

VENDOR PAYMENT SELF VERIFICATION

A Utility Company (Vendor) registered in the LaGov/ERP System may view their reimbursable payments that have been processed through the LaGov/ERP system.

Note: Any vendor not in the LaGov/ERP system will need to self-register online through OSUP (Office of State Uniform Payroll). The OSUP link is http://doa.louisiana.gov/OSUP/LaGov_Vendors.htm.

To view, the utility company will need:

- Their LaGov/ERP vendor number (9 digits, beginning with a 3) and
- Their EIN (Employee Identification Number); this is the company tax id associated with the LaGov/ERP vendor number.

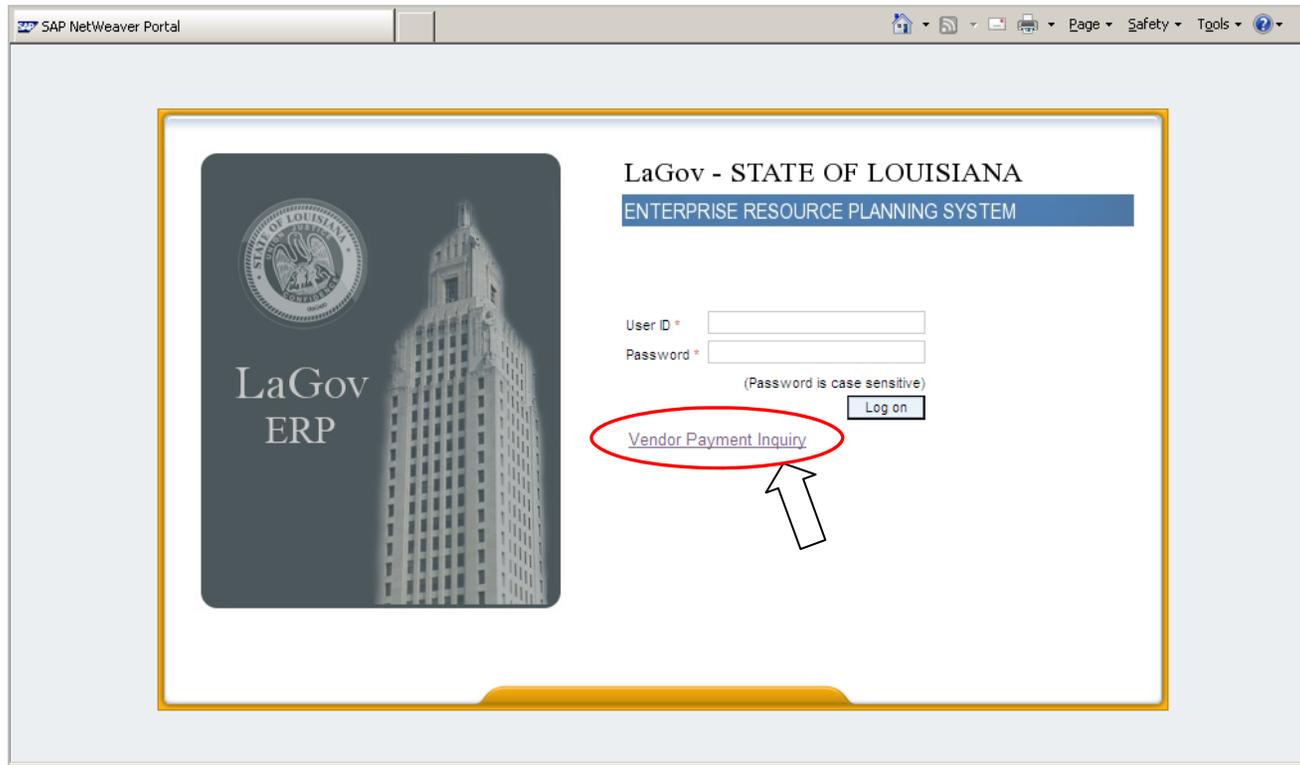
Payments are now required to be processed through LA DOA (Louisiana Division of Administration).

- **Checks are cut on Monday and Thursday evenings.**
- **Direct deposits are processed each night (M-F).**

1) Go to the LaGov Portal at the following link:

<https://lagoverpvendor.doa.louisiana.gov/iri/portal>

2) Click on “Vendor Payment Inquiry”



3) The following screen and message box appears. Click "OK" to proceed.

The screenshot shows a web application window titled "Vendor Payment Listing". The window contains several input fields and a button. A dialog box titled "Message from webpage" is overlaid on the main window, displaying a warning icon and the text "Fill in all required entry fields" with an "OK" button.

