GovPay™

ELECTRONIC INVOICING SYSTEM

Government working with government

GovPay COTR Manual

Minerals Management Service/GovWorks proudly announces GovPay—a state-of-the-art E-Invoicing System.

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Introduction

If acquisition services are cost effective, the government can continue to meet obligations without increasing administrative overhead. In the end, the Federal government will spend a greater share of tax dollars to support citizens and a smaller share to support government-operating expenses.

As part of this continuing effort, Minerals Management Service and GovWorks have created the GovPay E-Invoicing system to:

- Meet the Federal government's overall goal to streamline information flow while increasing speed and quality
- Exchange invoice data over the Web quickly and securely
- Verify that submitted data is correct and complete, eliminating the need to follow-up on erroneous invoices.

Capabilities of the GovPay System

Vendors can use GovPay to:

- Submit invoices over the Web
- Eliminate administrative burden due to paper-based processes
- Expedite invoice processing by eliminating the delays caused by incomplete data or key entry errors
- Check invoice status online, quickly and conveniently.

Contracting Officer Technical Representatives (COTRs) can use GovPay to:

- Check invoice status online
- Make invoice action recommendations to the Contracting Officer (CO).

COs can use GovPay to:

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

GovPay Process Overview

The GovPay application is a conduit for Vendors to securely create and submit invoices electronically via a Web browser and for COTRs and COs to then do what is necessary to process these invoices. To perform this function the following actions are taken:

1. Vendors create and submit invoices via GovPay. GovPay immediately validates all data on the invoice and notifies the Vendor of any incorrect or incomplete information.
2. GovPay transmits the invoice to the Contracting Officer Technical Representative (COTR). The COTR recommends an invoice action and submits it via GovPay to the Contracting Officer (CO).

3. The CO reviews the COTR's recommendations and submits a payment action on the invoice.
4. The finance department coordinates a monetary transaction.

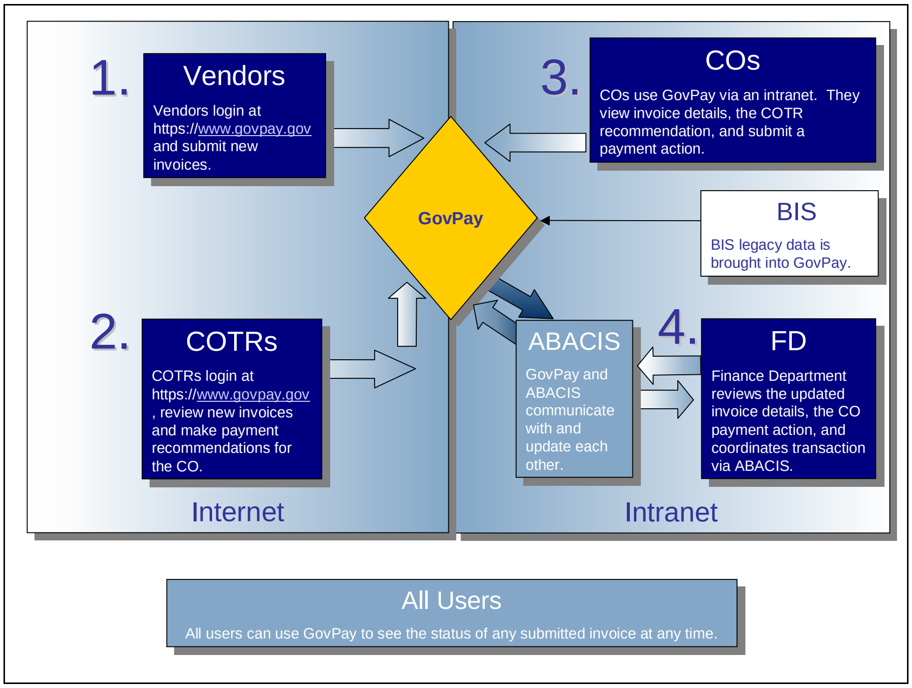

Figure 1: High-Level User Interaction with the E-Invoicing Process

Section One: System Overview

The GovPay system gives Vendors the ability to electronically submit invoices, and COTRs and COs the ability to electronically submit invoice actions and invoice action recommendations. All users can access reports on the status of their invoices and awards through the GovPay system.

The following section of this manual provides a description of system and security requirements, and the basic architecture of the GovPay E-Invoicing system.

System Requirements

To use GovPay, a minimum browser of Netscape 7.1 or Internet Explorer 5.0 is required. Some browsers may not fully support the graphics.

The recommended browser and version for the Web site is Internet Explorer v5+.

Security

Information is exchanged via 128-bit encryption and to preserve privacy of data. Each Vendor user receives a unique **Username** and **Password**.

System Architecture

The GovPay application seamlessly interfaces with two important software packages used to manage contract information. These are: (1) Advanced Budget/Accounting Control and Information System (ABACIS) and (2) Business Information System (BIS).

The GovPay System will also enable Finance Division (FD) users—the organization responsible for actually issuing payment on an invoice—to view E-Invoices. However the FD user still will need to use the ABACIS System to retrieve financial data and perform the financial transactions associated with the E-Invoice. Because the GovPay application will be receiving a nightly feed from the ABACIS system, this transaction information will be available to GovPay users through the **Monetary Activity Report**.

Users who are outside of the GovPay organization will access the E-Invoicing system via the Internet. Internal system users will have access through the GovPay intranet.

A high-level illustration of the System Architecture Design follows.

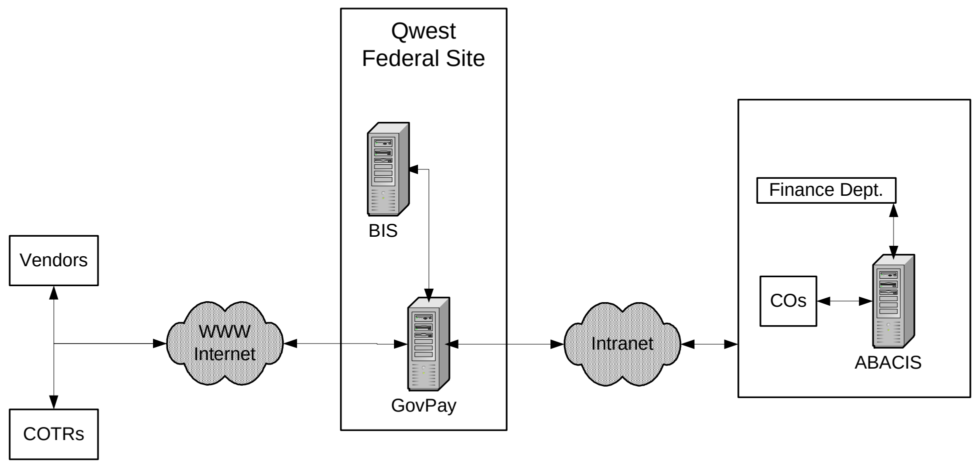

Figure 2: System Architecture

Section Two: System Login

This section describes how to access E-Invoicing system, including instructions on: (1) **Usernames** and **Passwords** and (2) How to Login.

Usernames and Passwords

If you do not have a **Username** and **Password**, you will not be able to Login to GovPay.

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

Note: *The* **Register** *button on the GovPay Login screen at https://www.govpay.gov is for Vendors only.*

Retrieving a Forgotten Password

If you have forgotten your **Password**, you can either: (1) Contact an administrator and ask that the **Password** be reset or (2) Click **Retrieve Password** at https://www.govpay.gov and enter the requested information. A temporary **Password** will be emailed to the address in your **User Profile**.

How to Login

To Login to GovPay follow these directions:

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

Figure 3: Login Screen

2. Enter your **Username** and **Password**.
3. Click the Login button.
   The **Main Menu** screen appears. (See Figure 4: Main Menu Screen.)

Section Three: System Navigation

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

COTR Options from the Main Menu

From the **Main Menu** screen (See Figure 4: Main Menu Screen) you can begin to execute any of the COTR tasks available via GovPay: (1) General Account Administration, (2) Make Invoice Action Recommendations for COTRS, and (3) View Reports regarding the status of invoices and awards.

