Invoice Payment Processing System (IPPS) for Veterans Benefits Administration (VBA)

Veteran Readiness and Employment Service (VR&E)

User Guide



March 2022 U.S. Department of Veterans Affairs Financial Services Center (FSC)

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1. Release Notes for 03/2022

- Credit Memo User Interface (UI) updates
- Handling Charges and Mandatory Taxes Added
- The Invoice Line Details user UI was updated to add the ability to <u>view handling charges</u> and <u>mandatory taxes</u>.
- Add Pagination Abilities to the Station Authorization Report
- When searching through a large Station Authorization Report/List, select the pagination feature for navigation. It is located in the top right section of the <u>Station Authorization</u> <u>List screen</u>. This feature is not available for My Authorizations.
- Use Microsoft Edge or Google Chrome for validated browser access. Internet Explorer (IE) 11 is no longer supported.
- Vendor search results list Unblocked and Blocked Vendors
- When using the Vendor Search capability, <u>search results</u> now include both unlocked and blocked vendors.
- Invoice Status Search Results includes the Check Date field.
- WorkList screen button changed from Export/Print button to Export button.

Known bugs:

- View PDF hyperlinks did not work in UTest. They will work in future deployment.
- A few screen shots need to be updated to new UI. The screen shots were not available in UTest. The skins of the UI are different, so the screen shots have the same layout. This will be captured in future deployment.
- Figure numbering had to be corrected on 3/11/22 which impacts alt text for 508 compliance. So I will update the alt text and complete it by the end of next week (3-18-22)

2. Introduction

2.1. Purpose

This User Guide aids in the use of the Invoice Payment Processing System (IPPS) for the Veteran Readiness and Employment (VR&E) Service in the Veterans Benefits Administration (VBA).

2.2. Assumptions

This guide was written with the following prerequisites:

- Validated access to the system using Microsoft Edge or Google Chrome
- Completion of any prerequisite training

2.3. Service and Support Contact

- For technical assistance with the IPPS product, contact <u>VAFSCEnterpriseSupport@va.gov</u>
- Phone: 866-372-1141, Monday through Friday 8:00 p.m. to 5:00 p.m. Central Time (CT) [UTC-06:00]

NOTE: UTC stands for Coordinated Universal Time. Also known as Greenwich Mean Time or GMT. UTC-06:00 is six hours ahead of UTC-00:00 (London, England).

• For VR&E policy questions, contact <u>VR&E_IPPS.VBACO@va.gov</u>

3. System Summary

In IPPS, an authorization is created and sent to the Tungsten-Network (Tungsten). The Service Provider logs into Tungsten to review the authorization and converts it into an invoice. The invoice is sent back to IPPS for certification and payment.

3.1. System Configuration

IPPS is a web-based system that recognizes your credentials if you're logged into your government computer with your Personal Identity Verification (PIV) card. A username or password is not needed.

3.2. VR&E Authorization High Level Flow

The VR&E Authorization High Level Process Flow consists of the following steps:

- 1. VRE Case Manager (CM) creates Authorization in IPPS system.
 - a. The IPPS system auto-generates an email. Go to step 2a.
 - b. IPPS System via EDI. Go to step 2.
- 2a. Email sent to vendor.
- 2. Authorization Data Transfer to Tungsten.
- 3. VBA Vendor logs into Tungsten, reviews authorization/provides service to Veteran.
- 4. Vendor creates and sends invoice/attachments. IPPS system auto imports via EDI. Go to step 5.
- 5. Import Invoice into IPPS.
- 6. VRE Case Manager Reviews Invoice.
- 7. VRE Case Manager Certification Action accept/refuse invoice?
 - a. If recommend, accept high dollar invoice, then go to step 7a.
 - b. If accept low dollar invoice then go to step 8.
- 7a. VRE Supervisor/RO Director Certification Action accept/refuse invoice? If accept high dollar invoice. Go to step 8.
- 8. Invoice submitted to FMS for payment (IPPS System).
- 9. Payment request/received by FMS.
- 10. FMS accept/reject.
 - a. If accept, go to step 11.
 - b. If reject, go to step 11a.
- 11. Payment sent to vendor.

11a. Invoice routed to FMS rejections WB (FSC Payment Resolution Team).

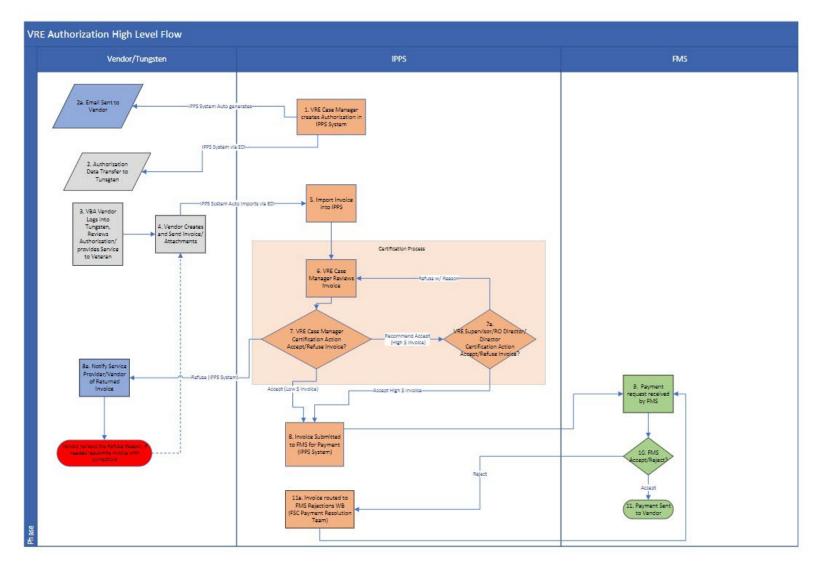


Figure 1: VR&E High Level Flow

3.3. User Functionality Roles

The following table lists each user role and their functionality available for each role.

- The user can only be assigned one role at a time.
- Each role has a corresponding Section 508 role for accessibility users.

IPPS User Admin Role Labels	Ability to Research All Stations	Ability to Certify Invoices	Ability to Certify High \$ Invoices	Ability to Manage User Administration	Ability to Access/Run Reports (Monitor Activity)	Ability to View Dashboards	Ability to Create Authorizations	My Authorizations Button	Station Authorizations	IIS Reports
VRE Read Only	Х									
VRE Case Manager	Х	Х					Х	X	Х	
VRE Supervisor	Х	Х	Х		Х		Х	X	Х	
VRE Site Admin	Х			X	X	X				
VRE RO Director	Х		Х		Х	Х				
VRE Director	Х		Х		Х	X				
VRE Read Only - 508	Х									
VRE Case Manager - 508	х	х					x	x		
VRE Supervisor - 508	Х	Х	Х		Х		Х	X		
VRE Site Admin - 508	Х			Х	Х	Х				
VRE RO Director - 508	х		x		х	х				
VRE Director - 508	Х		Х		Х	Х				
VRE National Read Only	х				х	х		x	x	x
VRE National Site Admin	х			Х	х	х		x	x	x

Table 1. User Functionality Roles

3.3.1. VR&E Read Only

VR&E Read Only access includes the ability to research all stations.

3.3.2. VR&E Case Manager

The VR&E Case Manager functions include the following:

- Research all stations.
- Create an authorization for a Service Provider on behalf of a Participant.
- View or cancel their own authorizations.
- Certify and approve low dollar invoices.
- Recommend approval for high dollar invoices, these invoices are automatically routed to the Supervisor for recommendation or final approval.

3.3.3. VR&E Supervisor

Supervisor functions include the following:

- Research all stations.
- Create an authorization for a Service Provider on behalf of a Participant
- View or cancel authorizations.
- Certify and approve low dollar invoices.
- Recommend approval for high dollar invoices within their threshold, these invoices must be routed to another Supervisor or RO Director for recommendation or final approval if they served as the initial case manager.
- Monitor Activity.

3.3.4. VR&E Site Administrator

Site Administrator functions include the following:

- Managing users and reassigning invoices for review to other Case Managers, if necessary
- User Administration
- Dashboard
- Monitor Activity

3.3.5. VR&E Regional Office (RO) Director

The RO Director functions include the following:

- Research all stations.
- Certify high dollar invoices
- Dashboard

• Monitor Activity

3.3.6. VR&E Director

The Director functions include the following:

- View all authorizations from all stations that require certification
- Research
- Certify high dollar invoices
- Dashboard
- Monitor Activity

3.3.7. 508 Roles

There are 508 roles for VR&E Read Only, VR&E Case Manager, VR&E Supervisor, VR&E Site Admin, VR&E RO Director, and VR&E Director.

3.3.8. VR&E National Read Only

VR&E National User Role Service will be better able to support the field with IPPS inquiries through the creation of National User roles.

• National User roles will allow Read Only access to IPPS for the Field Services, Quality Assurance, Strategic Analysis, the Support Services Division, and National Program Implementation teams.

3.3.9. VR&E National Site Admin

VR&E National Site Admins provide support to station admins.

3.4. Roles that Can Certify Invoices

The amount of the subtotal per Budget Object Code (BOC) determines the approval path for tuition, books, and supplies. It also determines which selections are seen by the approver (either approve/refuse or recommend approve/refuse).

Each invoice works its way through the layers of approval in the system. When a user submits an invoice for approval, the system considers two factors:

- Has the threshold for the BOC subtotal been met or exceeded?
- Which role is next in the line for approval?

Roles that can certify invoices include the following:

- Case Manager low dollar invoices
- Supervisor low dollar invoices, high dollar invoices
- RO Director and Director high dollar invoices The invoice are routed one of the following ways:
 - If approval is recommended, it goes to the next higher role in the process for approval.

- If approval is given, the invoice is paid.
- If refusal is given, the invoice is archived, and a notification is sent to the vendor/service provider.

The following are thresholds for the two types (Low Dollar and High Dollar) of invoices to give you an idea of the approvals required:

NOTE: Low Dollar invoices only require a single approval from the Case Manager or Supervisor.

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

Table 2. IPPS Low Dollar Thresholds

IPPS Role	Thresholds for Books	Thresholds for Supplies	Thresholds for Tuition Payments
Supervisor	>\$5,000 but <=	>\$5,000 but <=	\$25,000 but
	\$10,000	\$10,000	<=\$50,000
RO Director	>\$10,000 but <=	>\$10,000 but <=	>\$50,000 but <=
	\$15,000	\$15,000	\$100,000
Director	>\$15,000	>\$15,000	>\$100,000

Table 3. IPPS High Dollar Thresholds

For example:

- If an invoice comes in for books that exceeds \$15,000, the Supervisor can recommend approval, then the RO Director can recommend approval, but the Director has the final approval.
- If an invoice comes in for books for \$6,000, the Supervisor provides the final approval, and it does not go to the next level.

3.5. IPPS Application Initial Screen for Case Manager

When the Case Manager (CM) logs into IPPS, the IPPS Application Station CM role Initial screen displays. The following options are available:

- 1. **Process Work:** Process Work for the CM role includes the following, Invoice Inquiry System, Authorization Form, and My Authorizations
- 2. **Invoice Inquiry System:** Used to run searches for payment history, work in process, or invoices that are resolved or archived.

- 3. Authorization Form: The Authorization Form is created in IPPS so that Service Providers can invoice for services rendered and School Certifying Officials (SCOs) can be notified that training hours should be certified in VA-ONCE.
- 4. **My Authorizations**: A list of authorizations that have been created by you after they have been submitted.
- 5. **Station Authorizations**: Supervisors, Site Admins and Read Only users will have the ability to view a list with all authorizations created at the station. CMs will not have access to this feature.
- 6. National Contract Invoices: For VR&E National Contract (NC) users.
- 7. **iFAMS Station Inquiry System**: For VR&E NC users only.
- 8. **My Work**: Invoices that belong to the CM are located in the My Work.
- 9. Select a Station: Select the organization station the CM works with. If the CM has work with more than on station, then the drop down list will include the appropriate stations.
- 10. Worklist: A list of Invoices assigned to the CM.
- 11. Export: Export the CM Worklist.
- 12. Drop Down Menu: Navigate between screens.
- 13. Help Icon: Provides a link to SharePoint site for help resources for IPPS
- 14. Log Off: Select the Log Off menu item when you are ready to exit the application.

U.S. Department of Veterans Affairs	Invoice Payment Processing System (FMS) [®]	O Log off 13 14
	My Work 8	12 🔻
V Process Work 1	Select a Station 438 V 9	
Invoice Inquiry System 2 Authorization Form 3	Document Locator Number * Auth Number * VendorName * VendorID * Amount * Participant Name * Certification Status * Age * Received Date * VA File N x000000000x x00000000x Sam Smith x00000000x 11/2/2020 xxxxxxx	lumber 💌
My Authorizations 4 Station Authorizations 5 National Contract Invoices 6		
iFAMS Station Inquiry System 7		

Figure 2: IPPS Initial Screen for Case Manager Role

4. Getting Started

4.1. Logging In

To log into IPPS:

- 1. Log into your government computer using your PIV card.
- 2. Go to https://vaww.ipps.fsc.va.gov/prweb/PRWebLDAP1/
 - A System Warning screen with an Authorized Use Only dialog box displays.
- 3. To agree, mark the **Checkbox** at the bottom of the dialog box and select the **Agree** button.

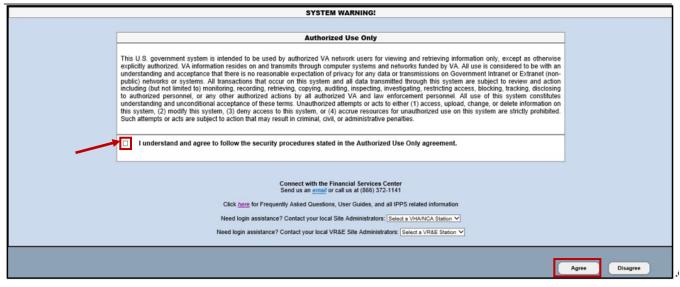


Figure 3: Authorization Use Screen

NOTE: Access is granted with a provisional 90-day activity window. If you do not log into IPPS within a 90-day period, your access to the application is removed and you will not be able to log in. To regain access, see, <u>Section 9 Troubleshooting.</u>

After a few seconds, the IPPS application displays. The interface may appear to have a different look based on your role in the system.

4.2. Exiting the System

To log off the system complete the following:

1. Select Log Off at the top right-hand side of the screen (see call out 11 on Figure 2: IPPS Initial Screen). When you log off, IPPS closes the application tab. If the application tab is the only one open, your browser window closes.

5. My Work and Processing your WorkList

In the **My Work** tab, the WorkList consists of the invoices ready for an action by the user. To access your WorkList screen, complete the following steps:

- 1. From the My Work tab, select the assigned **Station** for your user role from the drop down menu. The appropriate WorkList screen displays.
- 2. Select the drop **down arrow** next to each column heading to filter your worklist based on the filter selected. The WorkList displays with Filtered by information included.
- 3. To export your WorkList, select the **Export** button.

My Work										V
Select a Station	101 🗸									
WorkList										
							_			
										Export
Document Locator N	Number Auth Number	▼ VendorName 🔹	VendorID -	Amount	Participant Name	Certification Status	Age	Received Date	Original CM Name	VA File Number
32406300002	101140007	YVETTE L PULLEN	000586672	199.00	TESTERA TESTER			11/2/2020	vafscsyedistest6@va.gov	
32406300003	101140006	OSMAN NOURELHUDA	001020920	199.00	TESTERA TESTER			11/2/2020	vafscsyedistest6@va.gov	
32406300004	101140008	YVETTE L PULLEN	000586672	199.00	TESTERA TESTER		468	11/2/2020	vafscsyedistest6@va.gov	
04306300003	101040045	FEDERICO COLLEGE INC	473541625		DTESTERA TESTER			12/2/2019	vafscsyedistest6@va.gov	
23196300001	101940176	THE UNIVERSITY OF TEXAS						7/30/2019	binod.kumartest2@va.gov	
23196300002	101940176	THE UNIVERSITY OF TEXAS						7/30/2019	binod.kumartest2@va.gov	
21196300002	101940144	THE UNIVERSITY OF TEXAS						7/10/2019	binod.kumar@va.gov	323-32-3232
20906300001	101040067	DELLSEMER			KRYSTAL KAREY	Pending-Unassigned		7/6/2019	binod.kumar@va.gov	223-19-1041
18296300001	101940036	THE UNIVERSITY OF TEXAS			TESTERA TESTER			6/20/2019	Joy.Owen@va.gov	
18296300002	101940036	THE UNIVERSITY OF TEXAS			TESTERA TESTER			6/20/2019	Joy.Owen@va.gov	
18296300005	101940036	THE UNIVERSITY OF TEXAS			TESTERA TESTER TESTERA TESTER			6/20/2019	Joy.Owen@va.gov	
18296300006	101940036	THE UNIVERSITY OF TEXAS			DTESTERA TESTER			6/20/2019	Joy.Owen@va.gov	
25996300001 14983400039	101940037 101940065	OST, INC SDV CONSTRUCTION	522175314 203225361		DIESTERATESTER	Pending-Unassigned Pending-Unassigned	1151	12/20/2018 3/16/2017	Joy.Owen@va.gov Binod.Kumar@va.gov	101-10-0002
14903400039	101940065	30V CONSTRUCTION	200220001	200,000.0	UJOHN HALL	renuing-offassigned	1795	3/10/2017	Binou.rumar@va.gov	101-10-0002

Figure 4: WorkList Screen

- 4. Select the Actions button. The Actions drop down menu displays.
- 5. Select one of the **Actions** from the available options.

