

IPP INVOICE STATUS TABLE

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
08/25/2009	Cathy Rios	Create BPP
10/20/2009	Sandy Waldron	Updated BPP to a Work Instruction
04/12/2010	Cathy Rios	Updated BPP

Purpose

Use this procedure to verify that an IPP invoice was interfaced successfully into FBMS or to change the invoice status to Reject or Paid-Returned by the AP_Tech. This BPP is intended to document the manual use of the ZIPP_Inv table. For the CO's and COR's this process is automated through WF03 and use of the link provided will take the user directly to the ZIPP_Inv table. Should the CO and/or COR, for any reason, need to use this table outside of workflow, the procedures are detailed in this document. Workflow is covered under WF03 Park Invoice missing SES_GR.

Trigger

AP tech will perform this procedure daily after the IF453 (Invoice Status Interface) or IF452 (IPP Invoice Interface) nightly run to ensure that the invoice was successfully interfaced. The CO and/or COR will normally access this table through workflow.

Prerequisites

IF452 must be run in order for the IPP invoice status to appear in the table.

Portal Path

Use the following portal path(s) to begin this task:

- Select **CORE FINANCIALS → AP → AP Interface Tables → IPP Invoice Table** to go to the *Invoices From IPP* screen.
- Select ZIPP_INV to go to the *Invoices From IPP* screen.
- For CO's/COR's, access to this table will normally be initiated through Workflow.

Helpful Hints

This table verifies that the vendor created invoice in IPP interfaces successfully into FBMS, shows the invoice status and allows for manual rejection or paid-returned of the invoice. This table holds information about all the invoices submitted electronically through IPP.

- Use the PO number, vendor code, or vendor invoice number to help narrow down the search and make it easier to find the document needed.
- The AP_Tech will have exclusive access to manually change the document status to Reject or Paid Returned on an invoice. No other statuses can be updated manually.
- The AP_Tech can drill into the source documents (purchase order and invoice) by clicking on them, should they need to for any reason.
- The COR and CO will not access this table manually except on rare occasions.
- The COR and CO are able to view this table prior to creating a Goods Receipt or Service Entry Sheet but are unable to manually change the invoice status.
- The COR and CO can drill into the source documents (purchase order and invoice) by clicking on them. This enables them to view what was invoiced and compare it to the purchase order for validity.
- Once the invoice is interfaced into FBMS, the invoice will go through the normal workflow process that is currently being used in FBMS. If the GR/SES exists, then WF01 – invoice approval, - will be initiated. If there is not an existing GR/SES, WF03 – parking invoice for missing GR/SES – will be initiated.

Procedure

1. Start the task using the portal path.

Invoices From IPP screen



The selection criteria fields can be entered separately or in different combinations depending on what information you have available when you want to view or change the invoice status.

2. Perform one of the following:

If	Go To
Viewing the status of all invoices for a bureau	Step 3
Changing the status of an invoice to Reject or Paid-Returned	Step 6
Viewing the status of a specific vendor invoice number by bureau	Step 9
Viewing all invoices by vendor number by bureau	Step 14
Viewing all invoices by purchase order number by bureau	Step 19
Displaying invoices by Header	Step 24

If	Go To
Displaying invoices by Line Item	Step 31

3. To view the status of all invoices for a bureau, complete the following:

Field Name	R/O/C	Description
Bureau / Plant	R	A government department or a branch of a government department. Example: L000

4. Click  the **Display/Change Header** radio button.
5. Click  the **Execute** button.

IPP Invoices Header Over view Screen

Ven Inv Num	Vendor	IPPlnPrDt	Purch.Doc.	Plant	OrgInv	IPP Inv Ty	IPP Inv Dt	IPPlnRDT	InvDueDt	IPP Req Na	IPP Req Ph	IPP Inv Am	Doc. No.	Yea
A1	70313520	03/10/2010	L10TESTIPP	L000		S	03/08/2010	03/08/2010				750.00	5200129040	2010
A2	70313520	03/10/2010	L10TESTIPP	L000		S	03/08/2010	03/08/2010				25,500.00	5200129042	2010
B1	70313520	03/10/2010	L10TESTIP2	L000		S	03/08/2010	03/08/2010				15,600.00		
B2	70313520	03/10/2010	L10TESTIP2	L000		S	03/08/2010	03/08/2010				13,200.00		
Eliz 2 TC53	70313520	03/17/2010	L09PX00175	L000		S	03/17/2010	03/17/2010				1,000.00		
Eliz Inv 1	70313520	03/17/2010	L09PX00175	L000		S	03/17/2010	03/17/2010				260,000.00	5200129060	2010
IPPTTEST01	70313520	03/10/2010	L10TEST001	L000		S	03/08/2010	03/08/2010				13,200.00	5200129045	2010
IPPTTEST02	70313520	03/10/2010	L10TEST002	L000		S	03/08/2010	03/08/2010				200.00	5200129046	2010
IPPTTEST03	70313520	03/10/2010	L10TEST002	L000		S	03/08/2010	03/08/2010				750.00		



The AP_Tech and CO/COR will be able to click on the Purch. Doc. and/or Doc. No. fields and drill into the source documents. This will aid in identifying the terms of the purchase order, the invoiced amount, and any other pertinent information that may be needed in order to validate the invoice for payment.



