

General Services Administration
Invoice Processing Platform (IPP) and Pegasys
Integration User Guide



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Revision Log

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1 IPP User Guide Overview

1.1 Introduction

The purpose of this guide is to walk through several processes and configurations of Treasury's Invoice Processing Platform (IPP), some of which require actions in Pegasys and the IPP, and others are completed entirely within one of the two systems. This User Guide provides approved GSA IPP users with a reference document detailing common activities and configuration, both of the Production IPP environment and Pegasys for interfacing with the IPP. The document is divided into the following sections:

- Section 1: IPP User Guide Overview
- Section 2: Pegasys Vendor Export and IPP Matching Processes
- Section 3: Pegasys and IPP Reference Data Management Processes
- Section 4: IPP Self-service Invoicing Processes
- Section 5: IPP Interfaces Configuration Processes
- Section 6: IPP Security Configuration Processes
- Section 7: Viewing IPP Transactions in Pegasys
- Section 8: Pegasys IPP Batch Processes
- Section 9: Pegasys IPP Discrepancy Report
- Section 10: Viewing Transactions in the IPP

2 Pegasys Vendor Export and IPP Matching Processes

2.1 How do I enable a vendor for IPP integration in Pegasys?

Vendors must be IPP enabled in Pegasys to be exported from Pegasys to the IPP. Exporting vendor data to the IPP is needed to match the Pegasys Vendor with the Vendor in the IPP for obligations and invoicing.

1. Login to Pegasys as user with permission to set the **IPP Enabled Flag** on a vendor.
2. Navigate to **Reference > Vendor > Vendor Codes** to display the Vendor Codes Screen.
3. On the **Vendor Codes** screen, enter a Vendor Code to search.

Figure 1: Search Vendor Codes

The screenshot displays the 'Search - Vendor Codes' page in the Pegasys system. The breadcrumb trail is 'Pegasys / Reference / Vendor / Search - Vendor Codes'. A search bar at the top contains the text 'Search Forms And Documents'. The user's profile is identified as 'allroles170'. Below the breadcrumb, the page title is 'Search - Vendor Codes'. A warning message states: 'The fields designated as (OFP) indicate the fields that are Optimized For Performance when executing a search on this page. Failure to populate at least one OFP field may result in a search that causes a system timeout and/or overall degraded system performance for all'. The search criteria form includes the following fields:

- Code (OFP): 042925735 (highlighted with a red box)
- UEI: [Empty]
- DUNS Number (OFP): [Empty]
- EFT Indicator: [Empty]
- AAC/DODAAC: [Empty] (with a star icon)
- CAGE Code: [Empty]
- Address Code (OFP): [Empty]
- Approval Status: [Dropdown]
- Address Type: [Dropdown]
- Address Active Status: [Dropdown]
- Region: [Empty]
- Design Number: [Empty]

4. Select **Search** to display the search results.
5. Select the vendor from the returned items.

Figure 2: Vendor Code Search Results Item Collection

1 - 3 of 3 results 🔍 🔄 🗑️

Vendor Codes	Address Code	UEI	DUNS Number	EFT Indicator	CAGE Code	AAC/DODAAC	Name	Address Type	Address Active Status	Address Name
<input checked="" type="radio"/> 042925735	00001						CGI INFORMATION MANAGEMENT INC	Mailing Address	Active	CGI INFOMATION MANAGEMENT INC
<input type="radio"/> 042925735	00001						CGI INFORMATION MANAGEMENT INC	Physical Address	Active	CGI INFOMATION MANAGEMENT INC
<input type="radio"/> 042925735	00001						CGI INFORMATION MANAGEMENT INC	Remittance Address	Active	CGI INFOMATION MANAGEMENT INC

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6. Select **Open** to display the vendor information.
7. On the Vendor screen, select the **Addresses** tab.

Figure 3: Vendor Header

PEGASYS Search Forms And Documents

Pegasys / Reference / Vendor / Vendor Codes / **Vendor**

VENDOR

Expand All Collapse All

General

Code: 042925735

Name: CGI INFORMATION MAN/

Alias:

Miscellaneous

Contracts Vendor

TIN Type: EIN

TIN:

Vendor Category: 1

Vendor Class:

Vendor Group:

Vendor Type: C

Active: Active

Approval Status: Reviewed

Security Org: PEGASYS

Vendor/Provider: Both

* Reporting Attribute: Non-Government

Agency:

Bureau:

Classification:

Effective Dates

Start Date:

End Date:

VCSS Registration

Transmit to VCSS

PIN:

Contact

Contact:

Phone:

Non-US Phone:

Title:

Fax:

Email:

- Select an **Address Code** from the returned items.

Figure 4: Vendor Addresses Tab Item Collection

1 - 1 of 1 results

Address Code	Name	UEI
00001	CGI INFOMATION MANAGEMENT INC	

Add Copy Remove

- Select the **Address Level Vendor tab** to display the Address Level Vendor information.

Figure 5: Address Level Vendor Page

The screenshot shows the Pegasys web interface for the 'Address Level Vendor' page. The breadcrumb trail is 'Pegasys / Reference / Vendor / Vendor Codes / Vendor / Addresses / Address Level Vendor'. The 'Addresses' tab is selected. Below the breadcrumb, there are tabs for 'Vendor', 'Addresses', and 'Address Level Vendor' (which is highlighted with a red box). Other tabs include 'Socio-Economic', 'Address', 'Contacts', 'PSC', 'NAICS Codes', and a menu icon. The main content area shows 'Item 1 of 1' and an 'Expand All' link. The 'General' section contains various input fields and dropdown menus:

- Address Code: 00001
- UEI: [Empty]
- DUNS Number: [Empty]
- EFT Indicator: [Empty]
- Immediate Parent UEI: [Empty]
- Parent DUNS: [Empty]
- HQ Parent UEI: [Empty]
- HQ Parent DUNS: [Empty]
- Ultimate Domestic Parent UEI: [Empty]
- Ultimate Domestic Parent DUNS: [Empty]
- Ultimate Parent UEI: [Empty]
- Ultimate Parent DUNS: [Empty]
- CAGE Code: [Empty]
- CAGE Expiration Date: [Empty]
- TIN: [Empty]
- Name: CGI INFOMATION MANA...
- Currency Code: USD
- Use For Billing:
- Use For Procurement:
- Use For Payments:
- Prevent New Spending:
- Active Status: Active
- Approval Status: Reviewed
- Security Org: PEGASYS
- Vendor Category: 1
- Vendor Class: [Empty]
- Vendor Group: [Empty]
- Vendor Type: C
- Geographic Region: [Empty]
- Agency Location Code: [Empty]
- Default Bill Type/Type Of Transfer: Standard
- External:
- SAM Registration Indicator: Required

Buttons for 'Audit' and 'Save' are located at the bottom left of the form.

- Navigate to the **IPP** section.
- In the **IPP** section, select the checkbox next to **IPP Enabled** to enable the vendor for the IPP. Note that the current IPP Publish Status of the vendor is “Ready to Export”.

Figure 6: Address Level Vendor - IPP Section

The screenshot displays the 'ADDRESS LEVEL VENDOR' interface. At the top, there are tabs for 'Vendor' and 'Addresses'. Below this, the 'ADDRESS LEVEL VENDOR' section is active, with sub-tabs for 'Address Level Vendor', 'Socio-Economic', 'Address', 'Contacts', 'PSC', and 'NAICS Codes'. The main content area is divided into two columns. The left column contains fields for 'Region Number', 'Debt Subject to Offset' (checkbox), 'Primary NAICS', and a 'DODAAC' section with 'Agency', 'AAC/DODAAC', and 'AAC/DODAAC' fields, plus a 'Default Mailing Address' button. The right column is titled 'IPP' and contains 'IPP Enabled' (checked checkbox), 'Matched in IPP' (unchecked checkbox), 'IPP Publish Status' (dropdown menu set to 'Ready to Export'), 'Default IPP' (text field), 'Payment Terms' (text field), and 'IPP ID' (text field). Red boxes highlight the 'IPP Enabled' checkbox and the 'IPP Publish Status' dropdown menu.

12. Select **Save** at the bottom of the page.

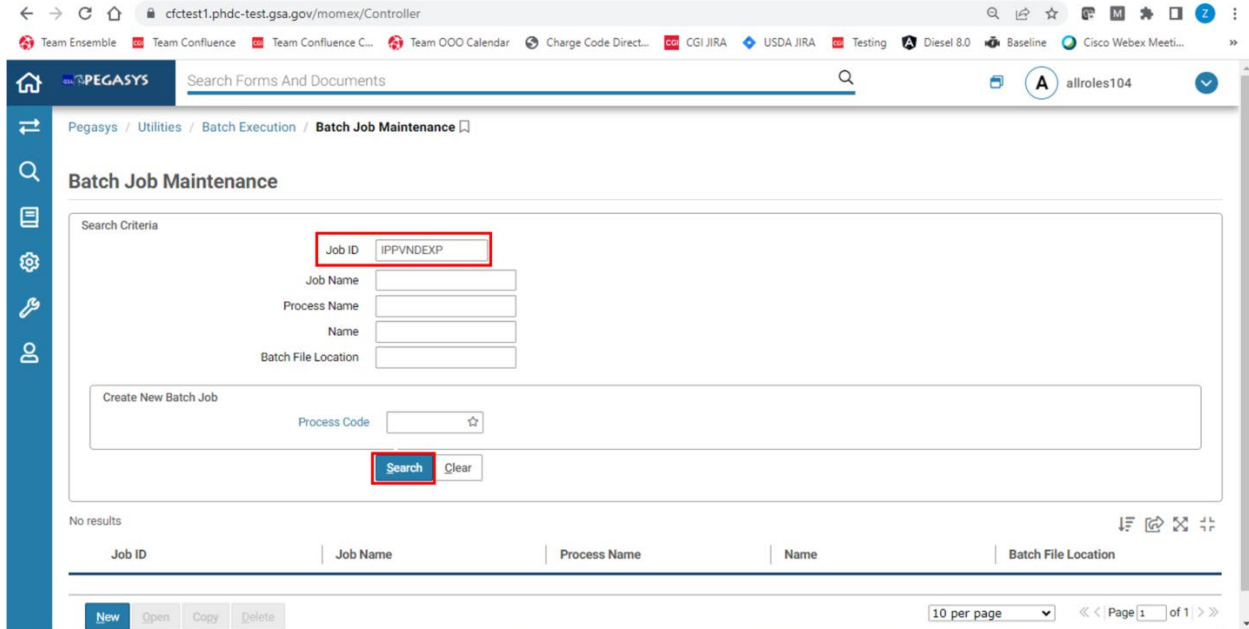
2.2 How do I Export Vendors from Pegasys?

IPP enabled Vendors in Pegasys can be exported from Pegasys to IPP by running the IPPVNDEXP batch job in Pegasys and running the XMVL Upload job in the IPP. The IPPVNDEXP batch job is configured to run daily via Tivoli as part of the daily IPPEXPRT stream. The following information can be used for reference as this job is preconfigured for Tivoli execution. For further information on the batch job parameter values, please review the GSA IPP Batch Pegasys 7.8 Operations Guide documentation.

2.2.1 Export IPP Vendors from Pegasys

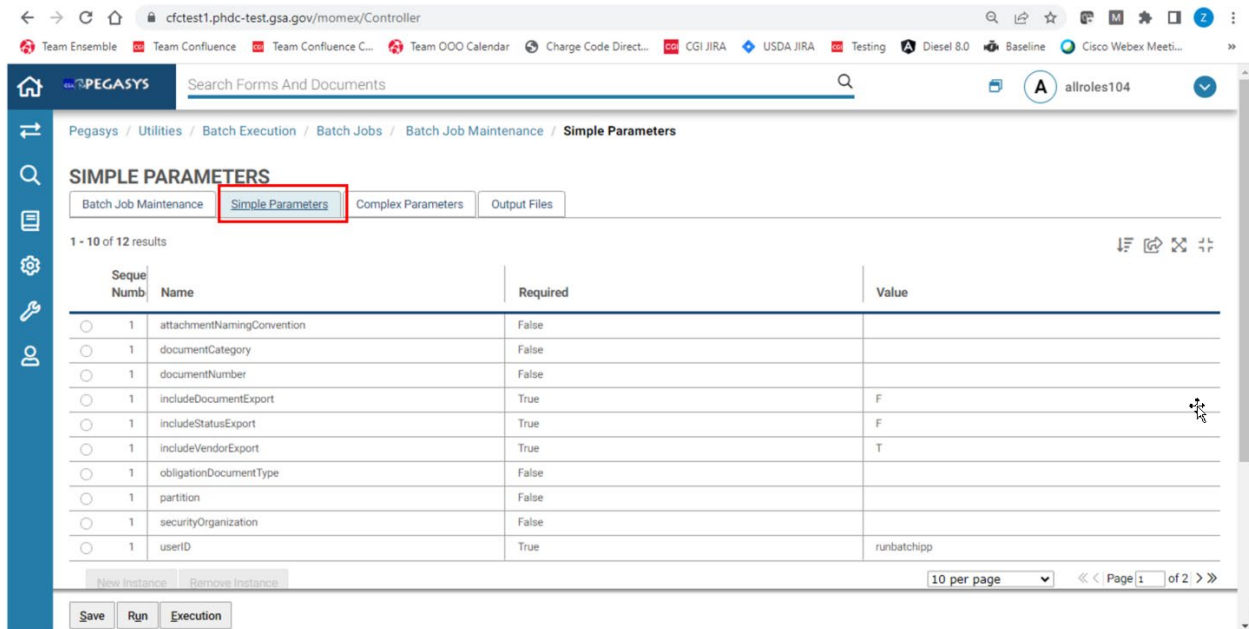
1. Login to Pegasys as a user with permission to view the **IPPVNDEXP** batch job.
2. Navigate to **Utilities > Batch Execution > Batch Jobs**.
3. Enter IPPVNDEXP into the Job ID field.
4. Select **Search**.

Figure 7: Batch Job Maintenance Page



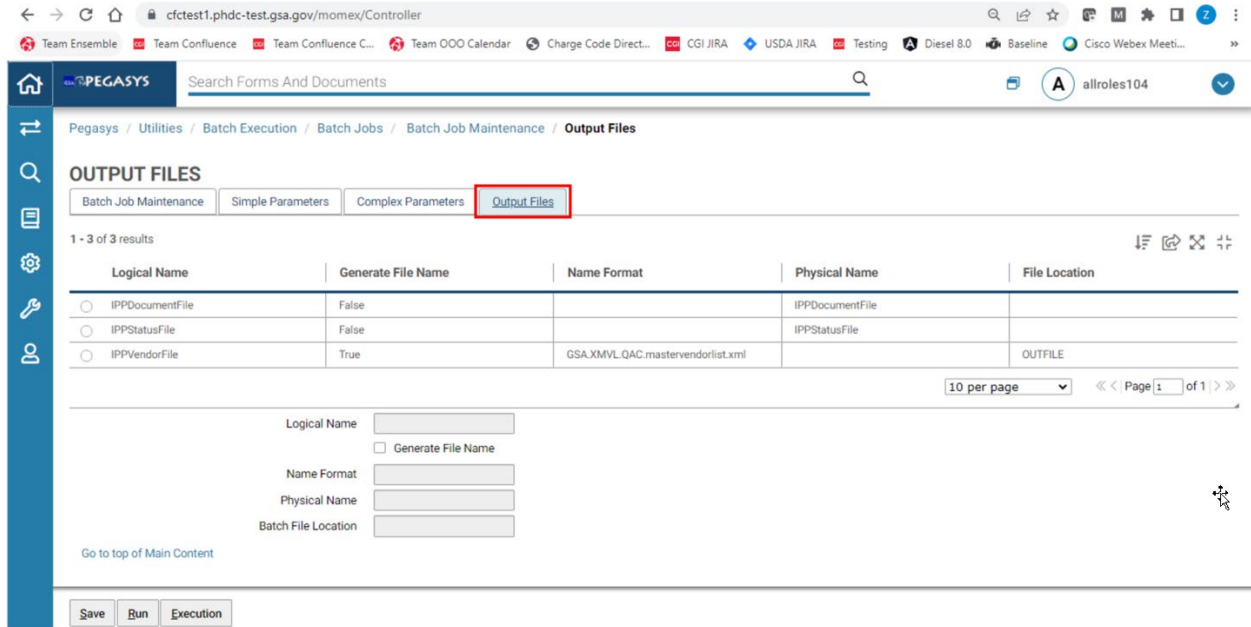
5. Select the returned result, then select **Open**.
6. Navigate to the **Simple Parameters** tab and confirm the simple parameters are set according to the Operations guide.

Figure 8: Batch Job Simple Parameters Tab



7. Navigate to the **Output Files** tab and confirm the parameters are set according to the Operations guide.

Figure 9: Batch Job Output Files Tab



8. If any configuration changes were made, select **Save**.
9. This process is scheduled to run on a daily basis in GSA’s Tivoli Scheduler. For an out-of-cycle request, the requestor can ask GSA OPS to bring in and run an instance of IPP_VNDEXP in Tivoli with an alias.

2.2.2 Review the Batch Execution in Pegasys

1. In Pegasys, navigate to Utilities > Batch Execution > Batch Job Executions.
2. Enter IPPVNDEXP into the Job ID field.
3. Select the returned result and select Details.
4. Review the listing of executions and confirm the job completed successfully with a Status Code 0, 4, or 8.

Figure 10: Batch Job Executions Page

Pegasys / Utilities / Batch Execution / Batch Job Executions / Batch Job Report

Batch Job Report

1 - 10 of 25 results

Start Time	Actual End Date Time	Completion	Status Code
<input checked="" type="radio"/> 03/30/2022 14:26:54	03/30/2022 14:27:31	True	0
<input type="radio"/> 03/21/2022 11:20:44	03/21/2022 11:21:13	True	0
<input type="radio"/> 03/11/2022 17:04:41	03/11/2022 17:05:16	True	0
<input type="radio"/> 03/10/2022 16:50:57	03/10/2022 16:51:26	True	0
<input type="radio"/> 03/04/2022 17:14:43	03/04/2022 17:15:07	True	0
<input type="radio"/> 02/14/2022 16:10:53	02/14/2022 16:11:20	True	0
<input type="radio"/> 12/07/2021 17:55:48	12/07/2021 17:56:18	True	0
<input type="radio"/> 11/23/2021 12:55:03	11/23/2021 12:55:33	True	0
<input type="radio"/> 11/11/2021 14:03:33	11/11/2021 14:04:01	True	0
<input type="radio"/> 11/10/2021 17:23:02	11/10/2021 17:23:28	True	0

10 per page << Page 1 of 3 >>

2.2.3 Confirming Vendor has been exported from Pegasys

1. In Pegasys, navigate to **Queries > Vendor > Vendor Review** to display the Vendor Review Screen.
2. Enter a **Vendor Code** to search.

Figure 11: Vendor Code Search Page

Pegasys / Queries / Vendor / Vendor Review

Vendor Review

Code

NAICS

3. Select the returned Vendor Record and select **Details**.

Figure 12: Vendor Search Results Item Collection

Vendor Codes	Address Code	UEI	DUNS Number	EFT Indicator	CAGE Code	AAC/DODAAC	Name	Address Type	Address Active Status	Address Name	Address Line 1	Address Line 2	Address Line 3	City
270087176	00001	TRKE	145969783		3YVK7		CGI FEDERAL INC.	Ultimate Parent Address	Active	CGI FEDERAL INC.	1350 BOUL RENE-LEVESQUE O 25E ETAGE			MONTREA
270087176	00001	TRKE	145969783		3YVK7		CGI FEDERAL INC.	Ultimate Domestic Parent Address	Active	CGI FEDERAL INC.	12601 FAIR LAKES CIR			FAIRFAX
270087176	00001	TRKE	145969783		3YVK7		CGI FEDERAL INC.	HQ Parent Address	Active	CGI FEDERAL INC.	12601 FAIR LAKES CIR			FAIRFAX
270087176	00001	TRKE	145969783		3YVK7		CGI FEDERAL INC.	Mailing Address	Active	CGI FEDERAL INC.	12601 FAIR LAKES CIRCLE			FAIRFAX
270087176	00001	TRKE	145969783		3YVK7		CGI FEDERAL INC.	Physical Address	Active	CGI FEDERAL INC.	12601 FAIR LAKES CIR			FAIRFAX
270087176	00001	TRKE	145969783		3YVK7		CGI FEDERAL INC.	Remittance Address	Active	CGI FEDERAL INC.	PO BOX 404922			ATLANTA

- Navigate to the Addresses tab, select the Address Code, then select the Address Level Vendor sub-tab.

Figure 13: Vendor Code Addresses Tab

Pegasys / Queries / Vendor / Vendor Review / Vendor / Addresses

ADDRESSES

Vendor **Addresses**

Address Level Vendor Socio-Economic Address Contacts PSC NAICS Codes SIC Payment Types Disaster Response Information

1 - 1 of 1 results

Address Code	Name	UEI	DUNS Number	CAGE Code
00001	CGI FEDERAL INC.	TRKEPTHEBNS	145969783	3YVK7

- On the Address Level Vendor sub-tab, confirm the IPP Publish Status is set to Exported.

