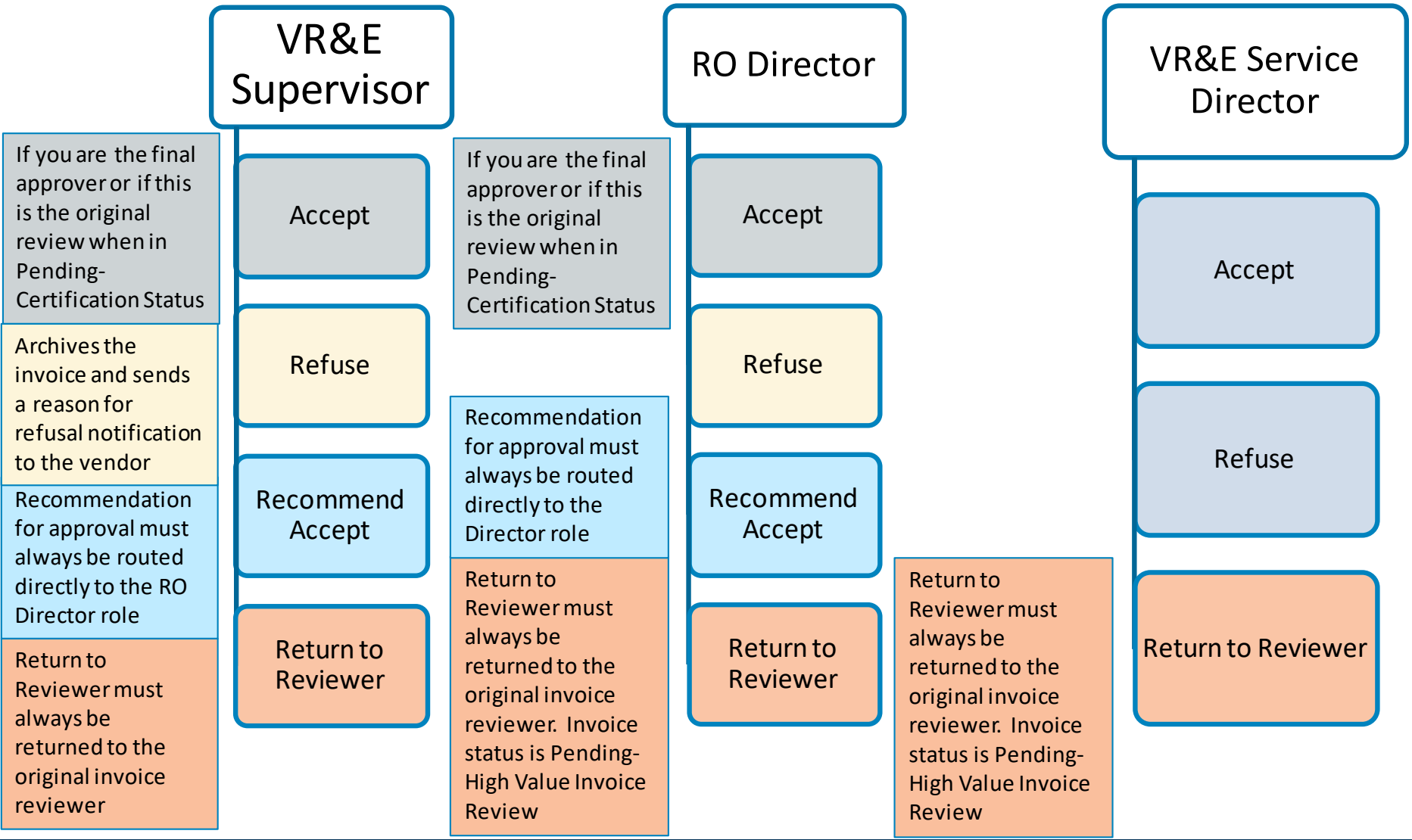
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VA



U.S. Department of Veterans Affairs 62

Role Specific Certification Actions (High Dollar)



