

# ***Review and Approve LPIF Invoices for Payment***

---

## **Scope**

This section describes how to use SFA FMS to review and approve LPIF invoices for payment.

## **System References**

N/A

## **Policy**

N/A

## **Responsibility**

SFA FFEL GA Payables

## **Distribution**

N/A

## **Ownership]**

N/A

## **Activity Preface**

This activity is performed whenever the SFA FMS FFEL GA Payables Manager needs to review and approve LPIF invoices for payment.

This procedure continues from:

*Create and Approve AMF Invoices [PROG0014]*

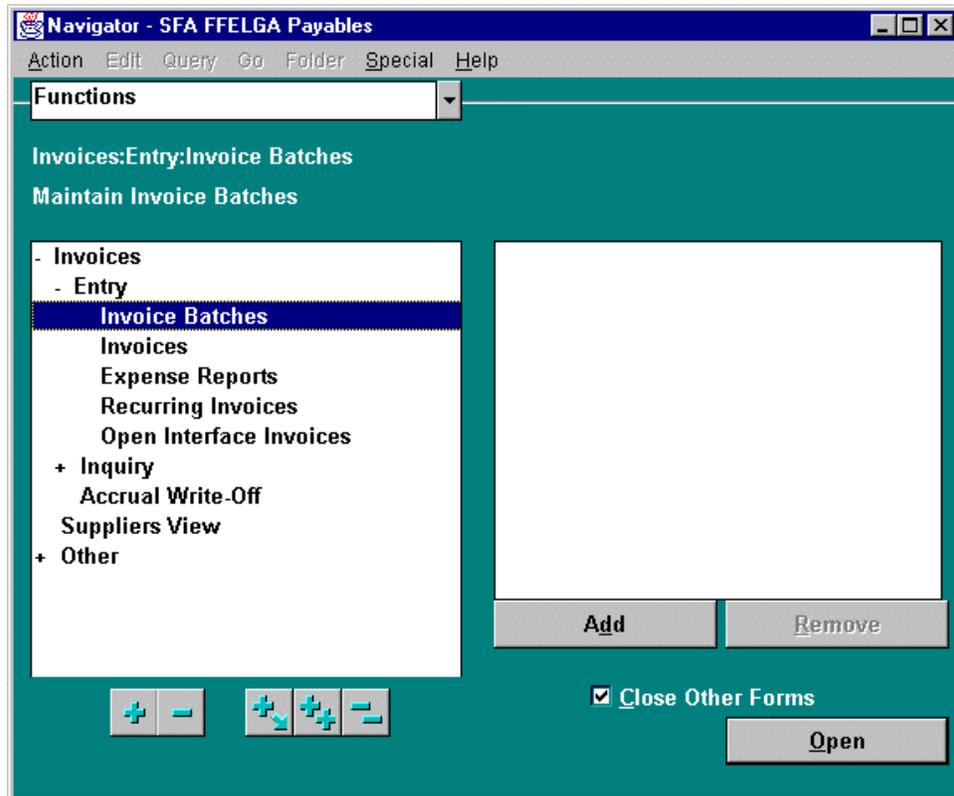
## Review and Approve LPIF Invoices for Payment-SFA FFEL GA Payables

**Who:** SFA FFELGA Payables responsibility

**Frequency:** Quarterly

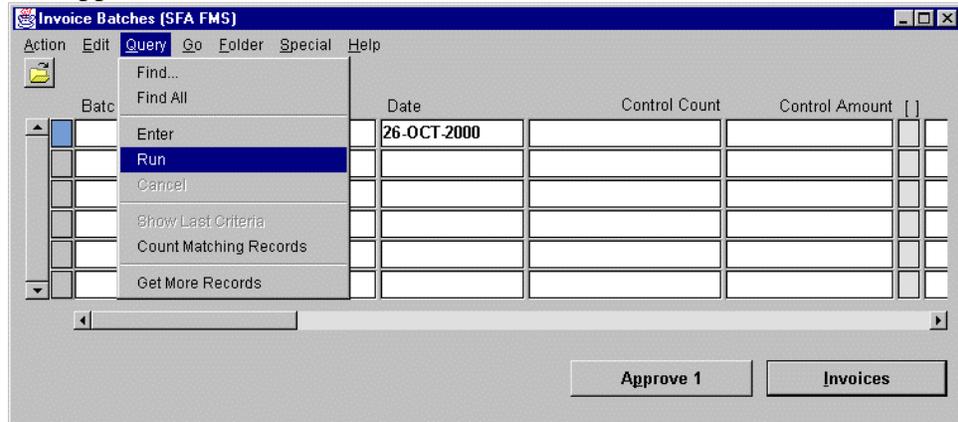
**Situation:** An NSLDS file is sent to SFA FMS and automatically loaded into SFA FMS AP. An LPIF invoice batch is automatically created. The SFA FFELGA Payables can search for LPIF invoice batches, review the invoices, and approve them for payment.