Figure 14: Address Level Vendor Sub-tab

The screenshot shows the PEGASYS web application interface for the 'ADDRESS LEVEL VENDOR' sub-tab. The page is titled 'ADDRESS LEVEL VENDOR' and includes several tabs: 'Address Level Vendor', 'Socio-Economic', 'Address', 'Contacts', 'PSC', and 'NAICS Codes'. The 'Address Level Vendor' tab is active, displaying a form with the following fields and values:

- Legal business name: [Dropdown]
- Change Status: [Dropdown]
- Previous Legal Business Name: [Text Field]
- Taxpayer Name: CGI FEDERAL INC
- URL: http://www.cgifederal.cor
- EDI:
- EDI VAN Provider: [Text Field]
- Division: SUBSIDIARY OF CGI TECH
- Region Number: [Text Field]
- Debt Subject to Offset:
- Primary NAICS: 541519
- DODAAC:
 - Agency AAC/DODAAC: [Text Field]
 - AAC/DODAAC: [Text Field]
 - Default Mailing Address: [Text Field]
- VCSS Registration:
 - Transmit to VCSS:
 - Vendor Registration Number: 27008717600001000312
 - PIN: [Text Field]
 - Generate/Transmit PIN: [Button]
- IPP:
 - IPP Enabled:
 - Matched in IPP:
 - IPP Publish Status: Exported (highlighted with a red box)
 - Default IPP Payment Terms: 01-10-30
 - IPP ID: [Text Field]

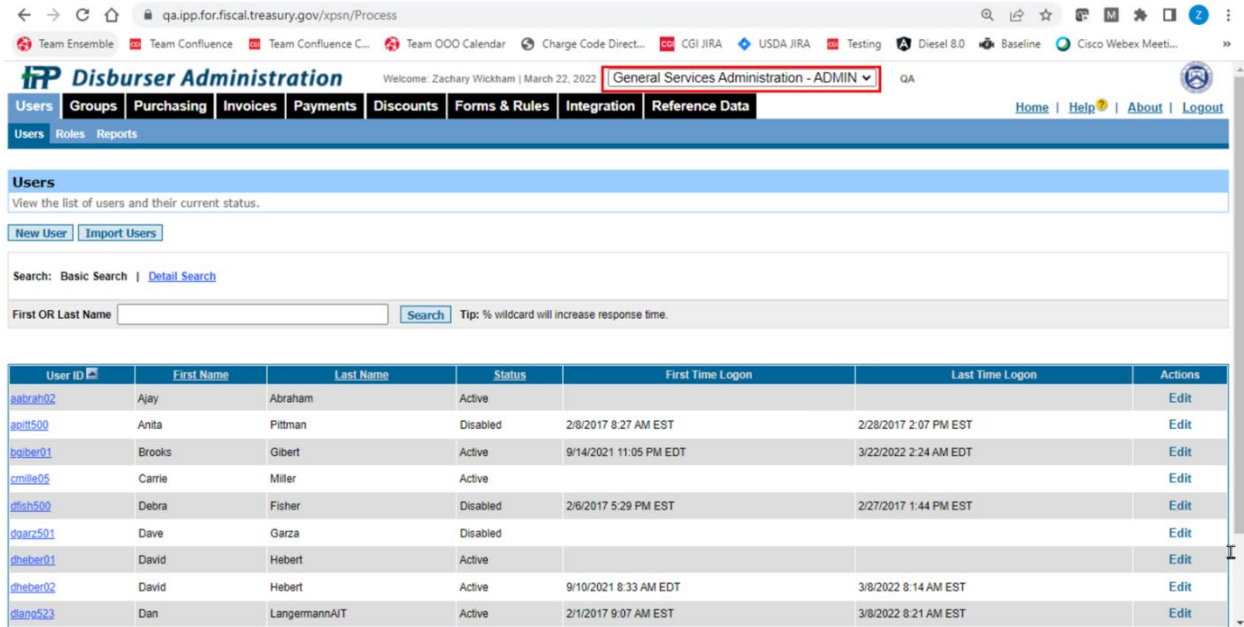
2.3 How do I Import Exported Pegasys Vendors into the IPP?

2.3.1 Execute the XMVL Upload Process in the IPP

This process is configured to automatically run daily at 7 a.m. ET. The following steps can be followed to run the process in an ad-hoc fashion.

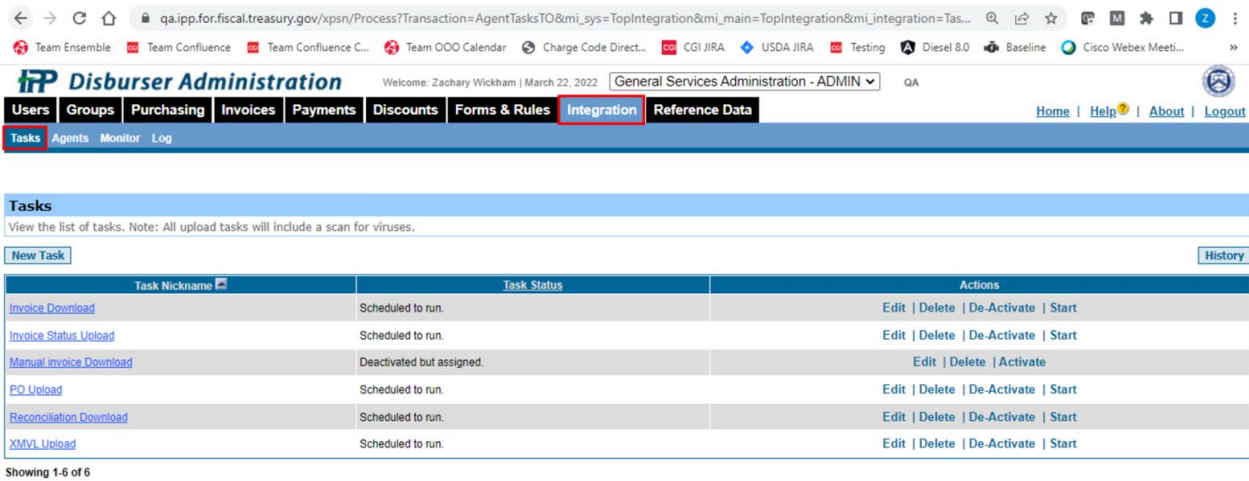
1. Login to the IPP Disburser site.
2. Switch the view to **General Services Administration - Admin** at the top of the page by selecting it from the dropdown.

Figure 15: IPP Disburser Admin Page



3. Navigate to Integration > Tasks.

Figure 16: IPP Disburser Admin - Integration Tab - Tasks Sub-Page



4. Run the **XMVL Upload** to import the IPP Enabled Vendor file by selecting **Start** next to the task under Actions.
5. Navigate to the **Log** sub-tab to confirm the XMVL Upload completed successfully.

Figure 17: IPP Disburser Admin - Integration Tab - Log Sub-Page

Log
View and query the log information. (All times are in EDT)

Query Parameters

Agent ID:

Task:

Status:

Date Range: From To

Summary

Total Files	Total Files Failed	Total Record Success	Record Exceptions	Record Failures	Total
4	0	0	0	0	

Details

Agent ID	Task	Status	Timestamp	Message
GSA-Pegasys	IPP XMVL Upload (xml)	1: File Success	3/21/2022 11:59:06 AM	TASK NAME: XMVL Upload FILENAME: GSA.XMVL.QAC.mastervendorlist.202203211120.xml_1647878346185.xml File uploaded successfully.
GSA-Pegasys	IPP XMVL Upload (xml)	1: File Success	3/12/2022 7:00:32 AM	TASK NAME: XMVL Upload FILENAME: GSA.XMVL.QAC.mastervendorlist.202203111604.xml_1647086432604.xml File uploaded successfully.
GSA-	IPP XMVL	1: File Success	3/11/2022 7:00:15 AM	TASK NAME: XMVL Upload FILENAME: GSA.XMVL.QAC.mastervendorlist.202203101550.xml_1647000015323.xml File uploaded successfully.

2.3.2 XMVL Report

The XMVL Report can be used to confirm the number of vendors uploaded.

1. Switch the view to General Services Administration (not Admin) at the top of the page by selecting it from the dropdown.
2. Navigate to Suppliers > Reports.
3. Select the XMVL Import Status.
4. Select the Report Type dropdown and select the XMVL Import Status Report option.
5. Enter the From and To Date Range.
6. Select Submit.

Figure 18: XMVL Report

Report Type: **XMVL Import Status Report**

Date Range: From **01/03/2022** To **05/03/2022**

Submit

File Name	Date	Imported By	Total #	# Succeeded	# Failed	# New	# Updated	Import Status	Comments	Action
GSA XMVL_QAC.mastervendorlist.202203301426.xml_1648666757757.xml(1)	3/30/2022 2:59:17 PM	IPP	348	347	1	344	3	Completed	Scheduled for Wed Mar 30 15:09:17 EDT 2022 Starting load Wed Mar 30 15:09:32 EDT 2022 Complete Wed Mar 30 15:11:03 EDT 2022 Complete Wed Mar 30 15:11:03 EDT 2022	

2.4 How do I Manually Match Vendors to Suppliers in the IPP?

Uploaded Vendors in the IPP can be matched by navigating to the suppliers tab via one of two methods depending on if the TIN sent to the IPP matches an existing IPP vendor or not.

1. Switch the view to **General Services Administration** at the top of the page by selecting it from the dropdown.

Figure 19: IPP Disburser Page

Welcome: Zachary Wickham **General Services Administration**

Quick Links

- Matched Supplier List
- Match Master Vendor List

Recently Viewed

Invoice	Supplier	Amount	Status
No invoices viewed.			

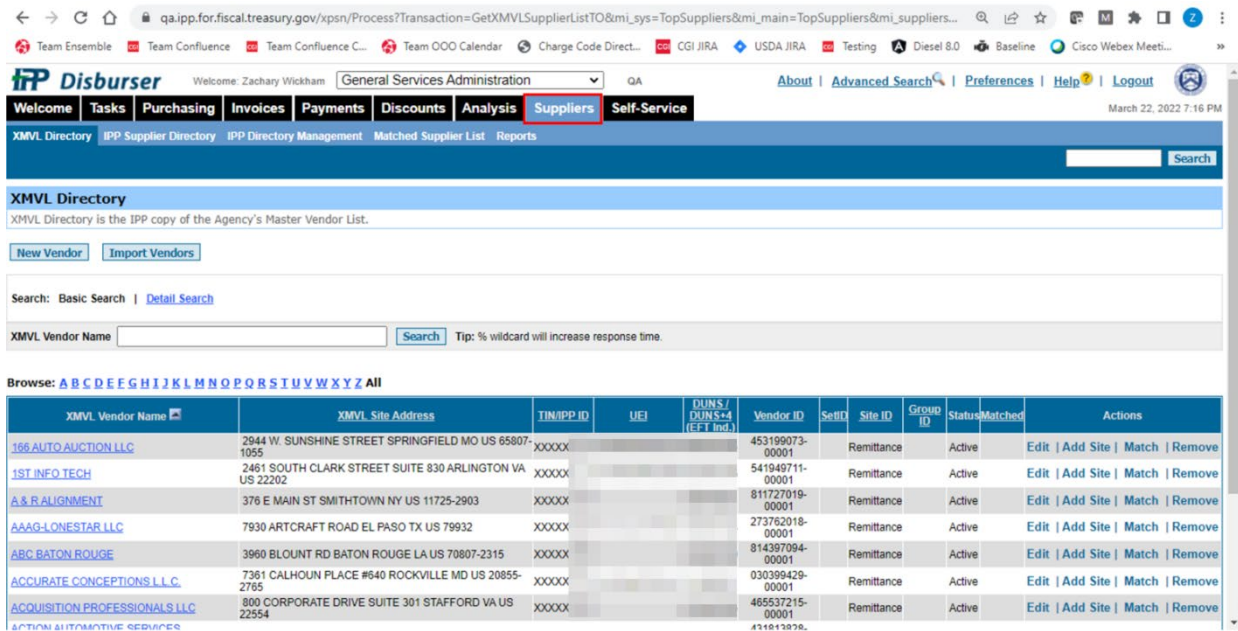
How To

- IPP Disburser User Guide
- Release Notes
- Download Adobe Reader

What's New?

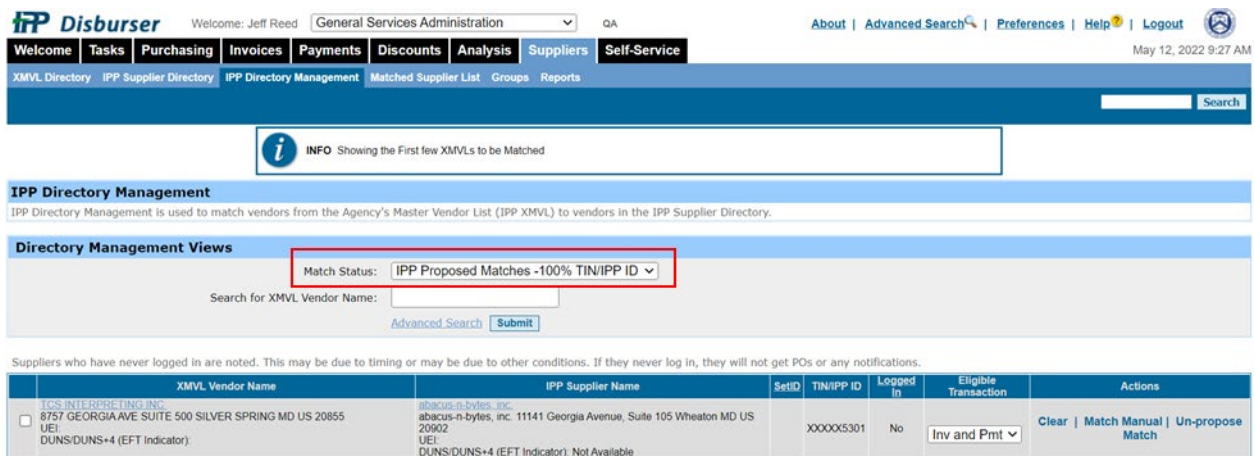
2. Navigate to the **Suppliers** tab.

Figure 20: IPP Disburser - Suppliers Tab - XMVL Directory Sub-Page



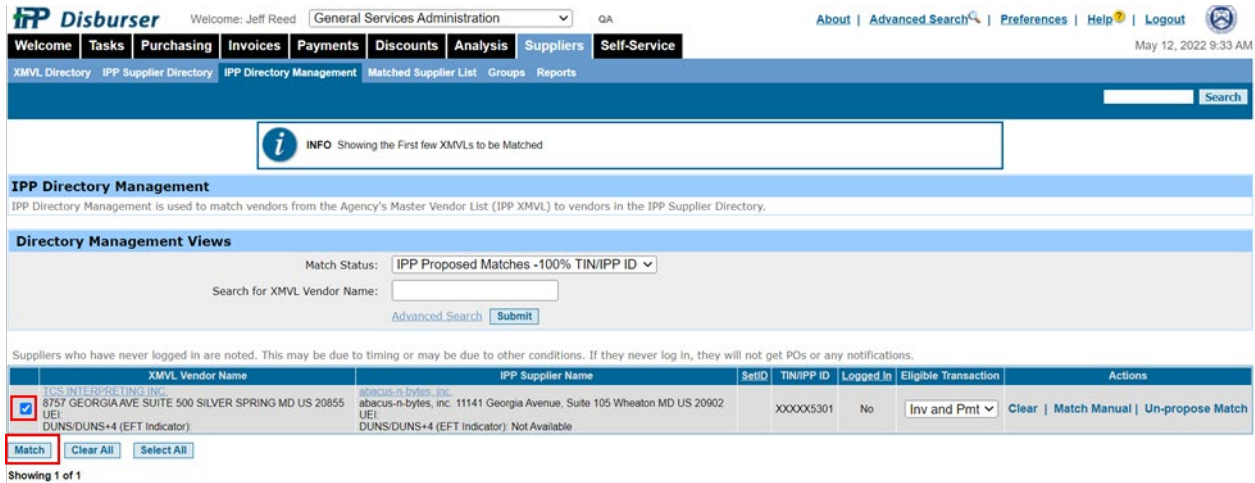
3. Select the **IPP Directory Management** sub tab. The Match Status dropdown setting of **IPP Proposed Matches - 100% TIN/IPP ID** will already be selected. This is the first option for matching vendors.

Figure 21: IPP Directory Management sub tab



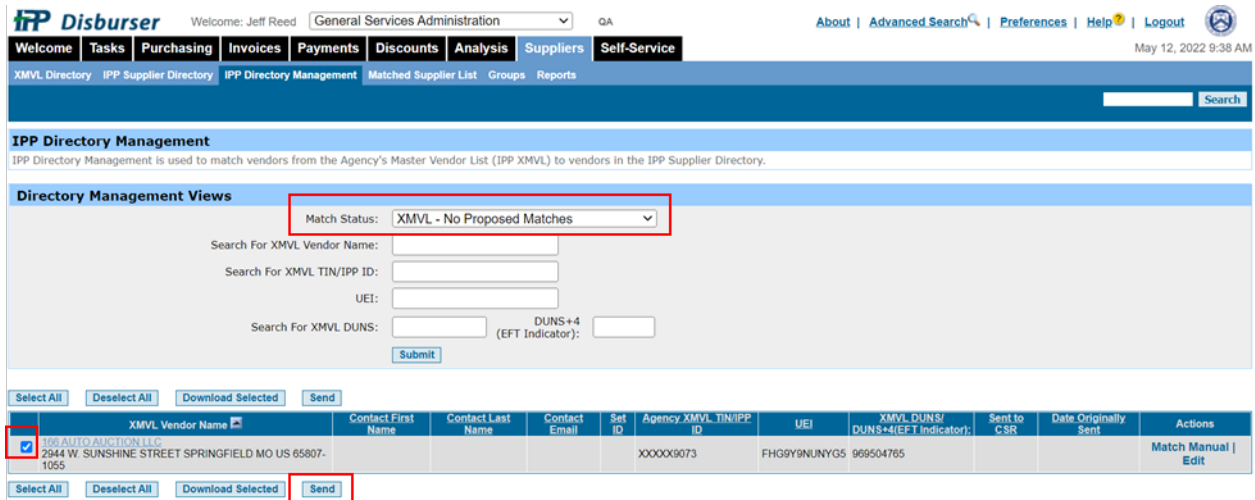
4. Toggle the check box to checked (true) next to the vendors you wish to match, and select the match button at the bottom of the item collection.

Figure 22: IPP Disburser - Suppliers Tab - IPP Directory Management- IPP Proposed Matches - 100% TIN/IPP ID



- Switch the match status dropdown to **XMVL - No Proposed Matches**, toggle the check box next to the desired vendors to true (checked) and select the send button.

Figure 23: IPP Disburser - Supplier Tab IPP Directory Management - XMVL - No Proposed Matches



- This will invite the vendors to the IPP to be signed up. Once they are signed up by the IPP (usually 3 to 5 business days) they will show up in the IPP Proposed Matches dropdown when 100% TIN/IPP ID is selected. Perform steps 3 and 4 in this section to match.

2.5 How do I mark Pegasys Vendor records as Matched in the IPP and configure their Default Payment Terms (if applicable)?

- Login to Pegasys.
- Navigate to **Reference > Vendor > Vendor Codes** to display the Vendor Codes Screen.