Once in the IPP Invoices Header Over view, highlight the line you need to view, click on the **DETAILS** DETAILS radio button to see the entire information displayed rather than using the scroll bar.

IPP Invoices Header Overview

The screenshot shows the 'IPP Invoices Header Overview' form in SAP. Key fields include:

- Ven Inv Num: A1
- Vendor: 70313520
- IPP Inv Pr Dt: 03/10/2010
- Purchasing Doc: L10TESTIPP
- Plant: L000
- Org Inv Num: [Empty]
- IPP Inv Type: S
- IPP Inv Date: 03/08/2010
- IPP Inv Rec Dt: 03/08/2010
- Inv Due Date: [Empty]
- IPP Req Name: [Empty]
- IPP Req Phone: [Empty]
- IPP Inv/Item Amt: 750.00
- Inv. Doc. No.: 5200129040
- Fiscal Year: 2010
- Post Status: Parked
- IPP Inv Status: Paid - Returned (indicated by a red arrow)
- Status Message: GR or SES Not Found. Invoice Parked
- Sent to IPP

6. To change the status of an invoice to reject or paid-returned, complete the following fields:

Field Name	R/O/C	Description
IPP Inv Status	O	The status of an invoice that is interfaced from IPP to FBMS. Example: REJ (Rejected)
Status Message	O	Enter a message indicating why the invoice status is being changed to rejected or paid-returned. This is a required field when the IPP Inv St field is changed. Example: Incorrect Invoice Amount



The status of an invoice can be manually changed to Reject or Paid-Returned by the AP_Tech only. The status change can be accessed from the IPP Invoices Header Over View table.



If the status is changed to Reject or Paid Returned, it is required that the Status message field be updated. The status message is then sent to IPP to explain to the vendor why the invoice was rejected or returned.

Activity	Notes
Status is changed to Reject	An example of a reject status could occur when an invoice was previously submitted or COR rejected the invoice, etc. Status Message field must be populated.
Status is changed to Paid-Returned	Used for returned checks, the status is not transmitted back to IPP. Status Message field must be populated.

7. Click  the **Save** button.
8. Click  the **Back** button twice to return to the *Invoices From IPP* screen.

Invoices From IPP screen

9. To view the status of a specific invoice number by bureau, complete the following fields:

Field Name	R/O/C	Description
Bureau / Plant	R	A government department or a branch of a government department. Example: L000
Vendor Invoice Number	R	A unique vendor generated number used to identify an invoice. Example: A2



The Vendor Invoice Number field is for the vendor created number and not the FBMS generated invoice number.

10. Click  **Display/Change Header** the **Display/Change Header** button.

Invoices From IPP Screen

HOME ACQUISITION/FINANCIAL ASSISTANCE CORE FINANCIALS DATA MANAGEMENT FINANCIAL ASSISTANCE TRAVEL USER MANAGEMENT EMIS PROPERTY

DISPLAY | AP | AR | CC | CO/PS | FM | GL | LABOR | SD | Launch WinGui

Home > FI Home > SAP R3 WinGui > AP Home > IPP - Invoice Table History Back Forward

Invoices From IPP

Menu | Save As Variant... Back Cancel System Execute

Selection Criteria

Bureau / Plant 1,000 to

Vendor Invoice Number A2 to

Vendor to

Purchase Order to

IPP Invoice Status to

Display/Change Header Display Item Table

RQ1 (100)

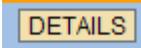
11. Click **Execute** the **Execute** button.

