



Contract Pay (MOCAS) Operations Overview

Defense Finance and Accounting Service

October 2016

Deborah Peachey Contract Input

Erica Mauter Entitlement

Greg Madison Reconciliation



Accounts Payable Acquisition



What is MOCAS?



M ECHANIZATION **O** F **C** ONTRACT **A** DMINISTRATION **S** ERVICES

WHAT IS MOCAS?

- ▶ Integrated system supporting post-award administration

WHO USES MOCAS?



DCMA



DFAS



Procurement Offices



DCAA



DTRA



WHS



Funding Stations

WHY MOCAS?

- ▶ Pays More Complex Contracts
 - ✓ High Dollar
 - ✓ Multi-Year Contracts
 - ✓ Multiple Deliverables
- ▶ Makes Financing Payments
 - ✓ Progress Payments
 - ✓ Performance-Based Payments
 - ✓ Commercial Item Financing
 - ✓ Interim Cost Payments



Contract Pay Operations- Contract Management



Mark Miller
Division Chief
MOCAS Contract Management

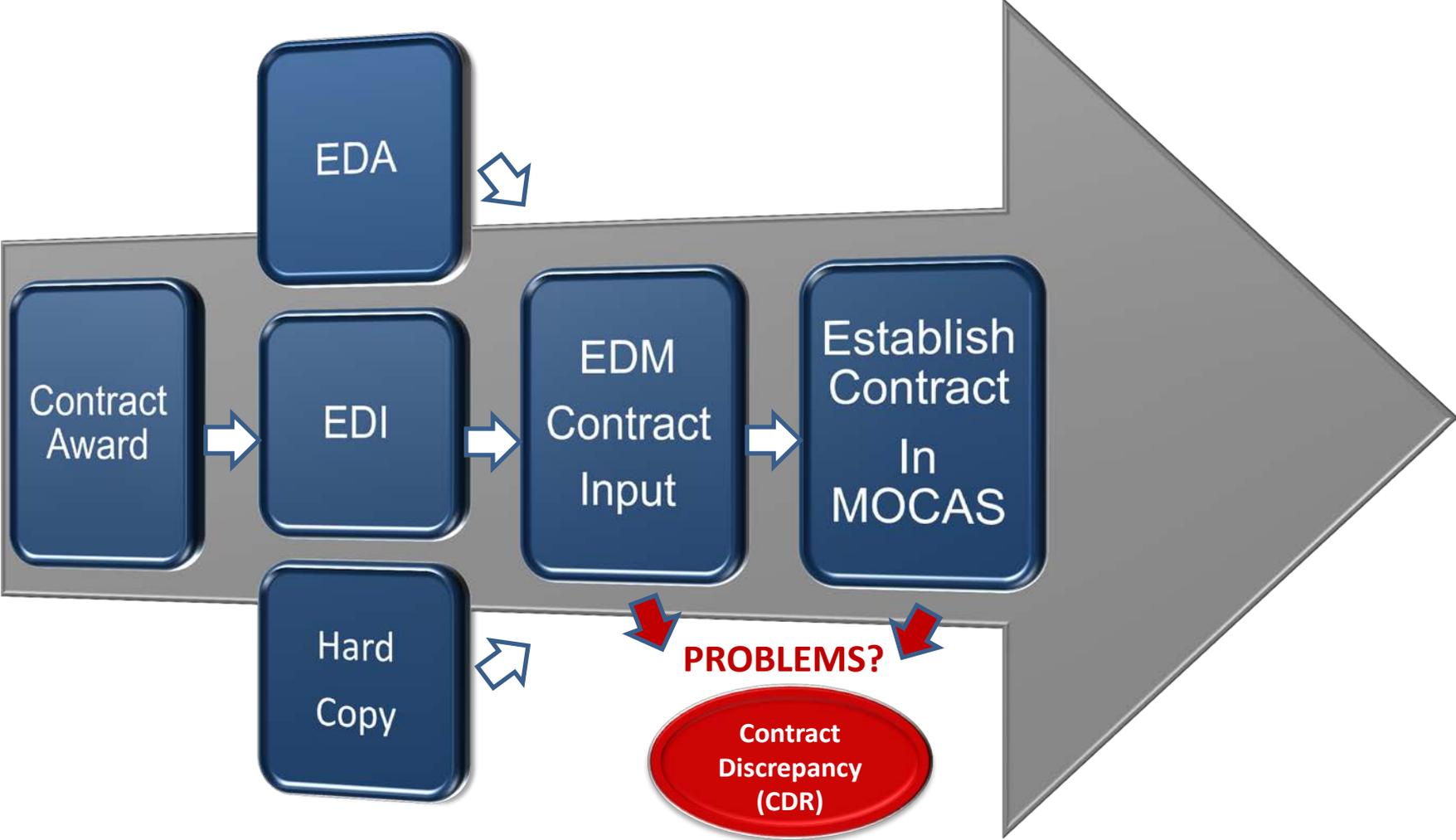
Vacant
Team A
(South)