3. On the **Vendor Codes** page, enter a vendor to search.

Figure 24: Pegasys Search - Vendor Codes Page

The fields designated as (OFP) indicate the fields that are Optimized For Performance when executing a search on this page. Failure to populate at least one OFP field may result in a search that causes a system timeout and/or overall degraded system performance for all

Search Criteria

Code (OFP)	042925735	Address Code (OFP)	
UEI		Approval Status	
DUNS Number (OFP)		Address Type	
EFT Indicator		Address Active Status	
AAC/DODAAC		Region	
CAGE Code		Region Number	
Name (OFP)		Agency	
Legal Name		Bureau	
TIN		Agency Location Code	
Taxpayer Name		Security Organization (OFP)	
Vendor Category		Use For Payments	
Vendor Class		Use For Billing	
Vendor Group		Use for Procurement (OFP)	
Vendor Type		Prevent New Spending	
Default Payment Type		1099 Vendor	
Reporting Attribute		Miscellaneous	
Currency Code			

Search Clear

4. Select **Search** button to display the search results.
5. Select the vendor from the returned items.

Figure 25: Vendor Search Results Item Collection

1 - 3 of 3 results 🔍 🔄 🗑️

Vendor Codes	Address Code	UEI	DUNS Number	EFT Indicator	CAGE Code	AAC/DODAAC	Name	Address Type	Address Active Status	Address Name
<input checked="" type="radio"/> 042925735	00001						CGI INFORMATION MANAGEMENT INC	Mailing Address	Active	CGI INFOMATION MANAGEMENT INC
<input type="radio"/> 042925735	00001						CGI INFORMATION MANAGEMENT INC	Physical Address	Active	CGI INFOMATION MANAGEMENT INC
<input type="radio"/> 042925735	00001						CGI INFORMATION MANAGEMENT INC	Remittance Address	Active	CGI INFOMATION MANAGEMENT INC

10 per page | Page 1 of 1

6. Select **Open** to display the vendor information.
7. Select the **Addresses** tab.

Figure 26: Vendor Addresses Tab

PEGASYS Search Forms And Documents | nermirseferagic

Pegasys / Reference / Vendor / Vendor Codes / Vendor

VENDOR

[Vendor](#) [Addresses](#)

Expand All Collapse All

General

Code: 042925735

Name: CGI INFORMATION MANA

Alias:

Miscellaneous

Contracts Vendor

TIN Type: EIN

TIN:

Vendor Category: 1

Vendor Class:

Vendor Group:

Vendor Type: C

Active: Active

Approval Status: Reviewed

Security Org: PEGASYS

Vendor/Provider: Both

* Reporting Attribute: Non-Government

Agency:

Bureau:

Classification:

Effective Dates

Start Date:

End Date:

VCSS Registration

Transmit to VCSS

PIN:

Contact

Contact:

Phone:

Non-US Phone:

Title:

Fax:

Email:

8. Select an address from the returned items.

Figure 27: Vendor Addresses Item Collection

1 - 1 of 1 results

Address Code	Name	UEI
00001	CGI INFOMATION MANAGEMENT INC	

[Add](#) [Copy](#) [Remove](#)

9. Select the **Address Level Vendor** tab to display the Vendor Address Level Vendor screen.

Figure 28: Address Level Vendor Tab

The screenshot shows the PEGASYS interface for the 'ADDRESS LEVEL VENDOR' screen. The breadcrumb trail is: Pegasys / Reference / Vendor / Vendor Codes / Vendor / Addresses / Address Level Vendor. The 'Addresses' tab is selected. The main title is 'ADDRESS LEVEL VENDOR' and the 'Address Level Vendor' sub-tab is highlighted with a red box. Below the title, there are tabs for 'Socio-Economic', 'Address', 'Contacts', 'PSC', 'NAICS Codes', and a menu icon. The main content area is titled 'Item 1 of 1' and contains a form with the following fields:

- General Section:**
 - Address Code: 00001
 - UEI: [Empty]
 - DUNS Number: [Empty]
 - EFT Indicator: [Empty]
 - Immediate Parent UEI: [Empty]
 - Parent DUNS: [Empty]
 - HQ Parent UEI: [Empty]
 - HQ Parent DUNS: [Empty]
 - Ultimate Domestic Parent UEI: [Empty]
 - Ultimate Domestic Parent DUNS: [Empty]
 - Ultimate Parent UEI: [Empty]
 - Ultimate Parent DUNS: [Empty]
 - CAGE Code: [Empty]
 - CAGE Expiration Date: [Empty]
 - TIN: [Empty]
 - Name: CGI INFORMATION MANAC
- Right Side Section:**
 - Currency Code: USD
 - Use For Billing
 - Use For Procurement
 - Use For Payments
 - Prevent New Spending
 - Active Status: Active
 - Approval Status: Reviewed
 - Security Org: PEGASYS
 - Vendor Category: 1
 - Vendor Class: [Empty]
 - Vendor Group: [Empty]
 - * Vendor Type: C
 - Geographic Region: [Empty]
 - Agency Location Code: [Empty]
 - Default Bill Type/Type Of Transfer: Standard
 - External
 - SAM Registration Indicator: Required

Buttons at the bottom: [Audit](#) [Save](#)

10. Scroll down to the **IPP** section.
11. Select the **Matched in IPP** checkbox.
12. Default IPP Payment Terms can be entered in the **Default IPP Payment Terms** field (if applicable).

NOTES:

- a. Default IPP Payment Terms are not required in Pegasys.
- b. This field is Pegasys reference data and must be a valid entry.
- c. This value will be overwritten on the Purchase Order if IPP Payment Terms are entered on the Purchase Order.

Figure 29: Address Level Vendor IPP Fields

The screenshot shows the 'ADDRESS LEVEL VENDOR' form in the Pegasys system. The form is divided into several sections:

- Vendor Information:** Includes fields for Previous Legal Business Name, Taxpayer Name, URL, EDI (checkbox), EDI VAN Provider, Division, Region Number, Debt Subject to Offset (checkbox), and Primary NAICS (dropdown).
- DODAAC:** Includes Agency AAC/DODAAC, AAC/DODAAC, and a Default Mailing Address button.
- Vendor Registration:** Includes Vendor Registration Number, PIN, and a Generate/Transmit PIN button.
- IPP Section:**
 - Transmit to VCS (checkbox)
 - IPP Enabled (checkbox, checked, highlighted with a red box)
 - Matched in IPP (checkbox, checked, highlighted with a red box)
 - IPP Publish Status (dropdown)
 - Default IPP Payment Terms (dropdown, value: 05-10-30, highlighted with a red box)
 - IPP ID (text input)

13. Select the **Save** button.

3 Pegasys and IPP Reference Data Management Processes

IPP Administrators must establish the following types of reference data in the IPP:

1. Payment Terms
2. Units of Measure

3.1 How do I create and manage Payment Terms?

Payment terms are key to determining discounts offered by vendors that need to be established in both the IPP and Pegasys. The Payment terms field is a single field in Pegasys and the IPP but the reference table in the IPP breaks this down into percentage of discount offered, days to achieve discount, and net payment days.

This section addresses:

1. Adding a New Payment Term
2. Updating a payment Term
3. Removing a Payment Term

3.1.1 Adding a New Payment Term

1. Login to the **Disburser Administrator** module in the IPP as a user with permission to add payment terms.
2. Navigate to **Reference Data > Payment Terms** to display the **Manage Payment Terms** screen.
3. Select **New Payment Term**.

Figure 30: Disburser Administration - Reference Data - Manage Payment Terms - New Payment Term

Terms Code	Description	Net Days	Day of Month	Rank	Discount	Actions
001-15-30	0.001 Percent Discount in 15 Days Net 30	30	0	60	Yes	Update Remove
001-20-30	0.001 Percent Discount in 20 Days Net 30	30	0	70	Yes	Update Remove
002-20-30	0.002 Percent Discount in 20 Days Net 30	30	0	80	Yes	Update Remove
003-20-30	0.003 Percent Discount in 20 Days Net 30	30	0	90	Yes	Update Remove
005-10-30	0.005 Percent Discount in 10 Days Net 30	30	0	100	Yes	Update Remove
015-10-30	0.015 Percent Discount in 10 Days Net 30	30	0	140	Yes	Update Remove
001-10-30	0.01 Percent Discount in 10 Days Net 30	30	0	110	Yes	Update Remove
001-15-30	0.01 Percent Discount in 15 Days Net 30	30	0	120	Yes	Update Remove
001-20-30	0.01 Percent Discount in 20 Days Net 30	30	0	130	Yes	Update Remove
002-10-30	0.02 Percent Discount in 10 Days Net 30	30	0	150	Yes	Update Remove

Showing 1-10 of 73 | Previous | Next | Go to Page: 1

4. Populate the following fields:

- a. **Term Code (Required)**
 - i. Use the naming convention XX-YY-ZZ model where XX equals the amount of discount, YY equals the days given to achieve the discount and ZZ equals the net days to pay without the discount. For example, a standard two percent discount paid in ten days with a net payment of thirty days would be 02-10-30.

NOTE: The Term Code cannot be more than 10 characters to comply with Pegasys Reference Data requirements
- b. Description
- c. Net Day
- d. Rank
 - i. Note that the rank will determine if the vendor can offer discount terms to GSA. Only more favorable (lower ranked) terms than those provided on the purchase order can be offered by the vendor.
- e. Types

Figure 31: Disburse Administration - Reference Data - Create a Payment Term

The screenshot shows the 'Create a Payment Term' form in the IPP Disburser Administration system. The form is titled 'Create a Payment Term' and includes a sub-header 'Complete the form to create a payment term'. The form contains the following fields:

- * Term Code:** A text input field.
- * Description:** A text input field.
- * Net Days:** A dropdown menu with '30 Days' selected.
- * Rank:** A text input field with a note: 'Enter the rank from your ERP system for Payment terms.'
- * Types:** A dropdown menu with 'NET' selected.

At the bottom left of the form, there are two buttons: 'Save' and 'Cancel'.

5. Select the **Save** button.

3.1.2 Updating an existing Payment Term

In the **IPP Disburser Administration** module, navigate to **Reference Data > Payments Terms**.

Select the **Update** button to update information related to the payment term. Updating payment terms should be a rare event. Please note that changes cannot be made once a payment term has been used.

Figure 32: Disburser Administration - Reference Data - Manage Payment Terms - Update

The screenshot shows the 'Disburser Administration' web application. The top navigation bar includes 'Users', 'Groups', 'Purchasing', 'Invoices', 'Payments', 'Discounts', 'Forms & Rules', 'Integration', and 'Reference Data'. The 'Reference Data' section is active, with sub-menus for 'ERP SetID', 'Cost Centers', 'Payment Terms', 'Department ID', 'Business Units', and 'Units of Measure'. The 'Payment Terms' sub-menu is selected. Below the navigation is a 'Manage Payment Terms' section with a description: 'Add, update or remove payment terms for use in IPP invoices. These terms should be the same as terms in your ERP system.' There is a 'New Payment Term' button and a 'History' button. A table lists three payment terms:

Terms Code	Description	Net Days	Day of Month	Rank	Discount	Actions
.001-15-30	0.001 Percent Discount in 15 Days Net 30	30	0	60	Yes	Update Remove
.001-20-30	0.001 Percent Discount in 20 Days Net 30	30	0	70	Yes	Update Remove
.002-20-30	0.002 Percent Discount in 20 Days Net 30	30	0	80	Yes	Update Remove

3.1.3 Removing an existing Payment Term

Select the **Remove** button to delete a payment term. Note that a payment term cannot be deleted once used.

Figure 33: Disburser Administration - Reference Data - Manage Payment Terms Sub-Page

The screenshot shows the 'Disburser Administration' web application. The top navigation bar includes 'Users', 'Groups', 'Purchasing', 'Invoices', 'Payments', 'Discounts', 'Forms & Rules', 'Integration', and 'Reference Data'. The 'Reference Data' section is active, with sub-menus for 'ERP SetID', 'Cost Centers', 'Payment Terms', 'Department ID', 'Business Units', and 'Units of Measure'. The 'Payment Terms' sub-menu is selected. Below the navigation is a 'Manage Payment Terms' section with a description: 'Add, update or remove payment terms for use in IPP invoices. These terms should be the same as terms in your ERP system.' There is a 'New Payment Term' button and a 'History' button. A table lists three payment terms:

Terms Code	Description	Net Days	Day of Month	Rank	Discount	Actions
.001-15-30	0.001 Percent Discount in 15 Days Net 30	30	0	60	Yes	Update Remove
.001-20-30	0.001 Percent Discount in 20 Days Net 30	30	0	70	Yes	Update Remove
.002-20-30	0.002 Percent Discount in 20 Days Net 30	30	0	80	Yes	Update Remove

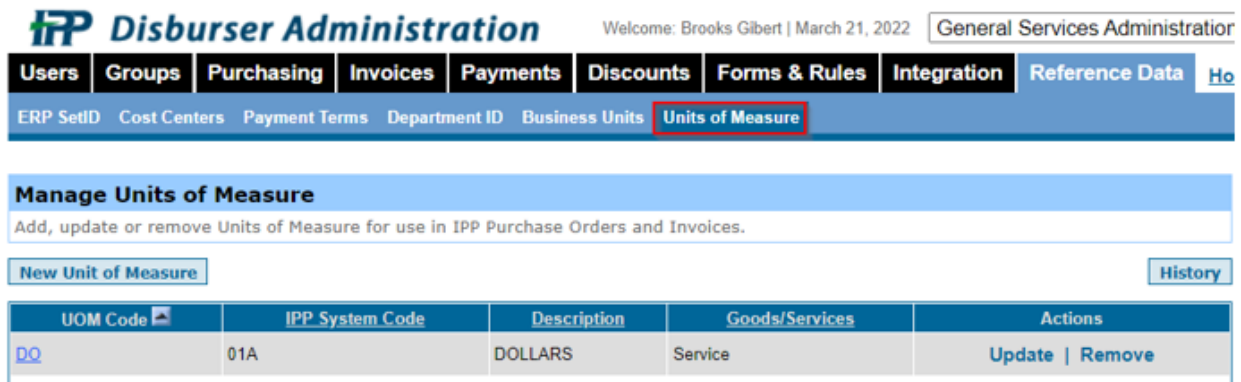
3.2 How do I create and manage Units of Measure?

Units of Measure in Pegasys have been configured to map to dollars (DO) in the IPP, which is listed as a service. Therefore, after the initial setup of the DO unit of measure in the IPP, changes will be made in Pegasys only.

3.2.1 Create a new Unit of Measure

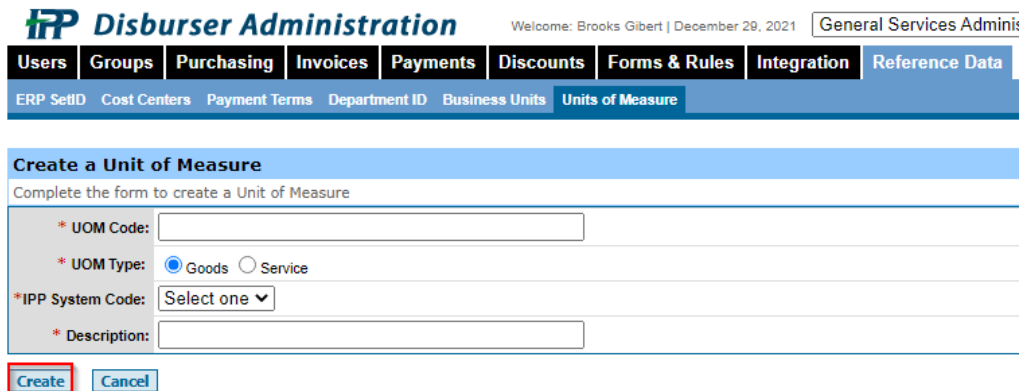
1. Login to the **Disburser Administrator Module** in the IPP as a user with permission to add a Unit of Measure.
2. Navigate to Reference Data > Unit of Measure to display the Unit of Measure Screen.

Figure 34: Disburser Administration - Reference Data - Manage Units of Measure Sub-Page



3. Select New Units of Measure to display the Create Unit of Measure screen.

Figure 35: Disburser Administration - Reference Data - Create a Unit of Measure Sub-Page



4. Populate the following fields: (below shows the values for the DO UOM).
 - a. UOM Code: DO
 - b. UOM Type: Service
 - c. IPP System Code: 01A
 - d. Description: Dollars
5. Select the **Create** button.

3.3 How do I maintain the IPP Forms and Rules

The IPP Forms and Rules tab allows users to update the data entry rule sets predetermined during the initial configuration of the IPP. These rules sets will not need to be changed very often, and consulting an IPP technical representative before making updates is recommended. The Forms and Rules Tab has several sub-tabs. However, the only tabs configured for GSA are:

- Presentations
- Rule Sets
- PO Types

3.3.1 Self Service How do I update Forms and Rules?

In the **IPP Disburser Administration** module, navigate to the Forms and Rules tab.

Select the subtab button you want to update (example “Rule Sets”). Find the rule set that needs to be updated. “GSA-Tol” is the main rule set used for GSA. Press the edit button to edit the tolerances, or press the Edit Rules button to edit the individual rules related to an order in the IPP.

Figure 36: Rule Sets

Name	Type	Description	Actions
GSA FLEET Self Service Tolerances	Invoice	GSA FLEET Self Service Tolerances (Service to/from prohibited)	Edit Edit Rules
GSA FLEET Tol	Invoice	GSA FLEET Tolerances (Service to/from prohibited)	Edit Edit Rules
GSA Self Service	Invoice	GSA Self Service	Edit Edit Rules
GSA Tol	Invoice	GSA Tolerances	Edit Edit Rules
Standard Invoice Rules	Invoice	Standard Invoice Rules	Edit Edit Rules

Showing 1-5 of 5

Figure 37: Rules - Tolerances

Rule Set General Information

Name:
 Type:
 Description:
 Enforce Attachments:

PO Tolerance Information (Applies only to invoice rule set type)

Enable PO Tolerance Check:
 Enable Split Line Functionality:
 Copy PO User-Defined Fields Data to Invoice:

General Tolerance Information

Goods UOM		Services UOM	
Unit Price Check: <input checked="" type="radio"/> Ceiling <input type="radio"/> Floor <input type="radio"/> Both	<input type="text"/>	<input checked="" type="radio"/> Ceiling <input type="radio"/> Floor <input type="radio"/> Both	<input type="text"/>
Unit Price Tolerance: <input type="text" value="0"/> USD Only	<input type="text"/>	<input type="text" value="0"/> USD Only	<input type="text"/>
% Unit Price Tolerance: <input type="text" value="0"/> %	<input type="text"/>	% Unit Price Tolerance: <input type="text" value="0"/> %	<input type="text"/>
Extended Price Check: <input checked="" type="radio"/> Ceiling <input type="radio"/> Floor <input type="radio"/> Both	<input type="text"/>	<input checked="" type="radio"/> Ceiling <input type="radio"/> Floor <input type="radio"/> Both	<input type="text"/>
Extended Price Tolerance: <input type="text" value="0"/> USD Only	<input type="text"/>	<input type="text" value="0"/> USD Only	<input type="text"/>
% Extended Price Tolerance: <input type="text" value="0"/> %	<input type="text"/>	% Extended Price Tolerance: <input type="text" value="0"/> %	<input type="text"/>
Quantity Check: <input checked="" type="radio"/> Ceiling <input type="radio"/> Floor <input type="radio"/> Both	<input type="text"/>	<input checked="" type="radio"/> Ceiling <input type="radio"/> Floor <input type="radio"/> Both	<input type="text"/>
Quantity Tolerance: <input type="text" value="0"/> %	<input type="text"/>	Quantity Tolerance: <input type="text" value="0"/> %	<input type="text"/>
% Quantity Tolerance: <input type="text" value="0"/> %	<input type="text"/>	% Quantity Tolerance: <input type="text" value="0"/> %	<input type="text"/>

Tax Options

Taxable:
 Allow Zero Value for Taxable:

PO Distribution Options

Quantity Distribution: Proportional Sequential
 Enable Rounding:

The Edit Rules Subtab has several sub-tabs:

- Header
- Remit to
- Bill to
- Line Item
- Distribution
- Summary
- Header Accounting (not used by GSA)

Figure 38: Rule Sets - Line Items

Disbursement Administration | Welcome, Jeff Reed | December 4, 2022 | General Services Administration - ADMIN | GSA

Users | Groups | Purchasing | Invoices | Payments | Discounts | Forms & Rules | Integration | Reference Data | Home | Help | About | Logout

Documentation | Rule Sets | Custom Fields | PO Types | RDR | ASN | Invoices | UOM | Invoice Batch | Set Screen | ASN Configuration

Rule Set Fields Validated:
 Select the fields that you want to require validation. Click on "Edit" to configure the validation type and parameters. If you edit a field currently not in use, it will be changed to in use after Edit is complete.

Header | Remit To | Bill To | Line Item | Distribution | Summary | Header Accounting

Use Field	Invoice Fields	Actions
<input type="checkbox"/>	Allowance Charges	Edit
<input type="checkbox"/>	Bill Of Lading	Edit
<input type="checkbox"/>	Buyer Catalog Number	Edit
<input type="checkbox"/>	Buyer Part Number (Item Code)	Edit
<input type="checkbox"/>	City Tax Amount	Edit
<input type="checkbox"/>	City Tax Percentage	Edit
<input type="checkbox"/>	County Tax Amount	Edit
<input type="checkbox"/>	County Tax Percentage	Edit
<input type="checkbox"/>	Country Of Origin	Edit
<input type="checkbox"/>	Deposit Amount	Edit
<input type="checkbox"/>	Dispute Comment	Edit
<input type="checkbox"/>	Dispute Date	Edit
<input type="checkbox"/>	District Tax Amount	Edit
<input type="checkbox"/>	District Tax Percentage	Edit
<input type="checkbox"/>	Due Date	Edit
<input type="checkbox"/>	Line Item Gross Total	Edit
<input type="checkbox"/>	Line Discount Percent	Edit
<input type="checkbox"/>	Line Discount Value	Edit
<input type="checkbox"/>	Line Item Alternate UOM	Edit
<input type="checkbox"/>	Line Item Note	Edit
<input type="checkbox"/>	Line Item Percent Tax	Edit
<input checked="" type="checkbox"/>	Line Item Quantity - Goods	Edit
<input checked="" type="checkbox"/>	Line Item Quantity - Services	Edit

Press the edit button for an individual item to field (example - Line Item Quantity - Services) - Make needed changes and press the submit button.