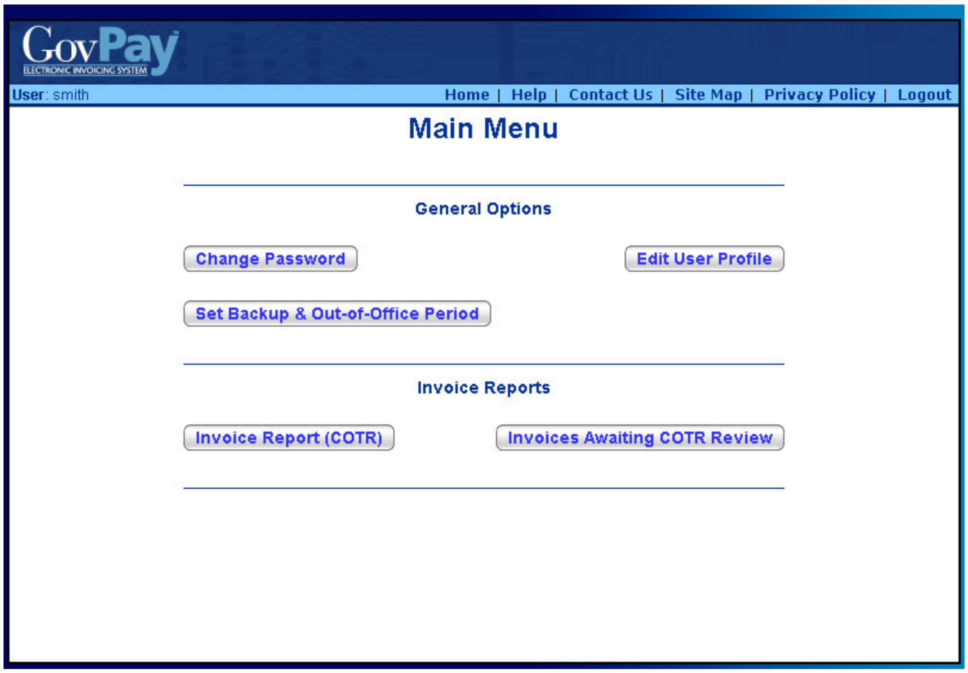

Figure 4: Main Menu Screen – COTR

Note: *It is possible that you will have different reports available, however, the functionality will always be the same.*

Navigation Bar

Throughout the GovPay application, a standard Navigation bar remains consistent. It is important to become familiar with this Navigation bar and its elements. The elements of the Navigation bar include:

- **Home.** Click **Home** to return to the **Main Menu** from any screen in the application.
- **Help**. Click **Help** to view the online help, or to access a PDF of the User Manual.

- **Contact Us**. Click **Contact Us** to view pertinent contact information in a new browser window.
- **Site Map**. Click **Site Map** to open a site map in a new browser window. From the site map you can access context-sensitive help and launch specific functions.

Figure 5: Navigation Bar

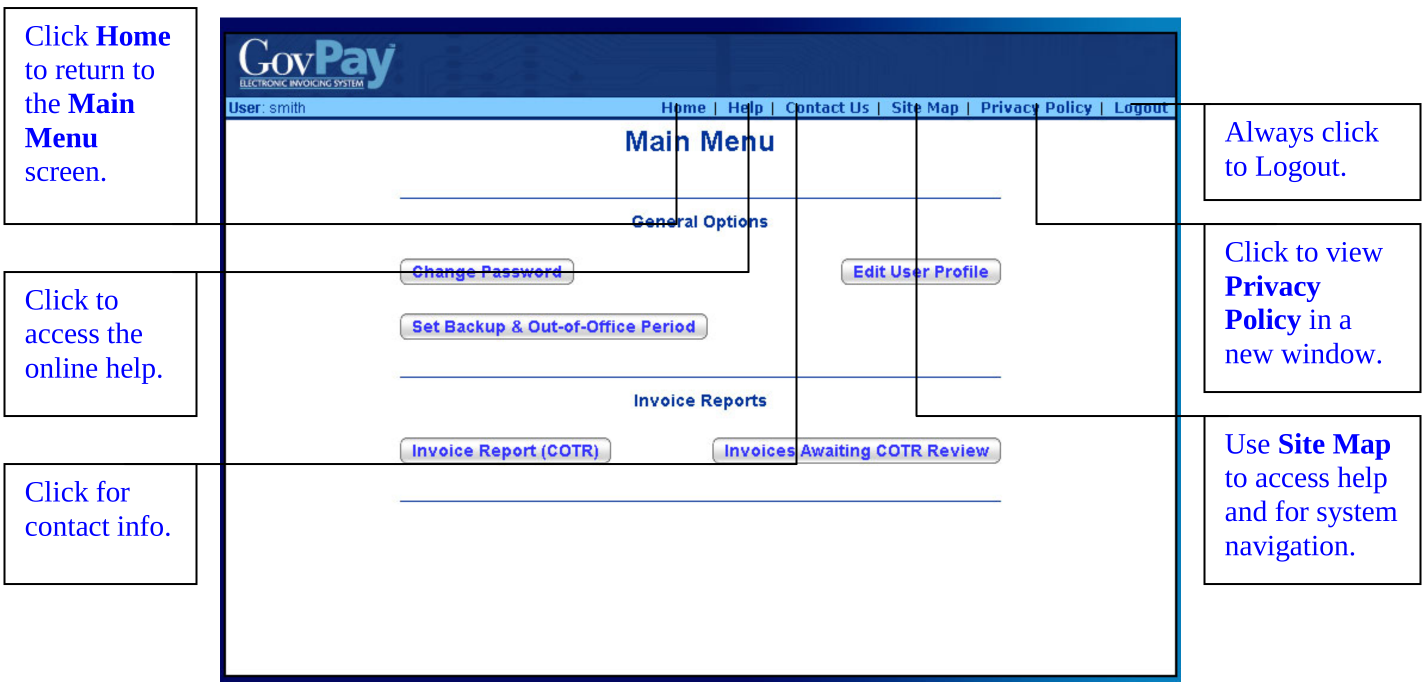

Figure 6: Navigation Bar Elements

Section Four: System Help

There are several online resources available to help you use the GovPay application. These resources include:

- Frequently Asked Questions
- Context Sensitive Help
- Searchable and Indexed help for all topics
- A PDF version of the User Manual

View Frequently Asked Questions (FAQ)

To view the FAQ, click **Help** on the **Login** screen Navigation bar (See Figure 7: FAQ).

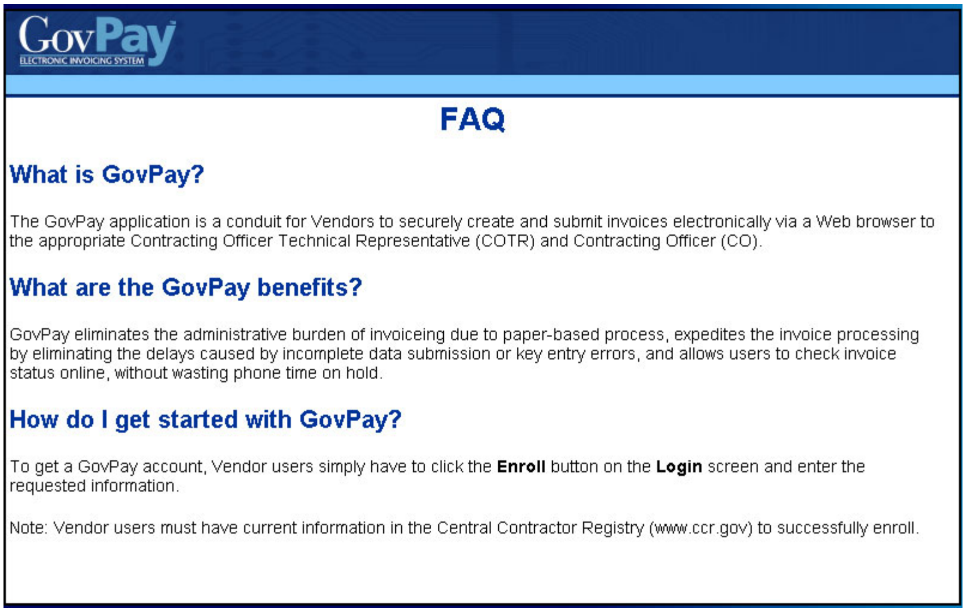

Figure 7: FAQ

View Context-Sensitive Help

To view the context-sensitive help, click **Help** on the Navigation bar. The help information will be displayed on the screen. (See Figure 8: Context-Sensitive Help)