Vendor Payment Listing

Invoice Date: 01/01/2011 to 08/04/2011

Vendor: [Yellow field] to [White field]

EIN: [White field with checkmark icon] to [White field]

Enter vendor number AND EIN without dashes

Check Number: [White field] to [White field]

Document Number: [White field] to [White field]

Layout: [White field]

Execute Immediately

Message from webpage

! Fill in all required entry fields

OK

- 4) The required fields must be entered: “Vendor” field is the nine digit LaGov/ERP Vendor Number beginning with a 3 and “EIN” field is the utility company’s tax id with no dashes. After entering the data, click on the “Execute Immediately” button.

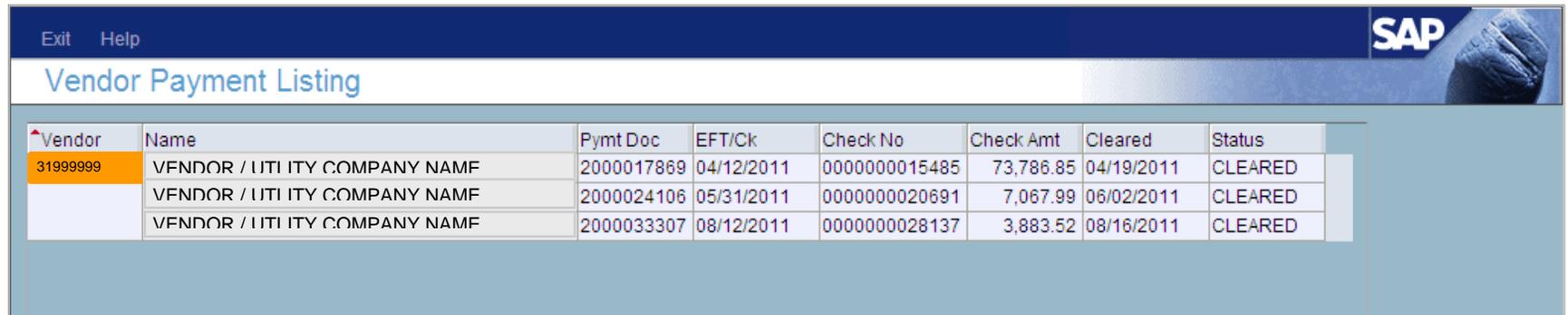
The screenshot shows a web application window titled "Vendor Payment Listing". The form contains several input fields and a button. Annotations include red circles around the "Vendor" and "EIN" fields, and the "Execute Immediately" button. White arrows point to the "Vendor" field, the "EIN" field, and the "Execute Immediately" button. The "Invoice Date" field is pre-filled with "01/01/2011" to "08/04/2011". The "Vendor" field is highlighted in yellow. The "EIN" field has a checked checkbox. The "Check Number" and "Document Number" fields are empty. The "Layout" field is also empty. The "Execute Immediately" button is located at the bottom left of the form.

Invoice Date	01/01/2011	to	08/04/2011	[arrow]
Vendor	[yellow box]	to	[empty]	[arrow]
EIN	[checkbox checked]			
Enter vendor number AND EIN without dashes				
Check Number	[empty]	to	[empty]	[arrow]
Document Number	[empty]	to	[empty]	[arrow]
Layout	[empty]			

Execute Immediately

5) The “Vendor Payment Listing” then appears.

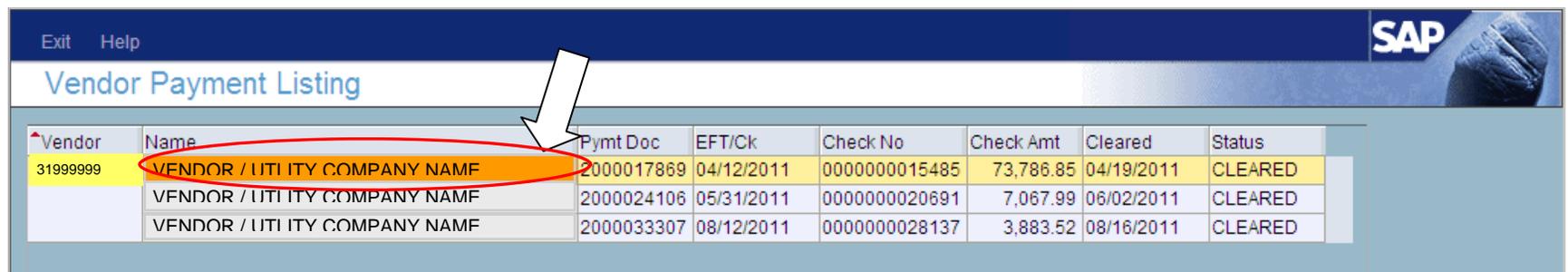
- The Payment Listing shows: Vendor Number, Vendor Name, Payment Doc (system generated number when DOTD submits company invoice for payment), Check Date, Check Number, Check Amount, Date Check Cleared, and Status of payment.
- The check amount from this screen may not correspond to any one invoice submitted by the vendor. That is because most vendors are set up in LaGov to receive one check with all transactions/invoices lumped together for payment.