Figure 39: Rule Sets - Line Items - Line Items Quantity - Services

The screenshot displays the 'Rule Sets' configuration page in the IPP Disburser Administration system. The page is titled 'Field Validation Details' and shows configuration for the field 'Line Item Quantity - Services'. Key sections include:

- Attributes:** Field Name: Line Item Quantity - Services; Required Value (Not Nulltable): ; Severity: Warning Only Error; Default Value (if not specified by Supplier): ; Alias Name (Custom buyer specific name): ; Field Type: Numeric.
- Lookup Configurations:** Add Field Lookup button.
- Validation Parameters:** Current Type: Float; Zero Value Allowed: ; Negative Value Allowed: ; Force Negative Value: ; From Float: ; To Float: ; Number of Decimal Places Allowed: .
- OR Change Validation Type:** Change To: .
- Validation Conditions:** A table with columns for ID, Field Name, Operator, Value, and Connector. Below the table are buttons for 'Add Conditions', 'Remove Last Condition', and 'Delete All Conditions'. A 'Please Note for Validation Condition Field VALUE:' section provides instructions for entering values and operators.

3.4 How do I maintain Interface Management in the IPP

There are five active tasks or interfaces provided via the IPP Disburser Module providing users with the ability to transfer files between IPP and Pegasys:

- Invoice Download
- Invoice Status Upload
- Manual Invoice Download (copy of invoice download)
- PO Upload
- Reconciliation Download
- XMVL Upload (Vendors)

Interfaces are maintained through the Integration tab in the IPP. Press the edit button by the individual task (example PO Upload) to edit the properties of the individual task. Note that it is recommended to consult the IPP before making updates as these settings were configured at implementation and can cause integration issues if incorrectly updated.

Figure 40: Integration Tasks

IPP Disbuser Administration Welcome: Jeff Reed | December 4, 2022 General Services Administration - ADMIN QA

Users Groups Purchasing Invoices Payments Discounts Forms & Rules Integration Reference Data Home Help About Logout

Tasks Agents Monitor Log

Tasks

View the list of tasks. Note: All upload tasks will include a scan for viruses.

New Task History

Task Nickname	Task Status	Actions
Invoice Download	Scheduled to run.	Edit Delete De-Activate Start
Invoice Status Upload	Scheduled to run.	Edit Delete De-Activate Start
Manual invoice Download	Deactivated but assigned.	Edit Delete Activate
PO Upload	Scheduled to run.	Edit Delete De-Activate Start
Reconciliation Download	Scheduled to run.	Edit Delete De-Activate Start
Vendor Upload	Scheduled to run.	Edit Delete De-Activate Start

3.5 How do I maintain the Pegasys-IPP Crosswalk?

The IPP Crosswalk maintenance tables allows agencies to configure the IPP specific code value for the unit of measure codes in Pegasys, define the unit of measure as a good or service, and define a default unit of measure code. In addition, the IPP Crosswalk maintenance table allows agencies to send IPP specific user ID's to IPP for approval routing in the IPP system. Please note that approvals are not configured in the IPP.

3.5.1 Access the IPP Crosswalk Maintenance Table

To access the IPP Crosswalk tables:

1. Navigate to Reference > Purchasing > IPP Crosswalk.
2. Enter the Code (IPP).
3. Select Search.

Figure 41: IPP Crosswalk Search

Search Criteria

Partition

Code

Name

Short Name

Status

Security Org

Effective Dates

Start Date

End Date

1 - 1 of 1 results

Partition	Code	Name	Short Name	Status	Start Date	End Date	Security Org
	IPP	IPP XWLK		Active			PEGASYS

10 per page Page 1 of 1

The IPP Crosswalk is presented using the following four sections with a separate tab for each section.

- IPP Crosswalk
- IPP Unit of Measure
- IPP Approvers
- IPP State Converter

3.5.1.1 IPP Crosswalk Tab

Select the IPP Crosswalk tab to display the IPP Crosswalk screen.

Figure 42: IPP Crosswalk

The following actions are available.

- Save - Select to save the item.
- Audit - Select to generate an audit log query.

3.5.1.2 IPP Unit of Measure Tab

Select the IPP Unit of Measure tab to display the IPP Unit of Measure screen.

Figure 43: IPP Crosswalk - Unit of Measure

Commodity Unit	IPP Unit of Measure	Good/Service	Default
<input type="radio"/> 01	DO	Service	False
<input type="radio"/> 12	DO	Service	False
<input checked="" type="radio"/> BD	DO	Service	False
<input type="radio"/> BG	DO	Service	False
<input type="radio"/> B0	DO	Service	False
<input type="radio"/> BX	DO	Service	False
<input type="radio"/> CG	DO	Service	False
<input type="radio"/> CT	DO	Service	False
<input type="radio"/> DA	DO	Service	False
<input type="radio"/> DO	DO	Service	False

Enter a value for **Commodity Unit** then Select **Search** to display details for the **IPP Unit of Measure**. Alternatively, select **Search** without entering any value to display all Commodity Units, and then select a **Commodity Unit** from the returned values.

Actions available for IPP Units of Measure are Add and Remove.

- **Add** - Select the Add button to add a new Unit of Measure. The following fields must be populated:
 - o **Commodity Unit** - A code designating the commodity unit.
 - o **Default** - Select whether the IPP Unit of Measure should default or not.
 - o **Good/Service** - Designates whether the IPP Unit of Measure is a good or a service.
 - o **IPP Unit of Measure** - The unit of measure of code transmitted to IPP on the IPP Document Export file.
- **Remove** - Select an **IPP Unit of Measure** from the results list and Select Remove to delete the Unit of Measure.
- **Save** - Select to save the item.
- **Audit** - Select to generate an audit log query.

3.5.1.3 IPP Approvers Tab

IPP Approvers are part of workflow, which is not configured for GSA.

Figure 44: IPP Crosswalk - Approvers

3.5.1.4 IPP State Converter Tab

The **State Converter Tab** is used to resolve the rare instances where the state abbreviation is the same across multiple countries or states. An example is CO, which is an abbreviation for both Colorado and Coahuila in Mexico. Note that the IPP only has this issue with the US, Mexico, and Canada as addresses outside of North America use a different format that does not require the converter.

Figure 45: IPP Crosswalk - State Converter

Pegasys / Reference / Purchasing / IPP / IPP Crosswalk / IPP Crosswalk / **IPP State Converter**

IPP STATE CONVERTER

IPP Crosswalk | IPP Unit of Measure | IPP Approvers | **IPP State Converter**

Search Criteria

State Code ☆

IPP State Code

1 - 1 of 1 results

State Code	IPP State Code
<input checked="" type="checkbox"/> NL	NF

▾

3.6 How do I maintain IPP Payment Terms in Pegasys?

The IPP Payment Terms maintenance table is used for establishing and maintaining IPP Payment Terms for use on Pegasys Orders and Invoices interfacing with the IPP. This allows the user to establish identical payment terms data in Pegasys that should correspond to IPP Payment Terms data within the IPP.

3.6.1 Create a new IPP Payment Term

1. Navigate to Reference > Purchasing > IPP Payment Terms.
2. Select New to create a new IPP Payment Term. The IPP Payment Terms screen is displayed.

Figure 46: IPP Payment Terms

3. Enter the Payment Term data making sure to populate the following required fields.
 - a. Code
 - b. Name
 - c. Security Org
 - d. Net Days
4. Select **Save**.

3.6.2 Edit an existing IPP Payment Term

1. Navigate to Reference > Purchasing > IPP Payment Terms.
2. Select Search without entering any values to return all IPP Payment Terms.

Figure 47: IPP Payment Terms - Search

Pegasys / Reference / Purchasing / IPP / Search - IPP Payment Terms

Search - IPP Payment Terms

Search Criteria

Code

Name

Short Name

Status

Security Org

Net Days

Discount Type

Effective Dates

Start Date

End Date

3. Select a **Payment Term** to change.

Figure 48: IPP Payment Terms - Search Results

1 - 10 of 77 results

Code	Name	Short Name	Status	Start Date	End Date	Net Days	Discount Type
<input checked="" type="radio"/> .001-15-30	.001-15-30		Active			30	Standard
<input type="radio"/> .001-20-30	.001-20-30		Active			30	Standard
<input type="radio"/> .002-20-30	.002-20-30		Active			30	Standard
<input type="radio"/> .003-20-30	.003-20-30		Active			30	Standard
<input type="radio"/> .005-10-30	.005-10-30		Active			30	Standard
<input type="radio"/> .015-10-30	.015-10-30		Active			30	Standard
<input type="radio"/> 0.01-10-30	0.01-10-30		Active			30	Standard
<input type="radio"/> 0.01-15-30	0.01-15-30		Active			30	Standard
<input type="radio"/> 0.01-20-30	0.01-20-30		Active			30	Standard
<input type="radio"/> 0.02-10-30	0.02-10-30		Active			30	Standard

10 per page << < | F

4. Select **Open** to display the IPP Payment Terms screen for the selected payment term.

Figure 49: IPP Payment Terms Detail Screen 1

Pegasys / Reference / Purchasing / IPP / IPP Payment Terms / IPP Payment Terms

IPP Payment Terms

General

* Code

* Name

Short Name

Status

* Security Org

* Net Days

Discount Type

Effective Dates

Start Date

End Date

Description

Description

[Go to top of Main Content](#)

5. Make the necessary changes and select **Save**.

Figure 50: IPP Payment Terms Detail Screen 2

Pegasys / Reference / Purchasing / IPP / IPP Payment Terms / IPP Payment Terms

IPP Payment Terms

General

* Code

* Name

Short Name

Status

* Security Org

* Net Days

Discount Type

Effective Dates

Start Date

End Date

Description

Description

[Go to top of Main Content](#)

4 IPP Self-service Invoicing Processes

4.1 How do I create invoices using Self-Service in the IPP?

Use the Self-Service > Add Invoices page to “flip” POs / BPOs to invoices or credit memos. You can create invoices from any of the following:

- PO
- Blanket PO
- Blank form - Non-PO
- Copy a previous invoice

4.1.1 Searching for Vendors

To search for POs by vendor:

1. From the Self-Service tab, select the Add Invoices sub-tab.

Figure 51: IPP Disburser - Self Service - Add Invoices 1

The screenshot shows the 'Add Invoices' page in the IPP Disburser system. The navigation bar includes 'Welcome', 'Tasks', 'Purchasing', 'Invoices', 'Payments', 'Discounts', 'Analysis', 'Suppliers', and 'Self-Service'. The 'Add Invoices' sub-tab is active. The page is titled 'Create Standard Invoice' and has a 'Create Invoice' button. Below this, there are two main sections for narrowing search results:

- Narrow your selection by providing Vendor Name or Vendor ID.** This section contains two rows of input fields:
 - 'XMVL Vendor Name' with an 'Exact Match' checkbox and a 'Search' button. A tip says: 'Use Search to select a specific vendor. Tip: Use % for wildcard'.
 - 'Vendor ID' with an 'Exact Match' checkbox.
- Narrow your selection by providing Additional Attributes (optional)** This section contains three rows of input fields:
 - 'PO Number' with an 'Exact Match' checkbox and the tip: 'Select PO number to pre-populate invoice'.
 - 'T&U Invoice Number' with an 'Exact Match' checkbox and the tip: 'Select existing T&U invoice number to clone initial data'.
 - 'PO Based Invoice Number' with an 'Exact Match' checkbox and the tip: 'Select existing PO Based invoice number to clone initial data'.

A 'Next >>' button is located at the bottom right of the form.

2. Type the name of the vendor in the XMVL Vendor Name field, if known.
3. Select the Exact Match check box, if you know the complete vendor name; otherwise, type a partial name. Use the “%” as the wildcard.
4. Type a PO number, Blanket PO number, or invoice number, if known. Use the “%” as the wildcard.
5. Select Next to advance to the PO List page.

Figure 52: IPP Disburser - Self Service - Add Invoices 2

Create Standard Invoice

Create Invoice

Narrow your selection by providing Vendor Name or Vendor ID.

XMLV Vendor Name:	<input type="text" value="CGI FEDERAL INC."/>	<input checked="" type="checkbox"/> Exact Match	<input type="button" value="Search"/>	Use Search to select a specific vendor. Tip: Use % for wildcard
Vendor ID:	<input type="text" value="270087176-00001"/>	<input checked="" type="checkbox"/> Exact Match		

Narrow your selection by providing Additional Attributes (optional)

PO Number:	<input type="text"/>	<input type="checkbox"/> Exact Match	Select PO number to pre-populate invoice.
T&U Invoice Number:	<input type="text"/>	<input type="checkbox"/> Exact Match	Select existing T&U invoice number to clone initial data.
PO Based Invoice Number:	<input type="text"/>	<input type="checkbox"/> Exact Match	Select existing PO Based Invoice number to clone initial data.

NOTE: IPP populates the PO/BPO selection page based on the search criteria; otherwise, IPP lists all available PO/BPO/Invoices.

IPP displays POs/BPOs on Hold but does not allow you to create an invoice or credit memo.

Figure 53: Add Invoices - Self Service - Add Invoices 3 - PO List

Welcome: Brooks Gilbert

General Services Administration

[About](#) | [Advanced Search](#) | [Preferences](#) | [Help](#) | [Logout](#)

Welcome
Tasks
Purchasing
Invoices
Payments
Discounts
Analysis
Suppliers
Self-Service

December 31, 2021 12:29 PM

Add Invoices
Inquire
Settings

PO List (select a PO to create an Invoice or create a PO work list)
Hide List

Refine your list further by entering PO Number:

Refine your list further by entering XMLV Vendor Name:

OR Vendor ID:

Exact Match
 Exact Match

	PO#	XMLV Vendor Name	Vendor ID	PO Date	Action
<input type="checkbox"/>	CO202111750002700871760098-0	CGI FEDERAL INC.	270087176-00001	Nov 17, 2021	Create Invoice
<input type="checkbox"/>	CO202111870002700871760111-0	CGI FEDERAL INC.	270087176-00001	Nov 18, 2021	Create Invoice
<input type="checkbox"/>	CO2021112290002700871760115-0	CGI FEDERAL INC.	270087176-00001	Nov 22, 2021	Create Invoice
<input type="checkbox"/>	CO2021112390002700871760122-0	CGI FEDERAL INC.	270087176-00001	Nov 23, 2021	Create Invoice
<input type="checkbox"/>	CO2021112390022700871760125-0	CGI FEDERAL INC.	270087176-00001	Nov 23, 2021	Create Invoice

Create Invoice For Selected POs

Showing 1-5 of 5

T&U Invoice List (select an invoice to copy)
Hide List

Refine your list further by entering Invoice Number:

Exact Match

Invoice #	XMLV Vendor Name	Vendor ID	Invoice Date	Action
No Invoice's matching the selection criteria were found.				

PO based Invoice List (select an Invoice to copy)
Hide List

Refine your list further by entering Invoice Number:

Refine your list further by entering XMLV Vendor Name:

OR Vendor ID:

Exact Match
 Exact Match

Invoice #	PO #	XMLV Vendor Name	Vendor ID	Invoice Date	Action
Test	CO202111870002700871760111-0	CGI FEDERAL INC.	270087176-00001	Nov 22, 2021	Copy Invoice
From collector	CO_TEST12700871760049-0	CGI FEDERAL INC.	270087176-00001	Nov 22, 2021	Copy Invoice
From collector2	CO202111750002700871760098-0	CGI FEDERAL INC.	270087176-00001	Nov 22, 2021	Copy Invoice
From collector3	CO2021112290002700871760115-0	CGI FEDERAL INC.	270087176-00001	Nov 23, 2021	Copy Invoice
Unit Test	CO2021112390002700871760122-0	CGI FEDERAL INC.	270087176-00001	Nov 24, 2021	Copy Invoice
RNRTSTCIPP105	CO2021112390022700871760125-0	CGI FEDERAL INC.	270087176-00001	Dec 8, 2021	Copy Invoice
RNRTSTCIPP1052	CO2021112390022700871760125-0	CGI FEDERAL INC.	270087176-00001	Dec 8, 2021	Copy Invoice
RNRTSTCIPP1053	CO2021112390002700871760122-0	CGI FEDERAL INC.	270087176-00001	Aug 2, 2021	Copy Invoice
RNRTST1	CO2021112290002700871760115-0	CGI FEDERAL INC.	270087176-00001	Dec 10, 2021	Copy Invoice
RNRTST2	CO2021112290002700871760115-0	CGI FEDERAL INC.	270087176-00001	Dec 10, 2021	Copy Invoice

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4.1.2 Flipping POs to Create an Invoice

You can create an invoice by selecting the purchase order or blanket PO.

To create an invoice from a PO or Blanket PO

1. From the Disburser Self-Service tab, select the **Add Invoices** sub-tab.

Figure 54: IPP Disburser - Self-Service - Add Invoices 4

2. Enter the name of the vendor in the **XMVL Vendor Name** field and select the **Next** button.

Figure 55: IPP Disburser - Self-Service - Add Invoices 5

3. From the PO List or Blanket PO List, select the POs or Blanket POs you want to use.

Figure 56: IPP Disburser - Self-Service - Add Invoices - PO Lists

The screenshot shows the IPP Disburser Self-Service interface. At the top, there is a navigation bar with tabs for Welcome, Tasks, Purchasing, Invoices, Payments, Discounts, Analysis, Suppliers, and Self-Service. The 'Self-Service' tab is active. Below the navigation bar, there is a search bar and a 'Search' button. The main content area is titled 'PO List (select a PO to create an Invoice or create a PO work list)'. It includes search filters for PO Number, XMYL Vendor Name (CGI Federal Inc), and Vendor ID (270087176-00001). There are checkboxes for 'Exact Match' for each filter. Below the filters is a table with columns: PO#, XMYL Vendor Name, Vendor ID, PO Date, and Action. The table contains several rows of PO data. The row with PO# CO543762700871760215-0 is selected, indicated by a red border and a checked checkbox in the first column. Below the table, there is a button labeled 'Create Invoice For Selected POs'.

PO#	XMYL Vendor Name	Vendor ID	PO Date	Action
<input type="checkbox"/> CO202111750002700871760098-0	CGI FEDERAL INC.	270087176-00001	Nov 17, 2021	Create Invoice
<input type="checkbox"/> CO2021111870002700871760111-0	CGI FEDERAL INC.	270087176-00001	Nov 18, 2021	Create Invoice
<input type="checkbox"/> CO20211122900002700871760115-0	CGI FEDERAL INC.	270087176-00001	Nov 22, 2021	Create Invoice
<input type="checkbox"/> CO2021112390002700871760122-0	CGI FEDERAL INC.	270087176-00001	Nov 23, 2021	Create Invoice
<input type="checkbox"/> CO2021112390002700871760125-0	CGI FEDERAL INC.	270087176-00001	Nov 23, 2021	Create Invoice
<input checked="" type="checkbox"/> CO543762700871760215-0	CGI FEDERAL INC.	270087176-00001	Dec 16, 2021	Create Invoice
<input type="checkbox"/> USDMU-3535-022700871760229-0	CGI FEDERAL INC.	270087176-00001	Jan 6, 2022	Create Invoice
<input type="checkbox"/> USDMU-35352700871760228-0	CGI FEDERAL INC.	270087176-00001	Jan 5, 2022	Create Invoice

4. Select Create Invoice for Selected POs or Create Invoice for Selected Blanket POs.

Figure 57: Disburser - Self-Service - Create Invoice for Selected PO

This screenshot is identical to Figure 56, showing the same PO List table. The 'Create Invoice For Selected POs' button at the bottom left of the table is highlighted with a red border, indicating the next step in the process.

5. Type the invoice number provided by the vendor in the Invoice Number (Required) field.

Figure 58: Disburser - Self-Service - New Invoice Entry Screen

- Issue Date and Receipt Date should be entered as appropriate. The issue date is the date on the invoice and the receipt date is the date it was officially received by GSA.

NOTE: Configuration will allow backdating of invoices via self-service if GSA is entering invoices on behalf of a vendor for a prior date.

- From Payment Terms, select a payment term previously configured by your Disburser Administrator as specified on the vendor invoice. If the vendor invoice does not specify terms, use the terms of the purchase order, which are usually Net 30 (00-00-30).

Figure 59: Disburser - Self-Service - New Invoice Entry Screen

8. Complete the remaining fields, as provided on the vendor invoice. If all required values are not entered and the invoice is submitted, it will be routed to exception status in the IPP and will not be transmitted to Pegasys.
9. In the line item section, enter at least one item. Required: Quantity (QTY) and Unit Price. If this is a Dollar Only PO, enter the value of the PO line. IPP Defaults unit price to 1.00. For POs, that only contain an amount, you must use Dollar Only as the Unit of Measure (U.O.M.).