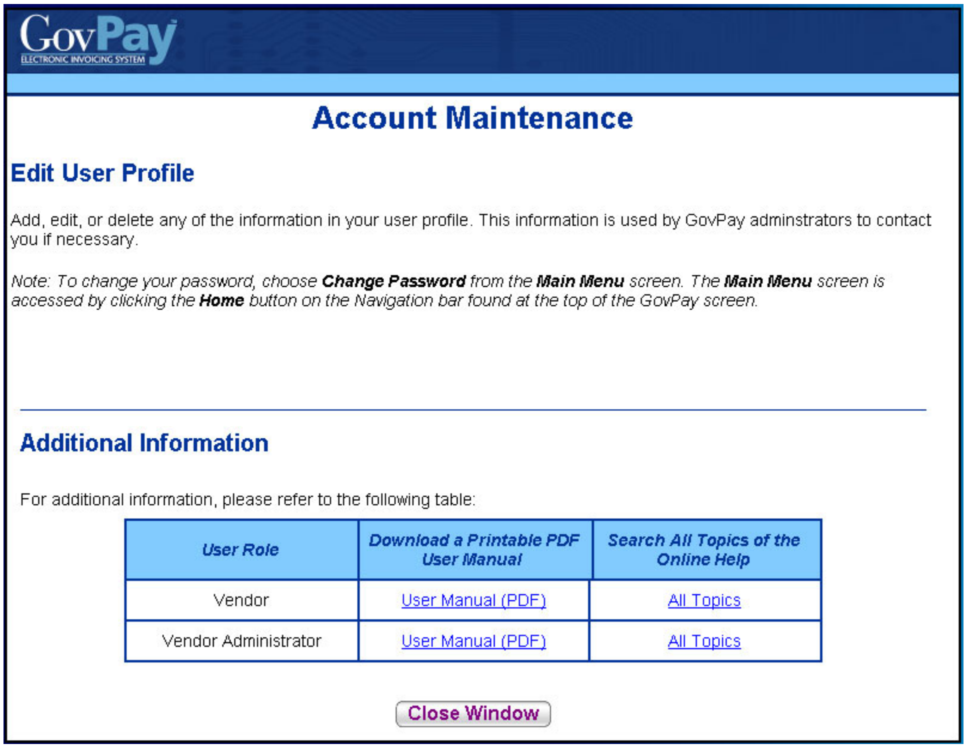

Figure 8: Context-Sensitive Help

View Site Map

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

Figure 9: Site Map

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

View Online User Manual

To download the entire User Manual, click on the **User Manual (PDF)** link in the **Additional Information** table (See Figure 8: Context-Sensitive Help).

Search All Topics of the User Manual

To search all topic of the User Manual, click **Help** on the Navigation bar. Click on the **All Topics** link in the **Additional Information** table. Click **Open** on the **File Download** box.

The help is organized to provide 3 various types of functionality.

1. **Contents** – Navigate through the hierarchy of help topics (See Figure 10: Search All Topics - Contents).

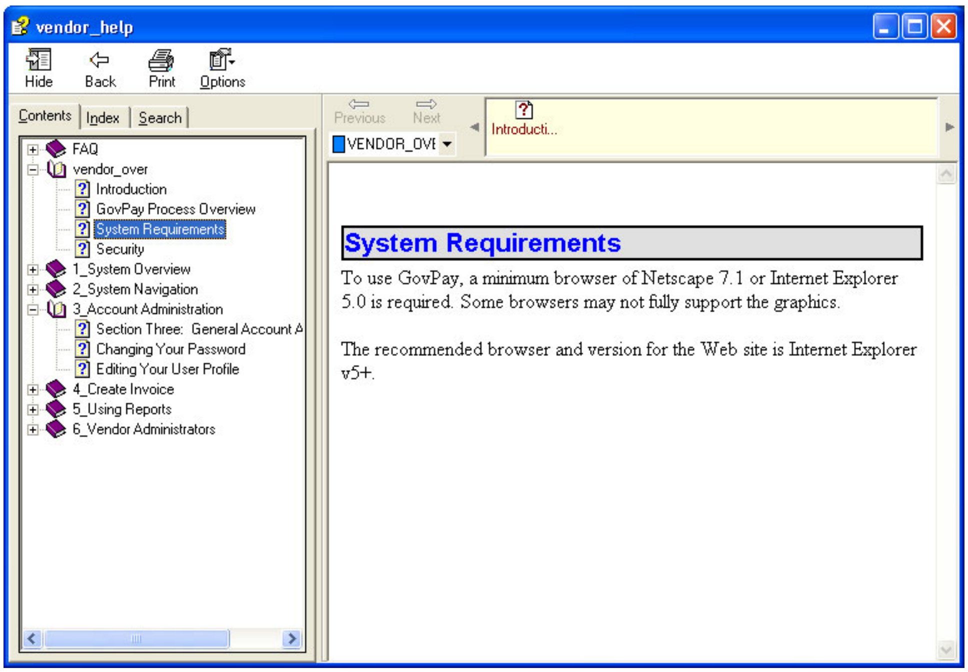

Figure 10: Search All Topics - Contents

2. **Index** – Search on predefined index terms (See Figure 11: Search All Topics - Index).

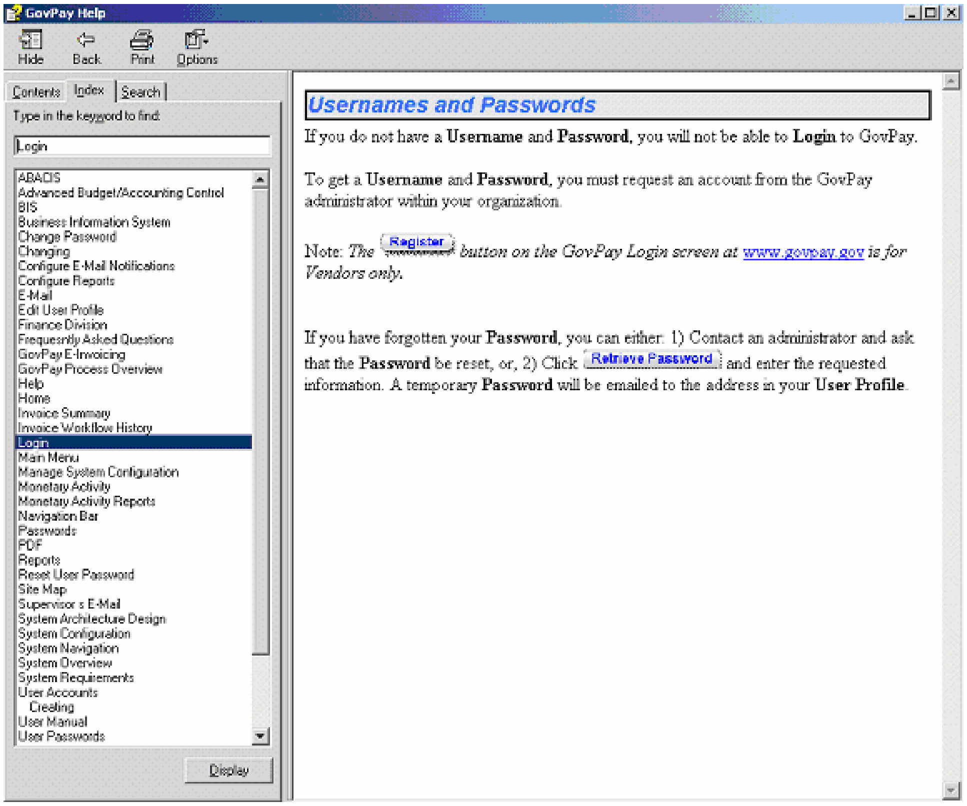

Figure 11: Search All Topics - Index

3. **Search** – Keyword search on all terms included in the help documentation (See Figure 12: Search All Topics – Search).

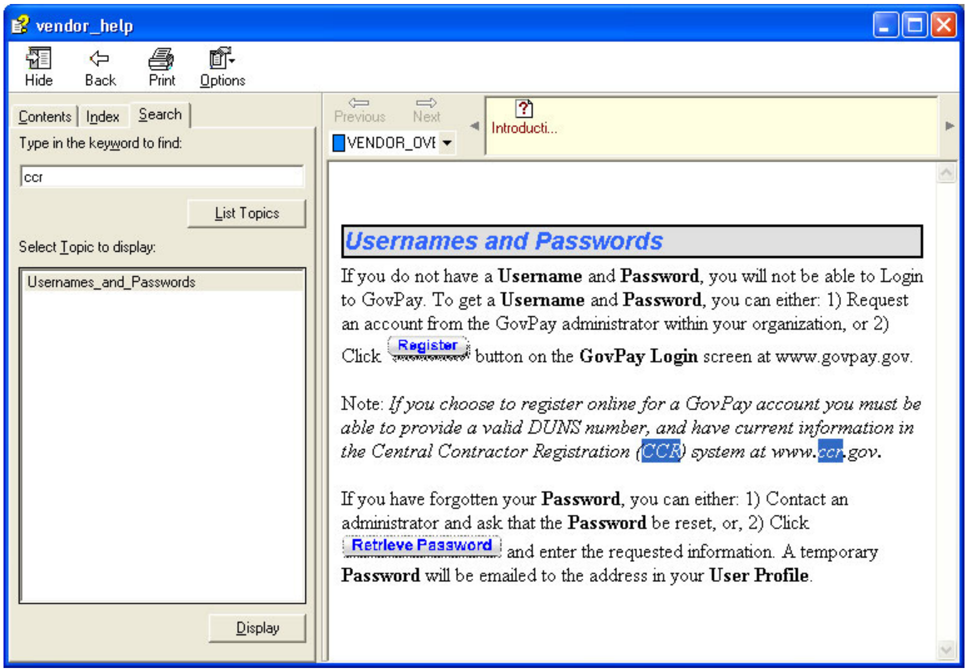

Figure 12: Search All Topics – Search

Section Five: Account Administration

From the **Main Menu** screen (See Figure 4: Main Menu Screen) you can choose three account administration options: (1) **Change Password**, (2) **Edit User Profile**, and (3) **Set Backup & Out-of-Office Period**.