Recommend Accept

1

Review the invoice and ensure the Invoice Line Details are correct

| Line | Description | BOC | Amount to Apply |
|------|--------------------------------------|-------------------------|-----------------|
| 001 | Tuition | Tuition and Fees: 4107 | \$105,000.00 |
| 002 | Shakespeare, The Complete Collection | Required Books: 4108 | \$18,000.00 |
| 003 | Pens | Required Supplies: 4109 | \$16,000.00 |

2

Select "Recommend Accept" in Provide Certification Decision section and review the additional information

3

Provide Certification Decision

Recommend Accept Recommend Refuse Return to Reviewer

Date Of Acceptance ★ 05/31/2019

Total Certified Amount \$139,000.00

Is this a Final Invoice? False

Select "Submit"



Choose VA

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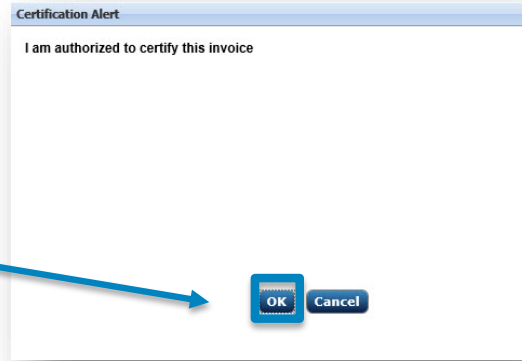


U.S. Department of Veterans Affairs 64

Recommend Accept

4

Click "OK"



Accepting the Invoice

1

Click
"Accept"
and
"Submit"

Provide Certification Decision

Accept Refuse Return to Reviewer

Date Of Acceptance * 07/25/2019

Total Certified Amount \$28,548.67

Is this a Final Invoice? No

Submit Cancel

2

Click
"OK"

Certification Alert

I am authorized to certify this invoice

OK Cancel



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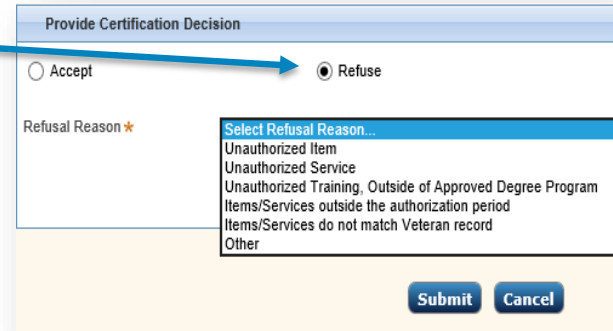


U.S. Department
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Refusing the Invoice

1

Select the "Refuse" radio button. Select a reason from the dropdown



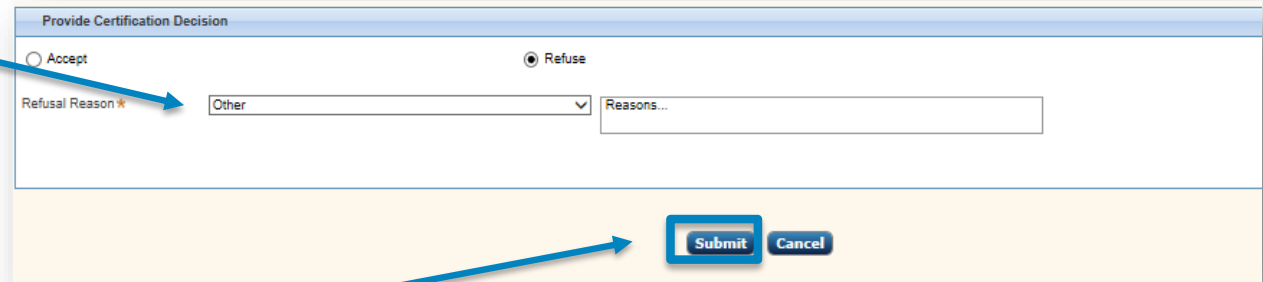
Provide Certification Decision

Accept Refuse

Refusal Reason * Select Refusal Reason...
Unauthorized Item
Unauthorized Service
Unauthorized Training, Outside of Approved Degree Program
Items/Services outside the authorization period
Items/Services do not match Veteran record
Other

2

Note, if you select "Other", provide further information.