Figure 60: Self-Service - New Invoice Entry Screen 1

INV PO Agency	Item Code	Description	CLIN / SLIN	Service Date From	Service Date To	QTY	Unit Price	U.O.M. (Type)	Extended Price [Remaining Balance]	Tax Type	Tax %
1 1 1	CLIN 1	Line Item for Discount	1 /			99.99	1.00	DOLLARS (S)	99.99 [99.99]	Sales	0.00

Comments: [Empty text area]

Extended Price Sub-total: 0.00
 Total Misc: 0.00
 Total Freight: 0.00
 Total Taxes: 0.00
 Total Amount: 0.00

Buttons: Submit, Save as Draft, Attachments

10. Type comments in the Comments field.

Figure 61: Self-Service - New Invoice Entry Screen 2

INV PO Agency	Item Code	Description	CLIN / SLIN	Service Date From	Service Date To	QTY	Unit Price	U.O.M. (Type)	Extended Price [Remaining Balance]	Tax Type	Tax %
1 1 1	CLIN 1	Line Item for Discount	1 /			99.99	1.00	DOLLARS (S)	99.99 [99.99]	Sales	0.00

Comments: This is a test invoice.

Extended Price Sub-total: 0.00
 Total Misc: 0.00
 Total Freight: 0.00
 Total Taxes: 0.00
 Total Amount: 0.00

Buttons: Submit, Save as Draft, Attachments

11. Do one of the following:
 - a. Select **Save as Draft** to save the invoice as a draft and complete it at a later time
 - b. Select **Attachments** to add documents to this invoice. This should include a pdf of the invoice and any information provided by the vendor in support of the invoice.

NOTE: Current configuration will allow up to 25 attachments to be included with invoices and at least one attachment is required for self-service.
 - c. Select **Submit** to finalize and mark invoice for transmission to Pegasys.

Figure 62: Self-Service - New Invoice Entry Screen 3

4.1.3 Copy an Invoice

You can copy an invoice that was previously sent for the same PO.

To copy an invoice:

1. Complete the steps titled ‘Searching for Vendors’. (see above).
2. From the Vendor List page, scroll to the PO based Invoice List (select an Invoice to copy) section.

Figure 63: Copy Invoice 1

Invoice #	PO #	XMVL Vendor Name	Vendor ID	Invoice Date	Action
Test	CO202111870002700871760111-0	CGI FEDERAL INC.	270087176-00001	Nov 22, 2021	Copy Invoice
From collector	CO_TEST12700871760049-0	CGI FEDERAL INC.	270087176-00001	Nov 22, 2021	Copy Invoice
Fromcollector2	CO2021111750002700871760098-0	CGI FEDERAL INC.	270087176-00001	Nov 22, 2021	Copy Invoice
Fromcollector3	CO2021112290002700871760115-0	CGI FEDERAL INC.	270087176-00001	Nov 23, 2021	Copy Invoice
Unit Test	CO2021112390002700871760122-0	CGI FEDERAL INC.	270087176-00001	Nov 24, 2021	Copy Invoice
RNRTESTCIPP105	CO2021112390022700871760125-0	CGI FEDERAL INC.	270087176-00001	Dec 8, 2021	Copy Invoice
RNRTESTCIPP1052	CO2021112390022700871760125-0	CGI FEDERAL INC.	270087176-00001	Dec 8, 2021	Copy Invoice
RNRTESTCIPP1053	CO202111239002700871760122-0	CGI FEDERAL INC.	270087176-00001	Aug 2, 2021	Copy Invoice
RNRTEST1	CO2021112290002700871760115-0	CGI FEDERAL INC.	270087176-00001	Dec 10, 2021	Copy Invoice
RNRTEST2	CO2021112290002700871760115-0	CGI FEDERAL INC.	270087176-00001	Dec 10, 2021	Copy Invoice

3. Select the invoice you want to copy and Select Copy Invoice to create a copy of a previous invoice.

Figure 64: Copy Invoice 2

PO based Invoice List (select an Invoice to copy) Hide List

Refine your list further by entering Invoice Number: Exact Match
 Refine your list further by entering XML Vendor Name: Exact Match
 OR Vendor ID: Exact Match

Invoice #	PO #	XML Vendor Name	Vendor ID	Invoice Date	Action
Test	CO202111870002700871760111-0	CGI FEDERAL INC.	270087176-00001	Nov 22, 2021	Copy Invoice
From collector	CO_TEST12700871760049-0	CGI FEDERAL INC.	270087176-00001	Nov 22, 2021	Copy Invoice
Fromcollector2	CO2021111750002700871760098-0	CGI FEDERAL INC.	270087176-00001	Nov 22, 2021	Copy Invoice
Fromcollector3	CO2021112290002700871760115-0	CGI FEDERAL INC.	270087176-00001	Nov 23, 2021	Copy Invoice
Unit Test	CO2021112390002700871760122-0	CGI FEDERAL INC.	270087176-00001	Nov 24, 2021	Copy Invoice
RNRTESTCIPP105	CO2021112390022700871760125-0	CGI FEDERAL INC.	270087176-00001	Dec 8, 2021	Copy Invoice
RNRTESTCIPP1052	CO2021112390022700871760125-0	CGI FEDERAL INC.	270087176-00001	Dec 8, 2021	Copy Invoice
RNRTESTCIPP1053	CO2021112390002700871760122-0	CGI FEDERAL INC.	270087176-00001	Aug 2, 2021	Copy Invoice
RNRTEST1	CO2021112290002700871760115-0	CGI FEDERAL INC.	270087176-00001	Dec 10, 2021	Copy Invoice
RNRTEST2	CO2021112290002700871760115-0	CGI FEDERAL INC.	270087176-00001	Dec 10, 2021	Copy Invoice

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- Enter the Invoice Number (required) as provided by the vendor.

Figure 65: Self-Service - New Invoice Entry Screen 1

IPP Disburser Welcome: Test User General Services Administration QA About | Advanced Search | Preferences | Help | Logout

Welcome | **Tasks** | **Purchasing** | **Invoices** | **Payments** | **Discounts** | **Analysis** | **Suppliers** | **Self-Service** February 3, 2022 1:14 PM

Add Invoices [Inquire](#) [Settings](#)

New

CGI FEDERAL INC.

REMIT TO:
CGI FEDERAL INC.
GSA TestCollector2

XML UEI: TRKEP1HEBNS5
XML DUNS: 145969763
XML DUNS+4 (EFT Ind.):

Invoice Number*:

Issue Date:

Receipt Date*:

Bill Period Start Date:

Bill Period End Date:

Supplier Contact Name:

Supplier Contact Phone:

PO Term: Net 30

Payment Terms:

Anticipated Due Date:

PO Number: CO2021112390022700871760125-0


Contract No.: CONTRACT

Buyer Contact Name: DFAIR

River Phone:

- Update all information as provided by the vendor.
- Select Submit.






Figure 66: Self-Service - New Invoice Entry Screen 2

IPP Disburser Welcome: Test User General Services Administration QA [About](#) | [Advanced Search](#) | [Preferences](#) | [Help](#) | [Logout](#) 

Welcome | **Tasks** | **Purchasing** | **Invoices** | **Payments** | **Discounts** | **Analysis** | **Suppliers** | **Self-Service** February 3, 2022 1:14 PM

[Add Invoices](#) | [Inquire](#) | [Settings](#) [Search](#)

New [Submit](#) | [Save as Draft](#) | [Attachments](#)

CGI FEDERAL INC.	REMIT TO: CGI FEDERAL INC. GSA TestCollector2 XMVL UEI: TRKEP1HEBNS5 XMVL DUNS: 145969783 XMVL DUNS+4 (EFT Ind.):	Invoice Number: <input type="text" value="Test-Invoice2"/> Issue Date: <input type="text" value="02/03/2022"/>  Receipt Date: <input type="text" value="02/03/2022"/>  Bill Period Start Date: <input type="text"/>  Bill Period End Date: <input type="text"/>  Supplier Contact Name: <input type="text"/> Supplier Contact Phone: <input type="text"/> PO Term: Net 30 Payment Terms:  <input type="text" value="Net 30"/> Anticipated Due Date: <input type="text" value="03/05/2022"/> PO Number: CO2021112390022700871760125-0 Contract No.: CONTRACT Buyer Contact Name: DFAIR Buyer Phone: <input type="text"/>
-------------------------	--	---

5 IPP Interfaces Configuration Processes

5.1 How do I configure IPP Interfaces and Tasks?

There are six tasks or interfaces provided via the IPP Disburser Module providing users with the ability to transfer files between IPP and Pegasys. The available transfer tasks are:

1. **Invoice Download:** This task allows the download of invoice files and from IPP to Pegasys.
2. **Invoice Status Upload:** This task allows the upload of invoice status changes from Pegasys to IPP.
3. **Manual Invoice Download:** This option is not enabled as the invoice download task above will automatically retrieve IPP invoices and prevent the need for manual retrieval.
4. **PO Upload:** This task allows the upload of purchase orders and attachments from Pegasys to IPP.
5. **Reconciliation Download:** This task generates a reconciliation file that returns all Open or all Closed purchase orders within a specified date range.
6. **XMVL Upload:** This task allows the upload of XMVL vendor records from Pegasys to IPP.

To access these tasks, users can:

1. Login to the IPP Disburser Administration Module.
2. Select the Integration tab to display the available tasks.

Figure 67: Disburser Administration - Integration - Tasks

The screenshot shows the 'IPP Disburser Administration' web application. The navigation menu includes 'Users', 'Groups', 'Purchasing', 'Invoices', 'Payments', 'Discounts', 'Forms & Rules', 'Integration' (highlighted), and 'Reference Data'. Below the navigation, there are links for 'Home', 'Help', 'About', and 'Logout'. The main content area is titled 'Tasks' and contains a table of task configurations.

Task Nickname	Task Status	Actions
Invoice Download	Scheduled to run.	Edit Delete De-Activate Start
Invoice Status Upload	Scheduled to run.	Edit Delete De-Activate Start
Manual Invoice Download	Deactivated but assigned.	Edit Delete Activate
PO Upload	Scheduled to run.	Edit Delete De-Activate Start
Reconciliation Download	Scheduled to run.	Edit Delete De-Activate Start
XMVL Upload	Scheduled to run.	Edit Delete De-Activate Start

NOTE: Tasks will not be frequently updated by GSA.

All task configuration except for scheduling will remain static. Therefore, this guide includes steps to update a task schedule in the IPP using the Invoice Download task as an example. Updates to other task types will follow the same pattern.

5.1.1 Invoice Download Task

The Invoice Download task allows user to download invoice files (csv or xml) and attachments from the IPP to Pegasys. To update the Invoice Download Task:

1. Select the **Invoice Download** link from the Task screen.

Figure 68: Disburser Administration - Integration - Edit Tasks - Invoice Download

Edit Task - Invoice Download - Task Configuration
Rename or change the configuration of this task.

View: Task Configuration | [Task Parameters](#) | [Driver Parameters](#) | [Document Filters](#) | [Transformations](#) | [Schedule](#)

*Task Nickname:

*Task Type:

*ERP Agent Driver Class:

Driver Notes:
THE IPP INVOICE DOWNLOAD TASK WILL POST INVOICES TO A SERVER ACCESSIBLE DIRECTORY FOR TRANSPORT VIA EITHER CONNECTDIRECT OR VALICERT.

Date	Activity	User	Comment
Sep 13, 2021 4:53:28 PM	TASK CONFIGURATION MGMT	dlang523	Created Task Configuration. Task Nickname: Invoice Download, Task Type: IPP Invoice Download, ERP Agent Driver Class: IPP Invoice download driver

All task screens are divided into two sections: **Edit Task** and **Task Configuration Audit Trail**.

5.1.1.1 Edit Task - Invoice Download - Configuration Section

The Edit Task - Invoice Download - Configuration provides options to change the task configuration by selecting from the following elements:

- **Task Configuration** - Name the task and the type of driver class to use.
- **Task Parameters** - Define required task parameters.
- **Driver Parameters** - Select driver parameters to use for the task.
- **Document Filters** - Specify filters for download files.

- **Transformation** - Specify the format the data is converted to. (Upload tasks only)
- **Schedule** - Define the schedule when the task should execute.

Each option displays a screen with a section enabling users to change configuration settings and a section displaying an audit trail for all changes made.

5.1.1.2 Invoice Download - Task Configuration Audit Trail Section

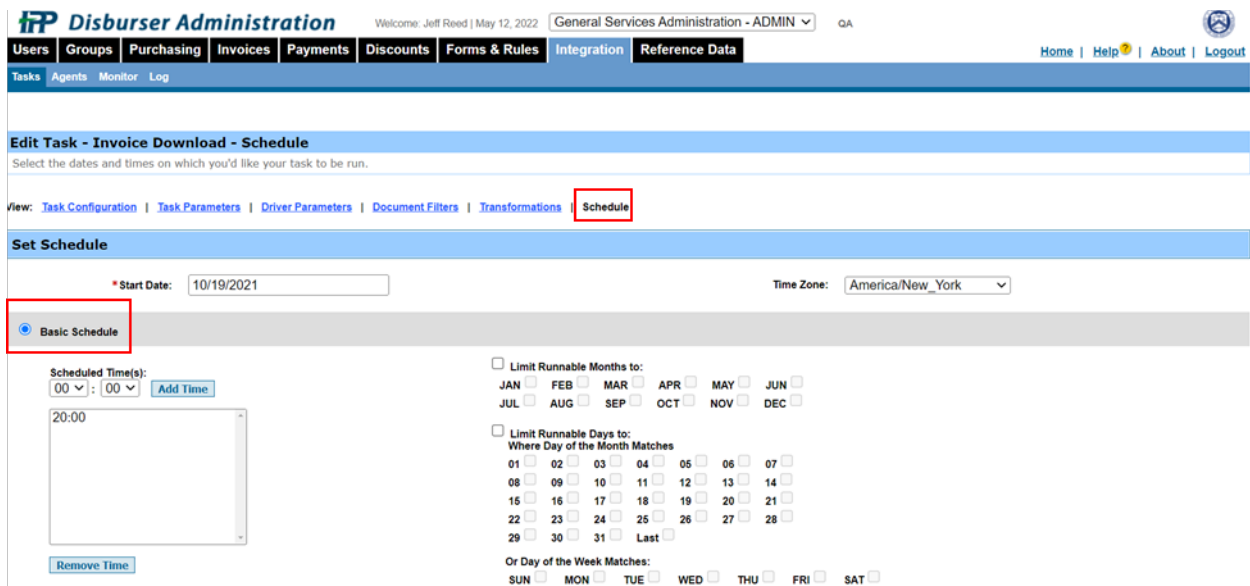
The Task Configuration Audit Trail section list all changes that have been made to the task.

5.1.2 Updating a Schedule using a Schedule Element

Agencies can schedule tasks to start as frequently as they require, or start them manually. To configure the Schedule element for any task:

Select the **Schedule** element link from the Task screen.

Figure 69: Disburser Administration - Integration - Edit Tasks - Invoice Download Schedule 1



Using the Schedule screen users must establish the date scheduling is to start, determine whether to use the Basic Scheduling feature or the Advance Schedule feature will be used, and then schedule holidays.

- **Start Date:** Date the scheduling begins. Can be a future date
- **Time Zone**

Figure 70: Disburser Administration - Integration - Edit Tasks - Invoice Download Schedule 2

Set Schedule

Basic Schedule

- **Schedule Times:** Enter the hour and minute of the day that the task will be started
- **Add Time Button** - Add the entered time to the box of configured run times.
- **Remove Time Button** - Removes a selected time from the configured times

Users can elect to limit the scheduling by the days of the month or by days of the week.

- **Limit Runnable Month to:** Check each month that task should run
- **Limit Runnable Days to:** When limiting by days, users can elect to limit by the days of the month or the days of a week.
 - o Check each day of the month that task should run.

NOTE: Check “Last” to run a task on the last day of the month regardless of how many days are in a month.

- **Or Day for the Week Matches:** Check a day of the week if the job is to be run the same day of each week.

Below is an example of a Task scheduled to run at 7:00 AM at on the 1st day of the month beginning each quarter (JAN, APR, JUL, and OCT).

Figure 71: Disburser Administration - Integration - Edit Tasks - Invoice Download Basic Schedule

Basic Schedule

Scheduled Time(s):

00 : 00

07:00

Limit Runnable Months to:

JAN FEB MAR APR MAY JUN
 JUL AUG SEP OCT NOV DEC

Limit Runnable Days to:
Where Day of the Month Matches

01 02 03 04 05 06 07
 08 09 10 11 12 13 14
 15 16 17 18 19 20 21
 22 23 24 25 26 27 28
 29 30 31 Last

Or Day of the Week Matches:

SUN MON TUE WED THU FRI SAT

5.1.3 Advance Schedule

The advance Schedule feature is not used by GSA.

5.1.4 Schedule Holidays

Using the **Schedule Holiday** feature, users can add a holiday for which execution of a Task should not be executed, even if the holiday falls on one of the scheduled days. Holidays will be recognized for all years and therefore must be updated each year.

Figure 72: Disburser Administration - Integration - Schedule Holidays Task

The screenshot shows a web interface for scheduling holidays. At the top, there is a header bar labeled "Schedule Holiday(s)". Below this, on the left, is a list box titled "Holidays(s):" which is currently empty. To the right of the list box are two "Add Holiday" buttons and one "Remove Holiday" button. The first "Add Holiday" button has two dropdown menus: the first is set to "01" and the second is set to "JAN". The second "Add Holiday" button has four dropdown menus: the first is set to "First", the second to "SUN", the third to "OF", and the fourth to "JAN".

Holidays can be scheduled by:

- selecting the day of the month and the month of the year for the holiday, or
- selecting either the first or last weekday day of a selected month

The Add button adds the Holiday to the Holiday list and the Remove button removes a selected holiday from the Holiday list.

5.1.5 Manually Starting or Deactivating a Task

A task can be run at a time other than its scheduled slot. Use the **Start** function to run a task immediately, rather than wait for its scheduled time to run, or you can deactivate the task and start it manually when you need it to run it.

5.1.5.1 To run a task off schedule (See [Starting a Task](#))

1. From the **Integration tab**, select the **Tasks** sub-tab. The list of currently configured tasks appears.

Figure 73: Disburser Administration - Integration - Starting / Deactivating Scheduled Tasks

Disburser Administration Welcome: Brooks Gibert | March 20, 2022 General Services Administration - ADMIN

Users Groups Purchasing Invoices Payments Discounts Forms & Rules **Integration** Reference Data Home | Hel

Tasks Agents Monitor Log

Tasks

View the list of tasks. Note: All upload tasks will include a scan for viruses.

New Task History

Task Nickname	Task Status	Actions
Invoice Download	Scheduled to run.	Edit Delete De-Activate Start
Invoice Status Upload	Scheduled to run.	Edit Delete De-Activate Start
Manual invoice Download	Deactivated but assigned.	Edit Delete Activate
PO Upload	Scheduled to run.	Edit Delete De-Activate Start
Reconciliation Download	Scheduled to run.	Edit Delete De-Activate Start
XMLV Upload	Scheduled to run.	Edit Delete De-Activate Start

2. In the **Actions column**, in the row of the task that you want to start, Select **Start**. IPP adds the task to the queue for execution. You can monitor its status from the Monitor and/or Log pages.

5.1.5.2 To deactivate a task

1. From the **Integration tab**, select the **Tasks** sub-tab. The Tasks page appears.
2. On the Tasks page, in the Actions column, in the row of the task that you want to activate, Select **De-activate**. IPP de-activates the task.

6 IPP Security Configuration Processes

6.1 How do I create Users, Roles & Permissions in the IPP?

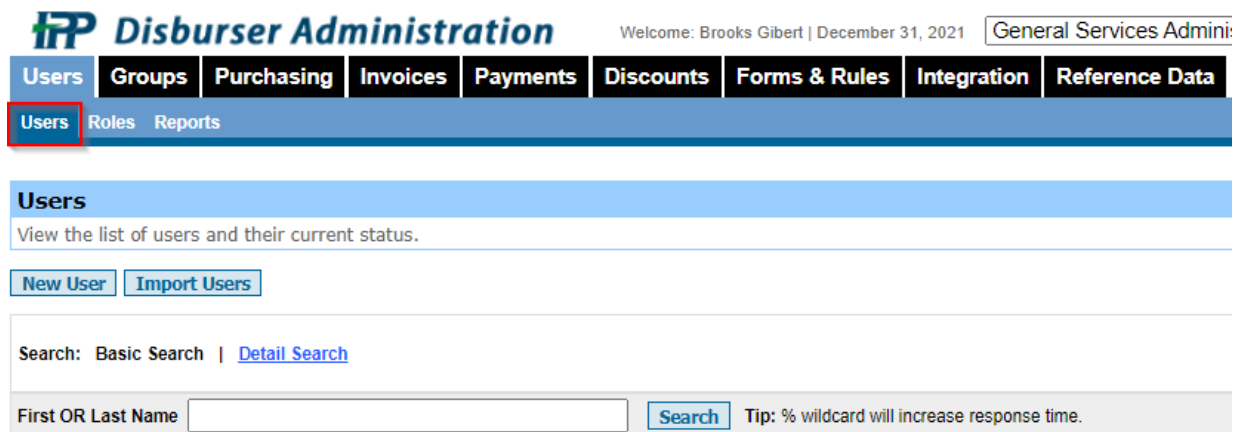
Disburser Administrators are responsible for creating and managing all roles and user accounts by keeping user information up to date, modifying assigned roles as job responsibilities shift, and disabling user accounts when employees leave the agency or no longer need access to IPP.

Use the Users page to view all of users that currently exist for your agency.