- Click Change Password to change your user **Password**.
- Click Edit User Profile to update the contact information that will be used to get in touch with you.
- Click Set Backup & Out-of-Office Period to set up backup contact information for when you are out of the office.

Changing Your Password

To change your **Password**:

1. Click Edit User Profile from the **Main Menu** screen. (See Figure 4: Main Menu Screen). The **Change Password** screen will appear. (See Figure 13: Change Password Screen)
2. Enter the old **Password** in the **Old Password** field.
3. Enter the new **Password**, in the **New Password** field.

4. Finally, confirm the **Password** change by re-entering the new **Password** in the **Confirm Password** field and click **Submit**.

Note: **Passwords** *may be any combination of alphanumeric characters.*

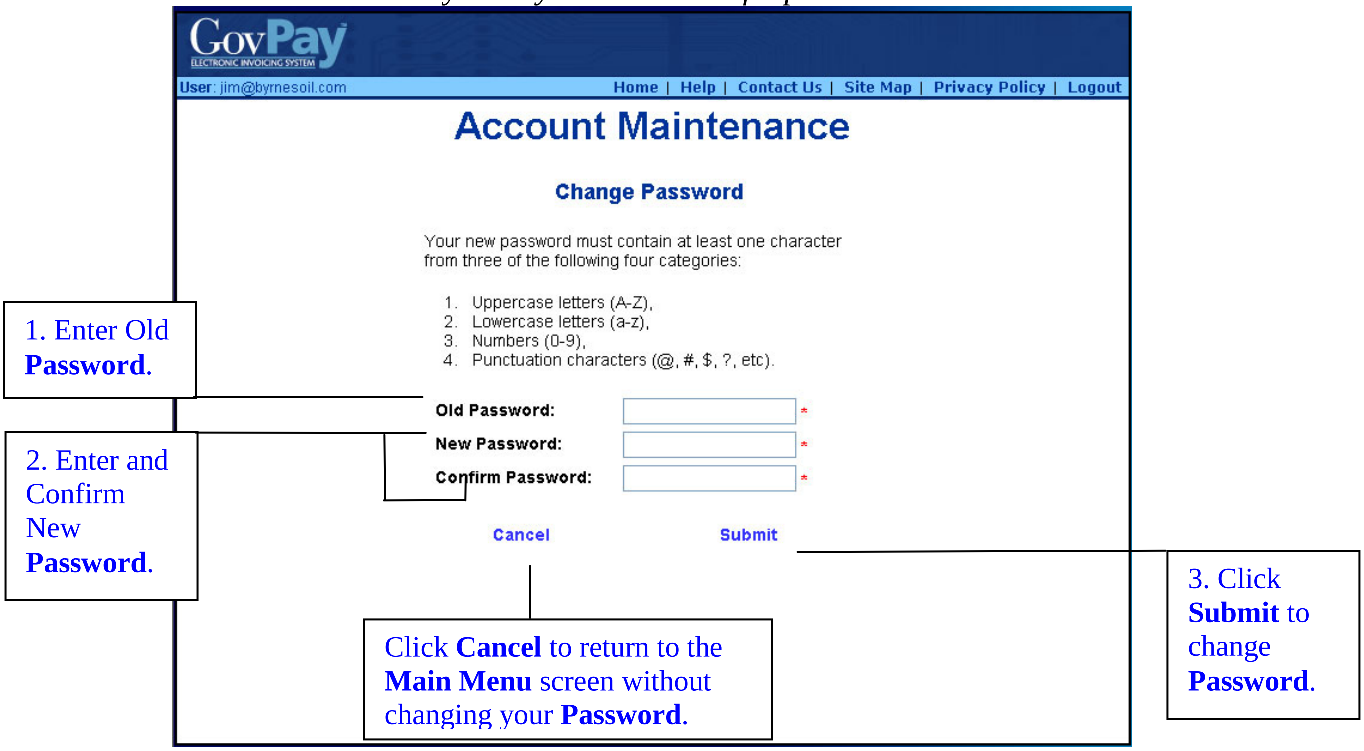

Figure 13: Change Password Screen

Editing Your User Profile

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

To edit your **User Profile**:

1. Click **Edit User Profile** from the **Main Menu** screen. (See Figure 4: Main Menu Screen.)
   The **Edit User Profile** screen will appear. (See Figure 14: Edit User Profile Screen.)
2. Enter the new contact information.
   Note: *The only required field is the* **E-Mail** *field.*
3. Click **Submit**.

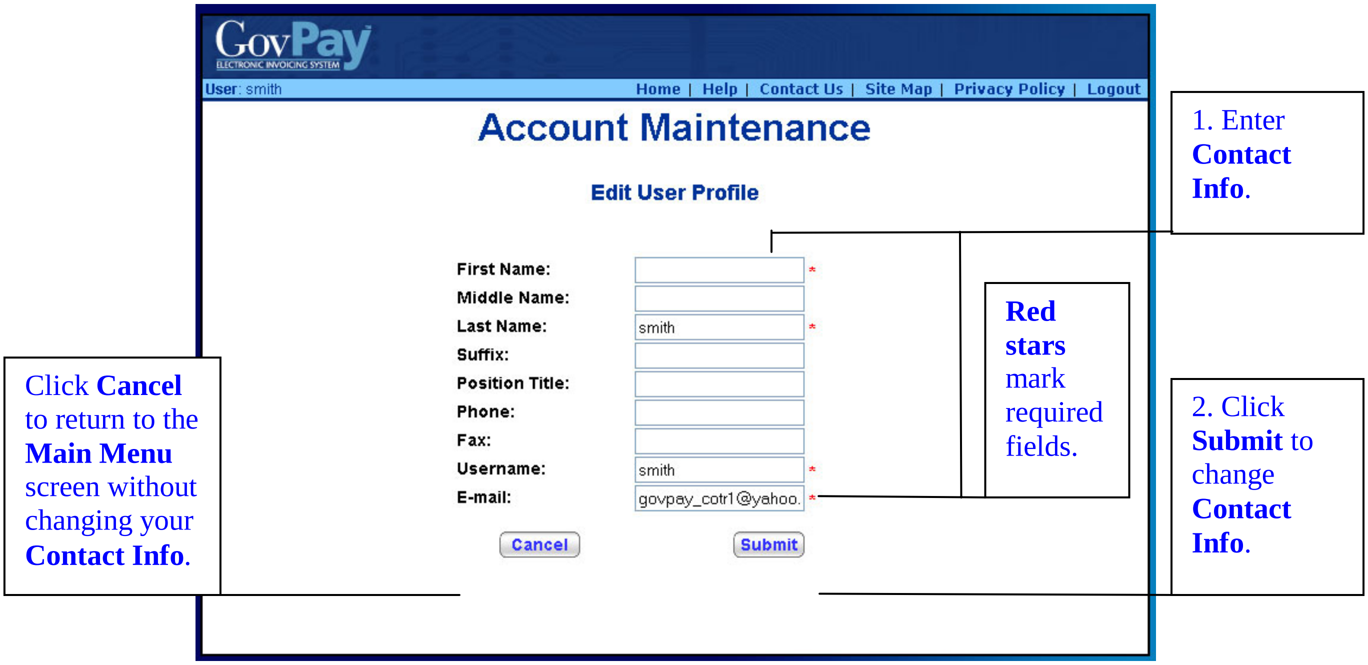

Figure 14: Edit User Profile Screen

Setting a Backup

Click **Set Backup & Out-of-Office Period** from the **Main Menu** screen (See Figure 4: Main Menu Screen – COTR) to set up a backup for when you are out of the office. (See Figure 15: Set Backup Screen).

