



# United States Department of the Interior

OFFICE OF THE SECRETARY  
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FINANCIAL MANAGEMENT MEMORANDUM 2015-009 (Vol. IV.A)

To: Bureau Chief Financial Officers

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Subject: Accounts Payable FBMS Scanning

This memorandum provides guidance on the invoice scanning and workflow process implemented for the Department of the Interior (DOI) Bureaus<sup>1</sup>. In accordance with the attached DOI Acquisition Policy Release 2011-04, Amendment 2 *Internet Payment Platform (IPP) – Treasury Electronic Invoicing System*, dated September 2, 2011, unless a waiver is obtained, DOI requires the use of IPP for the submittal of invoices and exchange of payment information with suppliers of goods and services on new acquisition awards issued in Financial and Business Management System (FBMS), DOI's system of record. As such, this policy addresses invoices and supporting documents that are not received through IPP.

The following are expected benefits of implementing document scanning in FBMS:

- Increase efficiency of invoice processing cycle time;
- Reduce prompt pay interest risk;
- Improve accountability and internal controls (will impact statistical sampling);
- Decrease document loss potential (from traditional process of mailing paper invoices between Bureau finance and field offices); and
- Improve document tracking and response time to audit requests.

Each Bureau is required to issue guidance to ensure invoices, goods receipts, and service entry sheets are documented. The following are recommendations for issuing Bureau guidance on document scanning in FBMS:

- Establish standard business processes based on existing FBMS functionality;
- Establish consistency in accounts payable processing by utilizing one of the two processes outlined in this document below; and
- Prepare the business process workflow for e-invoicing.

Invoices for purchase orders converted into FBMS may be received through one of the following processes:

- a) Central Bureau Finance Office - invoices are mailed or emailed to this location. The Bureau finance office scans the invoice documents. If the invoice has not been marked with receipt and acceptance information, an invoice cover sheet with this information is also scanned. The scanned documents are imported into FBMS and assigned to an

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<sup>1</sup> The content of this FMM is based on the FBMS Situation Report entitled *Accounts Payable – Bureau of Land Management Scanning*.

accounting technician, who creates an FBMS invoice document and attaches the scanned vendor invoice and other supporting documents to it for payment.

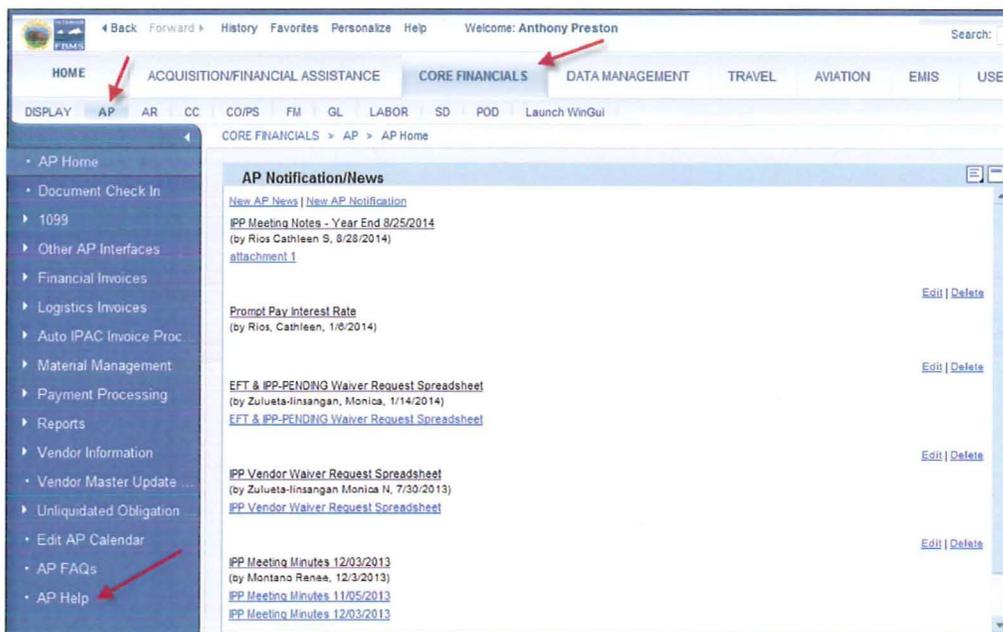
- b) Field Office – as an alternative, invoices are mailed or emailed to this location. The invoices are reviewed and the acceptance date for the goods/services is notated on the invoice or cover sheet. The invoice documents and backup documentation are scanned and imported into FBMS. The scanned documents are imported into FBMS and assigned to an accounting technician, who creates an FBMS invoice document and attaches the scanned vendor invoice and other supporting documents to it for payment.

For non-referencing invoices, the documents *may be* sent directly to the field offices, even under FBMS. The field staff completes a cover sheet indicating the acceptance date of the goods/services and provides the appropriate cost accounting structure. The invoices are then scanned with the cover sheet and electronically forwarded to an accounts payable technician for data entry and payment.

All invoices related to lines on purchase orders converted from Bureau legacy systems are marked as a two way match and electronically routed to the Contracting Officer for approval prior to payment.

In most cases, invoices against acquisition awards with an approved IPP waiver or payment requests for financial assistance awards with an approved Automated Standard Application for Payments waivers (and the appropriate supporting documentation such as a cover letter or standard form 270/271) are processed manually and then mailed or emailed to the central Bureau finance office. The Bureau office scans the invoice documents, if necessary. The scanned invoices are imported into FBMS and assigned to an accounting technician for data entry.

As shown below, the Work Instructions related to Accounts Payable Scanning are located in the FBMS Portal using the following path: Core Financial > AP > AP Help.



If you have any questions concerning this subject, please contact Michael Anthony at (202) 208-6824 or Michael\_Anthony@ios.doi.gov.