6.1.1 Accessing the Users Page

1. Login the **IPP Disburser Administrator Module** as a user with access to add a new user.
2. From the **Users tab**, select the **Users sub-tab**.

Figure 74: Disburser Administration - Create Users



6.1.1.1 Add a New User

1. Select the **New User** Button to display the New User Page

Figure 75: Add New Users

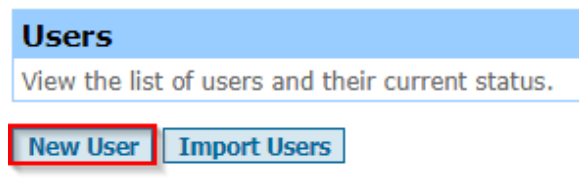


Figure 76: Disburser Administration - New User

New User

Complete the form to create a new user.

User Information

*** First Name:**

*** Last Name:**

Middle Initial:

*** Email Address:**

*** Phone #:**

User's Manager:

Time Zone:

Currency:

*** Agency:**

Implementation User:

Agency User Profile

User Lookup: +=~^%?':;/*] & not permitted in this field. Value must be unique

Business Unit:

Cost Center:

Department:

Role Assignment

Assign	Role Name	Description
<input type="checkbox"/>	Administrator	Default administrator
<input type="checkbox"/>	Custom Reports & Analysis	Custom Reports & Analysis
<input type="checkbox"/>	Extended Administrator	Extended Administrator
<input type="checkbox"/>	Interface Management	Interface Management
<input type="checkbox"/>	Invoice Maintenance	Invoice Maintenance
<input type="checkbox"/>	Invoice Reject	Invoice Reject
<input type="checkbox"/>	Invoice View	Invoice View
<input type="checkbox"/>	PO Updates	PO Updates
<input type="checkbox"/>	Self-Service	Self-Service
<input type="checkbox"/>	Vendor Management	Vendor Management
<input type="checkbox"/>	View Payments Only	View Payments Only

ALC View Permissions

Scope: View all ALCs
 View the selected ALCs below

Assign ALCs – View Permission

Assign	ALC Code	ALC Name
<input type="checkbox"/>	47000016	47000016 - General Services Administration - USDA - OCFO
<input type="checkbox"/>	47000017	47000017 - General Services Administration - FINANCIAL SVCS DIVISION

XML Vendor Record View Permissions

Scope: View all XML vendor records
 View the XML vendor records with the SetID filter values selected below:

SetID selections associated to user view permission

Assign	ERP SetID	Description
--------	-----------	-------------

2. In the New User section populate the following fields
3. **First Name** - Required

4. **Last Name** - Required
5. **Middle Initial** - Optional
6. **Email Address** - Required
7. **Phone #** - Required
8. **User’s Manager** - Optional
9. **Time Zone** - Optional
10. **Currency** - Optional
11. **Agency: General Services Administration** - Required

The Agency User Profile section of New User Screen provides values that are used in workflow. GSA is not leveraging workflow.

Figure 77: Disburser Administration - New User - Agency Profile

Agency User Profile	
User Lookup:	<input type="text"/> +=~^%?";/[*]& not permitted in this field. Value must be unique
Business Unit:	Select One ▾
Cost Center:	Select One ▾
Department:	Select One ▾

12. In the **Role Assignment** section Select each of the displayed **Roles** to assign the role to the new user.

Figure 78 Disburser Administration - New User - Role Assignment 1

Role Assignment		
Assign	Role Name	
<input checked="" type="checkbox"/>	Administrator	Default administrator
<input checked="" type="checkbox"/>	Custom Reports & Analysis	Custom Reports & Analysis
<input checked="" type="checkbox"/>	Extended Administrator	Extended Administrator
<input checked="" type="checkbox"/>	Interface Management	Interface Management
<input type="checkbox"/>	Invoice Maintenance	Invoice Maintenance
<input type="checkbox"/>	Invoice Reject	Invoice Reject
<input type="checkbox"/>	Invoice View	Invoice View
<input type="checkbox"/>	PO Updates	PO Updates
<input type="checkbox"/>	Self-Service	Self-Service
<input checked="" type="checkbox"/>	Vendor Management	Vendor Management
<input type="checkbox"/>	View Payments Only	View Payments Only

13. To view Role details and permissions for a Role, Select **the role link** in the Role Assignment section.

Figure 79: Disburser Administration - New User - Role Assignment 2

Role Assignment		
Assign	Role Name	
<input checked="" type="checkbox"/>	Administrator	Default administrator
<input checked="" type="checkbox"/>	Custom Reports & Analysis	Custom Reports & Analysis
<input checked="" type="checkbox"/>	Extended Administrator	Extended Administrator
<input checked="" type="checkbox"/>	Interface Management	Interface Management
<input type="checkbox"/>	Invoice Maintenance	Invoice Maintenance
<input type="checkbox"/>	Invoice Reject	Invoice Reject
<input type="checkbox"/>	Invoice View	Invoice View
<input type="checkbox"/>	PO Updates	PO Updates
<input type="checkbox"/>	Self-Service	Self-Service
<input checked="" type="checkbox"/>	Vendor Management	Vendor Management

14. Once the Role Details and Permissions screen is displayed, Disburser Administrators can view and add permissions to a Role by Selecting on the **Role Name link**.

15. The Role Information and Permissions screen is displayed for the Role selected.

Figure 80: Disburser Administration - New User - Role Information and Permissions

Edit Role

Update the role information.

View: [Administration Permissions](#) | [Payment Permissions](#) | [Invoice Permissions](#) | [Self-Service Permissions](#) | [Report Permissions](#) | [Other Permissions](#) | [PO Permissions](#)

Role Information

*** Role Name:**

*** Role Description:**

Administration Permissions

Assigned	Permission	Description
<input type="checkbox"/>	User Management	Allows access to the Users tab.
<input type="checkbox"/>	Accounts Management	Allows access to the Payments tab.
<input checked="" type="checkbox"/>	Discounts Management	Allows access to the Discounts tab.
<input checked="" type="checkbox"/>	Groups Management	Allows access to the Groups tab.
<input checked="" type="checkbox"/>	Invoices Management	Allows access to the Invoices tab.
<input type="checkbox"/>	Forms and Rules Management	Allows access to the Forms & Rules tab.
<input type="checkbox"/>	Integration Management	Allows access to the Integration tab.
<input type="checkbox"/>	Reference Data Management	Allows access to the Reference Data tab.
<input type="checkbox"/>	Purchasing Management	Allows access to the Purchasing tab.

Role Audit Trail

Date	Activity	User	Comment
Jan 31, 2017 2:56:20 PM	UpdateRole	rshell02	This role has been updated. *Added a new permission: Directory Management
Jan 31, 2017 2:55:13 PM	AddNewRole	rshell02	Created a new role and roleName is Vendor Management

16. Select a **Permissions** checkbox to assign the Permission to the Role.

17. Select the **OK** button when done.

6.1.2 Search for an Existing User

1. Login the **IPP Disburser Administrator Module** as a user with access to view users.
2. From the **Users** tab, select the **Users** sub-tab to access the Users screen.
3. Select **Basic Search** to search by First Name or Last Name.

Figure 81: Disburser Administration - Search for User

IPP Disburser Administration

Welcome: Brooks Gibert | January 1, 2022

General Services Administrat

Users
Groups
Purchasing
Invoices
Payments
Discounts
Forms & Rules
Integration
Reference Data

Users
Roles
Reports

Users

View the list of users and their current status.

Search: Basic Search | [Detail Search](#)

First OR Last Name Tip: % wildcard will increase response time.

4. In the First OR Last Name field, enter the first name or last name of the user. Use the % as a wildcard to broaden your search.
5. Select **Search**. IPP displays the results of the search.

Figure 82: Disburser Administration - User Search Results

Users
View the list of users and their current status.

[New User](#) [Import Users](#)

Search: [Basic Search](#) | [Detail Search](#)

First OR Last Name Tip: % wildcard will increase response time.

User ID	First Name	Last Name	Status	First Time Logon	Last Time Logon	Actions
pberg512	Paul	Berg	Active	4/6/2017 9:55 AM EDT	2/27/2018 5:16 PM EST	Edit
phek500	Paul	Hektner	Disabled	2/3/2017 9:52 AM EST	2/27/2017 2:06 PM EST	Edit

6. Select **Detail Search** to perform a search by First Name, Last Name, User ID or email address.
7. Complete as much information as needed to return the desired results.
8. Select **Search**. The results are returned.

Figure 83: Disburser Administration - User Detail Search

Users
View the list of users and their current status.

[New User](#) [Import Users](#)

Search: [Basic Search](#) | [Detail Search](#)

First Name

Last Name

User ID

E-Mail Address

User Lookup

User ID	First Name	Last Name	Status	First Time Logon	Last Time Logon	Actions
bgiber01	Brooks	Gibert	Active	9/14/2021 11:05 PM EDT	1/2/2022 1:01 PM EST	Edit

6.1.3 Edit an existing User

1. After searching for a user, the user’s information can be edited by selecting **Edit**. The Edit User screen is displayed.

Figure 84: Disburser Administration - Edit User Link

User ID	First Name	Last Name	Status	First Time Logon	Last Time Logon	Actions
bgiber01	Brooks	Gibert	Active	9/14/2021 11:05 PM EDT	1/2/2022 1:16 PM EST	Edit

Figure 85: Disburser Administration - Edit User Screen

Edit User

Update the user information. * indicates required field

User Information

User ID:	bgiber01		
* First Name:	<input type="text" value="Brooks"/>		
* Last Name:	<input type="text" value="Gibert"/>		
Middle Initial:	<input type="text"/>		
* Email Address:	<input type="text" value="brooks.gibert@gsa.gov"/>		
* Phone #:	<input type="text" value="7032276000"/>		
User's Manager:	<input type="text"/>	<input type="button" value="Clear"/>	
Time Zone:	Eastern Standard Time(EST) <input type="button" value="v"/>		
Currency:	US Dollar <input type="button" value="v"/>		
Disabled:	<input type="checkbox"/>		
* Agency:	General Services Administration <input type="button" value="v"/>		
Implementation User:	<input type="checkbox"/>		

Agency User Profile

User Lookup:	<input type="text"/> <small>+=^%?';, & not permitted in this field. Value must be unique</small>		
Business Unit:	<input type="button" value="Select One"/> <input type="button" value="v"/>		
Cost Center:	<input type="button" value="Select One"/> <input type="button" value="v"/>		
Department:	<input type="button" value="Select One"/> <input type="button" value="v"/>		

Role Assignment

Assign roles to this user

Assigned	Role Name	Description
<input checked="" type="checkbox"/>	Administrator	Default administrator
<input checked="" type="checkbox"/>	Custom Reports & Analysis	Custom Reports & Analysis
<input type="checkbox"/>	Extended Administrator	Extended Administrator
<input type="checkbox"/>	Interface Management	Interface Management
<input type="checkbox"/>	Invoice Maintenance	Invoice Maintenance
<input checked="" type="checkbox"/>	Invoice Reject	Invoice Reject
<input type="checkbox"/>	Invoice View	Invoice View
<input type="checkbox"/>	PO Updates	PO Updates
<input checked="" type="checkbox"/>	Self-Service	Self-Service
<input checked="" type="checkbox"/>	Vendor Management	Vendor Management
<input checked="" type="checkbox"/>	View Payments Only	View Payments Only

2. From the **Edit User** screen, a Disburser Administrator can:
 - a. Edit User Information
 - b. Edit Agency User Profile
 - c. Assign Roles
 - d. Set ALC View Permissions
 - e. Assign ALCs
 - f. Set XMVL Vendor Record View Permissions

- g. Set ID selections associated to user view permission (Not configured for this implementation)
- h. Add User Notifications
- i. View User Audit Trail

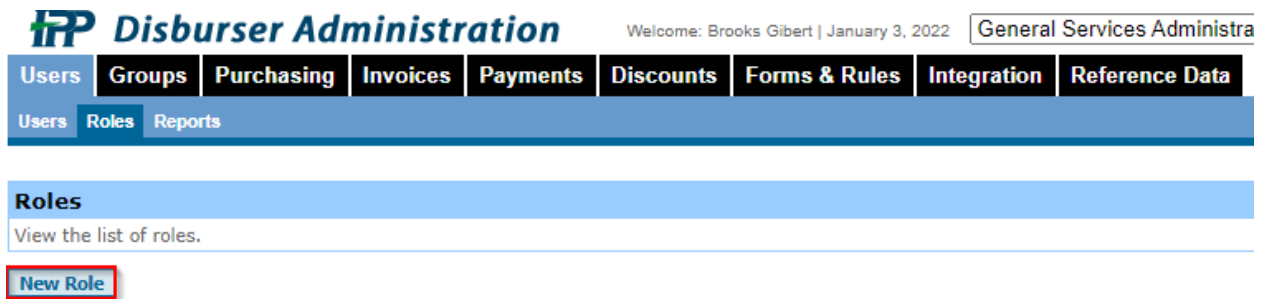
6.1.4 Adding Roles and Permissions

Roles are sets of permissions to access IPP pages, features and specific data sets. You must assign one or more roles to each Disburser user. Multiple Disburser users who have similar job responsibilities can share the same role. If a user has multiple roles, IPP considers the cumulative set of permissions for all roles when granting access.

6.1.4.1 Add a New Role

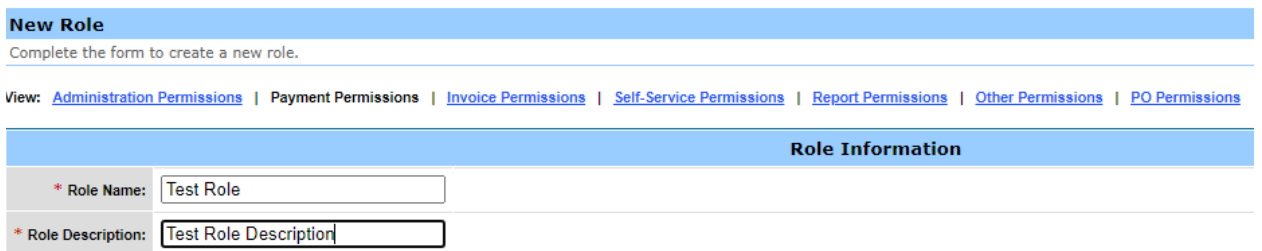
1. Login to the **IPP Disburser Administration Module** as a user with permission to add user Roles.
2. From the **Users tab**, select the **Roles** sub-tab.
3. From the Role screen, select **New Role**. The New Role page appears.

Figure 86: Disburser Administration - Add New Role



4. In the Role Information section, enter the
 - a. New Role Name
 - b. New Role Description

Figure 87: Disburser Administration - Role Information Screen



6.1.4.2 Add Permissions to a New Role

1. Select the **Administrative Permissions** to configure the Administrative permissions.
2. In the Administrative Permissions section, under the Assigned column, select the permissions you want to assign to this role.
3. Select **OK**.

Figure 88: Disburser Administration - Add Permissions to New Role

New Role

Complete the form to create a new role. * indicates required fi

View: Administration Permissions | [Payment Permissions](#) | [Invoice Permissions](#) | [Self-Service Permissions](#) | [Report Permissions](#) | [Other Permissions](#) | [PO Permissions](#)

Role Information

* Role Name:

* Role Description:

Administration Permissions

Assigned	Permission	Description
<input type="checkbox"/>	User Management	Allows access to the Users tab.
<input type="checkbox"/>	Accounts Management	Allows access to the Payments tab.
<input type="checkbox"/>	Discounts Management	Allows access to the Discounts tab.
<input type="checkbox"/>	Groups Management	Allows access to the Groups tab.
<input type="checkbox"/>	Invoices Management	Allows access to the Invoices tab.
<input type="checkbox"/>	Forms and Rules Management	Allows access to the Forms & Rules tab.
<input type="checkbox"/>	Integration Management	Allows access to the Integration tab.
<input type="checkbox"/>	Reference Data Management	Allows access to the Reference Data tab.
<input type="checkbox"/>	Purchasing Management	Allows access to the Purchasing tab.

4. To configure the Payment Permissions, Select **Payment Permissions**.

Figure 89: Disburser Administration - Payment Permissions

New Role
 Complete the form to create a new role. * indicates required field

View: [Administration Permissions](#) | **Payment Permissions** | [Invoice Permissions](#) | [Self-Service Permissions](#) | [Report Permissions](#) | [Other Permissions](#) | [PO Permissions](#)

Role Information

* Role Name:

* Role Description:

Payment Permissions

Assigned	Permission	Description
<input checked="" type="checkbox"/>	View payment	Allow user to view Payments and Payment reports

Bank Account Authorization (* required when any payment permission is selected)

Assign	Account NickName	Bank Routing No	Account Number	Account Type
<input checked="" type="checkbox"/>	XXXXXXXXXXXXXXXXXXXX	000000000	****0000	Checking

Role Audit Trail

Date	Activity	User	Comment
No Records found.			

- a. From the **Payment Permissions** section, select the **Assigned** check box to add the View Payment permission.
 - b. From the **Bank Account Authorization** section, select the **Assigned** check box to authorize the bank account.
 - c. Select OK.
5. Select **Invoice Permissions** to configure Invoice Permissions.

Figure 90: Disburser Administration - Invoice Permissions

Users
Groups
Purchasing
Invoices
Payments
Discounts
Forms & Rules
Integration
Reference Data
Home | Help | About | Logout

Users
Roles
Reports

Edit Role

Update the role information. * indicates required field

View: [Administration Permissions](#) | [Payment Permissions](#) | Invoice Permissions | [Self-Service Permissions](#) | [Report Permissions](#) | [Other Permissions](#) | [PO Permissions](#)

Role Information

* Role Name:	Test Role
* Role Description:	test name

Invoice Permissions

Assigned	Permission	Description
<input type="checkbox"/>	Invoice - Invoice Post and Status Update	Allow Agent to post invoice to ERP and send invoice status update to the IPP Server
<input type="checkbox"/>	Invoice - View	View all Invoices by Workgroup Distribution
<input type="checkbox"/>	Invoice - Reject	Reject Invoice
<input type="checkbox"/>	AOC Management	Permit user to fix AOC issues for POs and Invoices
<input type="checkbox"/>	Invoice - Re-Post Invoice	Permit user to Re-Post an invoice that has failed to Post
<input type="checkbox"/>	Invoice - Status Maintenance	Bulk manual maintenance of invoice statuses
<input type="checkbox"/>	View PO acknowledgement	View PO acknowledgement
<input type="checkbox"/>	Approve PO acknowledgement	Approve PO acknowledgement
<input type="checkbox"/>	View PO advanced shipment notice	View PO advanced shipment notice
<input type="checkbox"/>	Approve PO advanced shipment notice	Approve PO advanced shipment notice

View Permission Scopes

Scope: View all
 View permissions are associated with the selected groups below

Groups associated with View permission

Assign	Group Name	Description
<input type="checkbox"/>	All Cost Centers	Contains all Cost Centers. It cannot be modified or deleted.
<input type="checkbox"/>	All Departments	Contains all Departments. It cannot be modified or deleted.
<input type="checkbox"/>	All Business Units	Contains all Business Units. It cannot be modified or deleted.

Hold Permissions

Assigned	Hold Type Code	Hold Type Description

Role Audit Trail

Date	Activity	User	Comment
Mar 22, 2022 1:18:17 AM	AddNewRole	bgiber01	Created a new role and roleName is Test Role

- a. From the Invoice Permissions section, select the **Assigned** check box next to each permission to add that permission to the role.
 - b. From the View Permission Scopes section, Select **View All**
- NOTE:** Groups are not configured for this implementation. The ‘View permissions are associated with the selected groups below’ option will not be used.

- c. Hold Permissions: Invoices can be put on hold but this is rarely used. Since GSA does not use workflow, the timeline would only be one day.
 - d. The Role Audit Trail section displays the audit trail for the role.
 - e. Select OK.
6. Select the Self-Service Permissions link to configure Self-Service permissions.
- a. In the Role Information section, enter the Role Name and Role Description, and under the Assigned column, select the permissions you want to assign to this role and Select the OK button.

Figure 91: Disburser Administration - Self Service Permissions

New Role

Complete the form to create a new role. * indicates required field

View: [Administration Permissions](#) | [Payment Permissions](#) | [Invoice Permissions](#) | Self-Service Permissions | [Report Permissions](#) | [Other Permissions](#) | [PO Permissions](#)

Role Information

* Role Name:	Test Role
* Role Description:	Test Role Description

Self-Service Permissions

Assign	Permission	Description
<input type="checkbox"/>	Create/Edit Invoice	Permit access to invoice create/edit
<input type="checkbox"/>	Create/Edit Credit Memo	Permit access to Create Memo create/edit
<input type="checkbox"/>	Submit invoice set for invoices created by this user	Manually submit set of invoice documents held for submission
<input type="checkbox"/>	Submit Credit Memo set for invoices created by this user	Manually submit set of Credit Memo documents held for submission
<input type="checkbox"/>	Submit invoice set for all users	Manually submit set of invoice documents created by any user. This allows Edit of document.
<input type="checkbox"/>	Submit Credit Memo set for all users	Manually submit set of Credit Memo documents created by any user. This allows Edit of document.