Crystal McCain
Team B
(North)

Angela McCarty
Team C
(West)



Payment Process: Contract Management





- Contract writing systems simultaneous feed MOCAS (EDI) and populate mod to EDA.
- EDA interfaces to create workflow case in EDM
- EDM Workflow is assigned to technicians on MOC and digit (last 2 numbers of the contract)





- If problems are noted a Contract Deficiency Report is issued to contracting.
 - Issued though EDA.
 - Emails are automatically sent to PCO to whom assigned.
- Common Causes:
 - LOA
 - Clin Structure
 - PGI
 - Payoffice



PGI – Procedure Guidance Information

DFARs 204.7108

Needed if:

1. Line item (clin) is multifunded (more than one ACRN)
2. Financing (Progress or Performance Based Payments)
3. Cost Plus or time and materials.

These 11 clause facilitate automated payment of invoice

Will be 252.204-XXXX

Either line item based, or contract wide.

ACRN sequence

Contracting Officer Specified Order

FY

Cancellation Date

Proration.

If required, and needed, will result in a CDR (contract deficiency report)

Being issued to contracting office

Contract Pay Operations Invoice Entitlement



Erica Mauter
Division Chief
MOCAS Entitlement

Vacant
Team A
(South)

Pam Giesy
Team C
(North)

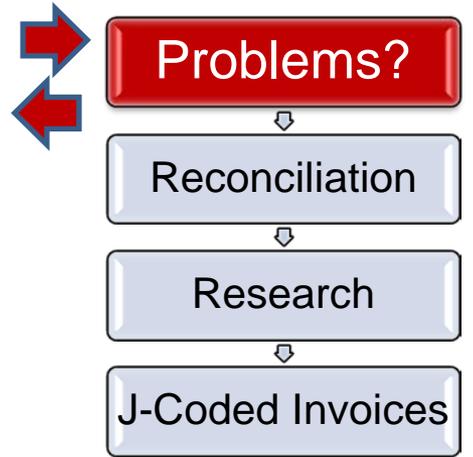
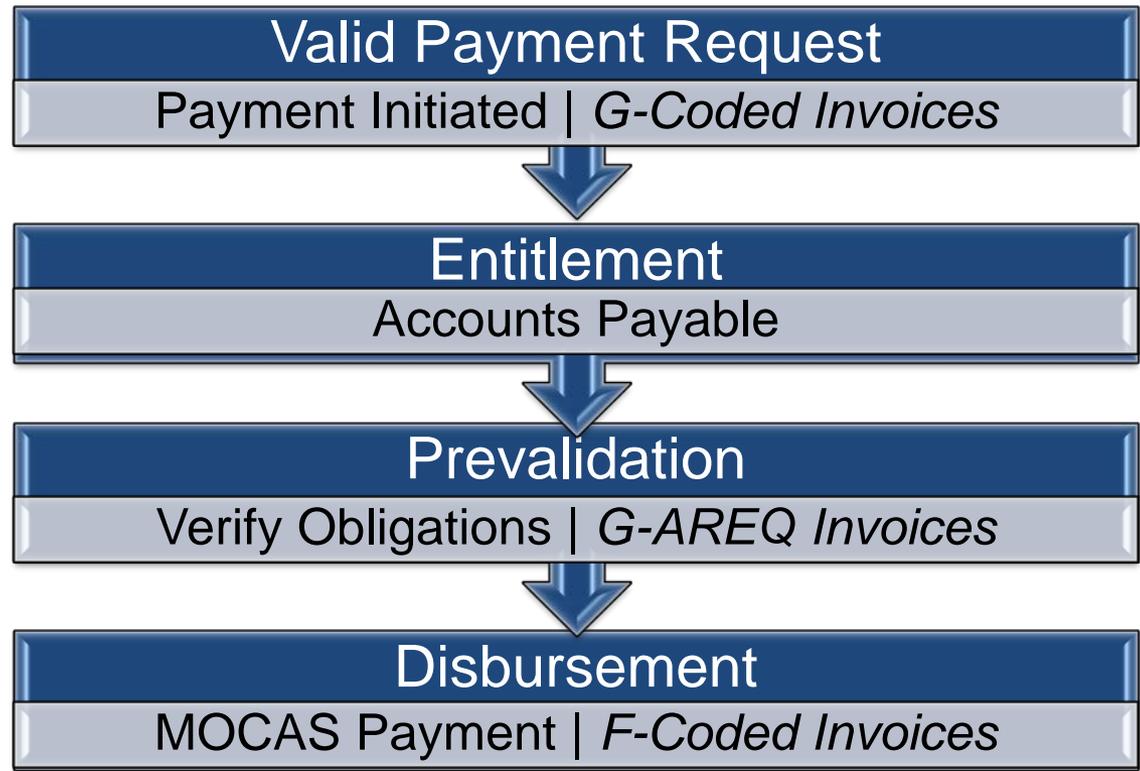
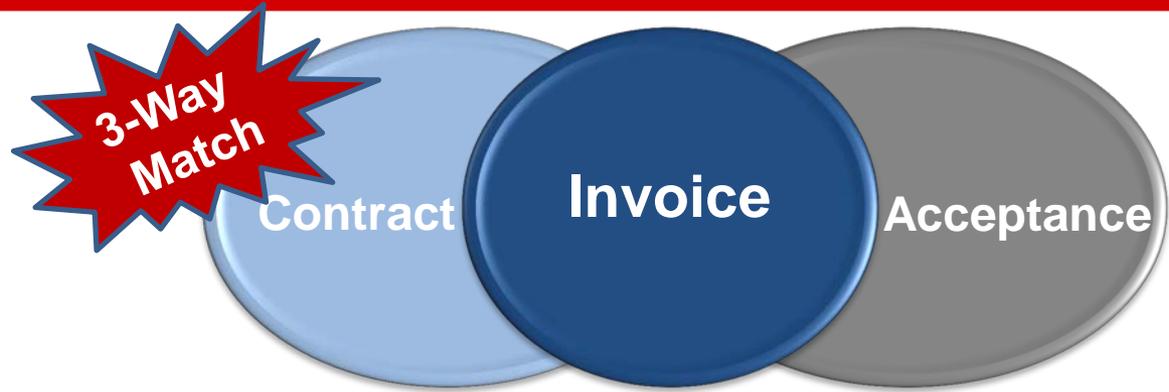
Herman Baumann
Team D
(West)