Provide Certification Decision

Accept Refuse

Refusal Reason * Other

3

Click "Submit"



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of Veterans Affairs 67

Return to Reviewer

1

On the Certification Screen, select "Return to Reviewer"



2

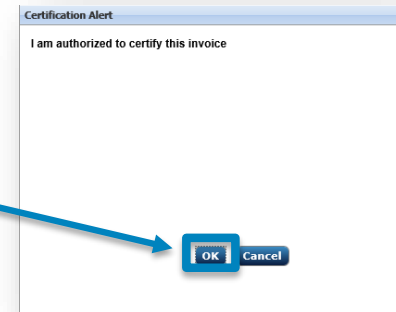
An additional text field displays, enter the reason the invoice is being returned

3

Click "Submit"

4

Click "OK"



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Demonstration



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Invoice Payment Processing System

User Administration: Site Administrator Role

Briefed by:

VR&E Service



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Updated: October 22, 2019

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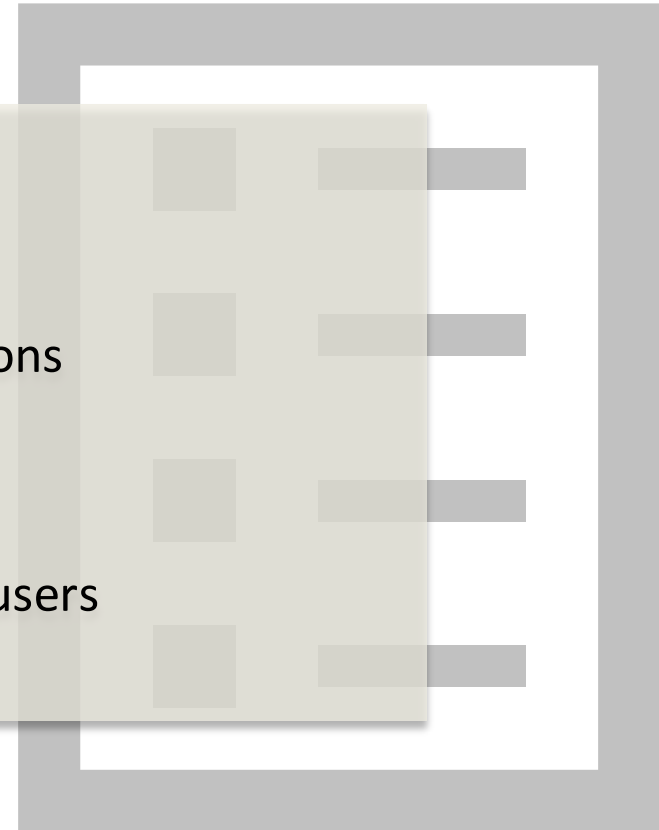


U.S. Department
of Veterans Affairs

Learning Objective(s)

After this training you will be able to:

- Describe the steps to add users
- Describe the steps to reassign authorizations
- Describe the steps to change User Roles
- Describe the steps to assign Stations
- Describe the steps to reactivate disabled users
- Describe the steps to delete users



VR&E Roles in the IPPS Application

IPPS User Role Matrix

| IPPS User Admin Role Labels | Research All Stations | Certify Invoices | Certify High \$ Invoices | Manage User Administration | Access/Run Reports (Monitor Activity) | View Dashboards | Create Authorizations | My Authorizations |
|-----------------------------|-----------------------|------------------|--------------------------|----------------------------|---------------------------------------|-----------------|-----------------------|-------------------|
| VRE Read Only | X | | | | | | | |
| VRE Case Manager | X | X | | | | | X | X |
| VRE Supervisor | X | X | X | | X | | X | X |
| VRE Site Admin | X | | | X | X | X | | |
| VRE RO Director | X | | X | | X | X | | |
| VRE Director | X | | X | | X | X | | |

A user can only be assigned one role at a time.