NOTE: The Action button's drop down menu options can vary based on your role and the User Interface (UI).



6. Invoice Inquiry System (IIS)

The **Invoice Inquiry System** (IIS) component is used to run searches for payment history, work in process, or invoices that are resolved or archived. To navigate to IIS, complete the following:

1. Select **Invoice Inquiry System** from the Process Work section of the left navigation bar. The IIS tab displays.

The following invoice search options are available from IIS.

- Authorization #
- Vendor ID
- Invoice DLN (unique number in IPPS)
- Check #
- VA File #
- Invoices Paid After 30 Days

NOTE: Invoices paid to vendors by your station will be displayed

6.1. Invoice Search with IIS

- 1. First, select one of the following invoice search options:
 - a. Authorization #
 - b. Vendor ID
 - c. Invoice DLN (unique number in IPPS)
 - d. Check #
 - e. VA File #
 - f. Invoices Paid After 30 Days
- 2. Enter the following additional query parameters to narrow the search:
 - a. Enter the Value for the selected type. (Note: This is a required field.)

NOTE: Additional fields may display depending on the option type you select.

- b. Enter the **Beginning Date** for the check number. This is an **optional** entry.
- c. Enter End **Date** for the check number. This is an **optional** entry.
- d. Select the Search button. The Invoice Status search results display.

		Invoice	<u>Inquiry System</u>	
 Authorization # 	O Invoice DLN	○ Referral #	○ VA File #	O Invoices Paid After 30 Days
Enter a Value *				
		Sear	rch Clear	

Figure 5: Invoice Inquiry System Screen

Invoice Details															
															Export to Excel
Authorization # SP		DLN	Vendor ID	Vendor Name	Ref #	Invoice #▲	Amount	Check #	Check Date	Participant Name	VA File #	Participant ID	Case Manager	Work Status	Late Payment reason
101940058	3	34816300001	262711417	ATLAS RESEARCH LLC		CREDITMEMO10	(\$100.00)			JOHN HALL	101-10- 0001	826999	Binod.Kumar@va.gov	Pending-Unassigned	
101940058	(02426300001	262711417	ATLAS RESEARCH LLC		CREDITMEMO10	(\$300.00)			JOHN HALL	101-10- 0001	826999	Binod.Kumar@va.gov	Pending-Unassigned	
101940058	(02426300002	262711417	ATLAS RESEARCH LLC		CREDITMEMO10	(\$300.00)			JOHN HALL	101-10- 0001	826999	Binod.Kumar@va.gov	Pending-Unassigned	
101940058		34816300002	262711417	ATLAS RESEARCH LLC		CREDITMEMO11	(\$200.00)			JOHN HALL	101-10- 0001	826999	Binod.Kumar@va.gov	Pending-Unassigned	
101940058		34816300004	262711417	ATLAS RESEARCH LLC		CREDITMEMO13	(\$450.00)			JOHN HALL	101-10- 0001	826999	Binod.Kumar@va.gov	Pending-Unassigned	
101940058	3	34816300005	262711417	ATLAS RESEARCH LLC		CREDITMEMO14	(\$550.00)			JOHN HALL	101-10- 0001	826999	Binod.Kumar@va.gov	Pending-Unassigned	

Figure 6: Invoice Status Search Results

The following table describes the columns found on the Invoice Status search results screen.

Column Title	Entry/Description
Authorization #	Authorization ID number
SP	This is a two-digit alphanumeric number that is unique for each payment. It translates to the reference number. For example, if the reference number is IT 595C9000010, then SP = 10.
DLN	Document Locator Number, the unique identifier for the invoice in IPPS
Vendor ID	Assigned number for the vendor
Vendor Name	Name of the vendor assigned to the authorization.
Ref #	This is an alphanumeric accounting reference number that tells which invoice the payment came from and which section it came from.
Invoice Number	Invoice Number associated with the Authorization
Amount	Amount of the invoice
Check #	If an invoice has been paid, a seven-digit Check Number is displayed. A check date should also display in the Check Date field. A check number beginning with a "Z" means the payment was fully offset by an FSC Bill of Collection. The invoice should be considered paid in full.
Check Date	Date the check was issued by Treasury.
Participant Name	Name of the participant associated with the Purchase Order (PO)

Column Title	Entry/Description					
Participant ID	Unique ID assigned to the participant					
VA File	Unique File Number assigned to participant.					
Case Manager	The Case Manager associated with the PO					
Work Status	This column displays the status of processing					
Late Payment Reason	Explanation by the case manager of why the invoice was paid late.					

 Table 4: Column Details of the Invoice Status search results screen

6.1.1. Viewing an Invoice

To view an invoice you want to view complete the following:

1. To select the invoice **double press** your mouse or track pad. The image of the invoice and the invoice certification details displays

uthorization # SP	DLN	Vendor ID	Vendor Name	Ref #	Invoice #	Amount	Check Date	Participant Name	VA File #	Participant ID	Case Manager	Work Status	Late Payment reason
01940058	19883400020	205980270	EVOKE RESEARCH AND CONSULTING, LLC		TESTVRE530019	\$121,000.00		JOHN HALL	101-10- 0001	826999	Binod.Kumar@va.gov	Pending- PaymentConfirmationFMS	Delinquent Approval
01940058	33316300004	262711417	ATLAS RESEARCH LLC		CREDITMEMO2	(\$300.00)		JOHN HALL	101-10- 0001	826999	Binod.Kumar@va.gov		
01940058	34816300001	262711417	ATLAS RESEARCH LLC		CREDITMEMO10	(\$100.00)		JOHN HALL	101-10- 0001	826999	Binod.Kumar@va.gov	Pending-Unassigned	
01940058	34816300002	262711417	ATLAS RESEARCH LLC		CREDITMEMO11	(\$200.00)		JOHN HALL	101-10- 0001	826999	Binod.Kumar@va.gov	Pending-Unassigned	
01940058	34816300004	262711417	ATLAS RESEARCH LLC		CREDITMEMO13	(\$450.00)		JOHN HALL	101-10- 0001	826999	Binod.Kumar@va.gov	Pending-Unassigned	
01940058	34816300005	262711417	ATLAS RESEARCH LLC		CREDITMEMO14	(\$550.00)		JOHN HALL	101-10- 0001	826999	Binod.Kumar@va.gov	Pending-Unassigned	
01940058	34816300006	262711417	ATLAS RESEARCH LLC		CREDITMEMO15	(\$650.00)		JOHN HALL	101-10- 0001	826999	Binod.Kumar@va.gov	Pending-Unassigned	
01940058	35116300005	262711417	ATLAS RESEARCH LLC		CREDITMEMO9	\$400.00		JOHN HALL	101-10- 0001	826999	Binod.Kumar@va.gov	Pending- PaymentConfirmationFMS	Routing Issue
01940058	02426300001	262711417	ATLAS RESEARCH LLC		CREDITMEMO10	(\$300.00)		JOHN HALL	101-10- 0001	826999	Binod.Kumar@va.gov	Pending-Unassigned	
01940058	02426300002	262711417	ATLAS RESEARCH LLC		CREDITMEMO10	(\$300.00)		JOHN HALL	101-10- 0001	826999	Binod.Kumar@va.gov	Pending-Unassigned	
orizations													

Figure 7: Invoice Status Search Results

VA Test Account UAT		Invoice		
Bill From	E	ill To	Invoice No.	NCAslin503
	-			
VA Test Account UAT		Department of Veterans Affairs - Test Buyer Account	PO Number	36828720C00040
2680 S Val Vista Dr #152		Test Drive	Vendor Code	201195460
TESTMY	-	ustin	Invoice Date	05/18/2020
TESTRG		X	Currency	US Dollar
Gilbert		2308	Amount to pay	30,000.00
AZ		2000	Amount to pay	50,000.00
85295				
United States	-	contact iel	Sent by Tungsten	05/18/2020
		en Email	Network on	
Contact Tel	E	mail	Tungsten Network Transaction Number	BAA000016677289
Email	s	hip To	Supplier Tungsten Number	AAA669397606
Ship From		epartment of Veterans Affairs - Test Buyer Account Test Drive	Buyer Tungsten Number	AAA408798528
		PO BOX 0	Status	Sent
VA Test Account UAT	-	ustin	510105	50m
2680 S Val Vista Dr #152		X		
Gilbert		2308	Delivery Note	
AZ	Ŭ	2000	Payment Due By	05/18/2020
85295 United States				
Remit To Address				
VA Test Supplier - RemitToCompanyName				
John Doe- RemitToContactName				
1234 East Peidmont Rd- RemitToAddress1				
PO BOX 7357: Additional address line.				
Austin				
тх				
30067				
UNITED STATES				
CLIN / Description Quantity	Unit	Unit Price Total	Discount % Discou	unt Amou
ine				

Figure 8: Invoice Image

The invoice details displays with associated information. For SIS Certification Details complete the following:

2. If the Show Markup button displays, Select It. Any additional markups previously added on the invoice image will display.

NOTE: Show Markup functionality is presently rarely used.

3. Select the Audit Trail/Attach /Notes & Files button. For additional information on using Audit Narrative/Case Details information (see, <u>7.4 Viewing Audit Info</u>).

https:/	//vaww.ipps	osoft Edge			łs	0
1	Details DLN Number:	Status: 🏴 Pending-Certification			_	
articipant N articipant II (A file Numb authorization	D	Vendor Name Vendor ID Enrollment Start 01/02/2021 Enrollment End 01/01/2022	Invoice Date Invoice Received Date Invoice Number Payment Amount	02/10/2022 02/10/2022 \$1,809.00	_	
ew Authori	zation Image					
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oice Line Detai	la .					_
	a Description		вос		_	
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ine	Description		BOC			
ine	Description Tuition and Fees		BOC			
Line 1 Date of A	Description Tuition and Fees		BOC			
Line 1 Date of A	Description Tuition and Fees	,	BOC			
	Description Tuition and Fees		BOC			
Line 1 Date of A	Description Tuition and Fees		BOC			
Line 1 Date of A	Description Tuition and Fees		BOC			

Figure 9: Invoice Details Example 1

For invoice details for an invoice outside the enrollment period complete the following:

- 1. To view the authorization image, select View Authorization Image hyperlink.
- 2. To view invoice image, select View Invoice Image hyperlink.
- 3. Select the Audit Trail/Attach /Notes & Files button. For additional information on using Audit Narrative/Case Details information (see, <u>7.4 Viewing Audit Info</u>).

Invoice Details	DLN Number: 33316300	004 Status: 🏴 Pending-Unas	signed		
Invoice is outside t	he Enrollment period				
Participant Name Participant ID VA file Number Authorization Numb	JOHN HALL 826999 101-10-0001 er 101940058	Vendor Name Vendor ID Enrollment Start Enrollment End	A P CERTIFIED TESTING LLC 262746040 06/18/2019 06/29/2019	Invoice Date Invoice Received Date Invoice Number Payment Amount	03/09/2017 03/16/2017 CREDITMEMO2 -\$300.00
View Authorization I	mage				
View Invoice Image					
Invoice Line Details					
Line D	escription			BOC	
1 V.	A798S12D0009 VAIC3	Fixed Price IDIQ Contract V	A11915J0059 Task Order 12		
1 V.	A798S12D0009 VAIC3	Fixed Price IDIQ Contract V	A11915J0059 Task Order 12		
Date of Acceptar Audit Trail / At	nce : ttach Notes & Files				

Figure 10: Invoice Details Example 2

7. Authorization Form

The Authorization Form is created in IPPS so that Service Providers can invoice for services rendered and School Certifying Officials (SCOs) can be notified that training hours should be certified in VA-ONCE.

To create an authorization, complete the following steps:

1. Select the Authorization Form button from the left navigation bar.

NOTE: You must enter all required information denoted by an asterisk. Your level of access determines the selections available in the navigation bar.



Figure 11: Authorization Form Button

The Veteran Readiness & Employment Authorization screen displays.

It consists of the following sections:

- 1. Search for Vendor
- 2. Search for Participant
- 3. Review Authorization Facility/Vendor Selection
- 4. Line Item Details

My Work	-33418				
Veteran Readines	s & Employment Authorization				
Search For Vendor					
Vendor Name :		Vendor ID :	Enter 9 or 11 digit Vendor ID	Zip :	
Address 1 :		State :		SCO Email :	
Vendor Sear	ch Clear				
Search For Participant					
Social Security Number	Do not Enter Dashes	VA File Number	Enter 8 or 9 Charecter File Number only		
Participant S	earch				
Review Authorization Facili	ty/Vendor Section				
Name of Services	/Assistance (Include Degree Type When Applicable) *			1	
Enrollment Perio	d :				
Start Date : *		End Date : *			
Start Date . N		Linu Date . *	**		
Line Item Details					
Tuition and Fee	es: 4107				
Required Book	s: 4108				
Required Supp	lies: 4109				
Handling Chan	ges * Applicable only to books & supplies: 4112				
Required Tutor					
Required Equi	oment: 4150				
Required One-	Time Miscellaneous: 4155				
Mandatory Tax	es: 4114				
Service Provider Email *		Facility Code	Enter the 8 di		
Case Manager					
Email Address *					
		Submit			

Figure 12: Veteran Readiness and Employment Authorization Form

7.1.1. Search for Vendor

The **Vendor Search** capability can be used to locate the service provider that will receive an authorization to provide services to a Participant.

To complete a vendor search:

- 1. Enter **One** or **More Fields**
 - a. Vendor Name: You can enter a partial search term, (example: Toml for Tomlinson).
 - b. **Vendor ID** (same as the Vendor's Tax ID): Must include full Vendor ID number. This number can be found in CWINRS.
 - c. **Zip**: Must include the exact vendor zip code.

- d. Address 1: Vendor address. Can do a search on partial elements (like Plant for Plantation Drive).
- 2. Select Vendor Search button. The search returns blocked and unblocked vendors.
- 3. Expand or minimize each section by selecting the **double chevrons** () to the left of the column. Information in the comments section of blocked vendors may point you to the correct unblocked vendor. You can only create authorizations on unblocked vendors.

NOTE: For the following figure (figure 13) Vendor search results with Unblocked and Blocked Vendors are listed. It is suggested that you increase your page view zoom to 200%, so you can easily view the figure.

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Indur Name UNV	Wendox ID	Enter 9 or 11 ogt Vendox E		20- 900 firmi		
				1,000,000		
Winder Search Clear						
Robel Webe						
				7.8-5 10. No	(1) · · · · · · · · · · · · · · · · · · ·	
Vendor Name	Vendor ID Address 1 525 w 120TH ST	Address 2	City New YORK	State Zip	Contact	
	252 M 1251H 21		NEW PLAN	NOV BOO27		
Company and the second second	BROOKD'N CAMPUS	UNIVERSITY PLADA	BROOKLYN	NY 11201		
	IT HILLS BEACH RD		REDORFORD	HE DADD	6	
	BUS OFC	1 COLLEGE CIRCLE	BANGOR	-		
	2 111 W CONCRESS ST		OWALES TOWN	WV 25434		
and a second state	44055 SEEXRA HERY		LANCASTER	CA 80504	HAL AL	
	340 BURLINGTON AVE		DOWNERS GROVE	8, 605.15	6	
-	5703 ALLHINI HALL STE 101		ORDRINO	HE 04400	istra	
	3 BURSARS OFFICE ORONO	5703 ALLIMINE HALL RM 103	ORONO	NE 04400	671	
	S FARMENGTON ATTIV BUSINESS I	OFFC 224 MAIN ST	RARMINGTON	ME 04938	11990	
	ndor ID Address 1		City SI		Comments	Contact
	104 1 111 3 111		City SI MANUSSAS VI CHARLES TOWN W CHARLES TOWN W	ute Zip 2019320 V 2543416 V 2543416	Conservate 05 BLOCKED 060518 21 BLOCK CCR 111309 25 21 BLOCK CCR 111309 25	LL REF PMY 03072437002 LL REF PMY 03072437002
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A for honours and the	104 111 121 411 5 KU 2 500 2 00 2 0 2	(Crime II on 1) Drawn far Fak Hannan	City H MARADSAS VX OMALIS TOWN IV VX OMALIS TOWN IV VX OMALIS TOWN IV VX INBLINGTON VX DOSTON VX SHELWSTON VX SHELWSTON VX SHELWSTON VX	ate Zig 2011020 2540400 2540400 2540400 0040540 0540004 0540004 02205 4 01055	Commercial Commercial 21 BLOCK COR 1111009 20 21 BLOCK COR 11110109 20 21 BLOCK COR 1111009 20 23 BLOCK COR 1111009 20 43 BLOCKED 1000139 44 BLOCKED 1000139 44 BLOCKED 012412 206 BFT ADD 012412 2045 BFT ADD 012412 2045	L ADF MAY 03073437002 1 ADF MAY 03073437002 ADF MAY 03073437002 ADF MAY 030174437002 ADF MAY 03017544000 ADF MAY 04104735205
et felenaet cont Transfil Teaching (Denier Feler Connes Teaching (Denier Feler Connes Teaching (Denier Connes) Teaching (Denier Connes) Teachi	104 111 111 5 x01 2 5% 2 5% 2 5% 2 197 2 19	(Crime II on 1) Drawn far Fak Hannan	City H MARADSAS VX OMALIS TOWN IV VX OMALIS TOWN IV VX OMALIS TOWN IV VX INBLINGTON VX DOSTON VX SHELWSTON VX SHELWSTON VX SHELWSTON VX	ate Zig 2011020 2540400 2540400 2540400 0040540 0540004 0540004 02205 4 01055	Commercial Commercial 21 BLOCK COR 1111009 20 21 BLOCK COR 11110109 20 21 BLOCK COR 1111009 20 23 BLOCK COR 1111009 20 43 BLOCKED 1000139 44 BLOCKED 1000139 44 BLOCKED 012412 206 BFT ADD 012412 2045 BFT ADD 012412 2045	L ADF MAY 03073437002 1 ADF MAY 03073437002 ADF MAY 03073437002 ADF MAY 030174437002 ADF MAY 03017544000 ADF MAY 04104735205
A for honours and the	104 111 111 111 111 111 111 111		City H MARADSAS VX OMALIS TOWN IV VX OMALIS TOWN IV VX OMALIS TOWN IV VX INBLINGTON VX DOSTON VX SHELWSTON VX SHELWSTON VX SHELWSTON VX	ate Zig 2011020 2540400 2540400 2540400 0040540 0540004 0540004 02205 4 01055	Commercial Commercial 21 BLOCK COR 1111009 20 21 BLOCK COR 11110109 20 21 BLOCK COR 1111009 20 23 BLOCK COR 1111009 20 43 BLOCKED 1000139 44 BLOCKED 1000139 44 BLOCKED 012412 206 BFT ADD 012412 2045 BFT ADD 012412 2045	L AGF MAY 03072437002 1 68F May 03072437002 AGF May 03072437002 AGF May 03072437002 AGF May 03017544005 AGF May 0301754405 AGF May 04106725205

Figure 13: Vendor search results with Unblocked and Blocked Vendors listed

- 4. From the Unblocked Vendors list, select the **radio button** next to Vendor Providing services.
- 5. Select the **OK** button.