IPP Invoices Header Over View screen

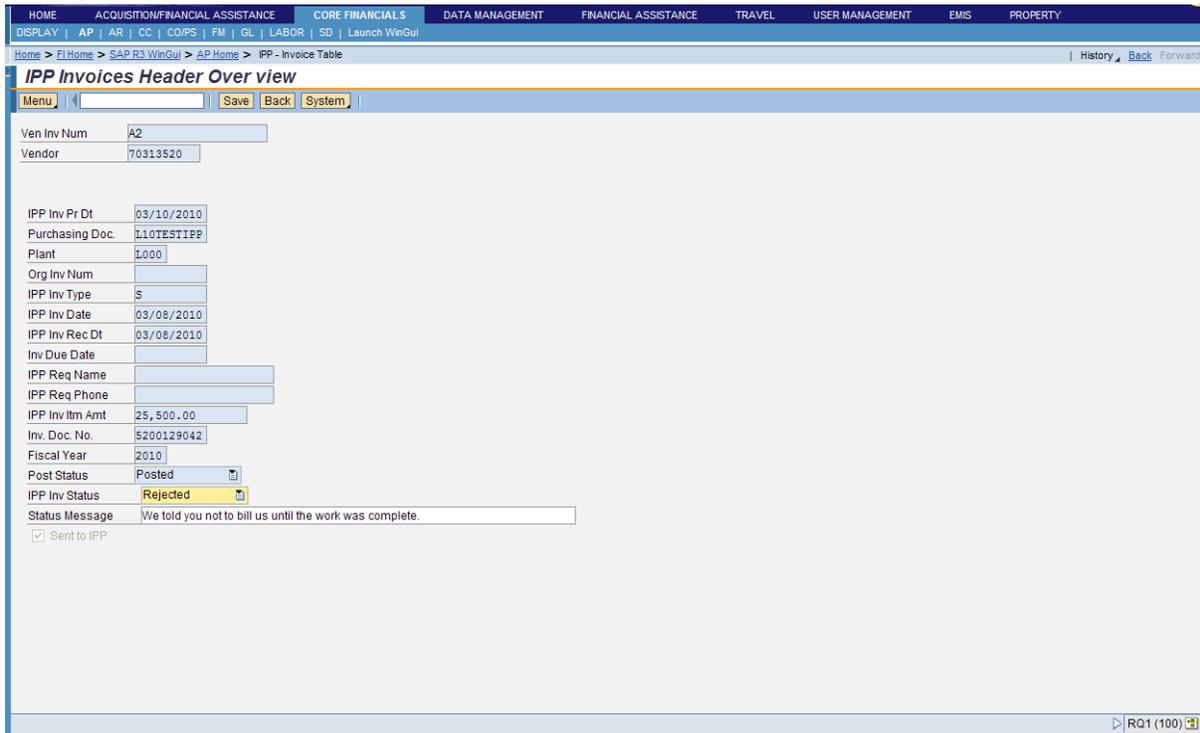
Ven Inv	Vendor	IPPInvPrDt	Purch Doc.	Plnt	OrgInv	IPP Inv Ty	IPP Inv Dt	IPPInvRtDt	InvDueDt	IPP Req Na	IPP Req Ph	IPP Inv Am	Doc. No.	Year Post
A2	70313520	03/10/2010	L10TESTIPP	L000		S	03/08/2010	03/08/2010				25,500.00	5200129042	2010 PO



The AP_Tech and CO/COR will be able to click on the Purch. Doc. and/or Doc. No. fields and drill into the source documents. This will aid in identifying the terms of the purchase order, the invoiced amount, and any other pertinent information that may be needed in order to validate the invoice for payment.

12. Highlight the line you want to view and click  the **Details** button to go to the *IPP Invoices Header Over View* screen.

Change View Invoice Header data from IPP Overview screen



The screenshot shows the SAP 'IPP Invoices Header Overview' screen. The top navigation bar includes tabs for HOME, ACQUISITION/FINANCIAL ASSISTANCE, CORE FINANCIALS, DATA MANAGEMENT, FINANCIAL ASSISTANCE, TRAVEL, USER MANAGEMENT, EMIS, and PROPERTY. Below the navigation bar, there are buttons for DISPLAY, AP, AR, CC, CO/PS, FM, GL, LABOR, SD, and Launch WinGui. The breadcrumb trail reads: Home > FI Home > SAP R3 WinGui > AP Home > IPP - Invoice Table. The main title is 'IPP Invoices Header Overview'. Below the title, there are buttons for Menu, Save, Back, and System. The form contains the following fields:

Ven Inv Num	A2
Vendor	70313520
IPP Inv Pr Dt	03/10/2010
Purchasing Doc.	L10TESTIPP
Plant	L000
Org Inv Num	
IPP Inv Type	S
IPP Inv Date	03/08/2010
IPP Inv Rec Dt	03/08/2010
Inv Due Date	
IPP Req Name	
IPP Req Phone	
IPP Inv/Item Amt	25,500.00
Inv. Doc. No.	5200129042
Fiscal Year	2010
Post Status	Posted
IPP Inv Status	Rejected
Status Message	We told you not to bill us until the work was complete.
<input checked="" type="checkbox"/> Sent to IPP	