### Search for LPIF Invoice Batch



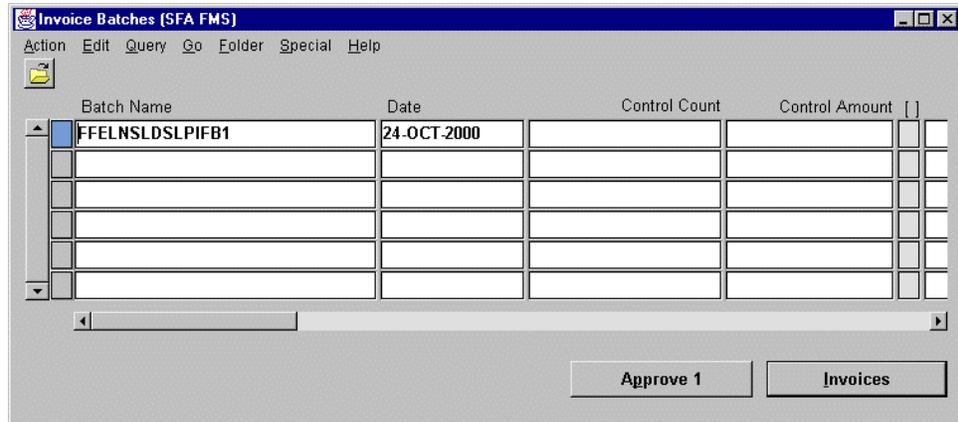
1. Double-click **Invoices**. The Invoices sub-menu appears.
2. Double-click **Entry**. The Entry sub-menu appears.
3. Click Invoice Batches.
4. Click the **Open** button. The “Invoice Batches (SFA FMS)” window appears with the **Invoice Batch** column blank.
5. Double-click **Invoices**. The Invoices sub-menu appears.
6. Double-click **Entry**. The Entry sub-menu appears.

7. Click **Invoice Batches**.
8. Click the **Open** button. The “Invoice Batches (SFA FMS)” window appears with the **Invoice Batch** column blank.



**FYI:** The LPIF invoice batches follow the naming convention - FFELNSLDSLPIFB# where B# is a sequential number that will increase with each batch that is received from NSLDS. The invoice batch date field will indicate the fiscal quarter.

9. Select **Enter** from the **Query** menu. The fields on the “Invoice Batches (SFA FMS)” window are cleared. This prepares the system to accept your search criteria.
10. Tab to the field in which you would like to search and type the reports that you would like to find.
11. Select **Run** from the **Query** menu. The “Invoice Batches (SFA FMS)” window appears with the invoice batches that match your query.



12. Click the **Batch Name** field for the batch number that you want to review and click the **Invoices** button. The “Invoices (SFA FMS) - #” window appears.

The screenshot shows a window titled "Invoices (SFA FMS) - FFELNSLDSLPIFB1". At the top right, there are two summary fields: "Batch Control Total" and "Actual Total" with the value "14519569.45". Below this is a table with the following columns: Type, Supplier, Supplier Num, Site, Invoice Date, Invoice Num, Invoice Curr, and Invoice Amou. The table contains six rows of invoice data. Below the table, there are several summary fields: "Amount Paid" (USD 0.00), "Holds" (0), "Status" (Never Approved), "DistributionTotal" (118,368.82), and "Posted" (No). At the bottom, there is a description: "GA201 NSLDS LPIF AMOUNT:\$18,210,570.00 for the period ending 09". At the very bottom, there are several buttons: "Actions... 1", "Holds", "Payments", "Match", "Scheduled Payments", "Overview", and "Distributions".

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amou
Standard	GA Instituti	100039	GA-SHOF	24-OCT-2000	201LPIF-0930	USD	118,368.
Standard	GA Instituti	100040	GA-SHOF	24-OCT-2000	202LPIF-0930	USD	1,242,247.
Standard	GA Instituti	100041	GA-SHOF	24-OCT-2000	203LPIF-0930	USD	209,876.
Standard	GA Instituti	100042	GA-SHOF	24-OCT-2000	204LPIF-0930	USD	133,419.
Standard	GA Instituti	100043	GA-SHOF	24-OCT-2000	205LPIF-0930	USD	541,219.
Standard	GA Instituti	100044	GA-SHOF	24-OCT-2000	206LPIF-0930	USD	118,394.