۲	*****	XXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	224 MAIN ST
0	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	37 COLLEGE AVE
0	*****	XXXXXXXX	*****	46 UNIVERSITY DR
0	*****	XXXXXXX	****	23 PLEASANT ST
0	******	XXXXXXXX	******	116 OBRIEN AVE
0	*****	XXXXXXX	*****	181 MAIN ST
0	*****	XXXXXXXX	******	224 N MAIN ST
0	*****	XXXXXXX	*****	5703 ALUMNI HALL STE 200

Figure 14: Vendor Selection

- **NOTE:** Blocked vendors are vendors whose address or banking information is incorrect in the system (so they are unable to be invoiced). If there is an issue, have the vendor log into SAM.gov and update their information
 - When an Unblocked Vendor is selected and the OK button is selected, it's vendor details are populated in the Selected Vendor Details area.

Selected Vendor De	tails					
Vendor Name	Address 1	Address2	City	State	Zip	
XXXXXXXXX	XXXXXXXXXX	XXXXXXXXX	DALLAS	ТΧ		

Figure 15: Vendor Details

NOTE: A vendor must be selected to submit the authorization; otherwise, an error message displays on the screen. If you can't find the vendor you are searching for, contact VAFSCEnterpriseSupport@va.gov.

7.1.2. Search for Participant

The **Participant Search** capability is used to locate the Participant who is entitled to receive services from the Service Provider. To search for a Participant, follow these steps:

- 1. Enter: **Social Security Number** no dashes or spaces
- 2. Enter: VA File Number eight- or nine character number only with no special characters
- 3. Enter one or more fields and select Participant Search. Search results display.

Social Security Number	VA File Number	Enter 8 or 9 Charecter File Number only
Participant Search Clear		
Participant Details		
Participant Details Participant Name	Participant ID	-

Figure 16: Search for Participant Screen

NOTE: A participant must be selected to submit the authorization; otherwise, an error message displays on the screen.

7.1.3. Review Authorization Facility/Vendor

The Review Authorization Facility/Vendor Section provides further information to the vendor or facility. To complete review authorization, follow these steps:

- 1. In the Name of Services/Assistance field (a required field) enter the **name of** services/assistance including degree type when applicable.
- 2. In the Enrollment Period section enter the following:
 - Start Date
 - End Date

NOTE: The **End Date** cannot be more than one year from the **Start Date**. If you select a date range of more than a year, an error message displays when you submit the form. If you select an End Date before the Start Date or a Start Date after the End date, you will also get an error message when you submit the form.

Review Authorization Facility/Vendor Section
Name of Services/Assistance (Include Degree Type When Applicable) * Enter up to 256 Characters
Enrollment Period : Start Date : * End Date : *

Figure 17: Name of Services/Assistance Sageera is this the latest screen in the UI

7.1.3.1. Using the Calendar Tool

To use the calendar tool, complete the following:

1. Select the **Calendar** to the right of the Start Date/ End Date. A calendar displays.

Start Date : *					雦			End Date : *	#
	3			May			•		
				2019			•		
Line Item Details	Sun	Mon	Tue	Wed	Thu	Fri	Sat		
Line Rein Details				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			

Figure 18: Start Date Calendar Tool

2. Select a **Date** on the calendar. The field is filled with the selected date.

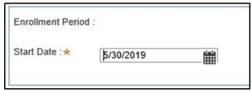


Figure 19: Date Field Filled

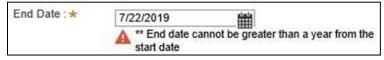


Figure 20: Date more than one year error

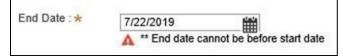


Figure 21: End Date not before Start Date error

7.1.4. Line Item Details

The Line Item Details are the approved goods/services that VBA is funding.

Complete the following:

1. Select the **Checkbox** next to the Line Item(s) that are being funded.

NOTE: At least one line item must be selected to submit the authorization; otherwise, an error message displays on the screen.

A Notes field displays to the right of all checked line items for optional additional information.

Line Item Details		
Tuition and Fees: 4107	Notes :	
☑ Required Books: 4108	Notes :	The Beauty of Butterflies How to Have Your Cake and Eat it Too
Required Supplies: 4109		
Required Handling Charges: 4112		
Required Tutorial: 4113		
Required Equipment: 4150		
Required One-Time Miscellaneous: 4155		

Figure 22: Line Item Details

7.1.5. Authorization Fields

The fields at the bottom of the authorization form include:

- Service Provider Email the email address for the Service Provider point of contact (POC), typically the School Certifying Official (SCO).
- Case Manager Email Address the authorizing case manager. The Case Manager Email Address field is auto populated. The field is still editable to allow for an alternative VA POC who has an IPPS account configured as a Case Manager or Supervisor.
- Facility Code 8-digit code assigned to the facility. This code can be found in CWINRS.

Complete the following:

- 1. Enter **information** into all required field denoted by an asterisk.
- Select the Submit button. An authorization is created and email is generated to send to the Service Provider. You can view the authorization in My Authorizations (see, <u>My</u> <u>Authorizations</u>).

Service Provider Email <mark>*</mark>	info@utexas.edu	Facility Code <mark>*</mark>	12345678
Case Manager Email Address			
		Submit	

Figure 23: Authorization Fields

NOTE: Upon selecting Submit, the email address entered for the Service Provider receives the New Authorization Notification email from IPPS.

NOTE: Only a Case Manager or Supervisor can submit an authorization.

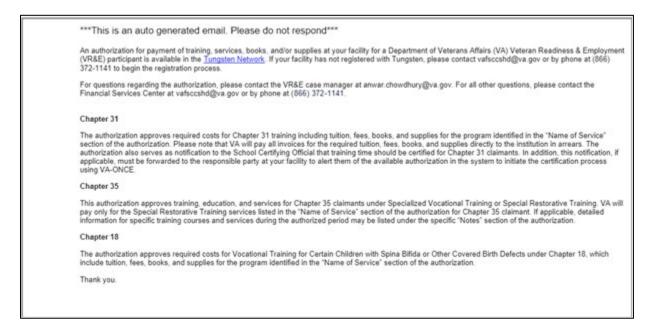


Figure 24: Auto Generated Email Example

NOTE: If any required fields have not been correctly filled, an error message displays. Select *OK*, make appropriate corrections, and select *Submit* again.

7.2. My Authorizations

The My Authorizations selection is located in the left navigation bar. It provides the Case Manager or Supervisor a list of authorizations that have been created by you after they have been submitted. Complete the following to view your authorizations:

1. From the left navigation bar Process Work area., select the **My Authorizations** button. The My Authorizations Report displays a list of authorizations.

U.S. Department of Veterans Affairs	
	<
Y Process Work	
Invoice Inquiry System Authorization Form My Authorizations Station Authorizations National Contract Invoices iFAMS Station Inquiry System	

Figure 25: Selecting My Authorizations

- 2. To cancel the Authorization, select the Cancel button for the authorization..
- 3. To view the Authorization's PDF, select the View PDF Image link.
- 4. To copy the Authorization, select the **Copy** button for the authorization.
- 5. Select **Export** to Excel to export the list of your Authorizations.

										Ð	xport to Exc	_		
Created DateTime 🔻	Authorization #*	SSN *	Participant Name *	Participant ID*	VA File # *	Enrollment Start *	Enrollment End *	Vendor Name 👻	Vendor Code *	Facility Code *	Status*		*	
02/02/2022 09:15 AM	101240054	123-45-6789	TESTERA TESTER	41		02/02/2022	02/23/2022	SUNY UPSTATE MED UNIV	16146957110	123	Open	Cancel	View PDF Image	Copy
12/10/2021 10:46 AM	101240045	123-45-6789	TESTERA TESTER	41		12/10/2021	12/10/2021	SUNY UPSTATE MED UNIV	16146957110	567	Open	Cancel	View PDF Image	Cop
2/09/2021 04:08 PM	101240044	123-45-6789	TESTERA TESTER	41		12/01/2021	12/30/2021	SUNY UPSTATE MED UNIV	16146957110	678	Open	Cancel	View PDF Image	Cop
2/09/2021 03:48 PM	101240043	123-45-6789	TESTERA TESTER	41		12/09/2021	12/09/2021	SUNY UPSTATE MED UNIV	16146957110	678	Cancelled		View PDF Image	Сор
2/09/2021 03:45 PM	101240041	123-45-6789	TESTERA TESTER	41		12/09/2021	12/09/2021	SUNY UPSTATE MED UNIV	16146957110	345	Open	Cancel	View PDF Image	Cop
1/16/2021 01:41 PM	101240024	123-45-6789	TESTERA TESTER	41		11/16/2021	11/16/2021	SUNY UPSTATE MED UNIV	16146957110	123	Open	Cancel	View PDF Image	Сор
1/16/2021 01:36 PM	101240022	123-45-6789	TESTERA TESTER	41		11/16/2021	11/16/2021	SUNY UPSTATE MED UNIV	16146957110	123	Cancelled		View PDF Image	Сор
1/01/2021 10:41 AM	101240007	123-45-6789	TESTERA TESTER	41		11/01/2021	11/01/2021	UPPER CAPE COD REGL VOCATIONAL	042382003	104	Open	Cancel	View PDF Image	Сор
9/17/2021 01:43 PM	101140036	123-45-6789	TESTERA TESTER	41		09/17/2021	09/17/2021	SUNY UPSTATE MED UNIV	16146957110	1234	Open	Cancel	View PDF Image	Сор
07/23/2021 02:28 PM	101140035	123-45-6789	TESTERA TESTER	41		07/23/2021	07/23/2021	SUNY UPSTATE MED UNIV	16146957110	34567	Open	Cancel	View PDF Image	Cop
6/07/2021 03:13 PM	101140023	123-45-6789	TESTERA TESTER	41		06/01/2021	06/30/2021	SUNY UPSTATE MED UNIV	16146957110	12345678	Open	Cancel	View PDF Image	Cop
6/07/2021 02:58 PM	101140022	223-19-1041	KRYSTAL KAREY	829940	223-19-1041	06/07/2021	06/30/2021	SUNY UPSTATE MED UNIV	16146957110	12	Cancelled		View PDF Image	Сор
06/07/2021 02:54 PM	101140021	223-19-1041	KRYSTAL KAREY	829940	223-19-1041	06/07/2021	06/30/2021	SUNY UPSTATE MED UNIV	16146957110	12	Open	Cancel	View PDF Image	Сор

Figure 26: My Authorizations Report

7.2.1. Station Authorizations

Case Managers, Supervisors, Site Admins and Read Only users will have the ability to view a list with all authorizations created at the station. Users will be able to filter by all the fields and have insight into the Authorizations generated across the station.

From the left navigation bar Process Work area, complete the following:

1. Select the **Station Authorization** button. The My Authorizations Report displays a list of authorizations.

U.S. Department of Veterans Affairs
 Process Work
Invoice Inquiry System Authorization Form My Authorizations Station Authorizations National Contract Invoices iFAMS Station Inquiry System

Figure 27: Selecting Station Authorizations

NOTE: When searching through a large list, select the pagination feature for navigation. It is located in the top right section of the Station Authorization List screen. This feature is not available for My Authorizations.

My Work Station Aut	:ho =											
										144 4	Page 1	of 28 🕨 🗰
Created DateTime 🔻	* Authorization # *	SSN * P	articipant Name *	Participant ID *	VA File # 👻	Enrollment Start *	Enrollment End	Vendor Name	* Vendor Code *	Facility Code*	Status *	*
02/02/2022 09:15 AM	101240054	123-45-6789 TI	ESTERA TESTER	41		02/02/2022	02/23/2022	SUNY UPSTATE MED UNIV	16146957110	123	Open	View PDF Image
01/27/2022 11:49 AM	101240052	144-12-8888 C	RSC B SIXTEEN	823645	144-12-8888	01/03/2022	01/27/2022	OFFICE DEPOT INC	592663954	101	Open	View PDF Image
01/20/2022 04:13 PM	101240051	139-44-0101 D	EPENDENCY ONE CISTONTEST	836774	139-44-0101	01/05/2022	01/20/2022	OFFICE DEPOT INC	592663954	101	Open	View PDF Image
12/23/2021 10:37 AM	101240050	144-12-8888 C	RSC B SIXTEEN	823645	144-12-8888	12/01/2021	12/23/2021	OFFICE DEPOT INC	592663954	101	Open	View PDF Image
12/21/2021 10:21 AM	101240049	123-45-6789 T	ESTERA TESTER	41		12/12/2021	12/21/2021	OFFICE DEPOT INC	592663954	101	Open	View PDF Image
12/20/2021 02:33 PM	101240048	144-12-8888 C	RSC B SIXTEEN	823645	144-12-8888	12/01/2021	12/20/2021	OFFICE DEPOT INC	592663954	101	Open	View PDF Image
12/16/2021 02:13 PM	101240047	343-09-0440 30	DHN FISHER	638616	343-09-0440	12/01/2021	12/17/2021	OFFICE DEPOT INC	592663954	101	Open	View PDF Image
12/14/2021 04:33 PM	101240046	343-09-0440 30	DHN FISHER	638616	343-09-0440	12/01/2021	12/16/2021	OFFICE DEPOT INC	592663954	101	Open	View PDF Image
12/10/2021 10:46 AM	101240045	123-45-6789 T	ESTERA TESTER	41		12/10/2021	12/10/2021	SUNY UPSTATE MED UNIV	16146957110	567	Open	View PDF Image
12/09/2021 04:08 PM	101240044	123-45-6789 T	ESTERA TESTER	41		12/01/2021	12/30/2021	SUNY UPSTATE MED UNIV	16146957110	678	Open	View PDF Image
12/09/2021 03:48 PM	101240043	123-45-6789 T	ESTERA TESTER	41		12/09/2021	12/09/2021	SUNY UPSTATE MED UNIV	16146957110	678	Cancelled	View PDF Image
12/09/2021 03:45 PM	101240041	123-45-6789 T	ESTERA TESTER	41		12/09/2021	12/09/2021	SUNY UPSTATE MED UNIV	16146957110	345	Open	View PDF Image
12/08/2021 10:36 AM	101240040	144-12-8888 C	RSC B SIXTEEN	823645	144-12-8888	12/01/2021	12/08/2021	OFFICE DEPOT INC	592663954	101	Open	View PDF Image

Figure 28: Station Authorization List

7.2.2. Copying an Authorization to Create a New Authorization

Case Managers and Supervisors will see a "Copy" button in "My Authorizations." When the button is selected, a new Authorization is created with all data **except** the enrollment dates. The user can either accept the pre-populated data (such as when a Veteran is returning to the same school next year) or modify the data (such as sending another Veteran to the same school).

If the vendor data is no longer valid, the Vendor field will not populate. For example, several vendors need to update their banking details, and these vendors will be blank on the copied Authorization.

7.2.3. Filtering Authorizations

To use filters in a My Authorization Report, complete the following:

1. Apply a filter for the column title by selecting the **downward arrow** located next to the top right of each column title. After selecting the filter, a Filter Dialog box will display a list of information specific to that column.