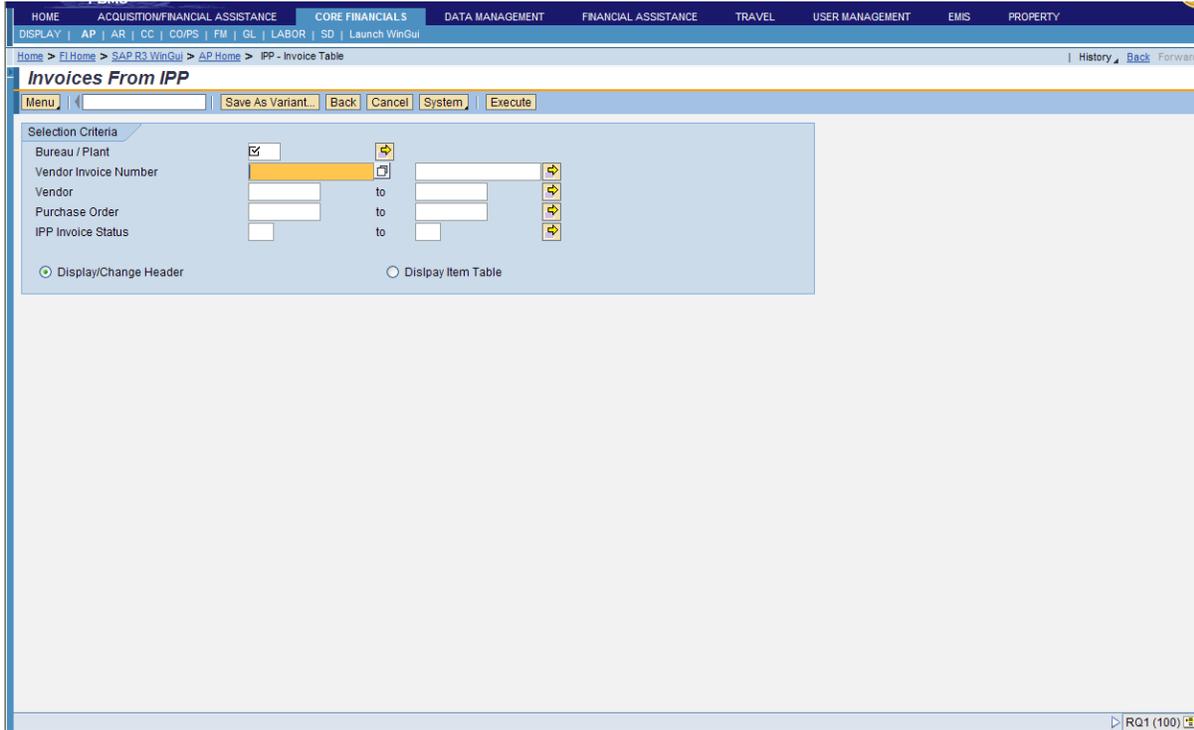
RQ1 (100)



The AP_Tech can change the IPP Inv Status from this screen – see Step 6. Make sure you save your changes before leaving this screen.

13. Click **Back** the **Back** button twice to return to the *Invoices From IPP* screen.

Invoices From IPP screen



14. To view all vendor invoices for a specific bureau and a specific vendor number, complete the following fields:

Field Name	R/O/C	Description
Bureau / Plant	R	A government department or a branch of government department. Example: L000
Vendor	R	A business partner to whom amounts are payable for goods delivered or services performed. Example: 70313520

15. Click  **Display/Change Header** the **Display/Change Header** button.

Invoices from IPP screen

16. Click **Execute** the **Execute** button.

Change View Invoice Header data from IPP Overview screen

Ven Inv Num	Vendor	PPInvPrDt	Purch Doc.	Plnt	OrgInv	PP Inv Ty	IPP Inv Dt	PPInvRtDt	InvDueDt	IPP Req Na	IPP Req Ph	IPP Inv Am	Doc. No.	Yea
A1	70313520	03/10/2010	L10TESTIPP	L000		S	03/08/2010	03/08/2010				750.00	5200129040	2010
A2	70313520	03/10/2010	L10TESTIPP	L000		S	03/08/2010	03/08/2010				25,500.00	5200129042	2010
B1	70313520	03/10/2010	L10TESTIP2	L000		S	03/08/2010	03/08/2010				15,600.00		
B2	70313520	03/10/2010	L10TESTIP2	L000		S	03/08/2010	03/08/2010				13,200.00		
Eliz 2 TC53	70313520	03/17/2010	L09PX00175	L000		S	03/17/2010	03/17/2010				1,000.00		
Eliz Inv 1	70313520	03/17/2010	L09PX00175	L000		S	03/17/2010	03/17/2010				260,000.00	5200129060	2010
IPPTTEST01	70313520	03/10/2010	L10TEST001	L000		S	03/08/2010	03/08/2010				13,200.00	5200129045	2010
IPPTTEST02	70313520	03/10/2010	L10TEST002	L000		S	03/08/2010	03/08/2010				200.00	5200129046	2010
IPPTTEST03	70313520	03/10/2010	L10TEST002	L000		S	03/08/2010	03/08/2010				750.00		



The AP_Tech and CO/COR will be able to click on the Purch. Doc. and/or Doc. No. fields and drill into the source documents. This will aid in identifying the terms of the purchase order, the invoiced amount, and any other pertinent information that may be needed in order to validate the invoice for payment.