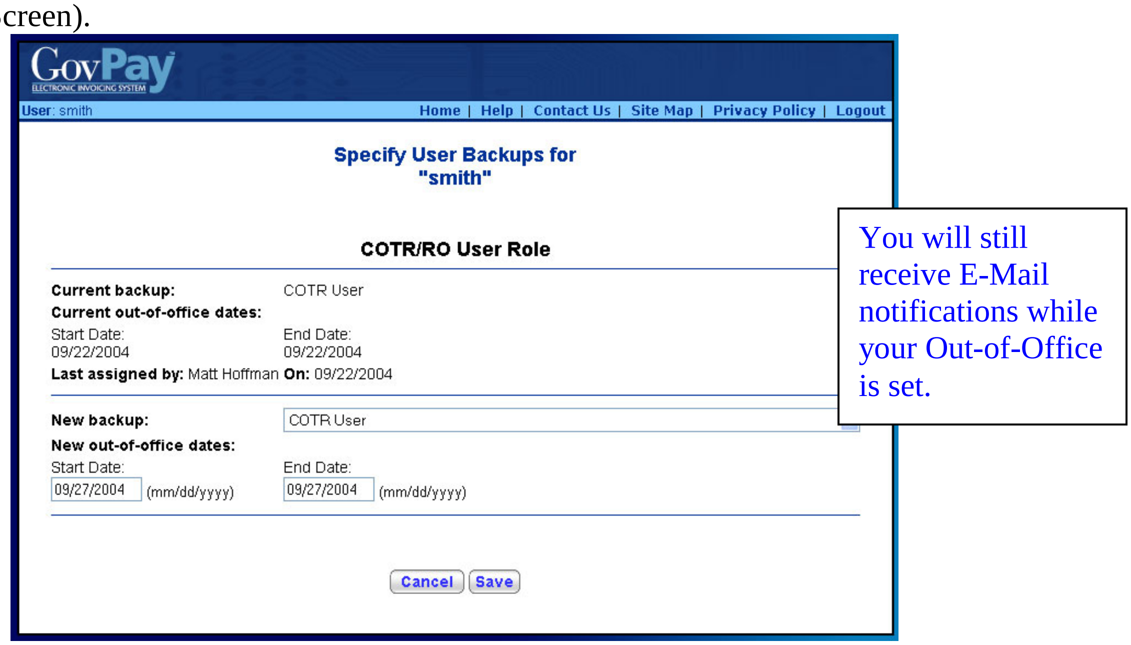

Figure 15: Set Backup Screen

Section Six: Using Reports

From the **Main Menu** screen (See Figure 4: Main Menu Screen) you can choose to view various reports. System Administrators create GovPay reports and assign access privileges to them. The reports that appear in the **Main Menu** will vary depending on what your System Administrator has created, however, you will always have access to the **Invoice Report (COTR)** and **Invoices Awaiting COTR Review**. These are both invoice-type reports.

Report Types

Some reports only allow the user to view information, while others let you perform actions on individual records. The actions that are available within a report depend on (1) the type of report and (2) the type of user. There are five possible report types that can be generated by the GovPay system.

- Invoice
- User
- Award
- Vendor
- Application Events

The main difference between these report types is the column headings and the type of data presented.

COTRs may only perform actions on invoice- and user-type reports. The other types of reports are for viewing only. Again, the reports available to you will vary depending on what the GovPay System Administrator has set up. The following chart lists the actions available to a COTR user on an invoice report.

Report Type	Potential Actions Available
INVOICE	**View Invoice**. This **Action** will display the **Invoice Summary** screen. From the **Invoice Summary** you can access the **Invoice Workflow History** and the **Monetary Activity** screens. This is available for all invoices. **Take Action**. Use this **Action** to review an invoice and make a recommendation. **Revise Action**. Use this **Action** within the three-hour-after-submission grace period to revise an invoice. **Assign Alternate.** Use this **Action** to assign an alternate COTR or CO for invoices that have reached that stage of the workflow.
USER	**Assign/Modify Backup.** This **Action** will only be available for COs and COTRs.

Report Functionality

While other reports may be available, most have the searching and sorting functionality shown in the following figure. This report is available by clicking **Invoice Report** from the **Main Menu.** It allows you to see a report that includes all invoices submitted by the Vendors you service.

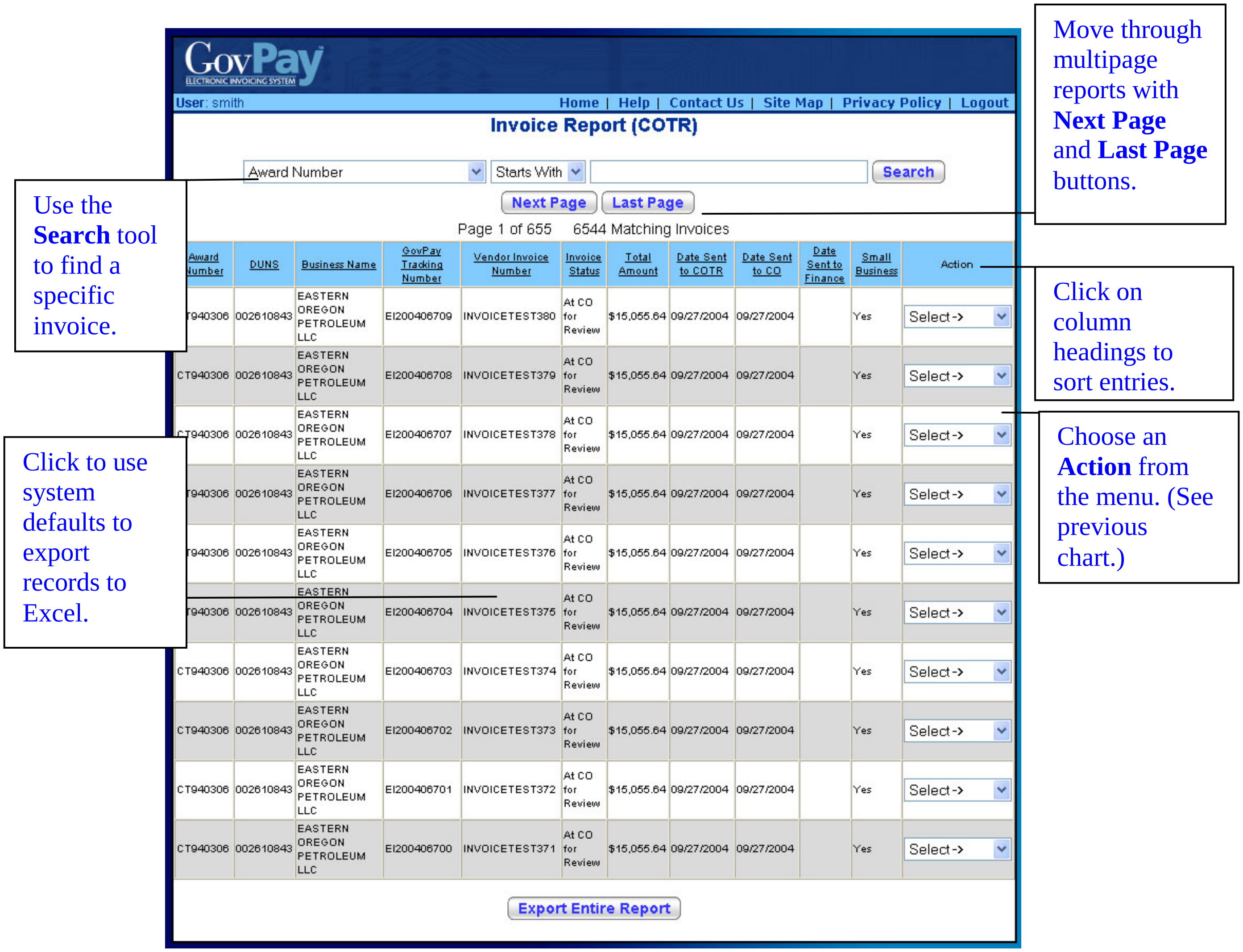

Figure 16: Invoice Log Screen

Searching and Sorting

The records in a **Report** may be sorted by clicking the column heading for the criteria by which you wish to sort. When a column heading is clicked, an upward arrow appears and the records are sorted in ascending order. Click the heading again and the arrow will point downward, sorting the records in descending order.

Report records may also be filtered to include only records that meet specific criteria.

1. Select a column heading from the first pull-down menu at the top of the screen.
2. Select a qualifier from the second menu.
3. Type the criteria in the following text field.
4. Click Search.

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

Invoice Reports/Invoices Awaiting COTR Review

Although the System Administrator may provide you with additional reports, there are two consistent invoice-type reports that will always appear on your COTR **Main Menu**. These are: **Invoice Report (COTR)** and **Invoices Awaiting COTR Review**. Use **Invoices Awaiting COTR Review** to view only the invoices that require an action from you. Use **Invoice Report (COTR)** to see the status of all invoices you have acted on or require your attention.

Both the **Invoice Report (COTR)** and **Invoices Awaiting COTR Review** reports offer access to three invoice detail reports.

There are three different types of Invoice detail reports: **Invoice Summary**, **Invoice Workflow History** and **Invoice Monetary Activity.** The **Invoice Summary** screen (See Figure 17: Invoice Summary) is accessible by choosing **View Invoice** from the **Action** pull-down of a **Invoice Report**.

From the **Invoice Summary**, you can choose to view the **Invoice Workflow History** or **Invoice Monetary Activity** reports.