_											
			*	-				a		-	A.
	-			-			-		-		
	Created DateTime	Authorization #	SSN	Participant Name	Participant ID	VA File #	Enrollment Start	Enrollment End	Vendor Name	Facility Code	Status
- 11	created paternine	Authorization #	331	Participant name	Participant 10	VATIC #	chronment start	chroniment chu	venuor name	racinty coue	Status

Figure 29: Dropdown Arrows for each Column Title to Filter the Authorizations

	Clear Filter	
	101-10-0002	
	123-45-6789	
	920-10-0813	
Sear	ch Text	
	Apply Cancel	

Figure 30: Example Filter Dialog Box

- 2. Select the **Option** you want to filter by.
- 3. Select the **Apply** button. Only Authorizations containing that option display.

	Clear Filter 101-10-0002
	123-45-6789
	920-10-0813
Searc	ch Text
	Apply Cancel

Figure 31: Select Filter Option

	20	- 3				*	*	*	÷		*	
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		ESTERA TESTER	41		07/01/2018	07/01/2019		41	Cancel		View PDF Image
06/10/2019 11:32 AM	101940066		ESTERA TESTER	41		06/07/2019	08/30/2019		. 1	Cancel		View PDF Image
06/03/2019 10:48 AM	101940037		ESTERA TESTER	41		09/01/2019	12/31/2019		12345678	Open	Cancel	View PDF Image
06/03/2019 10:38 AM	101940036		ESTERA TESTER	41		09/01/2019	12/31/2019		. 12345678	Open	Cancel	View PDF Image
05/28/2019 1:51 PM	101940025		ESTERA TESTER	41		05/21/2019	05/31/2019		(12345678	Cancel		View PDF Image

Figure 32: Filtered List

7.2.4. Clearing an Authorization Report Filter

To cancel a report filter, complete the following:

1. Select **Clear Filter**. You will return to the complete list of authorizations in your Authorization Report. The complete list of authorizations re-displays.

	Clear Filter
	RONNY JON HILLY
	TESTERA TESTER
Sear	ch Text

Figure 33: Clear Filter

7.2.5. Cancelling an Authorization

You can only cancel your own authorization

To cancel your authorization, complete the following:

1. Select the **Cancel** button next to the authorization with a Status of Open. A dialog box displays asking for you to confirm that you want to cancel the authorization.

NOTE: You can only cancel authorizations with a status of open.



Figure 34: Canceling an Authorization

2. Select the **Submit** button. The authorization is canceled, the Status changes from Open to Cancel, and the Cancel button no longer displays

Cancel Authorization 101940175 ? Back Submit		:
Back	Cancel Authorization 101	940175 ?
	Back	

Figure 35: Cancel Authorization Prompt

		Export to Excel Refresh
Status	•	•
Cancel		View PDF Image
Cancel		View PDF Image

Figure 36: Canceled Status for Authorization

In addition, an auto-generated email is sent to the Service Provider.

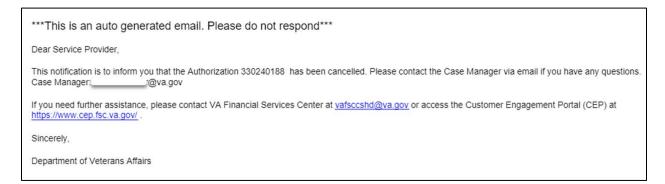


Figure 37: Autogenerated email sent to service provider

7.2.6. Viewing a PDF of an Authorization

To view a PDF of an Authorization, complete the following:

- 1. Complete the steps in <u>Section 7.2 My Authorizations</u> to open the My Authorization Report.
- 2. Select View PDF Image to view the PDF. The PDF displays.

My Authorizations Re	eport												
Created DateTime ¥	▼ A	• uthorization #	SSN	• Participant Name	Participant ID	File #	Enrollment Start	Enrollment End	• Vendor Name	Facility Code	* Status	•	*
04/23/2019 3:38 PM	10	01940000	920-10-0813	RONNY JON HILLY	823656	920-10-081	3 04/25/2019	04/28/2019	THE UNIVERSITY OF TEXAS	12345678	Open	Cancel	View PDF Image

Figure 38: View PDF Image

-	ment of Veterans Affairs adiness & Employment Authorization
	Identifying Data
il	Authorization #
Auth	orization to Facility/Vendor Details
08/01/2017 - 12/31/2017	Service Provider Address
Veteran to obtain an MA degree	Service Provider Email
	Line Item Details
Description	Notes
Tuition and Fees: 4107	
Mandatory Taxes: 4114	

Figure 39: View PDF Image Results

7.2.7. Refreshing the Screen

If the Refresh button displays, complete the following:

- 3. To update the screen contents to display the most current information. Select the **Refresh** button.
 - For example, if you had the My Authorizations open in one tab and created an authorization in another tab, the refresh button would update the list to include the newly created authorization.

My Authorizations Re	eport									Б	port to Excel	Refresh
ा Created DateTime	• Authorization #	Vanlary.	* Participant Name	Participant ID	VA File #	* Enrollment Start	* Enrollment End	• • • • • • • • • • • • • • • • • • •	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

Figure 40: Refresh Button

7.3. Certifying Invoices

The certification Work List is a list of all invoices that need to be certified.

CertificationList_Au	uth								Action
								Generated on August 19,2019 02	:45:43 PM
Filtered by:	: = Pending-Certific	cation and IPPSUserID = vafsckumarbtest6) or (Statu	isWork = Pending	HighValueInvoic	eReview and NextApproverVR	E = CaseManager and Cer	tifiedBy !=	vafsckumarbtest6)) and stationN	um = 101)
Displaying 12 reco									
DLN	PONumber	VendorName	vendorID	TotalDue	ParticipantName	StatusWork	Age	invoiceReceivedDate	VAFileNumber
22596300001	101940152	THE UNIVERSITY OF TEXAS	74600020313	979770	SILVIA SHRUBBERY	Pending-Certification	30	Jul 20, 2019 1:00:00 AM	933-93-1045
22596300005	101940163	SAMUEL B RAMOS	093387359	979660	BAZOOKA BUBBLE GUM	Pending-Certification	30	Jul 20, 2019 1:00:00 AM	323-32-3232
21196300002	101940144	THE UNIVERSITY OF TEXAS	74600020312	97223	BAZOOKA BUBBLE GUM	Pending-Certification	40	Jul 10, 2019 1:00:00 AM	323-32-3232
21096300001	101940142	THE UNIVERSITY OF TEXAS	74600020311	97999	KRYSTAL KAREY	Pending-Certification	44	Jul 6, 2019 1:00:00 AM	223-19-1041
17796010949	101876128	BETHANNE A KAPP	000856366	25	JOHN HALL	Pending-Certification	55	Jun 26, 2019 12:00:00 AM	101-10-0001
18996300003	101940105	THE UNIVERSITY OF TEXAS	74600020305	102000	KRYSTAL KAREY	Pending-Certification	59	Jun 21, 2019 1:00:00 AM	223-19-1041
18396300002	101940101	MASS COLG OF PHARM	042104700	14600	TESTERA TESTER	Pending-Certification	65	Jun 15, 2019 1:00:00 AM	
18396300003	101940101	MASS COLG OF PHARM	042104700	14600	TESTERA TESTER	Pending-Certification	65	Jun 15, 2019 1:00:00 AM	
				139000	JOHN HALL	Pending-Certification	886	Mar 16, 2017 1:00:00 AM	101-10-0002
34789000002	101940041	SIEMENS HEALTHCARE DIAGNOSTICS							

Figure 41: Certification My Work

7.3.1. Low Dollar Invoices

To process a low-dollar invoice, complete the steps noted in the following subsections. Only a Case Manager or Supervisor can approve low dollar invoices.

7.3.1.1. Opening a Low Dollar Invoice

To open low dollar invoices, complete the following:

- 1. From the My Work tab, select the assigned **Station** for your user role (Case Manager or Supervisor) from the drop down menu.
- 2. Or if you have access to multiple stations, select the **Station** for which you are processing invoices. The appropriate WorkList screen displays.
- 3. Select the **Invoice** to process. The invoice image opens in a separate window. The certification details screen displays

My Work										
Select a Station	[101	V								
WorkList										
_									Export	_
Document Locator Number V	Auth Number V	VendorName V	VendorID +	Amount 🔻 🕶	Participarit, Name	Certification, Status	Age 🔻	Received, Date	VA File Number	100
Locator -		VendorName V	VendorID V	Amount 🗸 🕶			Age 🔻	Received,	VA File	
Locator Number V	Number				Name	Status Pending-	Age	Received. Date	VA File Number	
Locator Number V XXXXXXXX	Number V XXXXXXXXXXXX	X00000000000	X000000X	139,000.00	Name JOHN HALL TESTERA	Status Pending- Certification Pending-	887	Received, Date	VA File Number	

Figure 42: WorkList Screen

VA Test Account UAT		Invoice			
Bill From		Bill To		Invoice No.	NCAslin503
		Department of Veterans Affairs - Test E	liver Account	PO Number	36828720C00040
VA Test Account UAT		1 Test Drive	ayer Account		
2680 S Val Vista Dr #152		PO BOX 0		Vendor Code	201195460
TESTMY		Austin		Invoice Date	05/18/2020
TESTRG Gilbert		TX		Currency	US Dollar
AZ		32308		Amount to pay	30,000.00
AZ 85295					00,000.00
United States		Contact			
United States		Contact		Sent by Tungsten	05/18/2020
		Email		Network on	
Contact Tel		Email		Tungsten Network Transaction Number	BAA000016677289
Email		Ship To		Supplier Tungsten Number	AAA669397606
Ship From		Department of ∨eterans Affairs - Test E 1 Test Drive	Suyer Account	Buyer Tungsten Number	AAA408798528
VA Test Account UAT		PO BOX 0		Status	Sent
2680 S Val Vista Dr #152		Austin			
Gilbert		TX		0.1	
AZ		32308		Delivery Note	
85295				Payment Due By	05/18/2020
United States					
Remit To Address					
VA Test Supplier - RemitToCompany	Name				
John Doe- RemitToContactName					
1234 East Peidmont Rd- RemitToAd					
PO BOX 7357: Additional address lin	e.				
Austin					
TX					
30067					
UNITED STATES					
CLIN / Description Quan	tity Unit	Unit Price	Total	Discount % Disco	ount Amou
PO					
Line					
1 Line Item	6 Each	5,000.00		0.00 0	.00 30.000.00

Figure 43: Invoice Image Example

7.3.1.2. Certification Screen

The Certification screen include the following sections:

- 1. Audit Link provides a history of the invoice (see, Viewing Audit Information)
- 2. Invoice Summary contains metadata submitted from IPPS and is collapsed by default. You can view this information by selecting the chevrons. This includes:
 - a. Document Locator Number (DLN) Number the unique ID of every invoice in IPPS
 - b. Status of the invoice (see, <u>List of Status Conditions</u> for a list of possible statuses)
- 3. Authorization Details this area is pre-populated from the invoice and authorization. There are also links to open the Authorization and Invoice images.
- 4. Invoice Line Details this area displays the items that were entered by the service provider

- a. From the dropdown menu, select the **Budget Object Code (BOC)**
- b. If you disagree with the amount provided on the invoice, you have the ability to update it.
- 5. Provide Certification Decision this area allows you to Accept or Refuse the invoice (or return it to the reviewer for high-dollar invoices).

If there's a difference between the payment amount and the total of the line amounts, complete the following:

- a. Open the **invoice image** to see if there's a handling charge and/or tax amount included.
- b. If you see one, select the **plus** sign.
- c. Add the amount using the appropriate **BOC**.
- 6. Notes Allows for additional notes to be filed with the invoice (see, <u>Notes and Attachments</u>).
- 7. Attachments Allows for additional attachments to be filed with the invoice (see, <u>Notes</u> <u>and Attachments</u>).

iuremary 2	DLN 20816300002	Status	Pending-Certification				1 e Auto
Percetter Details	3						
voice is outs	side the Enrolment period						
Participant Nan Participant ID UA the Number Authorization N	41	Vendor Name Vendor ID Envolment Start Envolment End	SURY UPSTATE MED UNIV 16146(967110 07/23/2021 07/23/2021	Invoice Date Invoice Received Date Invoice Number Payment Amount	02062017 06082021 TEST08 \$126.23		
lev Authoriza lev Invokce In	and the second sec						
	4						
ine	Description			вос			Amount to Apply
	EMERGENCY PRESCRIPTION I	DISPENSING ADMINIST	RATIVE PEES	Select one		~	245.00 g
D	EMERGENCY PRESCRUPTION I	INGREDIENT COSTS		Select one		v	\$711.50
nde Gettifuatur De		O Refue		Select one			571150), g
nile Gettifugtur De			Submit Cancel				57+150) <u>g</u>
inte Gettikastan De	5		Submit Cancel				5711 SÚ 🖠
2 D anto bathater for Accept Accept Accept Accept Accept	5		Submit Cancel				5711 50 g

Figure 44: Certification Details Screen

• To add a Line to Invoice Line Details, select the Line Details Plus Sign icon.

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 😭

Figure 45: Line Details Plus Sign

• Handling Charges and Mandatory Taxes can be added.

nvoice Line Deta	h		
Line	Description	вос	Amount to Apply
1	IST LVL1 AQUS CTL(10X1.7)	Tuition and Fees: 4107	26.23
2	IST LVL2 AQUS CTL	Required Books. 4108	25.00
3	IST LVL3 AQUS CTL(10X1.7)	Required Supplies: 4109	25.00
4	Handling Charges* Applicable only to books & supplies	Handling Charges * Applicable only to books & supplies: 4112 💙	25.00
5	Mandatory Taxes	Mandatory Taxes: 4114	25.00

Figure 46: Line Details - Handling Charges and Mandatory Taxes Added

7.3.1.3. Accepting an Invoice

• If the invoice is within the threshold for approval, the certifying official sees the Accept/Refuse radio buttons on the certification screen.

Provide Certification Decision	
 Accept 	○ Refuse
	Submit Cancel
	Subinit Cancel

Figure 47: Provide Certification Decision

• If the books or supplies subtotal amounts are <=\$5000 (or tuition <= \$25,000), no approvals are needed after certification.

To accept a low dollar invoice, complete the following:

- 1. From the Invoice Line Detail screen, ensure that the **Amounts** are **correct** for each Line Item by completing the following:
 - a. Select a **BOC** from the BOC drop down menu.
 - b. Update the Amount to apply, as needed, directly into the Amount to Apply field.

- c. If needed, delete a Line Item by selecting the **Trashcan** to the right of the Amount to Apply field.
- d. If needed, select **plus** icon to add another invoice line detail.

Invoic	e Line Details		
Line	Description	вос	Amount to Apply
1	Progress billing for Little Rock Medical Center Interim payment 8	Select one Tutition and Fees: 4107 Required Books: 4108	1150.00
1	Progress billing for Little Rock Medical Center Interim payment 8	Required Books: 4109 Required Supplies: 4109 Required Handling Charges and Taxes; 4112	4000.00
•		Required Tutorial: 4113 Required Equipment: 4150 Required One-Time Miscellaneous: 4155	
		Required One-Time Miscellaneous, 4155	

Figure 48: Budget Object Code and Amount Entry

2. Select **Accept** in Provide Certification Decision screen. Depending on the condition of the invoice, additional fields may display. If it's late or if amounts mismatch and so on, you are asked to provide further information. At a minimum, you are asked for the Date of Acceptance and a checkbox is provided if this is the final invoice to be approved for this authorization.

Provide Certification Decision	
Accept	⊖ Refuse
	Submit Cancel

Figure 49: Select Accept in Provide Certification Decision Screen

- 3. Enter the following required fields denoted by an asterisk:
 - a. Date of Acceptance: This field auto populates with the current date, but you can also enter the date in mm/dd/yyyy format or use the Calendar icon to select dates.

Provide Certification Decision			
Provide Certification Decision		O Refuse	
Date Of Acceptance *	2/9/2022		**

Figure 50: Date of Acceptance Auto Populates or can be Selected

- b. Verify the Total Certified Amount when accepting the invoice.
 If the Payment Amount is not equal to Certified Amount, complete the following:
 - Review the Payment Amount in the Authorization Details section and compare it to the Amount to Apply in the Invoice Line Details section.

• If the Certified Amount is less than Payment Amount a reason must be provided.

Authoritation Detail	in .					
Invoice is o	utside the Enrollment period					
Participant N Participant II VA file Numb Authorization	D 41	Vendor Name Vendor ID Enrollment Start Enrollment End	UPPER CAPE COD REGL VOCATIONAL 042382003 05/01/2021 05/31/2021	Invoice Date Invoice Received Date Invoice Number Payment Amount	03:09:2017 12:02:2019 TSTCREDITMEMO1 \$19:00	
View Author View Invoice Invoke Line Dateils						
Line	Description			BOC		Amount to Apply
1	111011111			Required One-Tir	ne Miscellaneous: 4155 🗸	10.00
•						

Figure 51: Authorization Details and Invoice Line Details Sections

Provide Certification Decision					
Accept		O Refuse			
Date Of Acceptance *	2/9/2022		**		
Total Certified Amount	\$10.00				
"Is this a Final Invoice?"					
Late Payment Reason ★	Select Late Payment Reason 🗸				
Amount Billed and Amount Certified do not match.					
Please enter comments: *					
			Submit Ca	incel	

Figure 52: Provide a Reason Why the Certified Amount is less than Payment Amount

- If the Certified Amount is greater than the Payment Amount, a warning error message will display. Complete the following:
 - 1. Select the **Cancel** button. You will be prompted with a dialog box titled "Unsaved changes." Fix the amount to remove the warning error message.

