VA

VR&E e-Authorization & e-Invoicing

VR&E Service Provider Business Office Guidance

January 2020

Choose VA

VR&E SERVICE

Impact of the Initiative

- Information in the following slides is applicable to the VR&E-sponsored (Chapter 31) students.

- There are no changes to GI Bill (Chapter 33) and reporting requirements.

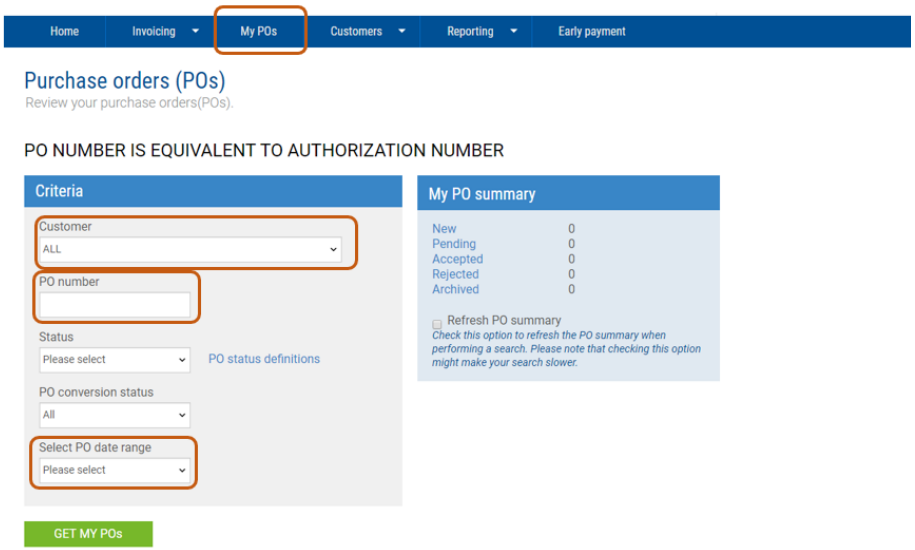
Tungsten Registration

If you have not done so already, register for an account with the Tungsten Network (VAFSCEnterpriseSupport@va.gov).

- Both the School Certifying Official (SCO) and the business office team need an account.

Information about the VR&E initiative, FAQs and a recording of a demonstration of Tungsten are available at https://www.tungsten-network.com/vre/.

Reviewing Authorizations



- Log into your Tungsten account.
- Select the My POs option in the ribbon.
- Ensure the Customer is set to VA, if you use Tungsten for other customers.
- Search by PO (Authorization) number and/or PO Date range (when it was received from the Case Manager).

** NOTE: VR&E encourages the SCOs to enter the Authorization number and dates authorized into the student record in your student information systems. This will allow easier access to the correct Authorization for business offices.*

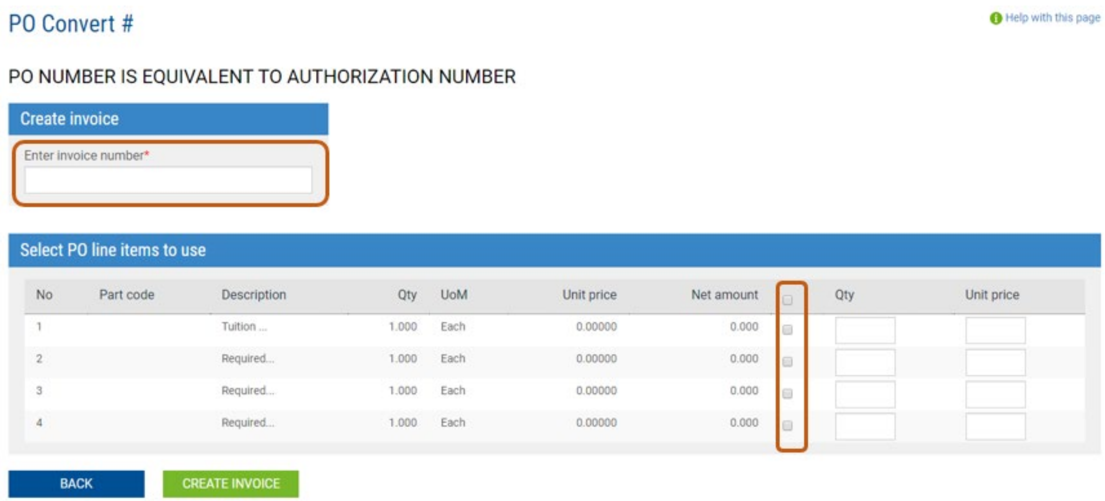
Invoicing (Part 1)

- Select the plus sign next to the Authorization number to view the details.
- At the bottom of the screen, select Accept PO.

- The screen will refresh, and the menu changes. Select Convert PO from this list.

Invoicing (Part 2)

- Enter the Invoice Number from your own invoicing system and select the service(s) to be invoiced.