Role Audit Trail

Date	Activity	User	Comment
No Records found.			

7. Select the **Report Permissions** to configure the Report permissions.
- a. From the **Report Permission section**, select the **Assigned** check box next to each permission to add that permission to the role.
 - b. Select **OK**.

Figure 92: Disburser Administration - Report Permissions

New Role

Complete the form to create a new role. * indicates required field

View: [Administration Permissions](#) | [Payment Permissions](#) | [Invoice Permissions](#) | [Self-Service Permissions](#) | **[Report Permissions](#)** | [Other Permissions](#) | [PO Permissions](#)

Role Information

* Role Name:

* Role Description:

Report Permissions

Assigned	Permission	Description
<input type="checkbox"/>	Accrual Report	View Accrual Report
<input type="checkbox"/>	Activity Summary Report	Allow user to view the Activity Summary Report
<input type="checkbox"/>	Analysis Reports	Permit user to access Analysis Reports
<input type="checkbox"/>	PO Remaining Balance Reconciliation and Summary Reports	Permit user to access PO Remaining Balance Reconciliation and Summary Reports
<input type="checkbox"/>	Report Wizard Access	Add, edit, view, export, and delete private reports; view and export public reports
<input type="checkbox"/>	Report Wizard Administration	Add, edit, view, export, and delete public and private reports; manage role access to reports and report columns
<input type="checkbox"/>	XMLV Import Status Report	Allow user to view the XMLV Import Status

Role Audit Trail

Date	Activity	User	Comment
No Records found.			

8. Select **Other Permissions** to configure ‘Other permissions’.
 - a. From the **Other Permission** section, select the **Assigned** check box next to each permission to add that permission to the role.
 - b. Select **OK**.

Figure 93: Disburser Administration - Other Permissions

Users
Groups
Purchasing
Invoices
Payments
Discounts
Forms & Rules
Integration
Reference Data
Home
Help ?
About
Logo

Users
Roles
Reports

New Role

Complete the form to create a new role. * indicates required field

View: [Administration Permissions](#) | [Payment Permissions](#) | [Invoice Permissions](#) | [Self-Service Permissions](#) | [Report Permissions](#) | Other Permissions | [PO Permissions](#)

Role Information

* Role Name:

* Role Description:

Other Permissions

Assigned	Permission	Description
<input type="checkbox"/>	View and Manage Employees Data	Permit user to View, Insert, and Update Employee records
<input type="checkbox"/>	Manage Supplier Groups	Permit user to manage supplier groups
<input type="checkbox"/>	Directory Management	Permit Directory Management
<input type="checkbox"/>	Final Payment Date	Permit edit of the Contract Payment Date
<input type="checkbox"/>	View Contract Summary	Permit view of the contract summary page and contract detail page
<input type="checkbox"/>	Purge Date Hold	Permit contract POs, PBOs, invoices and credit memos to be held past purge date

Role Audit Trail

Date	Activity	User	Comment
No Records found.			

9. Select **PO Permissions** to configure the PO permissions.
 - a. From the **PO Custom View Permissions** section, to create a custom view for a role, Select the **PO #** check box, then select **PO#**, and in the **Starts with** field, enter the **Purchase Order prefixes**, separated by commas, semicolons, or spaces.
 - b. From the **PO Permission** section, select the **Assigned** check box next to each permission to add that permission to the role.
 - c. Select **OK**.

Figure 94: Disburser Administration - Purchase Order Permissions

New Role

Complete the form to create a new role. * indicates required field

View: [Administration Permissions](#) | [Payment Permissions](#) | [Invoice Permissions](#) | [Self-Service Permissions](#) | [Report Permissions](#) | [Other Permissions](#) | PO Permissions

Role Information

* Role Name:

* Role Description:

PO Custom View Permissions

PO #: Starts with: Multiple values separated by commas, semicolons, or spaces

PO Permissions

Assigned	Permission	Description
<input type="checkbox"/>	Purchase Order - Add / Delete Attachment	Permit user to Add or Delete attachments to Purchase Orders
<input type="checkbox"/>	Purchase Order - Void PO	Permit user to Void a Purchase Order
<input type="checkbox"/>	Purchase Order - Close/ReOpen PO	Permit user to Close/ReOpen a Purchase Order
<input type="checkbox"/>	Purchase Order - Fix PO	Permit user to Fix a Purchase Order
<input type="checkbox"/>	Purchase Order / Blanket PO - Hold/Release Hold	Permit user to Hold or Release a hold on a Purchase Order or Blanket PO

Role Audit Trail

Date	Activity	User	Comment
No Records found.			

6.1.5 Update Existing Disburser Roles and Permissions

1. To update a roles and permissions, login to the **IPP Disburser Administrator Module** as a user with permission to edit user roles.
2. Select the **Users** tab.
3. Select the **Roles** sub-tab.
4. From the listing of roles, select the **Edit link** for the role you wish to edit.

NOTE: The IPP has been configured to not allow the Administrator Role to be edited.

Figure 95: Disburser Administration - Update Existing Disburser Roles and Permissions

IPP Disburser Administration
Welcome: Brooks Gibert | January 3, 2022
General Services Administration - ADMIN
QA

Users
Groups
Purchasing
Invoices
Payments
Discounts
Forms & Rules
Integration
Reference Data
Home | Help ? | About

Users
Roles
Reports

Roles

View the list of roles.

Role Name	Description	Actions
Administrator	Default administrator	Edit
Custom Reports & Analysis	Custom Reports & Analysis	Edit

5. The Permissions and the Audit Trail are displayed for the selected Role.

7 Viewing IPP Transactions in Pegasys

7.1 What is the Pegasys IPP Transaction Query?

The Pegasys IPP Transaction Query serves as a central point for IPP transactions. Every document and vendor exported to IPP or received from IPP is added to the Query. In addition, the query enables users to mark transactions for retransmission to the IPP if needed. The record detail also includes an IPP specific history record of the status updates and or publish updates.

7.1.1 Displaying the IPP Transaction Query Screen

1. Login to Pegasys.
2. Navigate to **Queries > Purchasing > IPP Transaction Query**.

Figure 96: Pegasys - IPP Transaction Query

7.1.2 Viewing and Updating IPP Transactions and History

1. From the IPP Transaction Query Screen, enter data to select a specific IPP transaction.
NOTE: To avoid long-running queries, it is recommended that when searching by either **Document Number** (Pegasys Document Number) or **IPP Document Number**, that the

document number be entered in the ‘From’ and ‘To’ fields and a **Document Date** be used.

2. Select **Search**.
3. Select a returned IPP transaction by selecting the checkbox preceding to select the row.

Figure 97: Pegasys - IPP Transaction Query - Select IPP Transaction

IPP Transaction Query

1 - 3 of 3 results

<input type="checkbox"/>	Partition	Doc Cat	Doc Type	Document Number	Amendment/Modification Number	IPP Doc Num	Vendor	Address Code	Invoice Number	IPP Publish Status	IPP Document Status	Matched in IPP
<input checked="" type="checkbox"/>	IO - Itemized Order	CO	CO	CIPP_CO_782W		CIPP_CO_782W2003716530210-0	200371653	00001		Exported		Yes
<input type="checkbox"/>	IO - Itemized Order	CO	CO	CIPP_CO_792W		CIPP_CO_792W2003716530211-0	200371653	00001		Exported		Yes
<input type="checkbox"/>	IO - Itemized Order	CO	CO	C000001111		C0000011112700871760208-0	270087176	00001		Exported		Yes

10 per page | Page 1 of 1

4. Select **Details** to view the IPP Details screen

The IPP Details screen contains an IPP tab and an IPP History tab. The IPP tab displays sections for the IPP Status, Exported Document and IPP Feedback results.

Figure 98: Pegasys - IPP Transaction Query - IPP Transaction Details

The screenshot displays the Pegasys IPP Transaction Query - IPP Transaction Details page. The page is organized into several sections:

- Status Section:** Contains 'IPP Publish Status' (set to 'Exported') and 'IPP Document Status'.
- Exported Document Section:** Contains 'Doc Cat' (set to 'IO - Itemized Order'), 'Amount' (\$100.00), 'Currency' (USD), 'IPP ISO Currency Code' (USD), 'Document Type' (CO), 'Document Number' (CIPP_CO_78ZW), and 'IPP Doc Num' (CIPP_CO_78ZW20037165). It also includes buttons for 'Generate New IPP Document Number' and 'Void IPP Document Number'.
- IPP Feedback Result Section:** Contains 'Feedback Record Status' and 'Feedback Log'.

At the bottom of the page, there are buttons for 'Save', 'Cancel', and 'Actions'.

- a. IPP Status Section provides details on the IPP status and Vendor and allows users to update the IPP Publish Status. Status options are “Ready to Export”, “Exported” and “Export Failed”
- b. The Exported Document section provides details on the exported document and displays buttons for “Generate a New IPP Document Number” and “Void IPP Document Number”.
 - i. The Generate a New IPP Document Number button is used if corrective action is needed to generate a new IPP document number on an order. The document would then need to be re-exported to the IPP by setting the order to ‘Ready to Export’ (see **Section 2.1**).

- ii. The Void IPP Document Number button is used if corrective action is needed to void a new IPP document number on an order. The document would then need to be re-exported to the IPP by setting the order to ‘Ready to Export’ (see **Section 2.1**).

NOTE: There is not an expectation that the Generate and Void a New IPP Document Number actions will need to be leveraged in Production.

- c. The IPP Feedback Results section displays results on feedback record status and feedback log.
5. Select **Save** to save the change or **Cancel** to cancel the change.
 6. Select the **IPP Entity History** tab to display the IPP Entity History screen.

Figure 99: Pegasys - IPP Transaction Query - IPP Transaction History

Pegasys / Queries / Purchasing / IPP Transaction Query / IPP / IPP Entity History

IPP ENTITY HISTORY

IPP **IPP Entity History**

1 - 2 of 2 results

Date	IPP Publish Status	IPP Document Status	IPP Document Number	Amendme Modificatic Number	Vendor	Address Code	Batch Run Number	User ID	Timestamp	Feedback Record Status
12/10/2021	Exported		CIPP_CO_78Z0		200371653	00001	43	runbatchipp	12/10/2021 14:22:51	
12/10/2021	Ready to Export		CIPP_CO_78Z0		200371653	00001			12/10/2021 13:51:48	

All Page 1 of 1

Comments

Go to top of Main Content

Save Cancel

7. Users can add comments to any record selected.

7.1.3 IPP Transaction Query Actions

The **Action** button appears with edibility criteria based on if one record or multiple records are selected. Valid values include View Document, Correct Document, Amend Document, and Update Selected. On the Detail page, this button appears again with only these valid values: View Document, Correct Document, and Amend Document.

NOTE: The feeder system will be responsible for sending any needed updates to ensure Pegasys, the IPP, and the originating interface are synchronized. None of the actions shown in this query is to be leveraged in production.

Figure 100: Pegasys - IPP Transaction Query - Actions for Selected Transaction

Pegasys / Queries / Purchasing / IPP Transaction Query

IPP Transaction Query

Search Criteria

Doc Cat:

Document Type:

Document Number: CIPP_CO_78ZW To CIPP_CO_78ZW

Amendment/Modification Number:

Document Date: To

Invoice Number:

IPP Publish Status:

IPP Document Status:

IPP Document Number: To

Vendor

Code:

Vendor Name:

Matched in IPP:

IPP Batch Run Number:

Security Org:

IPP ISO Currency Code:

Awaiting Receipt:

Feedback Record Status:

1 - 1 of 1 results

Partition	Doc Cat	Doc Type	Document Number	Amendment/Modification Number	IPP Doc Num	Vendor	Address Code	Invoice Number	IPP Publish Status	IPP Document Status	Matched in IPP	Date	IPP Bat Run Num
<input checked="" type="checkbox"/>	IO - Itemized Order	CO	CIPP_CO_78ZW		CIPP_CO_78ZW20037165302100	200371653	00001		Exported		Yes	12/10/2021	43

10 per page << Page 1 of 1 >>

Go to top of

-
-
-
-
-
-

Figure 101: Pegasys - IPP Transaction Query - Actions for Displayed Transaction

Pegasys / Queries / Purchasing / IPP Transaction Query / IPP

IPP Entity History

Expand All Collapse All

IPP Publish Status: Exported

IPP Document Status:

Vendor

Code: 200371653 Matched in IPP

00001

Vendor Name: SEVATEC LLC

Exported Document

Doc Cat: IO - Itemized Order

Amount: \$100.00

Currency: USD

IPP ISO Currency Code: USD

Document

Type: CO

Number: CIPP_CO_78ZW

Amendment/Modification Number:

IPP

IPP Doc Num: CIPP_CO_78ZW200371653

IPP Feedback Results

Feedback Record Status:

Feedback Log:

Go to top of Main

-
-
-

7.1.4 IPP Transaction Query Updates

The IPP Transaction Query can be used to update certain values in Pegasys. This allows a user to select a record to be resent to the IPP or update a vendor to display as in Pegasys as having been matched in the IPP without having to directly access the Pegasys vendor record.

The “IPP Publish Status” field can be updated directly via the IPP Transaction Query.

Figure 102: Pegasys - IPP Transaction Query - Update IPP Publish Status

The screenshot shows the Pegasys web interface for the IPP Transaction Query. The top navigation bar includes the Pegasys logo, a search bar, and a user profile icon labeled 'allroles99'. The breadcrumb trail indicates the path: Pegasys / Queries / Purchasing / IPP Transaction Query. The main content area is titled 'IPP Transaction Query' and contains a search criteria form with various input fields and dropdown menus. Below the form, a table displays search results. A tooltip is visible over the 'Exported' column of the table.

Partition	Doc Cat	Doc Type	Document Number	Amendment/Modification Number	IPP Doc Num	Vendor	Address Code	Invoice Number	Exported	Matched in IPP	Date	IPP Batch Run Number	Security Org	IPP ISO Currency Code	Awaiting Receipt
						020475245	00001		Exported	No	03/30/2022	83	GSA	USD	

The “Matched in the IPP” field can be updated directly via the IPP Transaction Query. This will also update the "Matched in IPP" checkbox in the Vendor Code Table/screen.

The “Matched in the IPP” flag does not synchronize to the IPP. It is an indicator in Pegasys that would be set manually after the vendor is truly matched in the IPP. There is an automated msript process that will update the “Matched in IPP” flag via SQL if the GSA Vendor Team does not set it themselves when the vendor submits an invoice back to Pegasys.

Figure 103: Pegasys - IPP Transaction Query - Update Matched in IPP

PEGASYS Search Forms And Documents allroles99

Pegasys / Queries / Purchasing / IPP Transaction Query

IPP Transaction Query

Search Criteria

Doc Cat

Document Type

Document Number To

Amendment/Modification Number

Document Date To

Invoice Number

IPP Publish Status

IPP Document Status

IPP Document Number To

Vendor

Code

Vendor Name

Matched in IPP

IPP Batch Run Number

Security Org

IPP ISO Currency Code

Awaiting Receipt

Feedback Record Status

1 - 10 of 990 results

<input type="checkbox"/>	Partition	Doc Cat	Doc Type	Document Number	Amendment/Modification Number	IPP Doc Num	Vendor	Address Code	Invoice Number	IPP Publish Status	IPP Document Status	Matched in IPP	Date	IPP Batch Run Number	Security Org	IPP ISO Currency Code	Awaiting Receipt
<input checked="" type="checkbox"/>							020475245	00001		Exported		<input type="checkbox"/>	03/30/2022	83	GSA	USD	
<input type="checkbox"/>							020543606	00001		Exported		No	03/30/2022	83	GSA	USD	
<input type="checkbox"/>							020754803	00001		Exported		No	03/30/2022	83	GSA	USD	

8 Pegasys IPP Batch Processes

8.1 What IPP Batch Processes are available in Pegasys?

The following list identifies the IPP batch processes supported in Pegasys.

IPP Import Process

- **IPPIMPORT** - IPP Invoice Import - The IPP Import process allows the user to import invoices and attachments from the IPP system into Pegasys.

There are three instances of IPP Export Batch Process:

- **IPPIVSTUSEXP** - IPP Invoice Status Export - This instance of IPP Export is configured to export invoice statuses (Accepted, Pending Payment, etc.) from Pegasys to the IPP.
- **IPPORDEXP** - IPP Order Export - This instance of IPP Export is configured to export Pegasys purchase orders to the IPP.
- **IPPVNDEXP** - IPP Vendor Export - This instance of IPP Export is configured to export Pegasys vendor data to the IPP.

NOTE: The configuration of batch jobs is found in the IPP Batch Operations Guide. Batch job execution and file movement is strongly recommended via Tivoli. The Ops Guide contains error-handling info for IPP Batch Processes. Ops is made aware of any abnormal return codes in IPP Batch Processes and instructed to communicate such endings to GSA PFS. The GSA Vendor team is responsible for resolving any vendor issues in the IPP. Transaction by transaction error handling, if applicable, would be made apparent via the batch job's Batch Execution Report (BER) and/or the IPP Discrepancy report output.

The batch jobs will be executed via the following mscripts.

- ippimport.pl
- ippivstusexp.pl
- ippordexp.pl
- ippvndexp.pl

8.1.1 View an IPP Batch Execution Report (BER) in Pegasys

To view an IPP batch report in Pegasys:

1. Login to Pegasys as user with permission to view IPP batch jobs.
2. Navigate to **Utilities > Batch Execution > Batch Job Executions** to display the Batch Job Query Screen.

NOTE: The below screenshots are an example of the IPP Invoice Status Export batch report (IPPIVSTUSEXP). The steps for each batch job are similar.

- In the **Job ID** field, enter the **Batch Job ID** (i.e., IPPIVSTUSEXP) and Select **[Search]**.

Figure 104: Pegasys - IPP Batch Processes Search

The screenshot shows a web browser window with the URL <https://cfctest1.phdc-test.gsa.gov/momex/Controller>. The page title is "PEGASYS Search Forms And Documents". The breadcrumb trail is "Pegasys / Utilities / Batch Execution / Batch Job Query". The main heading is "Batch Job Query". Under "Search Criteria", there are five input fields: "Job ID" (containing "IPPIVSTUSEXP"), "Job Name", "Process Name", "Name", and "Batch File Location". Below the fields are "Search" and "Clear" buttons. The "Job ID" field and the "Search" button are highlighted with red boxes.

- Select the returned job and Select **Details**.

Figure 105: Pegasys - IPP Batch Processes - Returned Jobs

1 - 1 of 1 results

Job ID	Job Name	Process Name	Name	Batch File Location
IPPIVSTUSEXP	IPP Invoice Status Export	IPP Export Batch Process	IPPInvStatusExport.rpt	BATCHSTATS

10 per page Page 1

Details

- Select a batch job report from the returned items and Select Report to display the batch job report.

Figure 106: Pegasys - IPP Batch Processes - Select Batch Job Report

Batch Job Report

1 - 10 of 12 results



Start Time	Actual End Date Time	Completion	Status Code
<input checked="" type="radio"/> 03/14/2022 13:17:07	03/14/2022 13:17:33	True	0
<input type="radio"/> 03/04/2022 14:23:15	03/04/2022 14:23:44	True	0
<input type="radio"/> 03/01/2022 15:52:53	03/01/2022 15:53:23	True	0
<input type="radio"/> 02/28/2022 09:02:02	02/28/2022 09:02:27	True	0
<input type="radio"/> 02/28/2022 08:55:46	02/28/2022 08:56:12	True	0
<input type="radio"/> 02/28/2022 08:49:33	02/28/2022 08:50:03	True	0
<input type="radio"/> 02/25/2022 17:00:15	02/25/2022 17:00:45	True	0
<input type="radio"/> 02/14/2022 15:24:32	02/14/2022 15:24:58	True	0
<input type="radio"/> 01/17/2022 14:13:50	01/17/2022 14:14:19	True	0
<input type="radio"/> 10/28/2021 15:04:08	10/28/2021 15:04:33	True	0

Report Delete Output File Refresh Restart

10 per page

<< Page 1 of 2 >>

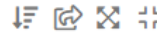
6. The Batch Job Report is displayed.

Figure 107: Pegasys - IPP Batch Processes - Batch Job Report

Batch Job Report

Batch Job Report

1 - 10 of 42 results



Description
<input type="radio"/> Batch Job IPP Invoice Status Export started on 03/14/2022 14:17:07.000
<input type="radio"/> Entered vendorAddressCode value:
<input type="radio"/> Entered vendorCode value:
<input type="radio"/> Entered documentCategory value:
<input type="radio"/> Entered obligationDocumentType value:
<input type="radio"/> Entered securityOrganization value:
<input type="radio"/> Entered userID value: runbatchipp
<input type="radio"/> Entered userID value: runbatchipp
<input type="radio"/> Entered documentNumber value:
<input type="radio"/> Entered partition value:

10 per page

<< Page 1 of 5 >>

9 Pegasys IPP Discrepancy Report

9.1 What is the IPP Discrepancy Report in Pegasys?

The IPP Discrepancy Report will process the IPP Reconciliation File through Pegasys and generate a report of discrepancies between the Pegasys data and the IPP data.