NOTE: The Submit button will be disabled, so you will be unable to proceed.

Accept		⊖ Refuse	
Date Of Acceptance \star	2/9/2022		#
Total Certified Amount	\$2,490.00		_
"Is this a Final Invoice?"			
Late Payment Reason *	Select Late Payment Reas		

Figure 53: Warning Error Message Certified Amount Cannot Be Greater Than Invoice (Payment) Amount

Unsaved changes	×
You are about to discard your unsaved changes.	
OK Cancel	h

Figure 54: Unsaved Changes Dialog Box

- 4. Determine if this is a final invoice. If this is a final invoice and no further invoices should be received from the service provider for the authorized time period, select the **Checkbox** next to "Is this a final invoice?" This prevents the vendor from sending any further invoices under the same authorization.
- **NOTE:** Authorizations can be based on various criteria (for every semester, for every fiscal year, and so on. If you select **Is this a Final Invoice** checkbox, you are saying that this is the final invoice for the semester or fiscal year or other criteria upon which the authorization was based.
 - If displayed, enter a Late Payment Reason from the dropdown menu. This displays for any invoice over 56 days.

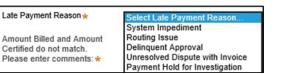


Figure 55: Late Payment Reason

- Amount Billed and Amount Certified do not match. If displayed the required comment text box is provided. Enter **comments**
- 5. Select the **Submit** button to submit the invoice.

	9		
Payment Reaso	on 🗸		
	Payment Reaso	Payment Reason V	

Figure 56: Accepting an Invoice

- **NOTE:** If you selected "Is this a Final Invoice?" checkbox, upon submission a status of Final displays in the **My Authorizations Report**.
 - 6. You are asked to **verify** that you are authorized to certify this invoice. The Certification Alert displays.
- *NOTE:* If you are overriding an error or if you've selected Final Invoice, a warning displays in this authorization window.
 - 7. Select the **OK** button

×

Figure 57: Authorized to Certify

7.3.1.4. Refusing an Invoice

To refuse an invoice, complete the following steps:

- 1. From the open invoice screen, select the **Refuse** option in Provide Certification Decision section.
- 2. Select a **Reason** from the dropdown list for refusing the invoice.

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
	Submit Cancel

Figure 58: Provide Certification Decision Screen

- 3. If you select **Other** as your refusal reason, you will be prompted for required comments. **Describe your reason for refusal** in the text box.
- 4. Select the **Submit** button. The invoice is archived and a notification is sent to the vendor. It no longer displays in your Work List.

Accept			Refuse	
Refusal Reason \star	Others	~		
Comments: *	Enter Refusal Reaso	in		
	Remaining: 256 char	racters		

Figure 59: Enter Other Reason in text box

7.3.2. High Dollar Invoices

Only the Supervisor, the RO Director, and the Director user roles can certify high-dollar invoices.

7.3.2.1. Opening High Dollar Invoices

To process high dollar invoices, complete the following:

1. After logging into IPPS, the Supervisor or RO Director/Director My Work tab is available. To change Stations, select your **Station** from the drop down menu. The WorkList for your Station displays.

NOTE: The RO Director and Director will not see a Pending-Certification status since they do not handle certifications.

NOTE: Certification Status for high dollar invoices shows Pending-HighValueInvoiceReview.

2. Select the Invoice you want to process. The Certification Details Screen displays.

My Work									
Select a Station	1	01 🗸							
DLN	PONumber	VendorName	vendorID	TotalDue	ParticipantName	StatusWork	Age	invoiceReceivedDate	VAFileNumber
20796300001	101940141	THE UNIVERSITY OF TEXAS	74600020311	97000	JOHN HALL	Pending-HighValueInvoiceReview	972	Jul 5, 2019 1:00:00 AM	908-20-0003
00606300001	101040022	BOISE STATE UNIV	82029070108	239000	TESTERA TESTER	Pending-HighValueInvoiceReview	971	Jul 6, 2019 1:00:00 AM	
20396300003	101940134	THE UNIVERSITY OF TEXAS	74600020311	88890	SILVIA SHRUBBERY	Pending-HighValueInvoiceReview	984	Jun 23, 2019 1:00:00 AM	933-93-1045
19096300004	101940106	THE UNIVERSITY OF TEXAS	74600020306	105000	CRSC B SIXTEEN	Pending-HighValueInvoiceReview	985	Jun 22, 2019 1:00:00 AM	144-12-8888
18996300001	101940104	THE UNIVERSITY OF TEXAS	74600020304	100000.99	JOHN HALL	Pending-HighValueInvoiceReview	987	Jun 20, 2019 1:00:00 AM	101-10-0002
14673400038	101940073	CULPEPPER & ASSOCIATES SECURITY SERVICES, INC.	582027627	1000000	CRSC B SIXTEEN	Pending-HighValueInvoiceReview	1813	Mar 16, 2017 1:00:00 AM	144-12-8888

Figure 60: My Work Tab

High Dollar Invoices Certification Details Screen

The screen includes the following sections:

IPPS for VBA Veteran Readiness and Employment User Guide

- 1. Audit Link provides a history of the invoice (see <u>Viewing Audit Information</u>). This is hidden by default but can be seen by selecting the link.
- 2. Invoice Summary contains metadata submitted from IPPS and is collapsed by default. You can view this information by clicking on the chevrons. This includes:
 - a. Document Locator Number (DLN) Number the unique ID of every invoice in IPPS
 - b. Status of the invoice (see <u>A List of Status Conditions</u> for a list of possible statuses)
- 3. Authorization Details this area is pre-populated from the invoice and authorization.
 - a. There are also links to open the Authorization and Invoice images.
 - b. Reviewer History this area displays actions taken by previous reviewers.
- 4. Reviewer History Displays reviewed by, date, time, and action.
- 5. Invoice Line Details this area displays the items that were entered by the service provider in Tungsten, a dropdown list for their Budget Object Code (BOC), and the amount for each line item.
- 6. Provide Certification Decision this area allows you to Accept or Refuse the invoice (or return it to the reviewer for high-dollar invoices). Based on your role, and the dollar value of the invoice you will see actions described in Table 2.
- 7. Notes allow for additional notes to be filed with the invoice. See <u>Notes and</u> <u>Attachments.</u>

8. Attachments – allow for additional attachments to be filed with the invoice. See <u>Notes</u> <u>and Attachments.</u>

oice Summary 2 DLN: 20796	300001	Status 🏲 Pending-HighValu	eInvoiceReview			1
norization Details						
voice is outside the Enrollment period						
articipant Name JOHN HALL	Vendor Name	SAMUEL B RAMOS	Invoice Date	03/09/2017		
articipant ID 824060	Vendor ID	RAMOSSB	Invoice Received	07/05/2019		
A file Number 908-20-0003	Enrollment Start	07/26/2019	Date Invoice Number	A31794000214		
uthorization Number 101940141	Enrollment End	07/26/2019	Payment Amount	\$97,000.00		
iew Authorization Image						
iew Invoice Image						
ewer History						
eviewed By Date Time	Action					
inod 07/26/2019 11:38 AM	Accept					
			100			
			BOC	es: 4107		
Ambulance Transports						\$58,194.72
Ambulance Transports			Tuition and Fee			\$58,194.72
Ambulance Transports			Tuition and Fee			\$58,194.72
Ambulance Transports Ambulance Transports			Tuition and Fee			\$58,194.72
Ambulance Transports Ambulance Transports	⊖ Refuse		Tuition and Fee		Return to Reviewer	\$58,194.72
Ambulance Transports Ambulance Transports	Refuse		Tuition and Fee		Return to Reviewer	Amount to Apply \$58,194.72 \$500.72
Ambulance Transports Ambulance Transports) Refuse		Tuition and Fee		Return to Reviewer	\$58,194.72
Ambulance Transports Ambulance Transports) Refuse	Submit	Tution and Fee		Return to Reviewer	\$58,194.72
Ambulance Transports Ambulance Transports	⊖ Refuse	Submit	Tution and Fee		Return to Reviewer	\$58,194.72

Figure 61: Enter Other Reason in text box

7.3.2.2. IPPS Role and High Dollar Invoice Certification Actions

IPPS Role	High Dollar Invoice Certification Action			
VR&E Supervisor	Recommend Accept	Based on the Amount of Tuition/Books (threshold) the supervisor can have a Recommend Accept option.		
	Refuse	Archives the invoice and sends a notification to the vendor with the reason for refusal		
	Return to Reviewer	The invoice is returned to the original invoice reviewer.		

VR&E RO Director	Accept	You only see Accept if you are the final approver or if this is the original review when the invoice status is Pending- Certification.
	Refuse	Archives the invoice and sends a notification to the vendor with the reason for refusal
	Recommend Accept	If the Amount to approve is above your threshold limit, you will see the Recommend Accept option. Recommendation for approval must always be routed directly to the Director role
	Return to Reviewer	Return to Reviewer must always be returned to the original invoice reviewer. Invoice status is Pending-HighValueInvoiceReview.
VR&E Director	Accept	You only see Accept if you are the final approver or if this is the original review when the invoice status is Pending- Certification.
	Refuse	Archives the invoice and sends a notification to the vendor with the reason for refusal
	Return to Reviewer	Return to Reviewer must always be returned to the original invoice reviewer. Invoice status is Pending- HighValueInvoiceReview.

Table 5 High Dollar Certification Actions

7.3.2.3. Processing a High Dollar Invoice

To process an invoice with a value over the threshold for a certifying official:

- The invoice must first be recommended for acceptance which sends the invoice upward in the approval chain.
- If the next certifying official does not have authority to approve the dollar amount, they recommend acceptance as well until the invoice finally ends up on the desk of the certifying official that does have authority over this amount. For the amounts each role can certify up to see <u>Table 3. IPPS High Dollar Thresholds</u>.

Recommending Accept

If this is out of the certifying official's threshold for acceptance, the "Recommend Accept" radio button displays. Complete the following steps (Supervisor and potentially the RO director) to recommend a high dollar invoice for approval:

1. From the Certification Details screen, Review the **Invoice** and ensure the Line details are correct.

NOTE: Invoice Line details are not editable for high dollar invoices

Invoice Line Deta	ala -		
Line	Description	вос	Amount to Apply
1	WESTLAW DECEMBER 2015 USAGE	Tuition and Fees: 4107	\$10,314.48
1	WESTLAW DECEMBER 2015 USAGE	Required Books: 4108	\$10,314.48

Figure 62: Invoice Line Details section of the Certification Details Scree

- 2. From the Provide Certification Decision section, select **Recommend Accept**. Certification Information displays
- 3. Review the information displayed, and if there are no changes select the **Submit** button.

Recommend Accept		⊖ Refuse		Return to Reviewer
Date Of Acceptance	01/01/0001			
Total Certified Amount "Is this a Final Invoice?"	\$20,628.96 No			
Amount Billed and Amount Certified do not match. Please enter comments:	qwee			
			Submit	

Figure 63: Provide Certification Decision Section of the Certification Details Screen

NOTE: If changes are required, see <u>7.3.2.5 Return to Reviewer</u>.

The system processes the invoice and routes it to next higher role in the system. The invoice no longer displays in your Work List. It is listed as "Pending-HighValueInvoiceReview" in the Work List of the approver.

Accepting the Invoice

Every invoice is in Pending-Certification or Pending-HighValueInvoiceReview status. To accept a high Dollar invoice, complete the following:

- 1. If the invoice is in Pending-Certification status, it is editable.
- 2. If the invoice is in Pending-HighValueInvoiceReview status, it is read only.
- 3. If the fields are editable, select from the drop down menu a **list of possible entries for BOC**.
- 4. Next, update the **amount to apply** into the Amount to Apply field.
- 5. You can also delete a line item by selecting the **trashcan** to the right of the Amount to Apply field.

Line	Description	Select one Tuition and Fees: 4107 Required Books: 4108	Amount to Apply
1	CLIN1004 AZ Travel	Required Supplies: 4109	20132.74
2	CLIN1008 TN Travel	Required Handling Charges i Required Tutorial: 4113 Required Equipment: 4150	nis invoice line 11465.66
3	CLIN1013 GA Travel	Required One-Time Miscellaneous: 4155	26602.47
1	CLIN1004 AZ Travel	Select one V	20132.74
2	CLIN1008 TN Travel	Select one V	11465.66
3	CLIN1013 GA Travel	Select one	26602.47

Figure 64: Budget Object Code and Amount Entry section of the Certification Details Screen

- 6. Select Accept option in Provide Certification Decision section.
- 7. Enter the **Date of Acceptance** (It is a required field denoted by an orange asterisk.). This field auto populates with the current date, but you can also enter the date in mm/dd/yyyy format or use the Calendar to select dates (see <u>7.1.3.1 Using the Calendar Tool</u>).
- 8. Verify the **Total Certified Amount**.
- 9. If this is a final invoice and no further processing will be done, select the **Checkbox** next to "Is this a Final Invoice." This prevents the vendor from sending another invoice under the same authorization.

NOTE: Authorizations can be based on various criteria (for every semester, for every fiscal year, and so on. If you select final, you are saying that this is the final invoice for the semester or fiscal year or other criteria upon which the authorization was based.

10. Select the **Submit** Button. After submission, a status of Final shows when My Authorizations is selected

Provide Certification	Decision		
Accept		◯ Refuse	
Date Of Acceptance *	8/19/2019	1	
Total Certified Amount	\$97,223.00		
Is this a Final Invoice?			
		9	Submit Cancel

Figure 65: Accepting an Invoice section of the Certification Detail Screen

	*	*	
Facility Code	Status		
12312312	Open	Cancel	View PDF Image
12345678	Open	Cancel	View PDF Image
12345678	Final		View PDF Image
12345678	Cancel		View PDF Image

Figure 66: Status of Final shows when My Authorizations is selected

Late Payment Reason

If Late Payment Reason occurs, since the Amount Billed and Amount Certified do not match, complete the following:

- 1. Select a Late Payment Reason from the dropdown menu.
- 2. If displayed, enter **required notes** in Amount Billed and Amount Certified do not match field.
- 3. Select the **Submit** button. The Certification Alert dialog box displays.

Late Payment Reason *	Select Late Payment Reason
	System Impediment
Amount Billed and Amount	Routing Issue
Certified do not match.	Delinquent Approval
Please enter comments: *	Unresolved Dispute with Invoice
	Payment Hold for Investigation

Figure 67: Late Payment Reason dropdown menu

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.	

Figure 68: Required Fields Entered

NOTE: If you are overriding an error or if you've selected Final Invoice, a warning displays in this authorization window. You are asked to verify that you are authorized to certify this invoice. Select the **OK** button.

Certification Alert	×
I am authorized to certify this invoice	
Warnings:	
Certified amount does not match the invoice (payment) amount	
You have selected Final invoice, are you sure to close out the authorization?	
OK Cancel	

Figure 69: Authorized to Certify

The system processes the certification and the invoice no longer displays in your Work List.

7.3.2.4. Refusing the Invoice

To refuse a high dollar invoice, complete the following steps:

- 1. From the Certification Details screen, select the Provide Certification Decision screen.
- 2. Select the **Refuse** option.
- 3. If you select **Other from** the drop down menu, you are asked to enter further information in the Reasons text field.

) Accept	Refuse	
efusal Reason *	Select Refusal Reason	
	Select Refusal Reason Select Refusal Reason	
	Unauthorized Service	
	Unauthorized Training, Outside of Approved Degree Program	ncel
	Items/Services outside the authorization period Items/Services do not match Veteran record	
	Duplicate	
	Missing Itemized Invoice	

Figure 70: Provide Certification Other Decision Screen

4. Click Submit.

The invoice is archived, and a notification is sent to the service provider. It no longer displays in your Work List.

7.3.2.5. Return to Reviewer

If the next level approver feels the invoice needs to be adjusted, complete the following:

- 1. From the Certification Details screen in the Provide Certification Decision section, select the **Return to Reviewer** checkbox. A Return to Reviewer text field displays the message "Enter comments for returning this invoice to the reviewer."
- 2. Enter your **comments** into the text field.
- 3. Select the **Submit** button. The system processes the invoice and routes it to the original reviewer. It no longer displays in your Work List.

Provide Certification Decision		
Recommend Accept	⊖ Refuse	Return to Reviewer Enter comments for returning this invoice to the reviewer
	Submit Cancel	

Figure 71: Return to Reviewer

7.3.3. Notes and Attachments

At the bottom of the Certification details screen are the Notes and Attachments sections. For notes complete the following:

- 1. Enter your **Notes** into the text box.
- 2. Select the Add button to add the note. Notes are added to the invoice.

Notes		
Notes Place notes here		
Place notes here	I	C Add
No attachments		
ivo attacimienta		
Attachments		
Attachments Show Subcase Attachments		
No attachments		
UploadFile		
File Name Description		
No items		

Figure 72: Notes and Attachment section of the Certification Details screen

D Notes		
Notes) 🖝 Add
		ädvanced
\bigcirc	- Payment not required less than a minute ago	
8	less than a minute ago	

Figure 73: Notes are added to the invoice

Advanced Notes

To add a subject to your notes, complete the following steps:

1. Select the **Advanced...** link located under the Add button.

2 Notes		
Notes		
	0	+ Add
		Advanced

Figure 74: Select Advanced Link to add a subject to your note

- 2. Enter a **subject** for the note in the Subject field and contents of the **note** in the Note field.
- 3. Select the **OK** button.