- Highlight the line you want to view and click  the **Details** button to go to the *IPP Invoices Header Over View* screen.

IPP Invoices Header Over View screen

IPP Invoices Header Over view

Menu | < | Save | Back | System |

Ven Inv Num: A2
Vendor: 70313520

IPP Inv Pr Dt: 03/10/2010
Purchasing Doc.: L10TESTIPP
Plant: L000
Org Inv Num:
IPP Inv Type: S
IPP Inv Date: 03/08/2010
IPP Inv Rec Dt: 03/08/2010
Inv Due Date:
IPP Req Name:
IPP Req Phone:
IPP Inv Itm Amt: 25,500.00
Inv. Doc. No.: 5200129042
Fiscal Year: 2010
Post Status: Posted
IPP Inv Status: Rejected
Status Message: We told you not to bill us until the work was complete.
 Sent to IPP

▶ RQ1 (100) 📄



The AP_Tech can change the IPP Inv Status from this screen – see Step 6. Make sure you save your changes before leaving this screen.

18. Click the **Back** button twice to return to the *Invoices From IPP* screen.

Invoices From IPP screen

19. To view all invoices connected to a specific purchase order by bureau, complete the following fields:

Field Name	R/O/C	Description
Bureau / Plant	R	A government department or a branch of government department. Example: L000
Purchase Order	R	The obligation document number created from the award in the FBMS CMS (PRISM). Example: L10TESTIPP

20. Click  **Display/Change Header** the **Display/Change Header** button.

Invoices From IPP screen

Invoices From IPP

Menu | [] | Save As Variant... | Back | Cancel | System | Execute

Selection Criteria

Bureau / Plant	L000		to	[]	
Vendor Invoice Number	[]		to	[]	
Vendor	[]		to	[]	
Purchase Order	L10ESTIPP		to	[]	
IPP Invoice Status	[]		to	[]	

Display/Change Header Display Item Table

▶ RQ1 (100) []

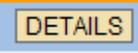
21. Click **Execute** button.

Change View Invoice Header data from IPP Overview screen

Ven Inv	Vendor	IPPInvPrDt	Purch.Doc.	Plnt	OrgInv	IPP Inv Ty	IPP Inv Dt	IPPInvRIDt	InvDueDt	IPP Req Na	IPP Req Ph	IPP Inv Am
A1	70313520	03/10/2010	L10TESTIPP	L000		S	03/08/2010	03/08/2010				750.00
A2	70313520	03/10/2010	L10TESTIPP	L000		S	03/08/2010	03/08/2010				25,500.00



The AP_Tech and CO/COR will be able to click on the Purch. Doc. and/or Doc. No. fields and drill into the source documents. This will aid in identifying the terms of the purchase order, the invoiced amount, and any other pertinent information that may be needed in order to validate the invoice for payment.

- 22.** Highlight the line you want to view and click  the **Details** button to go to the *IPP Invoices Header Over View* screen.

IPP Invoices Header Over View screen

IPP Invoices Header Over view

Menu | < | Save | Back | System |

Ven Inv Num	A2
Vendor	70313520
IPP Inv Pr Dt	03/10/2010
Purchasing Doc.	L10TESTIPP
Plant	L000
Org Inv Num	
IPP Inv Type	S
IPP Inv Date	03/08/2010
IPP Inv Rec Dt	03/08/2010
Inv Due Date	
IPP Req Name	
IPP Req Phone	
IPP Inv Itm Amt	25,500.00
Inv. Doc. No.	5200129042
Fiscal Year	2010
Post Status	Posted
IPP Inv Status	Rejected
Status Message	We told you not to bill us until the work was complete.
<input checked="" type="checkbox"/> Sent to IPP	

> RQ1 (100)



The AP_Tech can change the IPP Inv Status from this screen – see Step 6. Make sure you save your changes before leaving this screen.