PO Convert #

Help with this page

PO NUMBER IS EQUIVALENT TO AUTHORIZATION NUMBER

Create invoice

Enter invoice number*

Select PO line items to use

No	Part code	Description	Qty	UoM	Unit price	Net amount		Qty	Unit price
1		Tuition ...	1.000	Each	0.00000	0.000			
2		Required...	1.000	Each	0.00000	0.000			
3		Required...	1.000	Each	0.00000	0.000			
4		Required...	1.000	Each	0.00000	0.000			

BACK CREATE INVOICE

- Then select Create Invoice.

Invoicing (Part 3)

- Verify the information.
  - To edit, select the Back button.
  - To proceed, select the Confirm button.

Create invoice

Invoice number
JJ12345

Line	Description	Qty	UoM	Unit price	Net amount	Gross amount
1	Tuition ...	1.000	Each	0.00000	0.00	0.00
2	Required...	1.000	Each	0.00000	0.00	0.00

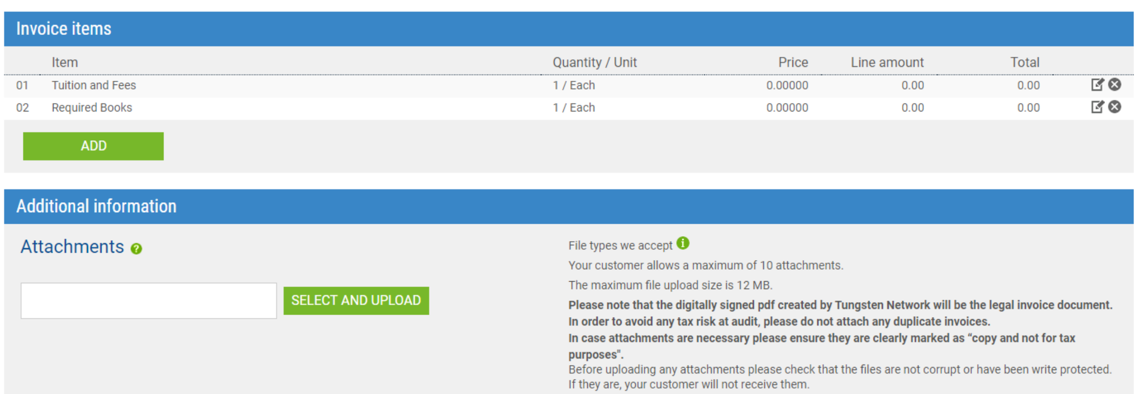
Summary

No. of lines 2
Sub total USD 0.00
Total tax USD 0.00
Net total USD 0.00

BACK CONFIRM

Invoicing (Part 4)

- Update the Invoicing date, if necessary.
- In the Invoice items section you may choose one of two options:
  1. Use the budget object codes (BOCs) provided by VR&E and sum up the appropriate line items on the original invoice. If you choose this option, the original invoice must be attached for the Case Manager to review and approve the invoice for payment. All invoices with summaries and no original invoice attached will be rejected by the Case Manager as insufficient.
  2. Edit and/or add lines to the invoice after converting it with the detailed line items from the original invoice. Bookstores will need to attach the signed receipt from the Veteran even if they use this option. VR&E encourages attaching the original invoice to verify that no data entry issues or other concerns arise with the invoice submitted through Tungsten.



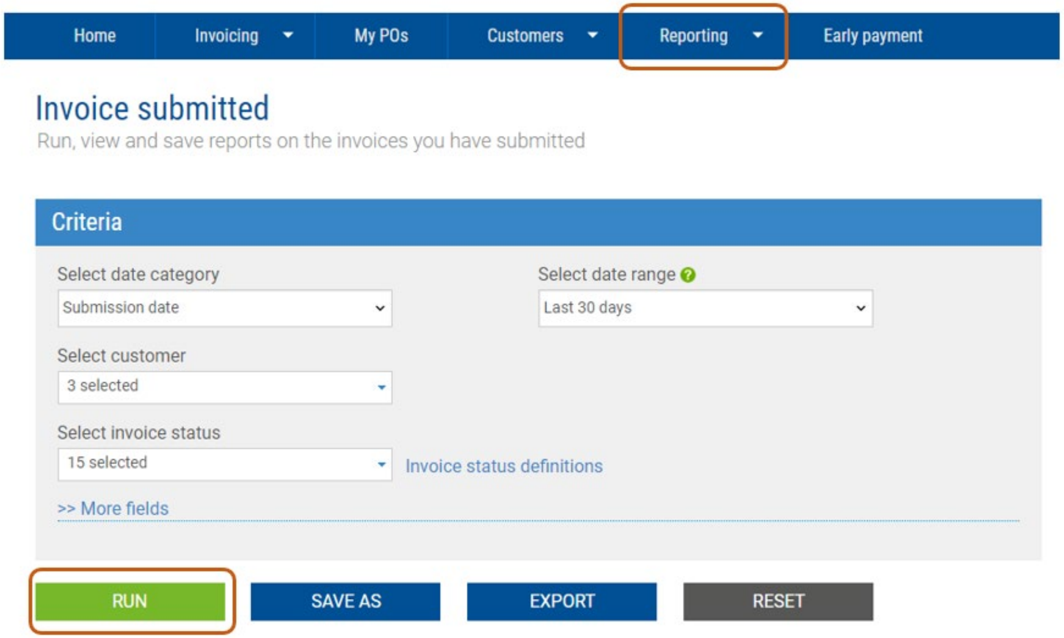
Submitting Invoices

- After verifying all of the information, submit the invoice by selecting Send at the bottom of the screen.