Add Note	×
Subject 🎪	
Note	^
Note *	\sim
ο	Cancel
	1.

Figure 75: Add a Note screen

The note is added to the invoice.

Notes			
Notes		0	+ Add
	- Payment not required less than a minute ago		CMCM/MARK

Figure 76: Note added to invoice

7.3.3.1. Adding Attachments to an Invoice

This section allows you to upload documents. To upload a document:

- 1. From the Certification Details screen, select the Attachments section.
- 2. Select the file that you want to upload (a required field) by selecting the **Upload** button to select it.
- 3. Enter a **description** for the file.
- 4. Select the **OK** button. The file is uploaded and saved to the invoice.

Attachments			
Attachments False Show Subcas	e Attachments		
No attachments			
Upload file			
File Name	Description		_
No items			

Figure 77: Attachments Section

7.4. Viewing Audit Information

To view audit information, complete the following:

1. From the top right corner of the Certification details screen, select the **Audit** link. The audit details view displays. This screen shows a detailed outline of when the action was taken, what action was taken, and who took the action.

Invoice Summary	DLN: 20816300002	Status 🏴 Pending-Certification	⊕_ <u>Audt</u> ^

Figure 78: Audit Link

	Case Narrative				
Case Status P	ending-Certification Ur	gency 30 ID I-195828			+
Subject	Invoice				
Ipdated	7/1/19 12:36 PM	by Sabbir Chowdhury	Aging since		
Created	6/26/19 12:23 PM	by Sabbir Chowdhury	Urgency adjustment	30	
History					
Report that pop	ulates the audit trail of	a case		Export to E	xcel
				Displaying 8	ecords
Time 🔺	▼ Description				
6/26/2019 12:23 P	M Item created.			Sabbir Chowdhur	1
6/26/2019 12:23 P	M Status changed to	New-Invoice.		Sabbir Chowdhur	1
6/26/2019 12:23 P		Pending-Certification.		Sabbir Chowdhur	1
6/26/2019 12:23 P	M Invoice successful	y submitted to ODS.		Sabbir Chowdhur	1
6/26/2019 12:23 P		cationWB to ' complete task '.		Sabbir Chowdhur	
6/26/2019 12:24 P		y submitted to ODS.		Sabbir Chowdhur	
6/29/2019 12:24 P 7/1/2019 12:36 PM		for assignment to ' complete task hed for assignment to ' complete		Service Level Age Service Level Age	
Attachments					_
Attachments					
Attachments	Attachments				
Attachments Attachments Show Subcase / No attachments	Attachments				
Attachments] Show Subcase /	Attachments				
Attachments Show Subcase / No attachments	Attachments				
Attachments Show Subcase / No attachments Upload file					

Figure 79: Audit Details View

Attachments Section

Complete the following:

1. To view attachments or upload files, select the **vertical double chevron** located next to attachments to expand the listing. From this section you can add, view, or delete attachments.

- 2. To view Subcase Attachments, select the Show Subcase Attachments checkbox.
- 3. To upload an attachment, select the **Upload file** button.
- 4. Select the **Submit** button to add the attachment.
- 5. Select the **Close** button to Close Audit Details/Case Narrative section.

Attachments		
Attachments	Attachments	
No attachments		
Upload file		
File Name	Description	
No items		
		Close

Figure 80: Attachments section

7.5. Viewing Case Narrative

To see comments left by the Certifying Official complete the following:

1. Select the Case Narrative tab

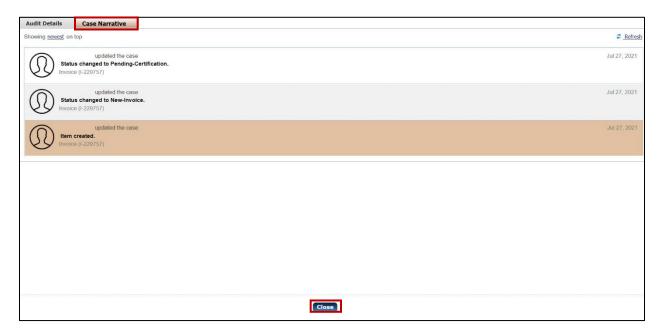


Figure 81: Case Narrative Tab

2. When finished viewing the Case Narrative tab, at the bottom of the Attachments section select the **Close button**.

7.6. Credit Memo

A credit offset is money owed to the Veterans Administration (VA) by vendors. The credit memo is a vendor-issued credit memo.

Processing a Credit Memo is similar to certifying an invoice; however, there are two differences:

- 1. A notification message titled "Credit Memo Received" in red bold lettered font will display in authorization details.
- 2. There will not be a Final Invoice option displayed.

Invoice Summary	DLN: 014263000	102	Status 🏴 Pending-Certifica	ation			€ <u>Audit</u>	
thorization Details								
Invoice is outside the Enro	ollment period							
Participant Name TES	TERA TESTER	Vendor Name		Invoice Date	03/09/2017			
Participant ID 41		Vendor ID		Invoice Received Date	06/08/2021			
VA file Number		Enrollment Start	09/17/2021	Invoice Number	TESTVRECREDITMEMO2			
Authorization Number		Enrollment End	09/17/2021	Payment Amount	-\$28.00			
View Authorization Image View Invoice Image		Credit Me	mo Received					
woice Line Details								
Line Descript	ion			BOC		Am	ount to Apply	
				Select one	~			
1 SUPPORT	IVE HOUSING						132862.44	
0								
ovide Certification Decision								
Accept		0	Refuse					
Accept		0		it Cancel				
		0		t Cancel				
cept		0		t Cancel				
ide Certification Decision				t Cancel				
cept le Centration Decision) Accept			Submi	t) Cancel				
cept or Confliction Decision Accept 3D Email *			Submi					
cept de Caffation Decision) Accept 3D Email * te Of Acceptance *	2/8/2022		Submi	B Cancel				
Accept ccept ccept ccept contraction Decision contraction Decision contraction contetion contraction contraction contraction contraction contrac	[[2/8/2022 -\$28.00		Submi					
cept de Caffation Decision) Accept 3D Email * te Of Acceptance *	Land the second s		Submi					
cept de Catification Decision) Accept ID Email * the Of Acceptance * tal Certified Amount	Land the second s		Submi					
cept (contriction Decision) Accept SD Email * tate Of Acceptance * tata Certified Amount fuse	Land the second s		Submi					
cept cecoffication Decision cecoffication Decision SD Email * tabe Of Acceptance * tal Certified Amount fuse severe confication Decision	Land the second s		Submi					
cept cecoffication Decision cecoffication Decision SD Email * tabe Of Acceptance * tal Certified Amount fuse severe confication Decision	Land the second s		Submi					
cept centration Decision Accept Comparison Compari	-\$28.00		Submi					
cept de Catification Decision) Accept SD Email * the Of Acceptance * tal Certified Amount fuse fuse www.contrastee Decision	Land the second s		Submi					
cept de Confliction Decision) Accept 3D Email * ate Of Acceptance * tal Certified Amount fuse fuse wee confliction Decision Accept	-\$28.00		Submi					
ept contrication Decision Accept D Email * a Of Acceptance * al Certified Amount USE USE USE	-\$28.00		Submi	ubmit Cancel				

Figure 82: Credit Memo Details Screen without Notes and Attachments Section

NOTE: For details on the Notes and Attachment sections, see <u>Notes and Attachments</u>.

NOTE: For detailed information about the entire Credit Memo Screen refer to <u>Sections of the</u> <u>Certification Details Screen</u>.

7.6.1. Accept or Refuse the Credit Memo

From the Provide Certification Section either **Accept** or **Refuse** the Credit Memo. Complete the following:

1. Accept: Select the Accept option.

Depending on the condition of the invoice, additional fields may display. If it's late or if amounts mismatch and so on, you are asked to provide further information. At a minimum, you are asked for the Date of Acceptance.

Provide Certification Decision	
Accept	⊖ Refuse
	Submit Cancel

Figure 83: Certification Decision Screen

- 2. Enter the following required fields denoted by an asterisk:
 - a. **Date of Acceptance**: This field auto populates with the current date, but you can also enter the date in **mm/dd/yyyy** format or use the **Calendar icon** to select dates.

Provide Certification Decision			
Accept		O Refuse	
Date Of Acceptance *	2/9/2022		m

Figure 84: Date of Acceptance Auto Populates or can be Selected

b.	Enter the Support	Services Divi	ision (SSD)	Email

vite Cartification Decision	
Accept	O Refuse
SSD Email #	

Figure 85: Enter SSD Email

- c. You must verify the **Total Certified Amount** when accepting the invoice. Refer to <u>7.3.1.3</u> <u>Section Accepting an Invoice</u> for detailed instruction.
- 3. Refuse: Select the **Refuse** option.
 - If the Refusal Reason drop down menu displays, select the **Reason**.
 - If you select **Other** as the Refusal Reason, a Comments text box will display. Enter your **required comments**.

NOTE: If you refuse the certification, an email is sent to the vendor.

4. Select the **Submit** button to submit the invoice.

	Status 🏴 Pending-Ce	ertification		€ <u>Audt</u>
Authorization Details				
Invoice is outside the Enrollment period				
Participant Name TESTERA TESTER	Vendor Name	Invoice Date 03/09/2017		
Participant ID 41	Vendor ID	Invoice Received 06/08/2021 Date		
VA file Number	Enrollment Start 09/17/2021	Invoice Number TESTVRECREDITME	MO2	
Authorization Number	Enrollment End 09/17/2021	Payment Amount -\$28.00		
View Authorization Image View Invoice Image	Credit Memo Received	i i i i i i i i i i i i i i i i i i i		
Availab Line Details				
Line Description		вос		Amount to Apply
		Select one	~	
1 SUPPORTIVE HOUSING				132882.44
 Accept 	🔿 Refuse			
	Su	abmit Cancel		
fuse		abmit Cancel		
	6	abmit Cancel		
ovde Cettfication Decision	© Refuse	abmit Cancel		
over Cartification Decision	Refuse	abmit Cancel		
fuse were Certification Demoke Accept Refusal Reason * Duplicate G		abmit Cancel		
wele Cetification Decision	Refuse	abmit Cancel		

Figure 86: Select Refusal Reason Credit Memo

) Accept		Refuse	
Refusal Reason ★	Others v		
Comments: ★	Enter Refusal Reason		
	Remaining: 256 characters		

Figure 87: Select Refusal Reason Others includes required Comments

NOTE: Credit Memo is for information only. IPPS does not do any further processing

	Department of Veterans Affairs Financial Services Center PO BOX 149971 Austin TX 78714-9970	
		Date: Feb 8, 2022
Vendor Na	tion Number : 101140036 ame : DOE FUND INC imber : TESTVRECREDITMEMO2	
Dear SSD,		
Please process credit	memo 101140036. tion is needed, contact the assigned VRC.	
Regards, Department of Veter Financial Service Cen		
This is a system gene	rated email and any replies addressed to this email will not be processed.	

Figure 88: Email Sent to SSD When Credit Memo Refused

7.7. Site Administration

This section discusses the following features available to the Site Administrator.

- My Work
- Dashboard
- Process Work:
 - User Admin
 - Invoice Inquiry System
 - <u>Station Authorizations</u>
 - iFAMS Station Inquiry System Note: For VR&E NC users only
- Monitor Activity

4	My Work											۲
> Dashboard												
Y Process Work	Select a Station	101 🗸										
	WorkDat											
User Administration											E	xport
	Document Locator Number	* Auth Number	▼ VendorName	* VendoriD	- Amount -	Participant Name	* Certification Status	- Age	* Received Date	Original CM Name	* VA File Number	-
Invoice Inquiry System Station Authorizations iFAMS Station Inquiry System	2240530001 2240530001 2319530001 2319530001 2319530001 2319530001 2319530001 2225530001 1225530001 1225530001 1225530001 1225530001 1225530001 1225530001 1225530001 1225530001 1225530001 1225530001 1255300001 1255300000 1255300000 1255300000 1255300000 1255300000 1255300000 1255300000 1255300000 1255300000 1255300000 1255300000 1255300000 125500000 1255300000 1255300000 1255300000 1255300000 1255300000 1255300000 1255300000 1255300000 1255300000 1255300000 1255300000 1255300000 1255300000 1255300000 1255300000 12553000000 12553000000 1255300000000000000000000000000000000000	101140006 101140008 101940176 101940176 101940176 101940176 101940176 101940036 101940036 101940036 101940036 101940036 101940056 101140005 101140005 101140005 101940032 101040032 101040032	OSMAN NOURELHUDA VIETTE I PAULER INC FFE UNIVERSITY OF TEXAS Int UNIVERSITY OF TEXAS SOV CONSTRUCTION DECLE UNIVERSITY DREAL UNIVERSITY	001020920 000588672 473541625 74600020311 74600020311 74600020312 74600020302 7460020302 7460020302 7460020302 7460020302 7450020000000000000000000000000000000000	99.000.00 5,760.00 5,760.00 5,760.00 5,760.00 5,760.00	TESTERA TESTER TESTERA TESTER RONNY JON HILLY BAZDOKA BUBBLE GUM BAZDOKA BUBBLE GUM HESTERA HER TESTERA TESTER TESTERA TESTER	Pending-Unassigned Pending-Unassigned	493 493 829 954 954 978 994 994 994 994 1176 1820 493 493 769 770 770 770 770 770	11/2/2020 11/2/2020 12/2/2019 7/30/2019 7/30/2019 7/30/2019 7/30/2019 7/30/2019 7/30/2019 6/20/2019 12/20/2018 12/20/2018 11/2/2020 11/2/2020 11/2/2020 11/30/2020 11/30/2020 11/30/2020 11/30/2020	vafacsýválstatříčý va pov vafacsýválstatříčý va pov vafacsýválstatříčý va pov vafacsýválstatříčý va pov binod kumatýva gov binod kumatýva gov binod kumatýva gov Joy Ovenějíva pov Joy Ovenějíva pov Joy Ovenějíva pov Joy Ovenějíva pov vafacsýválstatříčýva pov vafacsýválstatříčýva pov vafacsýválstatříčýva pov vafacsýválstatříčýva pov vafacsýválstatříčýva pov vafacsýválstatříčýva pov vafacsýválstatříčýva pov	\$20.18-0013 \$20-10-0013 \$23-32-323 \$23-32-323 \$23-19-1041 101-10-0002	·
> Monitor Activity												

Figure 89: Site Administration Initial Screen

7.7.1. My Work

The Site Administration My Work tab provides information on invoices that require administrative action. The Site Administrator does not have security permissions to open the invoices, but they can reassign unassigned invoices on the My Work tab.

After logging into IPPS as a Site Administrator, the Site Administrator screen displays with the unassigned invoices listed in the My Work tab for the station they are associated with.

Complete the following:

- 1. If you are associated with other stations, select the **appropriate station(s)** from the drop down menu.
- 2. To Export select the **Export** button.

