

# 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](mailto: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

Home Invoicing **My POs** Customers Reporting Early payment

Purchase orders (POs)  
Review your purchase orders(POs).

PO NUMBER IS EQUIVALENT TO AUTHORIZATION NUMBER

**Criteria**

Customer: ALL

PO number: [ ]

Status: Please select PO status definitions

PO conversion status: All

Select PO date range: Please select

GET MY POs

**My PO summary**

New	0
Pending	0
Accepted	0
Rejected	0
Archived	0

Refresh PO summary  
Check this option to refresh the PO summary when performing a search. Please note that checking this option might make your search slower.

- 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	<input type="checkbox"/>	Qty	Unit price
1		Tuition ...	1.000	Each	0.00000	0.000	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
2		Required...	1.000	Each	0.00000	0.000	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
3		Required...	1.000	Each	0.00000	0.000	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
4		Required...	1.000	Each	0.00000	0.000	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

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.

Invoice items						
Item	Quantity / Unit	Price	Line amount	Total		
01 Tuition and Fees	1 / Each	0.00000	0.00	0.00		
02 Required Books	1 / Each	0.00000	0.00	0.00		

[ADD](#)

---

Additional information	
<b>Attachments</b>	<b>File types we accept</b>
<input type="text"/>	Your customer allows a maximum of 10 attachments. The maximum file upload size is 12 MB.
<a href="#">SELECT AND UPLOAD</a>	<b>Please note that the digitally signed pdf created by Tungsten Network will be the legal invoice document. In order to avoid any tax risk at audit, please do not attach any duplicate invoices. In case attachments are necessary please ensure they are clearly marked as "copy and not for tax purposes".</b> Before uploading any attachments please check that the files are not corrupt or have been write protected. If they are, your customer will not receive them.





# Submitting Invoices

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

SAVE AS TEMPLATE

SAVE

PREVIEW

SEND

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



Choose **VA**

**VA**



U.S. Department  
of Veterans Affairs

# Reporting on Invoice Status

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

Home Invoicing My POs Customers Reporting Early payment

## Invoice submitted

Run, view and save reports on the invoices you have submitted

**Criteria**

Select date category  
Submission date

Select date range ⓘ  
Last 30 days

Select customer  
3 selected

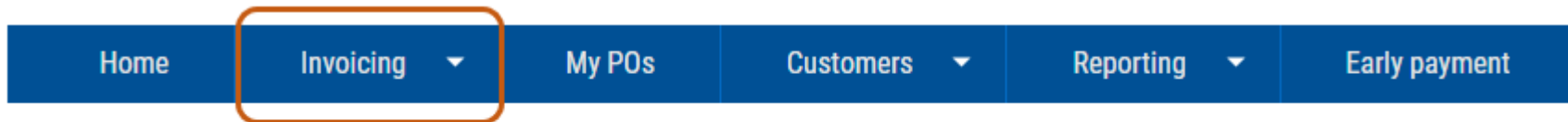
Select invoice status  
15 selected [Invoice status definitions](#)

[>> More fields](#)

**RUN** SAVE AS EXPORT RESET


# Reviewing Individual Invoice Status


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




## Invoice status

Access the latest information about your invoice, including what happens next.

Find invoice 

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

	<b>Status:</b> <b>Rejected</b>	<b>Status date:</b> 19 September 2019
	Your customer has rejected the document. Contact your customer if you are unsure what to do next.	<b>Free Text</b> do not pay; vet dropped out!!

# 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 [vafscshd@va.gov](mailto:vafscshd@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](mailto:VAFSCEnterpriseSupport@va.gov)
  
- VA Financial Services Center
  - Phone: 1-877-353-9791
  - Email: [vafscshd@va.gov](mailto:vafscshd@va.gov)