- Select the Continue button.
- The screen will refresh and display the Create invoice options.

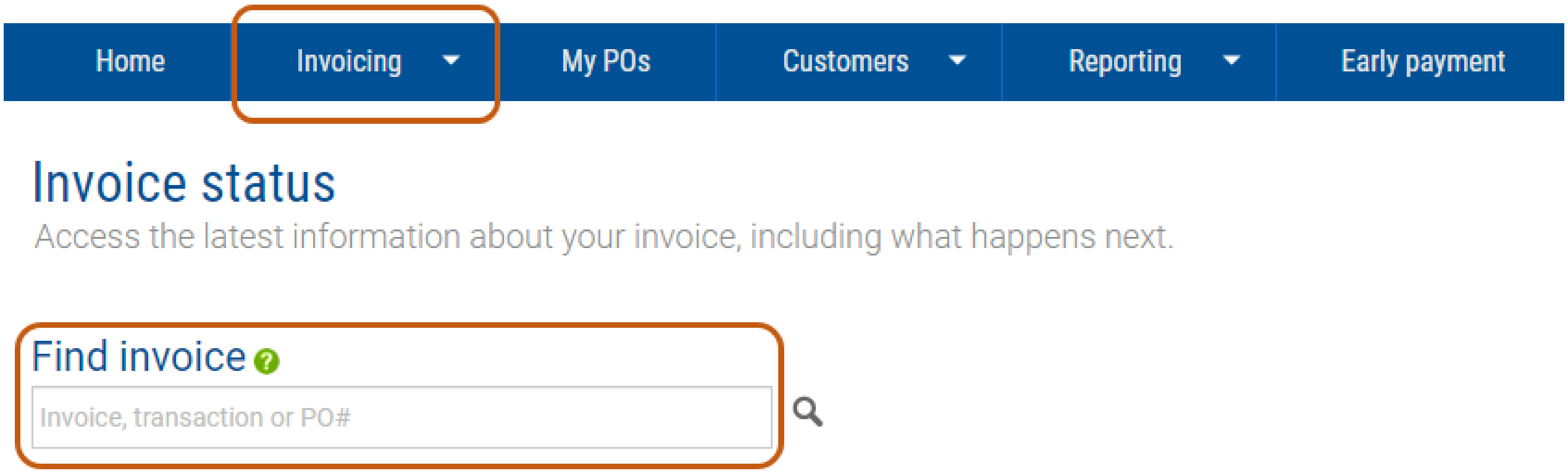
Reporting on Invoice Status

- To review the status of multiple invoices, go to Reporting >> Invoices submitted.
  - Select the criteria and select Run.

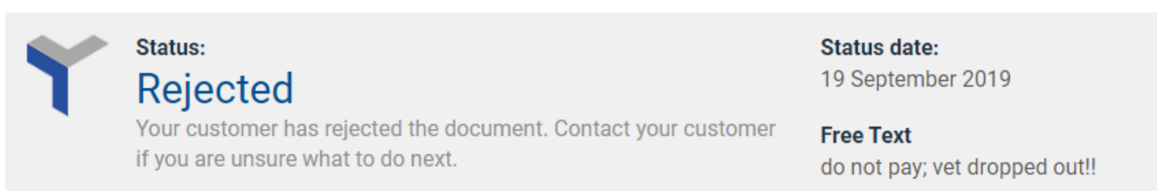


Reviewing Individual Invoice Status

- To see details about a specific invoice, go to Invoicing >> Invoice Status.



** NOTE: If an invoice is rejected, the explanation will display at the bottom of the search result in the Free Text field.*



What do I do if . . .

- An invoice is rejected
  - Review the notes from the Case Manager
  - If a fix is needed, a new invoice must be submitted with a new invoice number (e.g., add a “C” to the invoice number to show it is corrected)

- Tungsten shows the invoice is paid but I have not received funds
  - Contact the Financial Services Center at 1-877-353-9791 or vafsccshd@va.gov

What do I do if (cont.) . . .

- We need to issue a credit
  - Refunds can be generated in Tungsten using the Invoicing >> Create Invoice function in Tungsten
  - Our financial team will establish the debt and generate a Notice of Indebtedness to the school
  - All credits must be paid via check, not EFT. The remit to information will be included on the Notice of Indebtedness

For Further Questions

- Registration and Support
  - Phone: 1-866-372-1141
  - E-mail: VAFSCEnterpriseSupport@va.gov
- VA Financial Services Center
  - Phone: 1-877-353-9791
  - Email: vafsccshd@va.gov