Select a Station	101 🗸								
WorkList									
									Export
Document Locator Numb	er Auth Number	 VendorName 	▼ VendorID ▼ Am	nount Particip	ant Name	 Certification Statu 	is Age	 Received Date Original CM Nan 	me 🔻 VA File Number
14983400039	101940065	▼ VendorName	00	0,000.00 JOHN H	ALL	Pending-Unassigned	1796	3/16/2017	VA File Number 101-10-0002
14983400039 03406300020	101940065 101040032	▼ VendorName	00 81	0.000.00 JOHN H	ALL A TESTER	Pending-Unassigned Pending-Unassigned	d 1796 d 745	3/16/2017 1/31/2020	
14983400039 03406300020 03406300001	101940065 101040032 101040032	▼ VendorName	00 81 81	0,000.00 JOHN H	ALL A TESTER A TESTER	Pending-Unassigned Pending-Unassigned Pending-Unassigned	d 1796 d 745 d 753	3/16/2017 1/31/2020 1/23/2020	
14983400039 03406300020 03406300001 03406300002	101940065 101040032 101040032 101040032	▼ VendorName	00 81 81 81 81	0,000.00 JOHN H 1.25 TESTER 1.25 TESTER 1.25 TESTER	ALL A TESTER A TESTER A TESTER	Pending-Unassigned Pending-Unassigned Pending-Unassigned Pending-Unassigned	d 1796 d 745 d 753 d 753 d 753	3/16/2017 1/31/2020 1/23/2020 1/23/2020	
14983400039 03406300020 0340630001 03406300001 03406300002 03406300003	101940065 101040032 101040032 101040032 101040032	VendorName	00 81 81 81 81 81	0,000.00 JOHN H 25 TESTER 25 TESTER 25 TESTER 25 TESTER 25 TESTER	ALL A TESTER A TESTER A TESTER A TESTER	Pending-Unassigned Pending-Unassigned Pending-Unassigned Pending-Unassigned Pending-Unassigned	1 1796 745 753 753 753 753	3/16/2017 1/31/2020 1/23/2020 1/23/2020 1/23/2020	
14983400039 03406300020 03406300001 03406300002 03406300003 18296300006	101940065 101040032 101040032 101040032 101040032 101040032 101940036	VendorName	00 81 81 81 81 ,76	0,000.00 JOHN H 1.25 TESTER 1.25 TESTER 1.25 TESTER 1.25 TESTER 1.25 TESTER 60.00 TESTER	ALL A TESTER A TESTER A TESTER A TESTER A TESTER	Pending-Unassigned Pending-Unassigned Pending-Unassigned Pending-Unassigned Pending-Unassigned Pending-Unassigned	1 1796 745 753 753 753 753 753 970	3/16/2017 1/31/2020 1/23/2020 1/23/2020 1/23/2020 6/20/2019	
14983400039 03406300020 03406300001 03406300002 03406300003 18296300006 18296300005	101940065 101040032 101040032 101040032 101040032 101940036 101940036	VendorName	00 81 81 81 76 .76	0,000.00 JOHN H/ 1.25 TESTER 1.25 TESTER 1.25 TESTER 1.25 TESTER 60.00 TESTER 60.00 TESTER	ALL A TESTER A TESTER A TESTER A TESTER A TESTER A TESTER A TESTER	Pending-Unassigned Pending-Unassigned Pending-Unassigned Pending-Unassigned Pending-Unassigned Pending-Unassigned Pending-Unassigned	1 1796 745 753 753 753 753 753 753 970 970	3/16/2017 1/3/1/2020 1/23/2020 1/23/2020 1/23/2020 6/20/2019 6/20/2019	
14983400039 03406300020 03406300001 03406300002 03406300002 03406300003 18296300005 18296300005	101940065 101040032 101040032 101040032 101040032 101940036 101940036	VendorName	00 81 81 81 81 76 76	0,000.00 JOHN H. .25 TESTER .25 TESTER .25 TESTER 60.00 TESTER 60.00 TESTER 60.00 TESTER	ALL A TESTER A TESTER A TESTER A TESTER A TESTER A TESTER A TESTER	Pending-Unassigned Pending-Unassigned Pending-Unassigned Pending-Unassigned Pending-Unassigned Pending-Unassigned Pending-Unassigned	1 1796 1 745 1 753 1 753 1 753 1 753 1 753 1 970 1 970 1 970	3/16/2017 1/31/2020 1/23/2020 1/23/2020 1/23/2020 6/20/2019 6/20/2019 6/20/2019	
14983400039 03406300020 03406300001 03406300002 03406300003 18296300005 18296300005 18296300002 18296300002	101940065 101040032 101040032 101040032 101040032 101940036 101940036 101940036 101940036	VendorName	00 81 81 81 ,76 ,76 ,76 ,76	0,000.00 JOHN H. 1.25 TESTER 1.25 TESTER 1.25 TESTER 1.25 TESTER 1.25 TESTER 1.20 TESTER 1.20 TESTER 1.20 TESTER 1.20 TESTER 1.20 TESTER 1.20 TESTER	ALL A TESTER A TESTER A TESTER A TESTER A TESTER A TESTER A TESTER A TESTER	Pending-Unassigned Pending-Unassigned Pending-Unassigned Pending-Unassigned Pending-Unassigned Pending-Unassigned Pending-Unassigned Pending-Unassigned	1 1796 1 745 1 753 1 753 1 753 1 753 1 753 1 970 1 970 1 970 1 970 1 970	3/16/2017 1/31/2020 1/23/2020 1/23/2020 1/23/2020 6/20/2019 6/20/2019 6/20/2019 6/20/2019	101-10-0002
14983400039 03406300020 03406300001 03406300002 03406300002 03406300003 18296300005 18296300005	101940065 101040032 101040032 101040032 101040032 101940036 101940036	vendorName	00 81 81 .76 .77 .77 .76 .77	0,000.00 JOHN H 1.25 TESTER 1.25 TESTER 1.25 TESTER 60.00 TESTER 60.00 TESTER 60.00 TESTER 60.00 TESTER 223.00 BAZOOH	ALL A TESTER A TESTER A TESTER A TESTER A TESTER A TESTER A TESTER A TESTER	Pending-Unassigned Pending-Unassigned Pending-Unassigned Pending-Unassigned Pending-Unassigned Pending-Unassigned Pending-Unassigned	1796 745 753 753 753 753 970 970 970 970 970 970 970 970 970 970	3/16/2017 1/31/2020 1/23/2020 1/23/2020 1/23/2020 6/20/2019 6/20/2019 6/20/2019	

Figure 90: Site Administrator My Work Tab with Unassigned Invoices

NOTE: Vendor Name, Vendor ID, and Original CM Name are not shown in the figure above due to security requirements.

7.7.2. User Administration

User Administration is only available for the Site Administrator role. In this role, you can:

- Add a new user
- Assign or Change a Role
- Add an Authorization
- Remove a User
- Reactivate a User
- Delete User-Assigned Authorizations
- Reassign an Authorization Number

To get to the User Management screen complete the following:

1. Select User Administration from the left navigation pane under Process Work. The IPPS User Administration displays.

L
> Dashboard
 Process Work
User Administration
Invoice Inquiry System
Contractions, and and contract
Station Authorizations
iFAMS Station Inquiry System
> Monitor Activity

Figure 91: Select User Administration button

My Work IP	PS User Adm×			
If you have access	s to multiple Stations, Sele	ect to Change		
Select a Station	101 🗸			
New User				
FirstName	LastName	UserID	Role	
Jeremy	XXXXXXXXXXXXXXX	XXXXXXX	IPPS:VRECaseManager	童
Brenda	XXXXXXXXXXXXXXX	XXXXXX	IPPS:VRECaseManager	鱼
Carl	******	XXXXXXX	******	鱼
Eduard	XXXXXXXXXXXXXXX	XXXXXXX	IPPS:VRECaseManager	血
Shelly	XXXXXXXXXXXXXXX	XXXXXX	IPPS:VRECaseManager	血

Figure 92: IPPS User Administration Screen

7.7.2.1. Add a New User

To add a new user from the IPPS User Administration screen, complete the following:

- 1. If you have access to multiple stations, select the appropriate **station** for the new user from the drop down menu.
- 2. Select New User button. The User Details window displays.

My Work	IPPS User Adm			
lf you have a	access to multiple Stations, S	elect to Change		
Select a Stat	ion 101 🗸]		
New Use				
Hew Ost				
FirstName	e LastName	UserID	Role	
Jeremy			IPPS:VRECaseManager	量

Figure 93: Add a New User

3. To search for the user, enter the user's VA email address in the Email Address field.

NOTE: If a user already exists in the system, a notification displays.

4. Select the **Search User** button. Data is retrieved from the VA's global address listing (GAL). This populates the Selected User Details section with the user's name and user ID fields. In addition, if there are any authorizations assigned to the user they will display.

User Details		
Search For User		
Search For User Email Address: * A Value cannot be blank		
Value cannot be blank		
Search User		
Selected User Details		
User ID:		
User ID: First Name: Assign a Role Select	Last Name:	
Assign a Role		
Select 🗸		
Submit Cancel		

Figure 94: Users Details Window and Search for User

- 5. Confirm the **user's details** are correct.
- 6. Select **Submit**. The user is added to the IPPS User Admin screen.

User Details	
Search For User	
Email Address: \star	
Search User	
Selected User Details	
User ID:	
First Name:	Last Name:
Assign a Role	
IPPS:VRECaseManag 🗸	
Station Authorization	Number (Ontional)
No items	
÷	
Submit Cancel	

Figure 95: User Information and Authorizations (Listed if assigned to user.)

7.7.2.2. Assign or Change a Role

Users can only have one role even if assigned to two different stations. If you are changing the role of the user, the station number carries over to the new role. Complete the following to assign or change a role:

NOTE: If a user has transferred from a different VA station, they must be deleted from their previous station and added by their new site admin to their correct User ID.

- 1. To search for the user, select the **user** if listed from the IPPS User Administration screen. Complete the following:
 - a. From the Selected User Details section, select the **assigned role** from the Assign a Role drop down menu.
 - b. Select the **Submit** button.
- 2. To search for a user not listed in the IPPS User Administration screen complete the following:
 - a. From the IPPS User Administration screen, select the Users assigned **Station** from the Select a Station drop down menu.

- b. Select the New User Button.
- c. Enter the user's VA email address in the Email Address field.
- d. Select the **Search User** button.
- e. From the Selected User Details section, select the **assigned role** from the Assign a Role drop down menu.
- f. Select the **Submit** button to complete the entry.

User Details	
Search For User	
Email Address: *	
Search User	
Selected User Details	
User ID:	
First Name:	Last Name:
Assign a Role	
Station Authorization	Number (Optional)
No items	
Đ	
Submit Cancel	

Figure 96: Select the Assign a Role Drop Down Menu

7.7.2.3. Add an Authorization

To add an authorization, complete the following steps:

NOTE: Authorization Number is an optional field unless you are reassigning an authorization to a user.

- 1. To search for user from the IPPS User Admin screen if listed, select the user by double pressing their **name** via a mouse or touch pad. The User Details screen displays.
 - a. From the bottom of the User Details screen below the Station column select the **circled plus** sign. A new line displays at the bottom of the screen.

- b. Select the Station Number from the Station Number drop down menu.
- c. Enter the Authorization Number into the empty text field to the right of the station number.
- d. Select the **Submit** button.
- 2. To search for a user not listed in the IPPS User Admin screen complete the following:
 - a. From the IPPS User Admin screen, select the Users assigned **Station** from the Select a Station drop down menu.
 - b. Select the New User Button.
 - c. Enter the user's VA email address in the Email Address field.
 - d. From the Selected User Details section, select the **assigned role** from the Assign a Role drop down menu.
 - e. From the bottom of the User Details screen below the Station column select the **circled plus** sign. A new line displays at the bottom of the screen.
 - f. Select the **Station Number** from the Station Number drop down menu.
 - g. Enter the Authorization Number into the empty text field to the right of the station number.
 - h. Select the **Submit** button to complete the entry.

NOTE: Authorization number is read only for the roles of VR&E Director, VR&E RO Director, and for corresponding 508 roles.

NOTE: If this is a new user, select the station and leave the Authorization Number to the defaulted value. The only exceptions to this are: a) if you are a VR&E Director, VR&E RO Director, and for corresponding 508 roles, you must enter an Authorization Number and b) if the user doesn't have any authorizations assigned yet, one must be assigned.

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 N	Number (Optional)
A1 - 11	
No items	
()	
Submit Cancel	

Figure 97: Adding an Authorization



7.7.2.4. Remove a User

If a user has transferred from a different VA station, they must be deleted from their previous station and added by their new site admin to their correct User ID. To remove a user from list within the IPPS User Admin screen complete the following:

- 1. From the IPS User Administration screen, select the **Trashcan** icon next to the user you want to remove. A confirmation dialog box displays with the message "Do you want to continue?"
- 2. Select the **Yes** button.

My Work IP	ly Work IPPS User Adm X						
f you have access to multiple Stations, Select to Change							
Select a Station	101 🗸						
New User							
FirstName	LastName	UserID	Role				
riistivallie	Lastivanie	USETID	KUIE				
Jeremy	XXXXXXXXXXXXXXXXXX	XXXXXX	IPPS:VRECaseManager	鱼			
Brenda	XXXXXXXXXXXXXXX	XXXXXXX	IPPS:VRECaseManager	山			
Carl	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXX	xxxxxxxxxxxxxxxxx	<u>۵</u>			
Eduard	XXXXXXXXXXXXXXX	XXXXXXX	IPPS:VRECaseManager	鱼			
Shelly	XXXXXXXXXXXXXXXXX	XXXXXXX	IPPS:VRECaseManager	<u>ش</u>			

Figure 98: IPPS User Administration Screen

Confirm Deletion	×
This action will delete the user from all stations you have in common.	
Do you want to continue?	

Figure 99: Confirm Deletion

7.7.2.5. Reactivate a User

If a user has not logged into IPPS in the last 90-days, that user no longer has access to the system. If this is the case, when you view the user in the User Administration screen, the Enable button is displayed. For the user to regain system access complete the following:

- 3. From the User Administration screen, select the **Enable User** button next to the user you want to reactivate.
- 4. Select the **Ok** button. The user now has access to the system.

My Work	IPPS User Adm 🕷			
If you have acc	cess to multiple Stations,	Select to Change		
Select a Statio	n 372 🗸]		
New User	1			
FirstName	LastName	UserID	Role	
Miles			IPPS:VREReadOnly	finable
Katie Jo			IPPS:VRECaseManager	量
Joann			IPPS:VRECaseManager	<u>ش</u>

Figure 100: Reactivate a User with the Enable button

7.7.2.6. Delete User-Assigned Authorizations

To delete authorizations for a user, complete the following:

- 1. Select the User's Name from the IPPS User Administration screen. The User Details screen displays.
- 2. Select the **Trashcan** to the right of the authorization you want to remove from the user. The Authorization is deleted from the window.
- 3. Select the **Submit** button. Your changes are saved.

My Work IP	PS User Adm ≍			
If you have access	to multiple Stations, Sele	ect to Change		
Select a Station	101 🗸			
New User				
New Oser				
FirstName	LastName	UserID	Role	
Jeremy	XXXXXXXXXXXXXX	XXXXXXX	IPPS:VRECaseManager	童
Brenda	XXXXXXXXXXXXXXXX	XXXXXXX	IPPS:VRECaseManager	鱼
Carl	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXX	xxxxxxxxxxxxxxxx	鱼
Eduard	XXXXXXXXXXXXXXXX	XXXXXXX	IPPS:VRECaseManager	血
Shelly	xxxxxxxxxxxxxx	XXXXXXX	IPPS:VRECaseManager	血

Figure 101: IPPS User Admin Screen

elected User	Details		
User			
ID:			
First Name:		Last Name:	
Assign a	Role		
IPPS:VF	RECaseManaç 🗸		
Station	Authorization	n Number (Optional)	
oración	Hattonization	(optional)	
101	10098	ť	<u>ل</u>
101	20078	Ū	Ì
301	30012	ť	Ì
101	40018	ť	ļ
\oplus			
~			

Figure 102: User Details and Remove an Authorization

7.7.2.7. Re-assign an Authorization Number

To re-assign an authorization number to another user, complete the following:

1. Select the User's Name from the IPPS User Admin screen. The User Details screen displays.

My Work IP	PS User Adm 🕷			
If you have access	to multiple Stations, Sele	ect to Change		
Select a Station	101 🗸			
New User				
FirstName	LastName	UserID	Role	
Jeremy	XXXXXXXXXXXXXX	XXXXXXX	IPPS:VRECaseManager	血
Brenda	XXXXXXXXXXXXXXX	XXXXXXX	IPPS:VRECaseManager	۵
Carl	XXXXXXXXXXXXXXX	XXXXXXX	xxxxxxxxxxxxxxxxx	血
Eduard	XXXXXXXXXXXXXXX	XXXXXXX	IPPS:VRECaseManager	量
Shelly	******	XXXXXXX	IPPS:VRECaseManager	鱼

Figure 103: IPPS User Admin Screen

2. Select the **Plus** sign below the station name towards the bottom of the User Details screen. An additional line displays for the authorization you want to add.

User Detail	S		
Selected User D	etails		
User ID:			
First Name:		Last Name:	
Assign a F	Role		
IPPS:VR	ECaseManaç 🗸]	
_			_
Station	Authorizatio	on Number (Optional)	
101	10098		血
101	20078		曲
301	30012		۵
101	40018		曲
\oplus			
Submit	Cancel		
Submit	Cancer		

Figure 104: Select Plus Sign to Add an Authorization

- 3. Select the **Station Number** associated with the Authorization Number.
- 4. Enter the Authorization into Authorization Number field.

Station	Authorization Number (Optional)
101	1234567891	1
528	7834783478	1
101	7876678776	1
101 🗸	0	1

5. Select the **Submit** button. The new Authorization Number is added to the list of Authorizations for this user.

7.8. Dashboard

The dashboard provides users with the status of payment processing in the system. There are three categories displayed:

- 1. Invoices Pending Certification Over 14 Days
- 2. Invoices Pending Certification Greater Than or Equal to 30 Days
- 3. All Pending Invoices

To view the Dashboard, complete the following:

1. From the left navigation bar select **Dashboard**. The Dashboard Charts display.

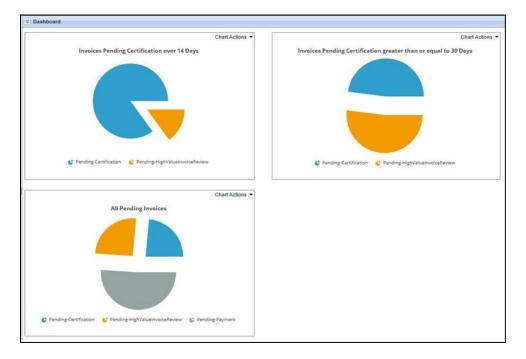


Figure 105: Dashboards

2. Hover over the images to show the percentage of invoices in that category

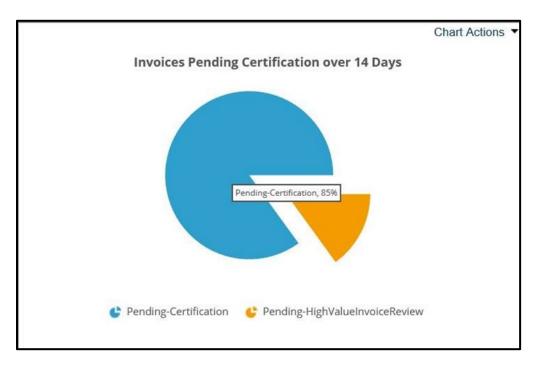


Figure 106: Example of Percentage of Invoices in that category

The charts have a Chart Actions dropdown menu selection. See the following section for more information.