23. Click **Back** the **Back** button twice to return to the *Invoices From IPP* screen.

Invoices From IPP screen

24. To display invoice status using a specific status by bureau, complete the following fields:

Field Name	R/O/C	Description
Bureau / Plant	R	A government department or a branch of government department. Example: S000
IPP Invoice Status	R	The status of an invoice that is interfaced from IPP to FBMS. Example: REJ

25. Click  **Display/Change Header** the **Display/Change Header** button.

Invoices From IPP screen

Invoices From IPP

Menu | [] | Save As Variant... | Back | Cancel | System | Execute

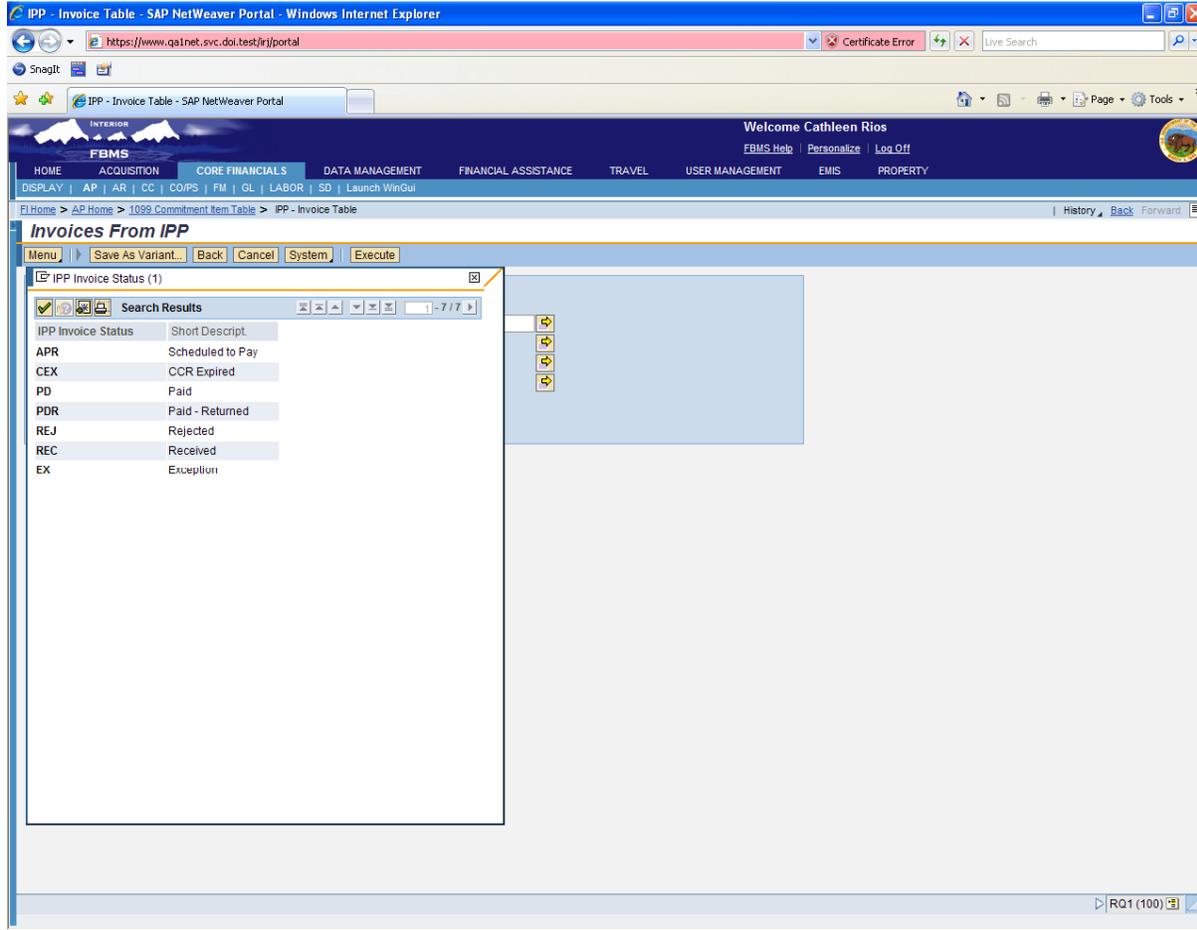
Selection Criteria

Bureau / Plant	1000				
Vendor Invoice Number	[]	to	[]		[]
Vendor	[]	to	[]		[]
Purchase Order	[]	to	[]		[]
IPP Invoice Status	[rej] []	to	[]		[]

Display/Change Header Display Item Table

▶ RQ1 (100) []