13. Use the scroll bar to view all of the invoices in the batch.

The invoice number within an LPIF batch follows the convention:

- ###LPIF-ddmmyyyy-DDMMYYYY-#
- ### represents the GA code
- DDMMYYYY represents the day-month-year of the quarter
- DDMMYYYY represents the day-month-year the invoice was created
- # represents a sequential number counting the number of invoices in the batch

### Review the LPIF Invoice

Invoices (SFA FMS) - FFELNSLDSLPIFB1

Action Edit Query Go Folder Special Help

Batch Control Total

Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amou
Standard	GA Instituti	100068	GA-SHOF	24-OCT-2000	230LPIF-0930	USD	832,841.
Standard	GA Instituti	100069	GA-SHOF	24-OCT-2000	231LPIF-0930	USD	166,066.
Standard	GA Instituti	100070	GA-SHOF	24-OCT-2000	232LPIF-0930	USD	70,441.
Standard	GA Instituti	100071	GA-SHOF	24-OCT-2000	233LPIF-0930	USD	220,039.
Standard	GA Instituti	100072	GA-SHOF	24-OCT-2000	234LPIF-0930	USD	1,162,389.
Standard	GA Instituti	100073	GA-SHOF	24-OCT-2000	235LPIF-0930	USD	3,769,838.

Amount Paid

USD

Holds

Status

Desc

DistributionTotal

Posted

Actions... 1    Holds    Payments    Match

Scheduled Payments    Overview    Distributions

- Click the row of the invoice that you need to review. The blue box at the front of the row will indicate that that invoices has been selected.
- Click the **Distributions** button. The “Distributions (SFA FMS) - # name” window appears.

Distributions (SFA FMS) - 235LPIF-09302000-10242000-35, GA Institution Name 235

Action Edit Query Go Folder Special Help

Invoice Total   
 Distribution Total

Num	Type	Amount	Tax Name	GL Date	Account
1	Item	3,769,838.16		24-OCT-2000	0231N01.B.01.218001.ENNC00

Account Description: FFELP Program A.CATEGORY B.Year 2001.Loan Guarantee .PROGRAM ANALY:  
 Status: Never Approved PO Number:   
 Posted: No

Prorate... 1    Reverse 1    View PO    Calculate Tax

16. Click the **X** button to close the “Distributions (SFA-FMS) -# name” window. The “Invoices (SFA FMS) - #” window appears.

Invoices (SFA FMS) - FFELNSLDSLPIFB1

Action Edit Query Go Folder Special Help

Batch Control Total   
 Actual Total

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amo
Standard	GA Instituti	100068	GA-SHOF	24-OCT-2000	230LPIF-0930	USD	832,841.
Standard	GA Instituti	100069	GA-SHOF	24-OCT-2000	231LPIF-0930	USD	166,066.
Standard	GA Instituti	100070	GA-SHOF	24-OCT-2000	232LPIF-0930	USD	70,441.
Standard	GA Instituti	100071	GA-SHOF	24-OCT-2000	233LPIF-0930	USD	220,039.
Standard	GA Instituti	100072	GA-SHOF	24-OCT-2000	234LPIF-0930	USD	1,162,389.
Standard	GA Instituti	100073	GA-SHOF	24-OCT-2000	235LPIF-0930	USD	3,769,838.

Amount Paid: USD  Holds:  DistributionTotal:   
 Status: Never Approved Posted: No  
 Desc: GA235 NSLDS LPIF AMOUNT:\$579,974,522.00 for the period ending 0

Actions... 1    Holds    Payments    Match  
 Scheduled Payments    Overview    Distributions

17. Click the **Overview** button to view an overview of the invoice. The “Invoice Overview (SFA FMS)” window appears with summary information about the invoice supplier, status, holds, payment schedule, and actual payments.

**Invoice Overview (SFA FMS)**

Action Edit Query Go Folder Special Help

Supplier: GA Institution Name 235 Site: GA-SHORT-235  
 Supplier Num: 100073 Taxpayer ID: 235  
 Invoice Num: 235LPIF-09302000-1024 Batch Name: FFELNSLDSLPIFB1  
 Type: Standard Currency: USD  
 Date: 24-OCT-2000 Amount: 3,769,838.16  
 Voucher: Unpaid Amount: 3,769,838.16  
 PO Number: Unapplied Amount:  
 Description: GA235 NSLDS LPIF AMOUNT:\$579,974 Settlement Date:

**Invoice Status**

Paid: No  
 Posted: No  
 Status: Never Approved

Active Hold Reason

**Scheduled Payments**

Curr	Amount	Remaining	Due Date	Held	Paid By	Paid On
USD	3,769,838.16	3,769,838.16	14-NOV-2000	<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		

**Actual Payments**

Payment Overview View PO Supplier Invoices

18. Click the **X** button to close the “Invoice Overview (SFA FMS)” window. The “Invoices (SFA FMS) - #” window appears.