Catherine Burr Bolder
Team E
(West)

Christopher Smith
Team F
(South)



Payment Process: Invoice Entitlement



Invoice Reason Codes



A - Codes Awaiting source acceptance

AP	Previously coded "C" and now awaiting source acceptance
PO	Payment Only contract – awaiting source acceptance

B - Codes Awaiting destination acceptance

AP	Previously coded "C" and now awaiting destination acceptance
PO	Payment Only coded – awaiting destination acceptance

D – Codes Awaiting additional contractual documents

ADD	Requires additional funds for payment
CDR1	A Contract Deficiency Report (CDR) is issued against a contract or modification to correct deficiency



Invoice Reason Codes (cont.)



D – Codes Awaiting additional contractual documents (cont)

CDR2	A Contract Deficiency Report (CDR) is issued to correct a deficiency between the funding document and the contract or modification
MACT	Awaiting funding document to recertify cancelled funds

G – Codes To be entitled

AP	Matched with an acceptance in the system and awaiting manual review
**AP	An automatic payment suspended in the system waiting to be paid
AREQ	Invoice in Prevalidation/waiting station approval



Invoice Reason Codes (cont.)



H - Codes Awaiting approval

STOP	Appropriation over-extended at Treasury level
TO/TRA	Awaiting approval from Transportation Officer for freight/transportation charge over \$190.00

I - Codes Invoices that need research

AP	Previously coded "C" and now awaiting acceptance review (*system generated)
AI	Partial acceptance or unit price discrepancies
Q3	Awaiting review of quantity variation



Invoice Reason Codes (cont.)