IPP Invoice Status (1) Pop-up

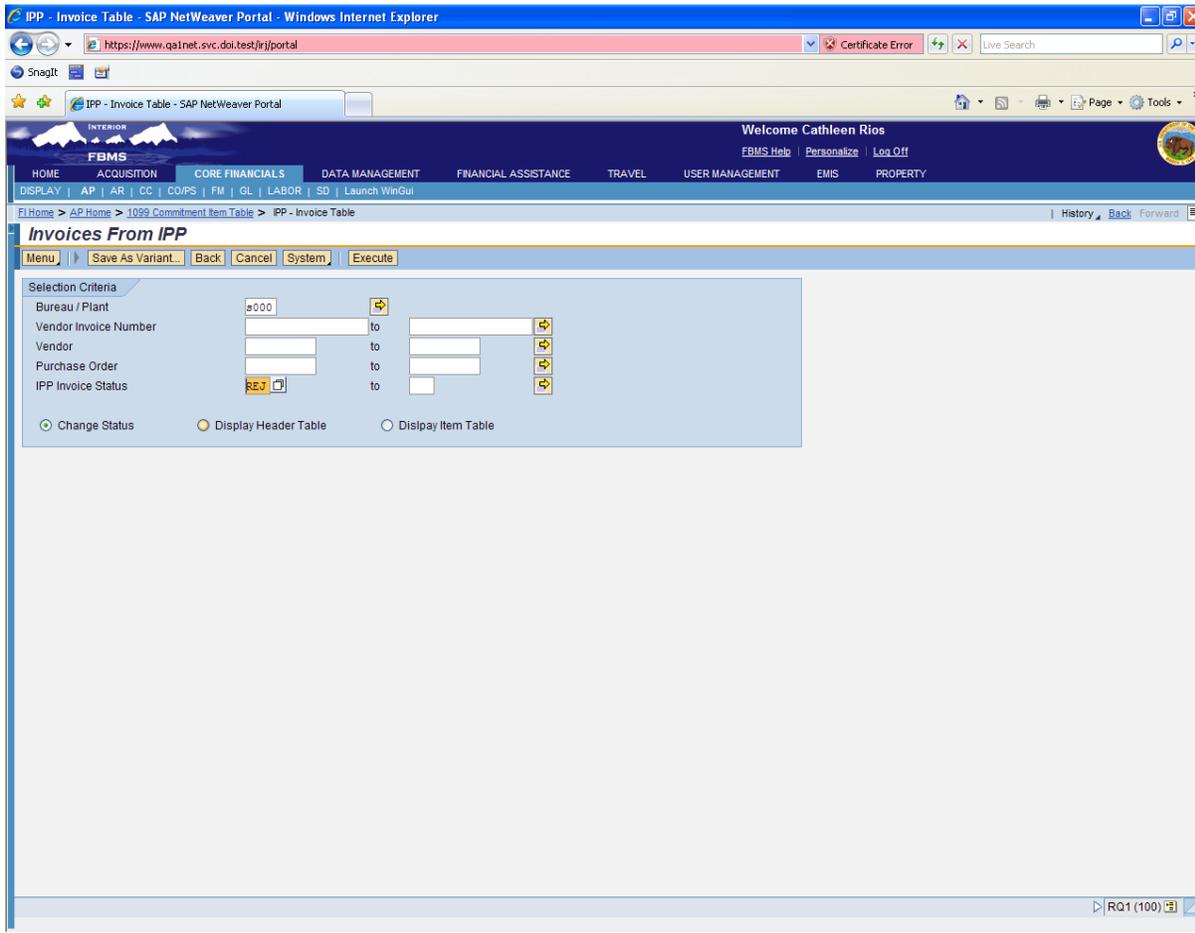


Status Code	Definition	Conditions
APR	Scheduled to Pay	No payment blocks or stat sampling blocks. Use of this code triggers the payment due date to be sent back to IPP.
CEX	CCR Expired	CCR registration has expired. Vendor is blocked at the company code level by the IF61 interface.
PD	Paid	Invoice was selected by the Payment Program and a clearing document was created. THIS CODE IS NOT SENT TO IPP.

Status Code	Definition	Conditions
PDR	Paid – Returned	Set manually by a bureau end user when a payment is cancelled or returned from Treasury. Entering the PDR code requires a text entry in the Status Message field. THIS CODE IS NOT SENT TO IPP.
REJ	Rejected	This status is set manually by a bureau when the invoice cannot be posted due to various errors including duplicate invoice, invoice received for more than the received amount, etc. Entering the REJ code requires a text entry in the Status Message field.
REC	Received	Initial status for an invoice when it is received from IPP. Invoices that post will stay in received status until either approved or rejected.
EX	Exception	Any invoice that cannot post when received from the interface has the status set to EX. An error message is written to the table for these invoices. The EX code is sent back to IPP.

26. Click the appropriate status for the invoices you want to display.
27. Click  the **Continue** button.

Invoices From IPP screen



28. Click **Execute** the **Execute** button.

Invoices from IPP screen

IPP Invoices Header Over view

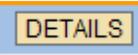
Menu Back System DETAILS

Ven Inv Num	Vendor	IPPInvPrDt	Purch.Doc.	Plnt	OrgInv	IPP Inv Ty	IPP Inv Dt	IPPInvRtDt	InvDueDt	IPP Req Na	IPP Req Ph	IPP
A2	70313520	03/10/2010	L10TESTIPP	L000		S	03/08/2010	03/08/2010				25
Eliz 2 TC53	70313520	03/17/2010	L09PX00175	L000		S	03/17/2010	03/17/2010				1
Eliz Inv 1	70313520	03/17/2010	L09PX00175	L000		S	03/17/2010	03/17/2010				260
IPPTTEST03	70313520	03/10/2010	L10TEST002	L000		S	03/08/2010	03/08/2010				

RQ1 (100)



The AP_Tech and CO/COR will be able to click on the Purch. Doc. and/or Doc. No. fields and drill into the source documents. This will aid in identifying the terms of the purchase order, the invoiced amount, and any other pertinent information that may be needed in order to validate the invoice for payment.