This will include documenting data differences between Pegasys and IPP data, a list of records that exist in the IPP Reconciliation File, but which are not located in Pegasys, and a list of records that exist in Pegasys as having been exported to IPP, but are not included in the IPP Reconciliation File. IPP Discrepancy Report is configured to automatically run on a daily basis and can also be run on an ad-hoc basis.

Things to consider prior to executing the IPP Discrepancy Report

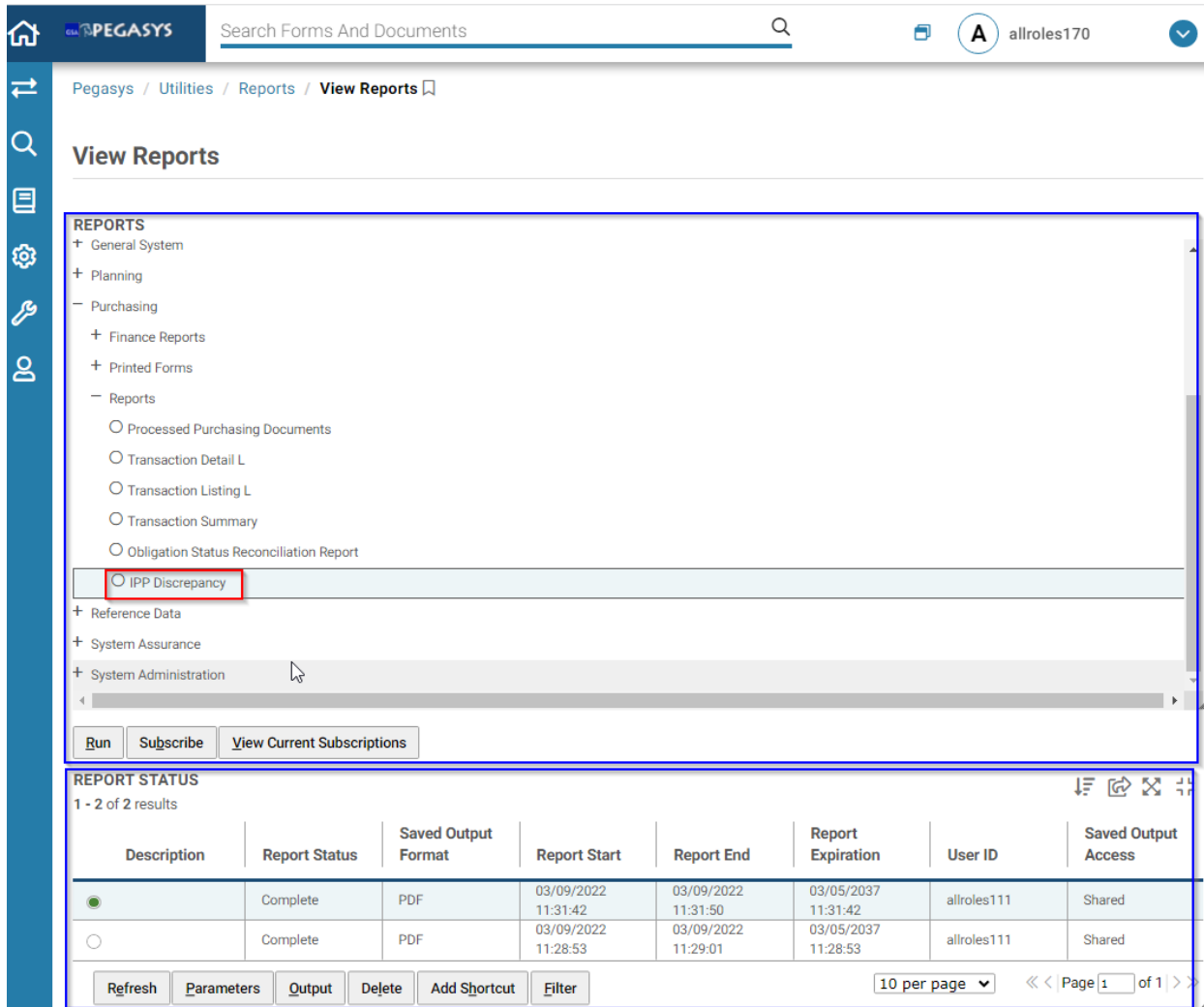
- When creating multiple IPP Reconciliation Files out of IPP, agencies should process all of those IPP Reconciliation Files through Pegasys' IPP Discrepancy Report and compare the outputs from all reports before determining that a Pegasys obligation does not exist in IPP.
- If Agencies run the IPP Quantity Invoiced Rebuild batch job in Pegasys, they should send all updates to IPP before downloading an IPP Reconciliation File out of IPP. This will reduce the chance for false discrepancies.
- Pegasys will only include and report on the selected report parameters.

9.2 Generating the IPP Discrepancy Report

1. To access the IPP Discrepancy Reports in Pegasys, Navigate to Utilities > Reports > View Reports > Purchasing > Reports > IPP Discrepancy.

The View Reports screen is displayed showing previously executed reports and has two components.

Figure 108: Pegasys - IPP Discrepancy Report



Upper Portion (Reports Tree) - IPP Discrepancy Report screen

- The upper tree section (Reports) with a custom layout configured in System Administration has a folder structure for displaying reports.
- The only reports shown are those to which the user has view access. Additionally, blank folders are not shown.
- There are two action buttons (Run and Subscribe), as well as a trigger to open a new page listing Current Subscriptions (button labeled "View Current Subscriptions").
 - o **Run** - Select to execute the selected report. A new window opens that provides parameter selection and Run button.
 - o **Subscribe** - Select to receive email notifications for the selected report. Choose to either receive email notifications for the selected report, or select a User ID to only receive notifications when the selected report is run by that user.

- o **View Current Subscriptions** - Provides a list of reports to which the user has subscribed. The information provided for the subscriptions is the Report Name, Report User ID, and Report Location.

Lower Portion (Item Collection) - IPP Discrepancy Report Screen

- The lower results set section (Report Status) displays instances of reports when a report is selected in the Reports section.
- The columns in the Report Status provide general information about the report instances.
- There are also several additional views/actions available, represented as buttons.

Additional View items:

- **Parameters** - Select to view the actual parameters that were used in running the selected report instance.
- **Output** - Select to view the selected report in the indicated Saved Output Format (e.g., pdf, html).

Action items:

- **Refresh** - Select to update the screen with recent changes. If the report run has not completed, the Refresh button will refresh the execution table.
 - **Delete** - Select to delete an item.
 - **Route** - Select to route the report. This is the standard Workflow Routing page, on which one can specify a subject and description, and one or more mail stops, where the mail stops are users or groups or routing lists.
 - **Add Shortcut** - Select to add the report as a shortcut.
 - **Email** - Select to email reports to users. There are two text fields: Subject and Message. Select the recipients by Principal IDs (user IDs) and the system sends the message to the email addresses associated with the IDs.
 - **Filter** - Select to enter additional search criteria to further reduce the number of records retrieved in the Reports Status section. The filter criteria consists of Report Status, Report Start (From Date/To Date), Report End (From Date/To Date), Report Expiration (From Date/To Date), User ID, Description, and Output Format.
 - **Sort** - Users have the ability to sort search results based on multiple columns and arrange in sequence. Please note that the Sort button appears in the bottom-left corner of the item collection as an icon.
2. To generate a new report, select **Run**. A new window opens that provides parameter selection and Run button.

Figure 109: IPP Discrepancy Report Parameters

IPP Discrepancy

Report Name

[Expand All](#) [Collapse All](#)

Parameters

* **Input File Location**

From Date

To Date

* **Document Status**

* **Sort**

* **Report View**

Vendor Name

Vendor ID

Vendor Site ID

TIN

DUNS

DUNS+4

UEI

PO Header Remaining Balance

Run

3. Enter the required parameter values and any other parameter values needed.

Required Parameter Values

- **Input File Location** - This field contains the file location for the IPP Reconciliation XML input file that will be used in comparing IPP data to Pegasys data
 - **Document Status** - This field contains the IPP Document Status value to be used for filtering Pegasys records to include during report execution.
 - **Sort** - Choose from drop down list the sort order to be applied to the report output. Possible Values: Document Date, Document Number, IPP PO Number
 - **Report View** - Choose from the drop down list the view to use for the report. Default Value: View Discrepancies Only with the following Possible Values: View Discrepancies Only, View All Records
 - **Receive Email Cancellation Notification** - Specifies whether the user wishes to receive an e-mail notification should the report be canceled.
4. Select **Run** to execute the report.
 5. Closed the open window to return to the View Reports screen.
 6. Select **Refresh** to show the newly generated reports. (Bottom Section of screen).

7. Select a report from the returned items and Select **Output** to display the report.
8. Enter the required parameter values and any other parameter values needed.

NOTE: Agencies should use the Document Date From/To and IPP Document Status parameters that match the criteria used for creating the IPP Reconciliation File out of IPP. For details on configuration values, see the Ops Guide.

9. Select **Run**.

Figure 110: Sample IPP Discrepancy Report

01/10/2023 04:24 PM	General Services Administration	Page 4 of 5			
IPP Discrepancy Report - View Discrepancies Only					
No Discrepancies found.					
Purchase Orders in IPP Reconciliation File That are Not in Momentum:					
IPP PO Number					
VHRPN-N-QQ76-270673628-0000288643-0					
VHRPN-N-RN292-380549190-0000288636-0					
VHRPN-N-RN295-580813156-0000288645-0					
VHRPN-N-RN296-380549190-0000288649-0					
VHRPN-N-RV600-270673628-0000288595-0					
VHRPN-N-RV601-270673628-0000288599-0					
VHRPN-N-RV602-270673628-0000288601-0					
VHRPN-N-RV603-270673628-0000288603-0					
VHRPNFOE199212-380549190-0000288641-0					
VHRPNFOE199230-380549190-0000288647-0					
VHRPNFOE312256-380549190-0000288639-0					
VHTESTVO00002-380549190-0000288538-0					
Invoices in IPP Reconciliation File That are Not in Momentum:					
IPP PO Number	Invoice Number				
Exported Obligations Missing in IPP Reconciliation File:					
Doc Type	Doc Number	IPP Doc Status	IPP Publish Status		
Exported Obligation Lines Missing in IPP Reconciliation File:					
Doc Type	Doc Number	ITMZ Line Number	HDAL Number	IPP Doc Status	IPP Publish Status

10 Viewing Transactions in the IPP

10.1 How do I search for an invoice in the IPP?

Use the Invoices Search page to locate invoices that match specific criteria. IPP limits the invoices search to the Disburser user's ALCs and group assignment for Business Unit, Cost Center, or Department ID.

10.1.1 Search for an invoice in the IPP:

- From the **Invoices** tab, select the **Search** sub-tab.

Figure 111: Invoice Search Screen

The screenshot displays the IPP Disburser interface. At the top, the user is logged in as Brooks Gibert, and the current organization is General Services Administration. The navigation menu includes tabs for Welcome, Tasks, Purchasing, Invoices, Payments, Discounts, Analysis, Suppliers, and Self-Service. The 'Invoices' tab is selected, and the 'Search' sub-tab is active. Below the navigation bar, there is a search criteria section with the following fields:

- Document #:** Invoice Number Starts with []
- Contract #:** Contract Number Starts with []
- ALC-Payer Name:** Selected ALC: [All, 47000017 - General Services Administration - FINANCIAL SVCS DIVISION - General Services Administration, 47000016 - General Services Administration - USDA - OCFO - General Services Administration]
- Supplier Name Like:** []
- Dates:** Issue Date From [03/20/2022] to [04/20/2022]
- Amounts:** From [] to []
- Status:** All [v]

At the bottom of the search criteria section, there are two buttons: 'Query' (highlighted with a red box) and 'Reset'.

- Enter any of the following information:
 - Document #** - Enter at least the first number or letter of the invoice. If you are unsure of the name, you can use the wildcard (%) with a partial entry.
 - Contract #** - Enter at least the first letter/number of the contract.
 - ALC-Payer Name** - Select one or more ALC payer name(s) from the list box or All.

- d. **Supplier Name Like** - Enter the vendor name. If you are unsure of the name, you can use the wildcard (%) with a partial entry.
 - e. **Dates** - Select All, Issue Date, or Due Date.
 - i. **From:** Enter a date or Select Calendar to browse for a date. Use the format MM/DD/YYYY.
 - ii. **To:** Enter a date or Select Calendar to browse for a date. Use the format MM/DD/YYYY.
 - f. **Amounts - From:** Enter the lowest amount of the invoice. Use the format DDD, DDD.CC. **To:** Enter the highest amount of the invoice. Enter the highest dollar amount of the purchase order. Use the format DDDDDDDD.CC
 - g. **Status** - Select a status type:
 - i. All
 - ii. Approved to Pay
 - iii. Data Entry Exception
 - iv. Denied
 - v. Draft
 - vi. In Exception
 - vii. Paid
 - viii. Paid Returned
 - ix. Pending Approval
 - x. Pending Submission
 - xi. Received
 - xii. Rejected
 - xiii. SAM Expired
 - xiv. Scheduled to Pay
 - xv. Voided
3. Select **Query** to display the search results.

Figure 112: Invoice Search Results Page

Welcome: Brooks Gibert | General Services Administration | QA About | Advanced Search | Preferences | Help | Logo

Welcome | Tasks | Purchasing | Invoices | Payments | Discounts | Analysis | Suppliers | Self-Service | April 20, 2022 1:18 AM

In Process | In Settlement | Exceptions | Search

Search Result

The following are the results from your query. [Download](#) [Back](#)

Include invoices for:
 ((Invoice Date after '03/20/2022' AND
 Invoice Date before '04/20/2022')) AND
 All Invoice Statuses AND
 All Selected ALC

ALC	Supplier	CM	Invoice #	PO #	Contract #	Invoice Date	Due Date	Scheduled Pay Date	Status	Amount
47000016	QSI CONSULTING INC.		.1	COCALMUATDFCO0022013941030712-0	CALMUATDFCO002	Apr 19, 2022	May 19, 2022		Received	500.00 USD
47000016	Bank of America		UAT_CIPP122	COCALMUATDFCO007CALM_VD050715-0	CALMUATDFCO007	Apr 14, 2022	May 14, 2022		Received	2,500.00 USD
47000016	CGI FEDERAL INC.		TSTLN003	DH_CO0408012700871760686-0	CONTRACT	Apr 12, 2022	May 12, 2022		Rejected	25.00 USD
47000016	Bank of America		CIPP-124-Invoice	COCALMUATDFPO00032013941030685-1	CALMUATDFPO0003	Apr 11, 2022	May 11, 2022		Denied	2,400.00 USD
47000016	CGI FEDERAL INC.		Test-1234	CO2021112390002700871760122-0	CONTRACT	Apr 11, 2022	May 11, 2022		Received	1.00 USD
47000016	CGI FEDERAL INC.		TSTLN002	DH_CO0408012700871760686-0	CONTRACT	Apr 11, 2022	May 11, 2022		Approved to Pay	40.00 USD
47000016	QSI CONSULTING INC.		UAT_CIPP100	COCALMUATDFPO0012013941030420-0	CALMUATDFPO001	Apr 11, 2022	May 11, 2022		Approved to Pay	35.00 USD
47000016	CGI FEDERAL INC.		DH_CO040801 Strike 2	DH_CO0408012700871760686-0	CONTRACT	Apr 9, 2022	May 9, 2022		Approved to Pay	20.00 USD
47000016	CGI FEDERAL INC.		TSTLN001	DH_CO0408012700871760686-0	CONTRACT	Apr 8, 2022	May 8, 2022		Received	55.00 USD
47000016	BELAIR AUTO AUCTION INC.		CIPP-105-UAT	COAWD15211959790400-0	AWD1	Mar 21, 2022	Apr 20, 2022		Approved to Pay	1.00 USD

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- a. Select a **Supplier** link to display Vendor Information
 - b. Select an **Invoice** link to display invoice details
 - c. Select a **PO #** link to display Purchase Order details.
4. Select **Download** to export the results to a spreadsheet.

10.2 How do I search for a Purchase Order in the IPP?

The Purchasing Search page is an extended search, which allows you to search for a particular PO, using specific criteria. IPP retains your search criteria for the duration of the session. The Search feature also allows you to export the search results to a spreadsheet.

Your view permissions, group assignment, and ALC permissions limit your view of POs.

10.2.1 Search for a Purchase Order in the IPP:

1. From the **Purchasing** tab, select the **Search** sub-tab.

Figure 113: Purchase Order Search Page

IPP Disburser Welcome: Brooks Gibert General Services Administration QA About | Advanced Search | Preferences | Help | Logout

Welcome Tasks **Purchasing** Invoices Payments Discounts Analysis Suppliers Self-Service April 22, 2022 11:23 AM

Purchase Orders Purchase Order Acknowledgements Advanced Shipment Notice **Search**

Purchase Orders
Purchase order summary.

Browse Suppliers: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) All Change Date Range: Past one month

ALC	Supplier	Invoiced	PO #	Issued Date	Terms	Status	Amount	Action
47000016	CGI FEDERAL INC.	<input checked="" type="checkbox"/>	AM_IPP_IO_012700871760772-0	Apr 21, 2022	Net 30	Open	500,000.00 USD	Close Hold
47000016	QSI CONSULTING INC.	<input type="checkbox"/>	COGSAUATBPACSCRIPT102013941030648-0	Apr 20, 2022	0.001 Percent Discount in 15 Days Net 30	Open	70.00 USD	Close Void Hold
47000016	CGI FEDERAL INC.	<input type="checkbox"/>	CO202204201702522700871760764-0	Apr 20, 2022	1 Percent Discount in 10 Days Net 30	Open	1,500.00 USD	Close Void Hold
47000016	CGI FEDERAL INC.	<input type="checkbox"/>	CO202204201717592700871760765-0	Apr 20, 2022	1 Percent Discount in 10 Days Net 30	Open	1,500.00 USD	Close Void Hold
47000016	CGI FEDERAL INC.	<input type="checkbox"/>	CO202204201725542700871760766-0	Apr 20, 2022	1 Percent Discount in 10 Days Net 30	Open	1,500.00 USD	Close Void Hold
47000016	CGI FEDERAL INC.	<input type="checkbox"/>	CO202204201904432700871760770-0	Apr 20, 2022	1 Percent Discount in 10 Days Net 30	Closed	128.64 USD	Re-Open Hold
47000016	CGI FEDERAL INC.	<input type="checkbox"/>	CO202204202052062700871760771-0	Apr 20, 2022	1 Percent Discount in 10 Days Net 30	Closed	128.64 USD	Re-Open Hold
47000016	QSI CONSULTING INC.	<input type="checkbox"/>	COCONUATDEMO012013941030759-0	Apr 20, 2022	0.001 Percent Discount in 15 Days Net 30	Open	350.00 USD	Close Void Hold
47000016	QSI CONSULTING INC.	<input type="checkbox"/>	COCONUATDEMO992013941030763-0	Apr 20, 2022	0.001 Percent Discount in 15 Days Net 30	Open	600.00 USD	Close Void Hold
47000016	QSI CONSULTING INC.	<input type="checkbox"/>	COJBCONXYZ1232013941030769-0	Apr 20, 2022	0.001 Percent Discount in 15 Days Net 30	Open	1,000.00 USD	Close Void Hold

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2. In the **Document #** field, enter all or the start of the **PO number**.
(AM_IPP_IO_012700871760772-0)
3. In the **Contract #** field, enter all or the start of the contract number.
4. In the **ALC-Payer Name** field, select **All** or select one or **more ALC numbers** from the list.
5. In the **Vendor ID** field, enter all or part of the Vendor Number. Use the % sign as a wildcard.
6. In the **Supplier Name Like** field, type all or part of the supplier name, if known.
7. From **Dates** select a date type and then use the calendar icon to select a **From** date and **to** date:
 - a. All
 - b. Issue Date
 - c. Due Date
8. Select a status from the **Status** list:
 - a. Open
 - b. Closed
 - c. Exception
 - d. Voided

9. Select **On Hold** to retrieve POs on hold that match any of the other entered search criteria
For example, to search for all "Open" POs on hold, select Open from the Status list and then select the On Hold check box.
10. In the **Amounts** field, enter a range of PO amounts in the **From** and **To** fields.

Figure 114: Purchase Order Search Criteria

The screenshot shows the 'Search Criteria' section of the IPP Disburser application. The 'Document Type' is set to 'PO'. The 'Document #' field contains 'AM_IPP_IO_0127008'. The 'Contract #' field is empty. The 'ALC-Payer Name' dropdown menu is open, showing two options: '47000017 - General Services Administration - FINANCIAL SVCS DIVISION - General Services Administration' and '47000016 - General Services Administration - USDA - OCFO - General Services Administration'. The 'Dates' field is set from '3/22/2022' to '4/22/2022'. The 'Status' field is set to 'All' and the 'On Hold' checkbox is unchecked. The 'Amounts' field is empty. The 'Search' and 'Reset' buttons are located at the bottom left of the form.