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Invoice Summary

Current Status: As of **9/24/2004**, the status of this invoice is: **At COTR for Review**
Total Approved Amount:
COTR Partial Pay/Reject Reason:
CO Partial Pay/Reject Reason:

Vendor Name: ABT ASSOCIATES INC
Vendor DUNS #: 043397520

Contract, Agreement, or Task Order Number: CT474655
Award Balance: $449,122.61
Award Period of Performance Start Date: 3/2/2004
Award Period of Performance End Date: N/A
Cost Plus Fixed Fee Contract?: No

Total Invoice Amount: $25.00
Invoice Cost Amount: $25.00
Invoice Fee Amount: $0.00
COTR Action Type:

Red text indicates a credit voucher/memo.

Invoice Type: Debit Invoice
Invoice ID (EI #): EI200406603
Invoice Number: ADSFAV
Invoice Date: 9/24/2004

Services / Labor / Travel:
Performance Period Start Date: N/A
Performance Period End Date: N/A

Goods/Products:
Delivery Date: 5/5/2004

Shipped From:
Shipped Weight:
Government B/L Number:
Shipped To:
Shipped Weight Unit of Measure:

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

Header Attachment: test.txt View

Line Item	Description		Quantity	Unit Cost	Unit of Measure	Total Cost	Fee	Total Invoiced Amount	Total Approved Amount
1	test		5	5	Box	$25.00		$25.00	
				Total:				$25.00	

Invoice POC:

View Workflow Status History
View Monetary Activity
Print Invoice
Close Window

Figure 17: Invoice Summary

Invoice Workflow History and Invoice Monetary Activity

The **Invoice Workflow History** shows the status of an invoice within the GovPay process. The **Invoice Workflow History** shows all of the monetary activity on a invoice. Both reports are available from the **Invoice Summary** detail report. To access the **Invoice Summary** choose an **Invoice Report** from the **Main Menu**, then choose **View Invoice** from the **Action** pull-down menu.

Invoice Status

One of the three invoice detail reports is the **Invoice Workflow History** report available from the **Invoice Summary**. It shows the status of the invoice. A table describing the Status Names follows.

Status Name	Status Description	Notes
Vendor Submitted – In Queue	Invoice or voucher/memo submitted by the vendor is awaiting processing.	Vendor may revise invoice within 3 hours of initial submission OR 1 hour within submitting the revised invoice (whichever is later)
At COTR for Review	Invoice or credit voucher/memo is being reviewed by the COTR.	The COTR has not yet taken action. If the COTR has not taken action after three days, an E-Mail reminder is sent. Additional E-Mail reminders will be sent to the COTR after six and nine days of COTR inactivity. If no invoice action recommendation has been made after 12 days, the invoice will advance to the CO's queue.
COTR Action Taken - In Queue	Invoice or credit voucher/memo is in a queue awaiting system to process the COTR action.	COTR may revise decision within 3 hours of submitting the initial decision OR 1 hour within submitting a revised decision (whichever is later)
At CO for Review	Invoice or credit voucher/memo is being reviewed by the CO.	No automatic reminders are sent to the CO. Invoice remains in this status until CO takes action.
CO Action Taken – In Queue	Invoice or credit voucher/memo is in a queue awaiting system to process the CO action.	CO may revise decision within 3 hours of submitting their initial decision OR 1 hour within submitting their revised decision (whichever is later)
Processing CO Action	CO/CA action is currently being processed by the system.	Debit invoices and payment, need to be coordinated with the Finance Department.
Credit Voucher/Memo Processing Complete	Credit voucher/memo has been processed by the COTR and CO.	Any of these could be the last entry in the Invoice Workflow History.
Rejected	Invoice or credit voucher/memo has been rejected.	

The **Invoice Monetary Activity** screen pulls data from ABACIS to show any financial transaction that has taken place on an invoice. To access either the **Invoice Workflow History** or **Monetary Activity** screens:

1. Select **Invoice Report** from the **Main Menu**.
2. Locate a specific invoice in the report.
3. Choose **View Invoice** from the **Action** pull-down menu. The **Invoice Summary** screen will appear.
4. Click [View Workflow Status History] to view the **Invoice Workflow History** or [View Monetary Activity] to view the **Invoice Monetary Activity** screen.

Status Date	Status Name	Status Description	Set By (Name)	Set By (Username)
2004-09-26 02:39:14.667	At CO for Review	Invoice or credit voucher/memo is being reviewed by the CO.	System Account	system
2004-09-26 02:23:09.98	At COTR for Review	Invoice or credit voucher/memo is being reviewed by the COTR.	System Account	system
2004-09-26 02:17:47.103	Vendor Submitted - In Queue	Invoice or credit voucher/memo submitted by the vendor is awaiting processing.	JIM BYRNES	jim@byrnesoil.com

Figure 18: Invoice Workflow History

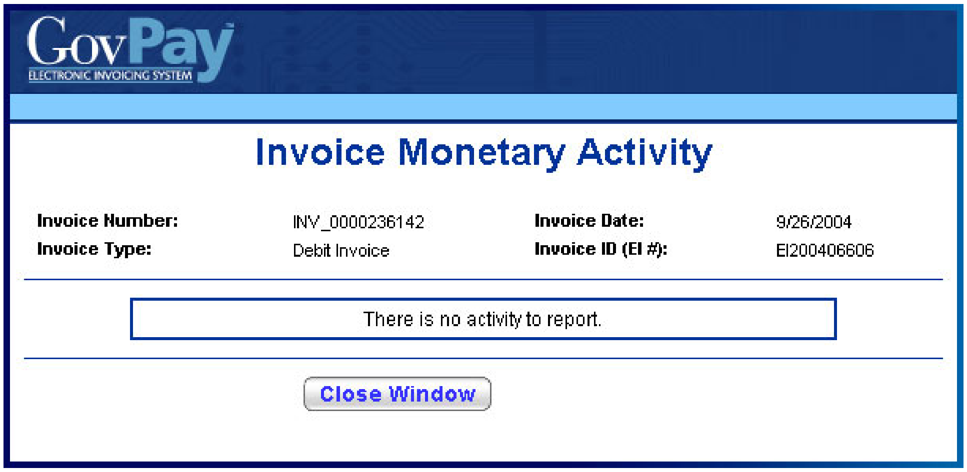


Figure 19: Invoice Monetary Activity

Section Seven: Recommending an Invoice Action

As a GovPay COTR you will need to make invoice action recommendations on two items submitted by Vendors: 1) Debit Invoices and 2) Credit Voucher/Memos.

The process for making recommendations for either is basically the same. It follows four steps. These are:

1. Click **Invoice Report** from the **Main Menu**.
2. Identify the desired invoice on the **Invoice Report** and select **Take/Revise Action** from the pull-down menu in the **Action** column. The **Invoice Action** screen is displayed.
3. Enter recommended amounts on the **Invoice Action** screen for each line item.
4. Submit and confirm an action recommendation.

Invoice Types

Throughout the application, credit voucher/memos are differentiated from debit invoices by red text.

Debit Invoices

Most of the time, debit invoices will be created by Vendors to request payment. To submit a recommendation for a debit invoice, follow the basic steps indicated above.

*Note: MMS debit invoices require the additional step of recommending distribution on account codes on the **Invoice Action** screen. This is discussed on page 32.*

Credit Voucher/Memo

Although most of the time, Vendors will be creating Debit Invoices, they may occasionally need to submit a credit voucher/memo. The Vendor submits a credit voucher/memo when the Vendor wishes to return money to the government; usually the result of an overpayment of some form on a previous invoice. To submit a recommendation for a credit voucher/memo, follow the basic steps indicated above.

Note: When dealing with a credit voucher/memo, GovPay will display field text in Red, as a reminder to the user.

Selecting the Invoice

Click Invoice Report on the **Main Menu** screen (Figure 4: Main Menu Screen – COTR). The **Invoice Report** screen will appear (See Figure 20: Invoice Report Screen).