- 29.** Highlight the line you want to view and click  the **Details** button to go to the *IPP Invoices Header Over View* screen.

IPP Invoices Header Over View screen

IPP Invoices Header Over view

Menu | < | Save | Back | System |

Ven Inv Num	A2
Vendor	70313520
IPP Inv Pr Dt	03/10/2010
Purchasing Doc.	L10TESTIPP
Plant	L000
Org Inv Num	
IPP Inv Type	S
IPP Inv Date	03/08/2010
IPP Inv Rec Dt	03/08/2010
Inv Due Date	
IPP Req Name	
IPP Req Phone	
IPP Inv Itm Amt	25,500.00
Inv. Doc. No.	5200129042
Fiscal Year	2010
Post Status	Posted
IPP Inv Status	Rejected
Status Message	We told you not to bill us until the work was complete.
<input checked="" type="checkbox"/> Sent to IPP	

> RQ1 (100)



The AP_Tech can change the IPP Inv Status from this screen – see Step 6. Make sure you save your changes before leaving this screen.

30. Click **Back** the **Back** button twice to return to the *Invoices From IPP* screen.

Invoices From IPP screen

31. To display invoices by the Line Item Table for selected records by bureau, complete the following fields:

Field Name	R/O/C	Description
Bureau / Plant	R	A government department, or a branch of a government department Example: L000
Vendor Invoice Number	O	A unique vendor generated number used to identify an invoice. Example: A2
Vendor	O	A business partner to whom amounts are payable for goods delivered or services performed. Example: 70313520
Purchase Order	O	The obligation document number created from the award in the FBMS CMS (PRISM). Example: L10TESTIPP
IPP Invoice Status	O	The status of an invoice that is interfaced from IPP to FBMS Example: REJ

32. Click **Dislpay Item Table** the **Display Item Table** radio button.

Invoices From IPP screen

The screenshot shows the 'Invoices From IPP' screen. At the top, there is a menu bar with buttons: Menu, Save As Variant..., Back, Cancel, System, and Execute. Below the menu bar is a 'Selection Criteria' section with the following fields and options:

- Bureau / Plant: L000
- Vendor Invoice Number: [] to []
- Vendor: 70313520 [] to []
- Purchase Order: [] to []
- IPP Invoice Status: [] to []

At the bottom of the selection criteria section, there are two radio buttons: Display/Change Header and Display Item Table.

At the bottom right of the screen, there is a status bar showing 'RQ1 (100)'.

33. Click **Execute** the **Execute** button.

Invoices From Item Over View screen

IPP Invoices Item Over View

Menu Back System

Vendor Invoice Num	Vendor	Invoice Line Number	PO Number	PO LineItem	InvoiceDocument	Fiscal Year	InvoiceAmount	Item Qty	UOM	Performan
A1	0070313520	1	L10TESTIPP	10	5200129040	2010	750.00	50.000	AU	03/08/2011
A2	0070313520	1	L10TESTIPP	20	5200129042	2010	25,500.00	1.000	AU	03/08/2011
B1	0070313520	1	L10TESTIP2	10	.		15,600.00	1.000	AU	03/08/2011
B2	0070313520	1	L10TESTIP2	20	.		13,200.00	1.000	AU	03/08/2011
Eliz 2 TC53	0070313520	1	L09PX00175	30	.		1,000.00	1.000	AU	03/01/2011
Eliz Inv 1	0070313520	1	L09PX00175	20	5200129060	2010	260,000.00	1.000	AU	03/01/2011
IPPTTEST01	0070313520	1	L10TEST001	20	5200129045	2010	13,200.00	1.000	AU	03/08/2011
IPPTTEST02	0070313520	1	L10TEST002	20	5200129046	2010	200.00	1.000	AU	03/08/2011
IPPTTEST03	0070313520	1	L10TEST002	10	.		750.00	50.000	AU	03/08/2011

RQ1 (100)

33.1 Use the scroll bar to view the Performance Start Date and Performance End Date fields.



The invoice status cannot be changed from the Display Item Table. It is a view only table.

34. Click **Back** the **Back** button to return to the *Invoices From IPP* screen.

35. You have completed this task.

Result

You have successfully verified that an IPP invoice was interfaced into FBMS or changed the invoice status to Reject or Paid-Returned.

Comments

None