The screenshot shows the SAP Vendor Payment Listing interface. At the top, there are 'Exit' and 'Help' buttons on the left, and the SAP logo on the right. Below the header, the title 'Vendor Payment Listing' is displayed. The main content is a table with the following columns: Vendor, Name, Pymt Doc, EFT/Ck, Check No, Check Amt, Cleared, and Status. The first row is highlighted in orange.

Vendor	Name	Pymt Doc	EFT/Ck	Check No	Check Amt	Cleared	Status
31999999	VENDOR / UTILITY COMPANY NAME	2000017869	04/12/2011	0000000015485	73,786.85	04/19/2011	CLEARED
	VENDOR / UTILITY COMPANY NAME	2000024106	05/31/2011	0000000020691	7,067.99	06/02/2011	CLEARED
	VENDOR / UTILITY COMPANY NAME	2000033307	08/12/2011	0000000028137	3,883.52	08/16/2011	CLEARED

6) To see details about an individual payment, highlight it and then double click on it.



The screenshot shows the same SAP Vendor Payment Listing interface as above. In this view, the first row is highlighted in orange and circled in red. A white arrow points from the top of the page down to the circled row, indicating the action to double-click on it for details.

Vendor	Name	Pymt Doc	EFT/Ck	Check No	Check Amt	Cleared	Status
31999999	VENDOR / UTILITY COMPANY NAME	2000017869	04/12/2011	0000000015485	73,786.85	04/19/2011	CLEARED
	VENDOR / UTILITY COMPANY NAME	2000024106	05/31/2011	0000000020691	7,067.99	06/02/2011	CLEARED
	VENDOR / UTILITY COMPANY NAME	2000033307	08/12/2011	0000000028137	3,883.52	08/16/2011	CLEARED

- 7) The “Details” screen appears. The details screen shows all the payments processed for the vendor paid under one payment document number. At the top in the blue highlighted area, the Vendor Number, Name, Payment Document Number and Check Number appears along with the Check Amount shown to the far right of the screen. The Vendor Address is shown in the first yellow block of information.
- 8) In the example shown below, only one payment was processed for the vendor under the Payment Document Number 2000017869. If multiple payments had been processed at the same time, there would be a block of information for each transaction. The first block of payment information shows a Document Type of “Invoice – Gross” and a “Line Amount” of \$77,670.37. This is the amount that was invoiced, not the amount paid. The second block shows has a Document Type of “AP Retainage” and a negative “Line Amount” of \$3,883.52-. This is the retainage withheld from payment. (In accordance to the LA Administrative Code, a minimum 5% retainage is to be withheld from Actual Cost Utility Relocation Agreements.) The net pay was \$73,786.85.

The screenshot shows a 'Details' window with a blue header bar containing a title bar, a close button, and three icons (checkmark, X, print). Below the header, the main content area is divided into several sections:

- Vendor Information:** A blue bar displays '0319999999 VENDOR/UTILITY COMPANY NAME', '2000017869 Check No: 0000000015485', and '73786.85'.
- Payee Remittance Address:** A yellow bar displays '123 LOCAL STREET', 'SHREVEPORT', and 'LA'.
- Payment Line 1:** A yellow bar displays 'Document Number: 5100008556 Invoice - Gross', 'Business Area: 270 DEPT TRANSPIN & DEVELOP-ADMN', 'Vendor Invoice #: URAP 13292 Comments: 455-09-0007', and 'Line Amount: 77670.37'.
- Payment Line 2:** A yellow bar displays 'Document Number: 6900000928 AP Retainage', 'Business Area: 270 DEPT TRANSPIN & DEVELOP-ADMN', 'Vendor Invoice #: URAP 13292 Comments: 455-09-0007', and 'Line Amount: 3883.52-'.

At the bottom of the window, there is another blue bar with the same three icons as the header.