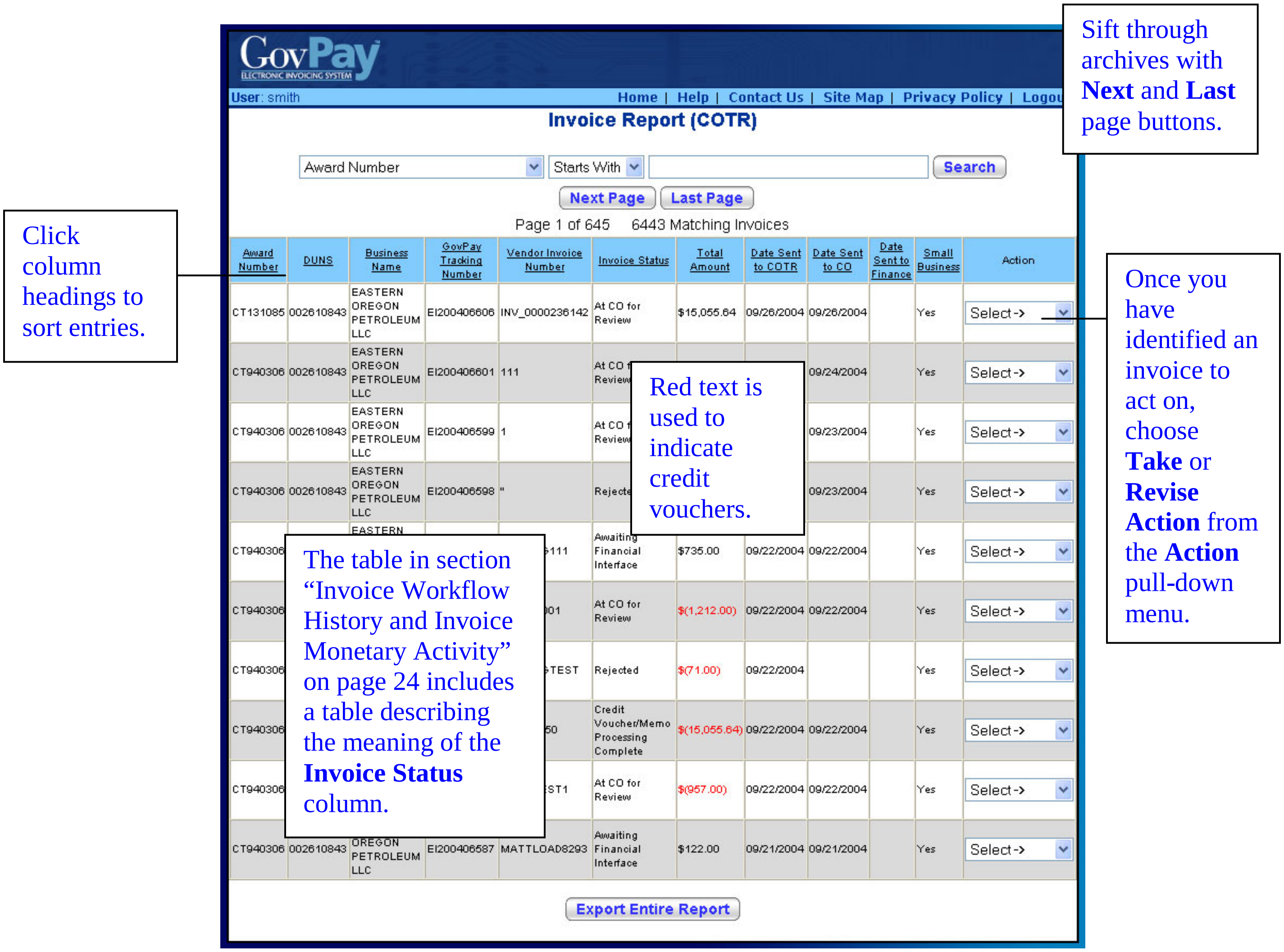


Figure 20: Invoice Report Screen

Locate the invoice you wish to act on and chose **Take/Revise Action** from the pull-down menu in the **Action** column. The **Invoice Action** screen will be displayed.

Using the Invoice Action Screen

When you choose **Take/Revise Action** or **Take No Action** from the **Action** pull-down menu of the **Invoice Report** screen, the **Invoice Action** screen appears.

From the **Invoice Action** screen you can choose to: 1) Take No Action, or 2) Submit a recommendation for an invoice action.

Taking No Action

You may choose to Take no Action on an invoice, however, this option should be used sparingly. If you choose to Take no Action, you must submit a reason.

Recommending an Action

After you have selected **Take/Revise Action** from the **Action** pull-down menu in an **Invoice Report**, the **Invoice Action** screen will appear. This screen varies depending on the type of invoice selected.

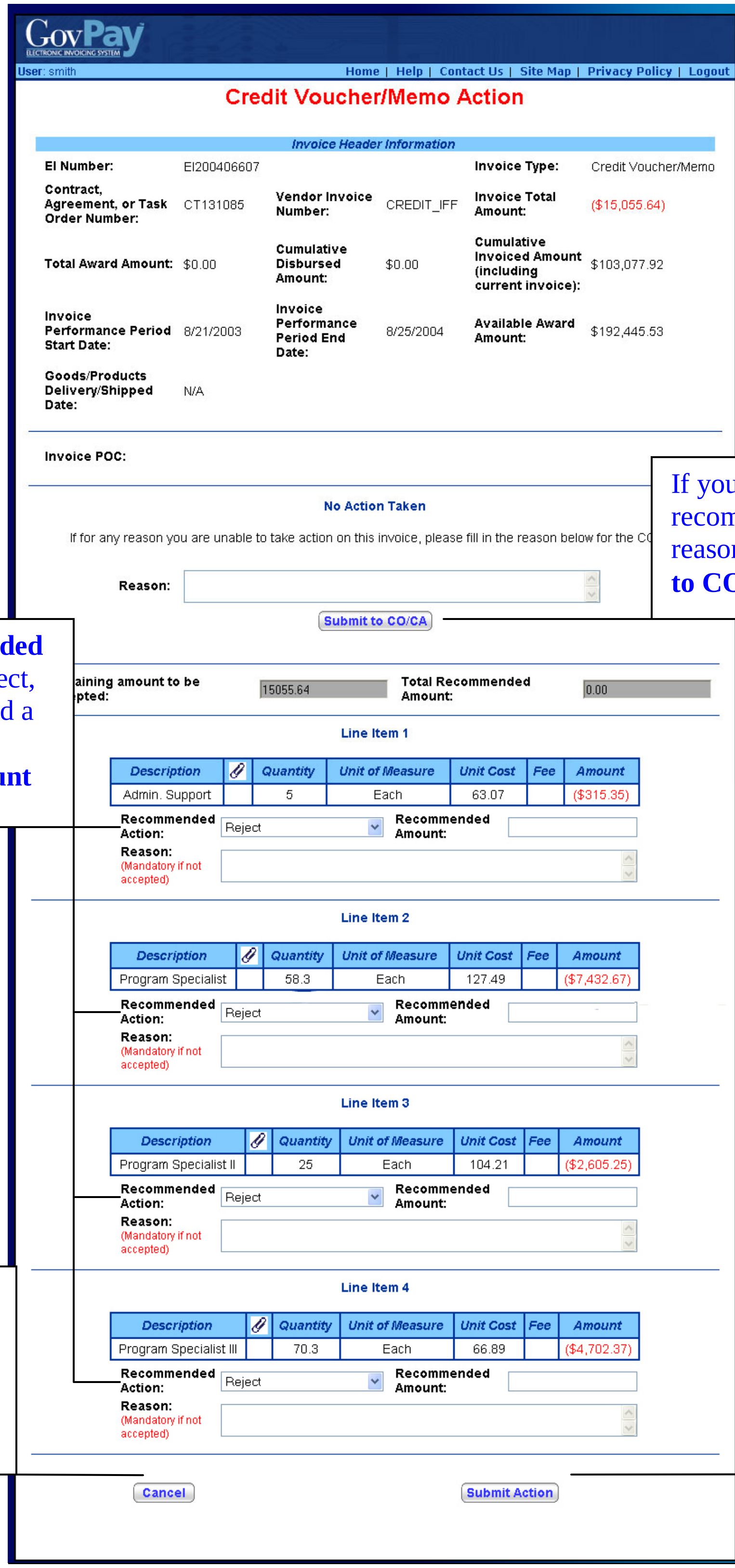
Note: The type of item you have chosen (IFF Invoice, MMS Invoice, or Credit Voucher/Memo) will be identified at the top of the screen.

For Credit Voucher/Memos:

To recommend and action on a credit voucher/memo:

1. Indicate a **Recommended Action** (Approve, Reject, or Partial Approve) for each line item in the pull-down menu.

   If **Reject** or **Partial Approve** is chosen, you must submit a reason.
2. After you have indicated a **Recommended Action** for every Line Item, click **Submit Action**.



If you choose to make no recommendation, enter a reason, and click **Submit to CO/CA**.

Indicate a **Recommended Action** (Approve, Reject, or Partial Approve) and a corresponding **Recommended Amount** for each line item.

Click to return to the **Main Menu** without saving invoice action recom-mendation.

Click the **Submit Action** button to proceed to the **Confirm Invoice Action** screen.

Figure 21: Invoice Action

For IFF Invoices:
To recommend and action on an IFF invoice:

1. Indicate the invoice **Payment Type** in the pull-down menu (Complete, Final, Advance, Provisional, Partial/Reject, Progress).

   Note: If even one Line Item is going to be rejected or partially rejected, then the Payment Type must be specified as Partial/Reject.

2. Indicate a **Recommended Action** (Approve, Reject, or Partial Approve) for each line item in the pull-down menu.

   If **Reject** or **Partial Approve** is chosen, you must submit a reason.
3. After you have indicated a **Recommended Action** for every Line Item, click **Submit Action**.

Indicate the invoice **Payment Type** in the pull-down menu (Complete, Final, Advance, Provisional, Partial/Reject, Progress).

Note: If even one Line Item is going to be rejected or partially rejected, then the Payment Type must be specified as Partial/Reject.