Site Admin: My Work Tab

1

Site Administration “My Work” tab

My Work

Select a Station

WorkList

[Export / Print](#)

| Document Locator Number | Auth Number | VendorName | VendorID | Amount | Participant Name | Certification Status | Age | Received Date | Original CM Name | VA File Number |
|-------------------------|-------------|-------------------------|-------------|------------|----------------------|----------------------|-----|---------------|------------------|----------------|
| 23296300001 | 304940004 | BOISE STATE UNIV | 82029070108 | 139,000.00 | JOHN JAMES MILLER JR | Pending-Unassigned | 45 | 7/6/2019 | | 333-33-3333 |
| 19096300003 | 304940002 | THE UNIVERSITY OF TEXAS | 74600020302 | 139,000.00 | HOMINY GRITS | Pending-Unassigned | 75 | 6/6/2019 | | 555-55-5555 |





Invoice Payment Processing System

User Administration: How to:

Add a User

Assign a Role

Adding/Reassignment Authorizations

Removing, Reactivating and Deleting a User

Briefed by:

VR&E Service



Choose VA

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Updated: October 22, 2019

VA



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User Administration Screen

1 Click "User Administration" from the Navigation Pane

U.S. Department of Veterans Affairs

Invoice Payment Processing System

Haripal Mamilla

My Work IPPS User Adm...

Dashboard

Process Work

User Administration

Invoice Inquiry System

My Authorizations

If you have access to multiple Stations, Select to Change

Select a Station

New User

| FirstName | LastName | UserID | Role | |
|-----------|----------|--------|---------------------|---------------------------------------|
| Justin | | | IPPS:Administrators | <input type="button" value="Enable"/> |
| Haripal | | | IPPS:Administrators | <input type="button" value="Enable"/> |
| Justin | | | VRE:CaseManager | <input type="button" value="Enable"/> |
| Haripal | | | VRE:CaseManager | <input type="button" value="Enable"/> |



Adding Users

1

Click "New User"

2

Enter the user's VA email address

3

Click "Search User"

U.S. Department of Veterans Affairs

Invoice Payment Processing System

Joy Owen | Home | IPPS User Adm... | User Management

Station # 101

New User

| First Name | Last Name |
|------------|-----------|
| 1 Jeff | Adams |
| 2 Brian | Cuthbert |
| 3 Nathan | Castillo |

User Details

Email Address:

Search User

Selected User Details

User ID:

First Name: Last Name:

Assign a Role

IPPS:VRECaseManag

| Station | Authorization Number (Optional) |
|---------|---|
| 101 | <input type="text" value="1234567891"/> |
| 528 | <input type="text" value="7834783478"/> |
| 101 | <input type="text" value="7876678776"/> |

Submit **Cancel**



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Adding Users cont'd

4

Confirm the User's details

5

Select the User's role in the dropdown

The screenshot shows two overlapping windows from a VA system. The top window, titled "User Details", has a "Search For User" section with an "Email Address" input field and a "Search User" button. Below this is a "Selected User Details" section with fields for "User ID", "First Name", and "Last Name". The bottom window, titled "Assign A Role", has a "Role" dropdown menu with "IPPS:VRECaseManager" selected. To the right of the dropdown is a blue arrow pointing to the right. Below the dropdown are fields for "Authorization Number" and "Station" (with "101" selected). At the bottom of the "Assign A Role" window are "Submit" and "Cancel" buttons.



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Assigning a Role

1

Select the User's role in the dropdown

Assign A Role

Role

IPPS:VRECaseManager

Select...