7.8.1.1. Chart Actions

To show chart data and view further details complete the following:

1. Select **Show Data** from the Chart Actions dropdown menu.



Figure 107: Show Data

Fields associated with the chart display. The amount of days indicates the number of days since IPPS received the Invoice.

nvoicesPendingCertificationOver14Days	Actions
	Generated on July 11,2019 09:53:48 AM
Filtered by: (Work status = Pending-Certification or Work s invSourceType = VREInvoice and CalculateAge CalculateAgeOfDate [.invoiceReceivedDate] <= Collapse all group beadings	OfDate [.invoiceReceivedDate] > 14 and
(Work status = Pending-Certification or Work s invSourceType = VREInvoice and CalculateAge	OfDate [.invoiceReceivedDate] > 14 and
(Work status = Pending-Certification or Work s invSourceType = VREInvoice and CalculateAge CalculateAgeOfDate [.invoiceReceivedDate] <=	OfDate [.invoiceReceivedDate] > 14 and 29 and stationNum = 101
(Work status = Pending-Certification or Work s invSourceType = VREInvoice and CalculateAge CalculateAgeOfDate [.invoiceReceivedDate] <= Collapse all group headings	OfDate [.invoiceReceivedDate] > 14 and 29 and stationNum = 101 DLI

Figure 108: Show Data Fields

- 2. Select an **entry** in the first column to drill down further into details. The Invoice Detail Report displays.
- 3. Select the Action button to Refresh, Export to PDF, or Export to Excel.

NOTE: For the Action button's drop down menu options will vary, since they are UI specific (e.g., different reports have different options).

Invoice Detail Report	rt - Internet Explorer												- 0
Invoice Detail Report													Actions
											Au	enerated on agust 15,2019 1	
InvocasPendingCert	idicationOver14Days > Pending-Co	ertification											
InvoicesPendingCert Displaying 3 records	tificationOver14Days > Pending-O	erification											
			Participant Name	Participant ID	Participant SSN	Authorization Number	Enrollment Start Date	Enrollment End Date	Invoice Received Date	Days Pending Certification (Age)		Total Due	Invoice Status
Displaying 3 records		Vendor TIN		Participant ID	Participant SSN 223-19-9003	Authorization Number 101940151	Enrollment Start Date 8/12/19	Encollment End Date 8/12/19	Invoice Received Date Jul 20, 2019 1:00:00 AM			Total Due	
Naplaying 3 records	Vendor Banne	Vendor TIN 74600020312	ELIZABETH JACOB							26	Case Hanager Email bined.kumartest2@va.gov	Total Due	Invoice Status

Figure 109: Drill Down Report

7.9. Monitor Activity

The Monitor Activity section of IPPS, like the Dashboard, allows users to retrieve data to monitor the health of a station's invoice processing.

NOTE: Results are filtered to the station(s) the user has access to.

To access Monitor Activity, complete the following:

1. Select the **Monitor Activity** button from the left navigation bar. A reports list displays.

Reports available include the following

- All Pending Invoices
- Credit Memo Report
- Credit Memo Report Resolved
- Invoice Paid Over Thresholds
- Invoices Pending Certification Greater Than or Equal To 30 Days
- Invoices Pending Certification Over 14 Days
- Invoices Refused by Certifying Official

Reports	
Report name	Description
All Pending Invoices	All Pending Invoices
Credit Memo Report	List of all credit memo invoices
Credit Memo Report - Resolved	List of all credit memo invoices resolved
Invoices Paid Over Thresholds	Invoices Paid Over Thresholds
Invoices Pending Certification Greater Than or Equal To 30 Days	Invoices Pending Certification Greater Than or Equal To 30 Days
Invoices Pending Certification Over 14 Days	Invoices Pending Certification Over 14 Days
Invoices Refused by Certifying Official	Invoices Refused by Certifying Official

Figure 110: Monitor Activity Listing

7.9.1. Viewing a Report

To view a report, complete the following steps:

- 1. Select the **Report** you want to view. The report you want to view. After a pause, the report displays in a new window.
- 2. You can drill down into the report by selecting the **heading (e.g., Pending Certification)** in the Work Status area for the desired detailed report.
- 3. Select the **Actions** button to complete the following:
 - a. Refresh
 - b. Export to PDF
 - c. Export to Excel

NOTE: For the Action button's drop down menu options will vary, since they are UI specific (e.g., different reports have different options).

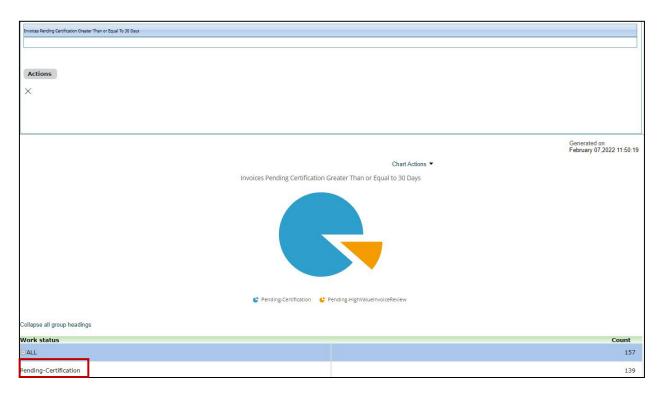


Figure 111: Sample Report

NOTE.	To view a lancer in age in DDE format aclest 700m
NUIL:	To view a larger image in PDF format, select Zoom

ucitie Detail Report													
													Generalist on July 28 2019 83 11 43 PM
	Latur Singer That is \$quit 14.30 Days + Petidog-Cet)	Ruter											
Daytaying 28 millionte													
Station Number	Vander Natte	Vander TIN	Participant Rama	Participant 39	Participant SSN	Astherization Number	Enrolment Start Date	Enrolmant End Date	Involce Received Data	Days Panding Certification (Age) 1	Case Manager Email	Total Due	Involue Status
347	THE UNIVERSITY OF TEXAS	74606030303	IDUSIFER AND PARKER-DISTIN	2234	123-12-3123	347940052	7/34/38	7/36/14	Jun 23, 2019 1:00:00 AM	34	Inter Gauge@un.gov	1260	Pending Cathlanta
147	THE UNIVERSITY OF TERMS	24600020382	INVESTIGATION PARKER SHOTS	2231	123-12-3125	347940003	7/10/15	1/34/19	Non 23, 2018 1:00:00 AM	28	Salist. Group Hex.ptv	1285	Pending Certificatio
947	THE UNIVERSITY OF TEXAS	14600020362	SENATER AND PARKED SPETS	2231	125-12-3123	347540002	1/18/18	2726758	Ref. 23, 2019 1,00,00 AM	36	Justin Geographys.gov	1260	Fending Centratio
343	THE UNIVERSITY OF TEXAS	74000022362	JEWSTER-ANN PARKER-SHUTH	2230	123-12-3123	347540003	9/18/19	7/25/18	No. 23, 2019 1:00:00 AM	36	Justin, Gauged vie.gev	1260	Pending-Centitions
187	BOISE STATE UNIV	82029270108	DAVE CRIZ TOH	7505	789-79-5789	347940003	7/34/39	7/31/19	3un 23, 2010 1:00:00 AM	38	Jantin Geopi@va.gin	3710	Feiding Centrols
347	BODE STATE UNIV	82029070108		7004	191-19-0789	347940003	2(18/19	3/31/18	Jun 23, 2018 1:00:00 AM	34	Justin, Grappillers.gov	2710	Hending Cantilians
347	BODSE STATE UNIV	42029070108		2006	199-18-9789	347940003	2/10/14	1/35/19	Jun 23, 2018 1:00:00 AM	36	Justin, Geografius, pro	3710	Ferding Centrals
347	BOISE STATE UNIV	82029070108	DAVE CRUZ TOM	7008	(89-78-6794	347540003	1/18/14	3733/18	3un 23, 2019 1:00:00 AM	26	Inches.Gauge@va.ges	3718	Pending-Camiliant
247	BOISE STATE UNIV	A2129071188	DAVE CRIZ TOH	2458	789-79-8795	347840023	2/16/19	7/35/19	3un 23, 2011 1:00:00 AM	26	Justic Group Brauges	2715	Pending-Cartification
304	THE UNIVERSITY OF TEXAS	74600120307	JOHN JAMES HOLLER M.	421	115-13-1111	304340007	6/34/59	4/15/19	Sun 20, 2019 L 00:00 AM	29	Justin Group Banges	12760	Pending Cardinani
304	THE UNIVERSITY OF TEXAS	74600020302	XOWN JAMES HILLER JR	A23	100-10-1013	304940304	6/10/19	8/14/19	Jun 6, 2019 1 05:00 AM	53	latin.Geop@ve.gev	440	Feeding Centificate
347	BOUSE STATE UNIV	82029250138	DAVE CRIZ TOH	7608	785-76-8788	347940003	2/35(138	3/25/59	Hay 25, 3010 1:00:00 AM	83	Jastin, Geogo@va.geo	2710	Pending Centrulu
347	BOISE STATE UNIV	82020070108	GAVE CRUZ TOH	1906	789-79-9799	347940003	2/38/34	1/34/19	May 23, 2010 1-00-00 KM	67	Justin Geograffick are	2716	Pending Cartificatio
362	BOISE STATE ONLY	82029070128	GAVE CRUZ TOH	2906	189-79-8789	347940003	3/38/19	2/24/19	Hey 23, 2019 1-00:00 AM	4.7	Justin Gropp Birn, pro-	2758	Peopleg-Certificatio
347	BOISE STATE UNIV	82029070108	DAVE CRUZ TOM	7006	789-29-8789	34.7940.003	7/18/59	2/26/14	Hey 23, 2016 1-00-00 AM	8.7	Justin Gruppillum gen	2718	Penting Certificate
347	BOISE STATE UNIV	825240/0108	DAVE CRIZ TOM	7626	285-29-5785	347540003	7/28/19	8/31/19	May 23, 2010 1-00-00 AM	4.7	Justice, Galagier Weite, gale	2718	Perding Certificate
34.7	THE UNIVERSITY OF TEXAS	14600020302	2016/07ER-ANN PARKER-SPETH	2231	123-12-3123	347940002	7/38/108	7/34/59	May 23, 2019 1:00:00 AM	67	Justin, Gauge Bird, pile	1240	Fending Cartificate
347	THE LINIVERSITY OF TEXAS	74608125302	JENNIFER-ANN PARKER-SMITH	2221	121-12-1173	347940002	7/14/39	3/36/19	May 33, 2019 1-00-00 AM	6.7	Justin Geografive.gov	\$260	Petiding Cantilizate
147	THE UNIVERSITY OF TELES	14400020382	MARITER-AND PARKER-SHITS	2231	125-12-3123	347940002	2/58/298	8/35/19	Hey 23, 2019 1:00:00 AM	8.7	Justo, Geograd vo. gev	1260	Pending-Centificate
347	THE LINIVERSITY OF TERMS	74600520302	RENDER AND PARKER ON TH	2231	123-12-3523	347949022	2/16/19	3/35/19	Her 23, 2519 1-00-00 AM	6.7	Justin, Gauge Ban, gan	1260	Pending Carbficals
347	THE UNIVERSITY OF TEXAS	24600321302	IENNIFER ANN PARKER OFFICE	2231	123-12-3123	347640002	7/16/3/9	2/25/19	Hey 23, 2010 1:00:00 AM	47	Justin, Gauge But, pro-	1290	Ferding Certificate
347	THE LINUXERUTY OF TEAMS	74600030382	IDARITER-AND PARKER-DRITE	2231	123-12-3123	347540003	7/30/59	7/31/19	May 23, 3010 1-00-00 AM	8.7	Testa Gropp Dat gav	1265	Pending Certification
347	THE UNIVERSITY OF TEXAS	74600331942	IENNIPER ANN PARKER-SHITH	2231	123-12-8128	347540362	7/18/54	1/36/18	Hay 25, 2010 1:00:00 AM	67	laster, Gaugedtun gen	30004	Pending Cartificate
100	UN TEST SUPPLIER - REWITTOCOMPANYMAN	E 481264065	JENNIPEA ANN FARAER SPICTS	2231	123-12-3123	389940218	4/8/19	4/3/15	Hay 2, 2008 1:00:00 AM	44	Justin Gaugettan gen	160.1	Pending Centilizatio
304	UN TEST SUPPLIER - REMITTOCOMPANYMENT	HE 481264065	HORINY GRITS	8711	333-35-3535	104940002	5/20119	5/24/59	May 2, 2019 1-00-00 AM	84	Justin Groupedive gen	139	Fending-Centrum
354	US TEST SUPPLIER - REPOTTOCOPIDALISAN	E 481264085	JOHN JAMES MILLER JR.	823	\$15-13-1311	201540004	6/16/19	8/34/19	Feb 2, 2019 1:00:00 AM	1.77	Setter, Gaugedive gev	139.	Perding-Cartification
204	UN TEST DUPPLIER - REMITTICCOMPANYMAN	R 481264065	KHAN DAMES MILLER M	421	133-13-1313	10+9+0203	4/10/19	8/24/18	Pail 2, 2018 1 00 00 AM	437	Jay awat give gov	110000	Pending Carldoon
304	FEDEX GROUND PACKAGE EVSTEN IN	481264065	SOME JAMES MILLER M	421	101-11-1113	304940308	6/11/19	4/14/13	Feb 3, 2018 1,00:08 AM	177	Justa Group Bungts	139	Pending-Camiliania
204	FEDEX GROUND PACKAGE SYSTEM IN	481264065	KING MARKS MILLER IN	823	103-13-1310	104840008	6/11/19	8/26/28	Fell 3, 3019 1:00:08 4H	177	laster.Gauge@us.gov	1.39	Rending Calificate

Figure 112: Detailed Report

8. Exporting to Excel

You can export data to Excel whenever the Export to Excel button displays. Complete the following:

3. To export to Excel, select the Export to Excel button. Export to Excel button.

Search	Clear	
		Export to Excel

Figure 113: Export to Excel

- 2. You are asked "Do you want to open or save ExportData.xls from _____?. Select the **Open**, **Save** or **Cancel** button.
- 3. Select **Open** to view the document or **Save** to save the document to your computer.

					-
?	Open	Save	•	Cancel	×
	?	? Open	? Open Save	? Open Save 🔻	Open Save + Cancer

Figure 114: Open or Save

9. Troubleshooting

In this section, you'll find troubleshooting procedures for system errors.

9.1. User or Access Issues

9.1.1. Error When Logging In

If you fail to log off, you may encounter a screen error when you try to re-enter IPPS. To clear the error, select **File > New Session** from your IE11 browser and try again.

NOTE: On June 15. 2022 Internet Explorer (IE) 11 will be disabled. Use Microsoft Edge or Google Chrome for validated browser access.

9.1.2. Log-in Error Persists

Access is granted with a provisional 90-day activity window. If you do not log into IPPS within a 90-day period, your account is deactivated. Contact your Site Administrator.

To locate your local IPPS administrator complete the following:

- 1. Go to <u>https://vaww.ipps.fsc.va.gov/prweb/PRWebLDAP1/</u> An Authorized Use warning displays.
- 2. From the Select a VR&E Station dropdown menu, select your **Station**.

A list of site administrators displays for your station

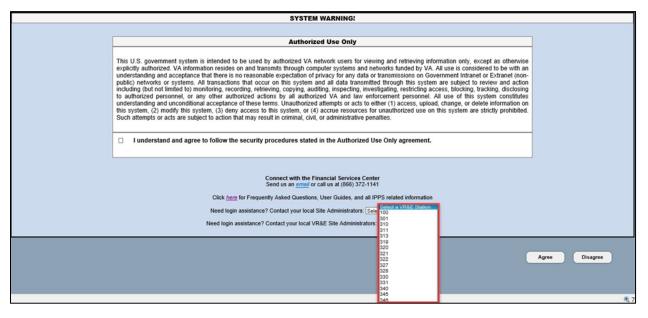


Figure 115: Authorization Notice

Need login assistance? Contact your local VR&E Site Administrators: 372				
Name	Email			
Kinnary				
Dale				

IU. ACIUIIVIIIS

Figure 116: A list of Site Administrators

Acronym	Description
BOC	Budget Object Code
CWINRS	A case management system
DLN	Document Locator Number
EFT	Electronic Funds Transfer
FAQ	Frequently Asked Questions
FSC	Financial Services Center
GAL	Global Address Listing
IE11	Internet Explorer 11
IIS	Invoice Inquiry System
IPPS	Invoice Payment Processing System
PDF	Portable Document File format developed by Adobe
PIV	Personal Identity Verification
POC	Point of Contact
RO	Regional Office
SCO	School Certifying Official
SSD	Support Services Division
TIFF	Tagged Image File Format – one of several formats for digital graphics
VA	Veterans Affairs
VA-ONCE	VA-ONCE is an application used by SCOs to submit VA Forms 22-1999, 22-1999b, and 22-6553c.
VBA	Veterans Benefits Administration
VR&E	Veteran Readiness and Employment

11. Appendix A. List of Status Conditions

The following are a list of status conditions:

- Pending-Certification
- Pending-HighValueInvoiceReview
- Pending-Unassigned
- Pending-PaymentConfirmationFMS
- Pending-ScheduledPayment
- Pending-VR&EFMSRejectionResolution
- Resolved-PaymentConfirmed
- Resolved-Archived