If you choose to make no recommendation, enter a reason, and click **Submit to CO/CA**.

Indicate a **Recommended Action** (Approve, Reject, or Partial Approve) and a corresponding **Recommended Amount** for each line item.

Click to return to the **Main Menu** without saving invoice action recom-mendation.

Click the **Submit Action** button to proceed to the **Confirm Invoice Action** screen.

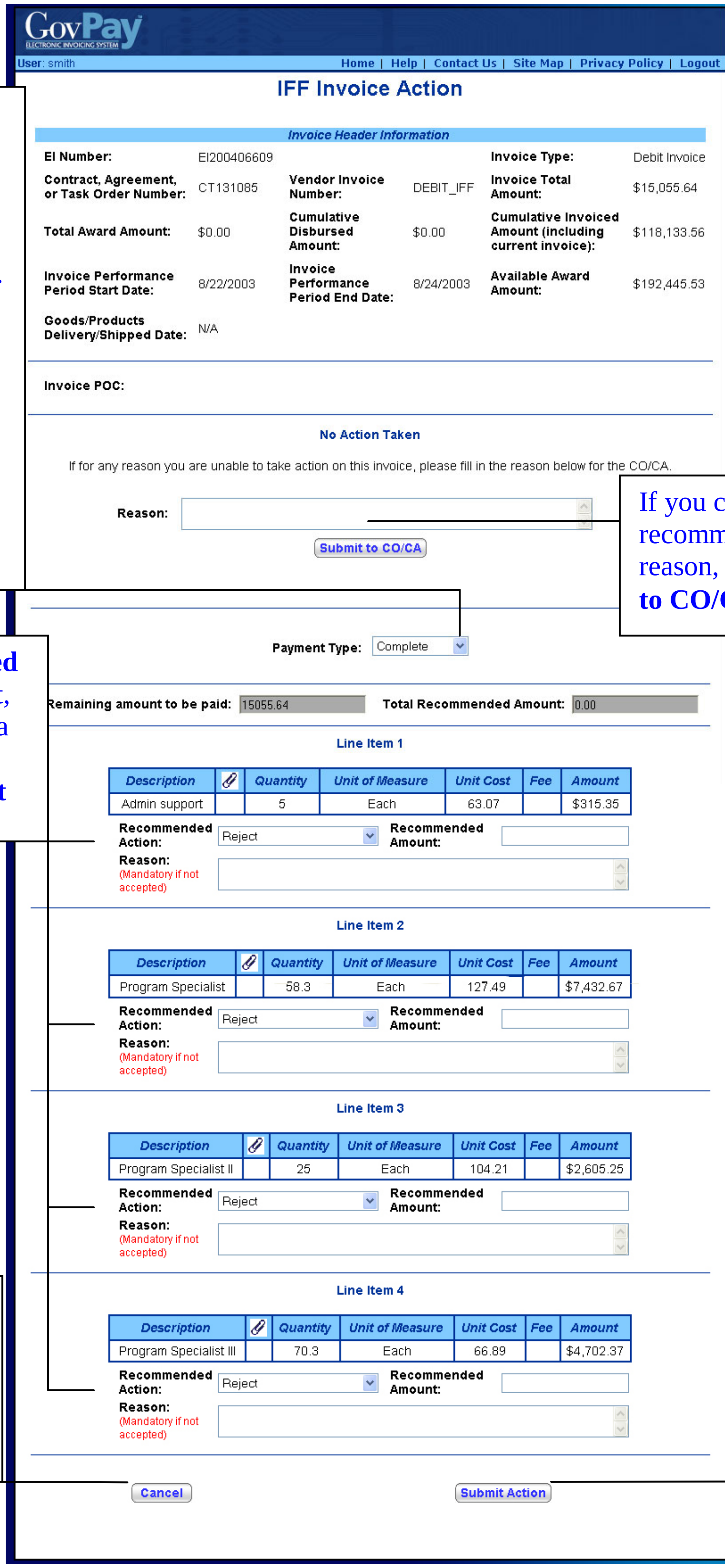


Figure 22: IFF Debit Invoice

For MMS Invoices:

To recommend and action on an MMS invoice:

1. Indicate the invoice **Payment Type** in the pull-down menu (Complete, Final, Advance, Provisional, Partial/Reject, Progress).

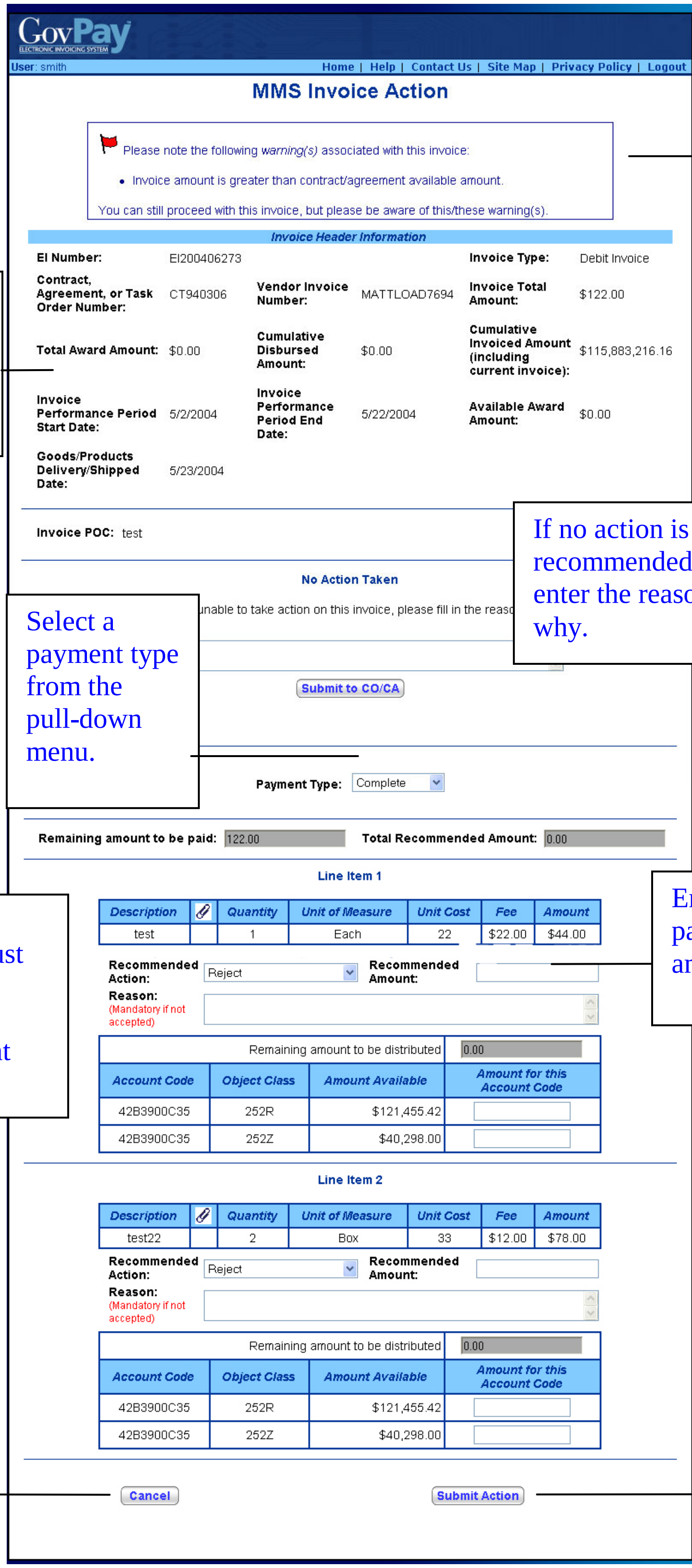
   Note: If even one Line Item is going to be rejected or partially rejected, then the Payment Type must be specified as Partial/Reject.

2. Indicate a **Recommended Action** (Approve, Reject, or Partial Approve) for each line item in the pull-down menu.

   If **Reject** or **Partial Approve** is chosen, you must submit a reason.

3. Distribute the **Recommended Amount** across the different account codes.

4. After you have indicated a **Recommended Action** and **Recommended Amount** for every Line Item, click **Submit Action**.



Warnings are listed here.

Invoice Header information cannot be edited.

If no action is recommended, enter the reason why.

Select a payment type from the pull-down menu.

Enter a payment amount.

For MMS debit invoices you must distribute the payment across different account codes.

Click to return to the **Main Menu** without saving invoice action recom-mendation.

Click the **Submit Action** button to proceed to the **Confirm Invoice Action** screen.

Figure 23: MMS Invoice Action Screen

Submitting an Action Recommendation

Click Submit Action from the **Invoice Action** screen. The **Confirm Invoice Action** screen appears. Review the information and click Continue > to submit the recommendation to your CO/CA or click **Cancel** to return to the **Main Menu** without submitting a recommendation.