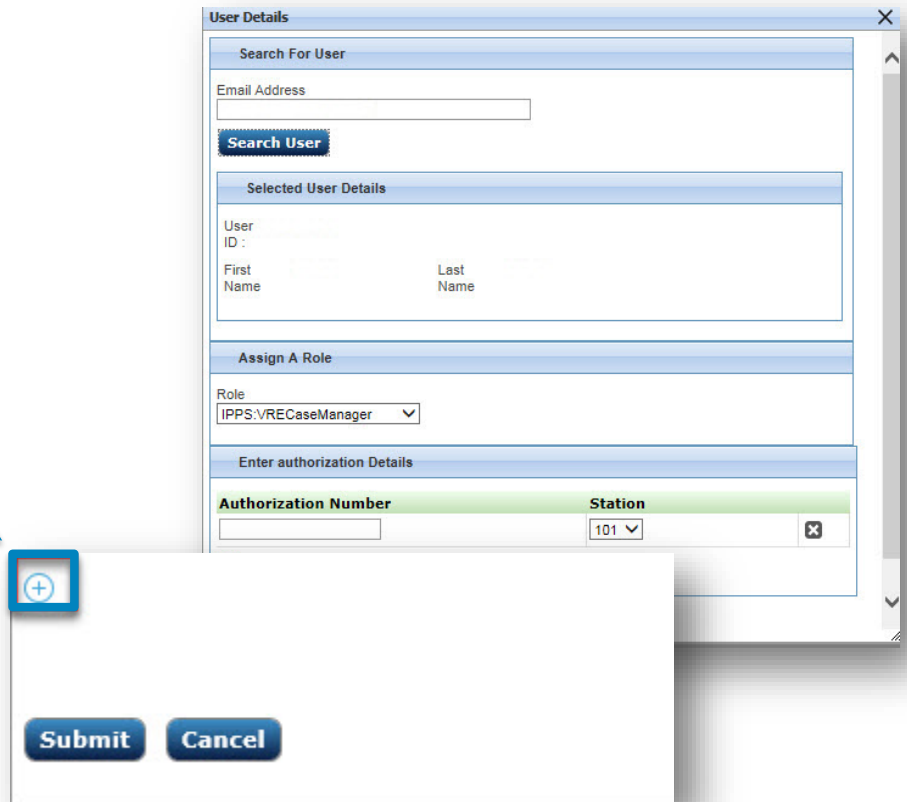
- IPPS:VRECaseManager
- IPPS:VRECaseManager508
- IPPS:VRERODirector
- IPPS:VRERODirector508
- IPPS:VRESiteAdmin
- IPPS:VRESiteAdmin508
- IPPS:VRESupervisor508
- IPPS:VRESupervisor
- IPPS:VREDirector
- IPPS:VREDirector508
- IPPS:VREReadOnly
- IPPS:VREReadOnly508



Adding a User to a Station

1

Select the "Plus Sign"



The image shows a screenshot of a web application window titled "User Details". The window contains several sections: "Search For User" with an "Email Address" input field and a "Search User" button; "Selected User Details" with fields for "User ID", "First Name", and "Last Name"; "Assign A Role" with a "Role" dropdown menu set to "IPPS:VRECaseManager"; and "Enter authorization Details" with a table for "Authorization Number" and "Station". The "Station" dropdown is set to "101". A small dialog box with a plus sign icon is overlaid on the bottom left of the window, containing "Submit" and "Cancel" buttons. A blue arrow points from the number "1" in a circle to the plus sign icon.



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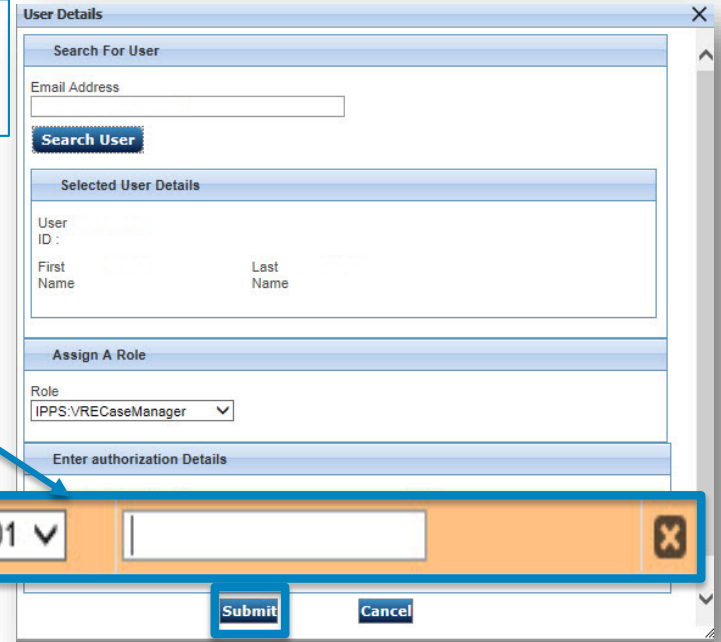
Adding a User to a Station cont'd

2

Authorization Number Field

3

Select the Station number from the dropdown list



4

Click "Submit"

Email Address:

Search User

User already exists in the system. To update the users access, select a new role.