**Invoices (SFA FMS) - FFELNSLDSLPIFB1**

Action Edit Query Go Folder Special Help

Batch Control Total:   
 Actual Total: 14519569.45

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amo
Standard	GA Instituti	100068	GA-SHOF	24-OCT-2000	230LPIF-0930	USD	832,841.
Standard	GA Instituti	100069	GA-SHOF	24-OCT-2000	231LPIF-0930	USD	166,066.
Standard	GA Instituti	100070	GA-SHOF	24-OCT-2000	232LPIF-0930	USD	70,441.
Standard	GA Instituti	100071	GA-SHOF	24-OCT-2000	233LPIF-0930	USD	220,039.
Standard	GA Instituti	100072	GA-SHOF	24-OCT-2000	234LPIF-0930	USD	1,162,389.
Standard	GA Instituti	100073	GA-SHOF	24-OCT-2000	235LPIF-0930	USD	3,769,838.

Amount Paid: USD 0.00

Holds: 0 DistributionTotal: 3,769,838.16  
 Status: Never Approved Posted: No  
 Desc: GA235 NSLDS LPIF AMOUNT:\$579,974,522.00 for the period ending 0

Actions... 1 Holds Payments Match  
 Scheduled Payments Overview Distributions

- Click the **Scheduled Payments** button to see the payment due date and payment method. The “Scheduled Payments (SFA-FMS) - #, GA name” window appears.

Scheduled Payments (SFA FMS) - 235LPIF-09302000-10242000-35, GA Institution Name 235

Payment Currency: USD Invoice Amount: 3,769,838.16  
 Amount Paid: 0.00 Gross Amount Total: 3,769,838.16

Scheduled Payments

Hold	Due Date	Gross Amount	Payment Priority	Payment Method	Date	Amount
	14-NOV-2000	3,769,838.16	99	Electronic		

Amount Remaining: 3,769,838.16  
 Discount Amount Remaining: 0.00

Buttons: Holds, Payments, Split Schedule, Pay... 1

- Click the **X** button to close the “Schedule Payments (SFA FMS) - #, GA Name” window. The “Invoices (SFA FMS) - #” window appears.

### Approve LPIF Invoice for Payment

Invoices (SFA FMS) - FFEINSLDSLPIF01

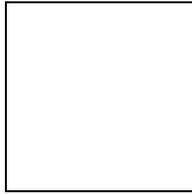
Batch Control Total:   
 Actual Total: 14519569.45

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount
Standard	GA Instituti	100068	GA-SHOF	24-OCT-2000	230LPIF-0930	USD	832,841.
Standard	GA Instituti	100069	GA-SHOF	24-OCT-2000	231LPIF-0930	USD	166,066.
Standard	GA Instituti	100070	GA-SHOF	24-OCT-2000	232LPIF-0930	USD	70,441.
Standard	GA Instituti	100071	GA-SHOF	24-OCT-2000	233LPIF-0930	USD	220,039.
Standard	GA Instituti	100072	GA-SHOF	24-OCT-2000	234LPIF-0930	USD	1,162,389.
Standard	GA Instituti	100073	GA-SHOF	24-OCT-2000	235LPIF-0930	USD	3,769,838.

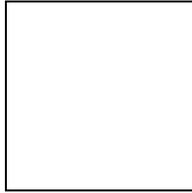
Amount Paid: USD 0.00  
 Holds: 0  
 Distribution Total: 3,769,838.16  
 Status: Never Approved  
 Posted: No  
 Desc: GA235 NSLDS LPIF AMOUNT:\$579,974,522.00 for the period ending 0

Buttons: Actions... 1, Holds, Payments, Match, Scheduled Payments, Overview, Distributions

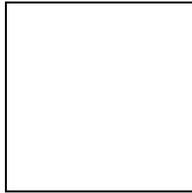
21. Once the invoice has been reviewed and determined payable, from the “Invoices (SFA FMS) - #” window, click the **Actions** button. The “Invoice Actions” window appears.



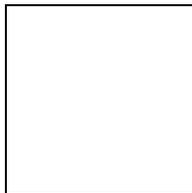
22. Click the **Approve** check box and click the **OK** button. The FMS system will automatically conduct funds checking at this time. A “Note” window will appear to indicate whether any holds were either placed or released from the invoice. Therefore, if the invoice had no holds to begin with, the message “No holds placed or released.” indicates that the invoice was approved.



23. Click the **OK** button on the “Note” window to continue. The “Invoices (SFA FMS) - #” window appears.



24. Verify that the **Status** field has been updated to Approved.
25. Click the **X** button to close the “Invoices (SFA FMS) - #” window. The “Invoices Batches (SFA FMS)” window appears.



**FYI:** Rather than approving each invoice in the LPIF batch individually, you may also approve the entire batch of invoices

simultaneously. Click the Batch Name field on the “Invoice Batches (SFA FMS)” window to select the row and then click the Approve button.

26. Click the **X** button to close the “Invoice Batches (SFA FMS)” window. The “Navigator – SFA FFELGA Payables” window appears.

**End of activity.**