9) **Please note:** There are only two fields where DOTD Utility Relocation Unit may input information that is viewable to the vendor concerning the payment. These are the “Vendor Invoice” and the “Comments” fields. The space is very limited, so not all pertinent information can be included. For Utility Relocation Agreement Invoices, efforts are being made to include the company’s invoice number (if one was shown on the invoice) and/or customer number (if one was shown on the invoice). (Abbreviations will need to be used, such as C# for customer number). The Utility Relocation Agreement Type and Number will also be included in one of the fields so that the payment can be cross referenced to a DOTD project file if needed. The LA DOTD State Project Number may also be referenced and may be prefaced with SP or SPN followed by the number.

- The types of reimbursable agreements are:
 - URA (Utility Relocation Agreement, no permit; example URA 13502)
 - URAP (Utility Relocation Agreement, permit required; example URAP 13503)
 - URAF (Utility Relocation Assistance Funding; example URAF 13504)
 - LTM (Agreements executed under the TIMED Program by the Louisiana Timed Managers)

- Other abbreviations that may be used in the Vendor Invoice or Comments fields are:
 - P, PY, PAY, etc. for Payment followed by a number (e.g. PY #2)
 - F, FNL, FIN, etc. for Final Invoice payment
 - R, RT, RETAIN, etc. for Retainage

10) To exit the details screen, click on either one of the green checks. This will bring the user back to the “Vendor Payment List”.

11) The Final Audit Report will determine how much retainage is to be issued to the utility company. Retainage may not all be in one check /electronic deposit. For each partial invoice processed, retainage is withheld. For all payments paid in the LaGov/ERP system, the retainage will be shown under the Document Type “AP Retainage”. In the details screen, there will be a separate line amount for each partial invoice processed. If an invoice was paid in the DOTD legacy financial program, the retainage withheld will be paid in the LaGov/ERP System under the Document Type of “Vendor Invoice”.

12) In the example shown, the total amount invoiced to DOTD was \$219,030.25 submitted in partials.

- A partial invoice of \$134,291.89 was paid in the DOTD legacy financial program with \$7,067.99 withheld in retainage.
- Another partial invoice of \$73,786.85 was paid in the LaGov/ERP System with \$3,883.52 withheld in retainage.
- The Audit Report showed no “findings” or “exceptions”.
- The total amount of retainage due the utility company is \$10,951.51
- Opening the 2nd and 3rd payments from the “Vendor Payment List” shows that the total amount of retainage was paid to the utility company.

Vendor	Name	Pymt Doc	EFT/Ck	Check No	Check Amt	Cleared	Status
31999999	VFENDOR / UTILITY COMPANY NAME	2000017869	04/12/2011	0000000015485	73,786.85	04/19/2011	CLEARED
	VFENDOR / UTILITY COMPANY NAME	2000024106	05/31/2011	0000000020691	7,067.99	06/02/2011	CLEARED
	VFENDOR / UTILITY COMPANY NAME	2000033307	08/12/2011	0000000028137	3,883.52	08/16/2011	CLEARED

Details

0319999999 VENDOR/UTILITY COMPANY NAME 2000024106 Check No: 0000000020691 7067.99

Payee Remittance Address
123 LOCAL STREET SHREVEPORT LA

Document Number: 1900040914 Vendor Invoice
Business Area: 270 DEPT TRANSPN & DEVELOP-ADMN
Vendor Invoice # URAP13292 RETAIN Comments: SPN 455-09-0007
Line Amount: 7067.99

Exit Help SAP

Vendor Payment Listing

Vendor	Name	Pymt Doc	EFT/Ck	Check No	Check Amt	Cleared	Status
31999999	VFENDOR / UTILITY COMPANY NAME	2000017869	04/12/2011	0000000015485	73,786.85	04/19/2011	CLEARED
	VFENDOR / UTILITY COMPANY NAME	2000024106	05/31/2011	0000000020691	7,067.99	06/02/2011	CLEARED
	VFENDOR / UTILITY COMPANY NAME	2000033307	08/12/2011	0000000028137	3,883.52	08/16/2011	CLEARED

Details

0319999999 VENDOR/UTILITY COMPANY NAME 2000033307 Check No: 0000000028137 3883.52

Payee Remittance Address
 123 LOCAL STREET SHREVEPORT LA

Document Number: 6900000928 **AP Retainage**
 Business Area: 270 DEPT TRANSPIN & DEVELOP-ADMN
 Vendor Invoice #: **URAP 13292** Comments: 455-09-0007
 Line Amount: **3883.52**

13) For additional instructions to check on payments, click on:

http://www.doa.louisiana.gov/portal/portaltools/LaGov_Vendors_12022010.pdf