User Already Exists Error Message



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Add or Reassigning Authorization

1 Authorization Field

2 Select the Station number from the dropdown list

3 Enter the Authorization Number

4 Click "Submit"

The screenshot shows a 'User Details' window with the following sections: 'Search For User' (Email Address, Search User button), 'Selected User Details' (User ID, First Name, Last Name), 'Assign A Role' (Role dropdown menu showing 'IPPS:VRECaseManager'), and 'Enter authorization Details' (Station number dropdown showing '101', Authorization Number input field, Submit button, and Cancel button).



Removing a User





1

Click the “Trashcan” Icon next to the user you want to remove

If you have access to multiple Stations, Select to Change

Select a Station

New User

| FirstName | LastName | UserID | Role | | |
|-----------|----------|--------|---------------------|---|---------------|
| Justin | | | IPPS:Administrators |  | Enable |
| Haripal | | | IPPS:Administrators |  | Enable |
| Justin | | | VRE:CaseManager |  | Enable |
| Haripal | | | VRE:CaseManager |  | Enable |

2

Click “Yes” and the user is deleted from the list

Confirm Deletion ✕

This action will delete the user from all stations you have in common.

Do you want to continue?



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Reactivating a User





1

Click Enable button

If you have access to multiple Stations, Select to Change

Select a Station

New User

| FirstName | LastName | UserID | Role | |
|-----------|----------|--------|---------------------|---|
| Justin | | | IPPS:Administrators |  Enable |
| Haripal | | | IPPS:Administrators |  Enable |
| Justin | | | VRE:CaseManager |  Enable |
| Haripal | | | VRE:CaseManager |  Enable |



Deleting User – Assigned Authorizations

U.S. Department of Veterans Affairs
Invoice Payment Processing

Haripal Mamilla

My Work | IPPS User Adm...

Dashboard

Process Work

User Administration

Invoice Inquiry System

My Authorizations

If you have access to multiple Stations, Select to Change

Select a Station: 101

New User

| FirstName | LastName | UserID | Role |
|-----------|----------|--------|---------------------|
| Justin | | | IPPS:Administrators |
| Haripal | | | IPPS:Administrators |
| Justin | | | VRE:CaseManager |
| Haripal | | | VRE:CaseManager |

User Details

Search For User

Email Address:

Search User

Selected User Details

User ID:

First Name: Last Name:

Assign a Role

IPPS:VRECaseManag

| Station | Authorization Number (Optional) |
|---------|---------------------------------|
| 101 | 1234567891 |
| 528 | 7834783478 |
| 101 | 7876678776 |

Submit Submit Cancel

1 Double click the user's name

2 Click the "Trashcan icon" to remove the user

3 Click "Submit"

Demonstration



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Conclusion

- For VR&E IPPS support, please contact the following:
 - E-mail: VRE_IPPS.VBACO@va.gov
 - VR&E Field Liaisons

| District | E-mail |
|-------------|--|
| Northeast | VAVBAWAS/CO/VRE/NE |
| Southeast | VAVBAWAS/CO/VRE/SE |
| Continental | VAVBAWAS/CO/VRE/CONT |
| Pacific | VAVBAWAS/CO/VRE/PA |

- Local Change Management Agent
- For **Service Provider Support**, please contact the following:
 - Email: VAFSCEnterpriseSupport@va.gov
 - Phone Number: 1-866-372-1141

Next Steps

| OCTOBER 2019 | | | | | | |
|--------------|----------------------|---------|-----------|----------|--------|----------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 27 | 28 Assign user roles | 29 | 30 | 31 | 1 | 2 |

| NOVEMBER 2019 | | | | | | |
|---------------|------------------|---------|-----------|----------|--------|----------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 27 | 28 | 29 | 30 | 31 | 1 | 2 |
| 3 | 4 Jan 2020 Auths | 5 | 6 | 7 | 8 | 9 |