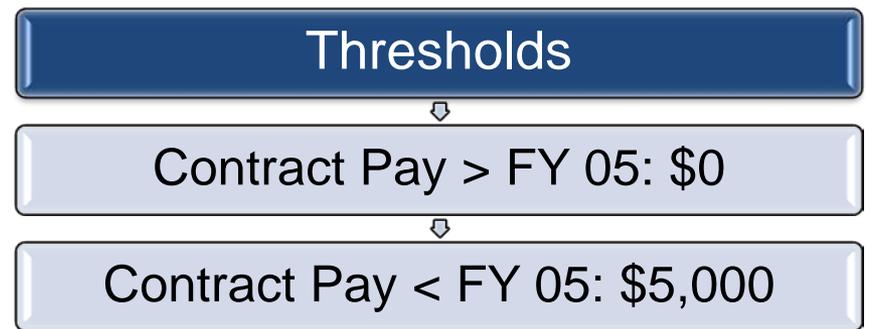
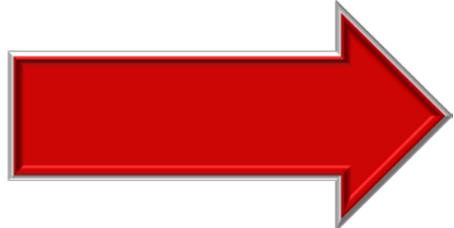
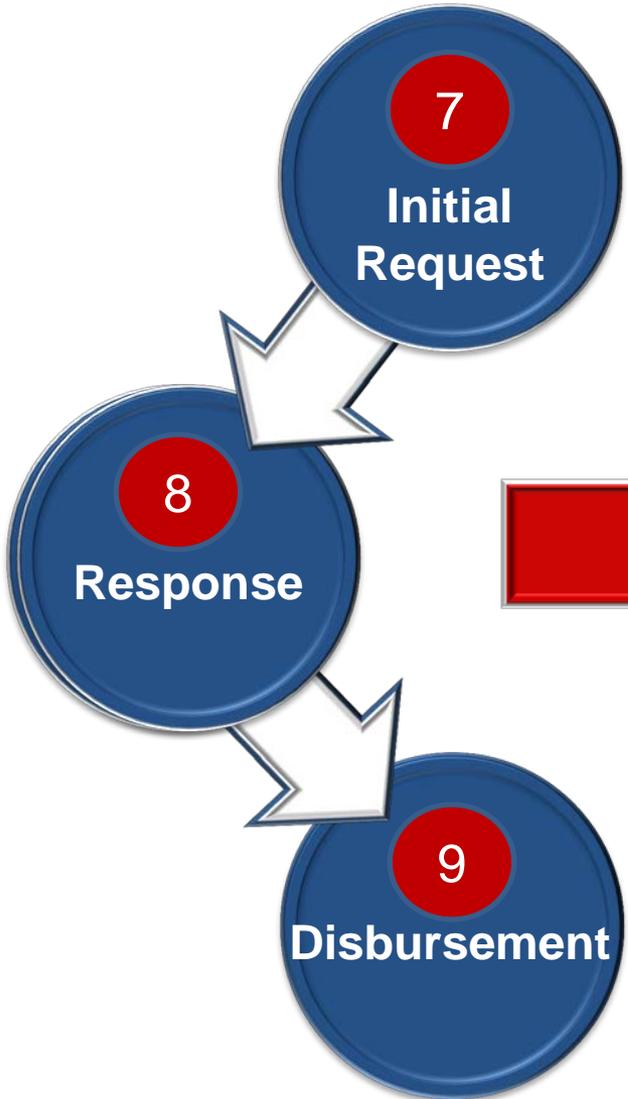


J – Codes Invoices with deficiencies

AUD	Requires a contract audit
CERT	Requires certification from prior paying office



Payment Process: Prevalidation





MOCAS Contract Reconciliation Overview

Defense Finance and Accounting Service

Greg Madison

Analyst, MOCAS Reconciliation

October 2016

Integrity - Service - Innovation



Reconciliation Defined



PROCESS: Analyze transactions to identify errors based on source documents, resolve discrepancies, correct out-of-balance conditions, and match data between the entitlement system and fiscal accounting stations.



SCOPE: Limited or department wide review. Data is located, substantiated and captured to produce the audit.



RESEARCH: Comprises all transactions, depending on request nature and reconciliation findings. Also consider external findings including outside audit agencies (GAO, DoDIG, DCAA)



CORRECTIONS/ADJUSTMENT: As discrepancies are identified, corrective actions are determined, processed and verified.



Reasons for Reconciliation Request



Insufficient Funds

To Correct NULO and/or UMD situations

Payment Errors

Canceling or Replacement Funds

Contract/Mod Errors

Contract Closeout

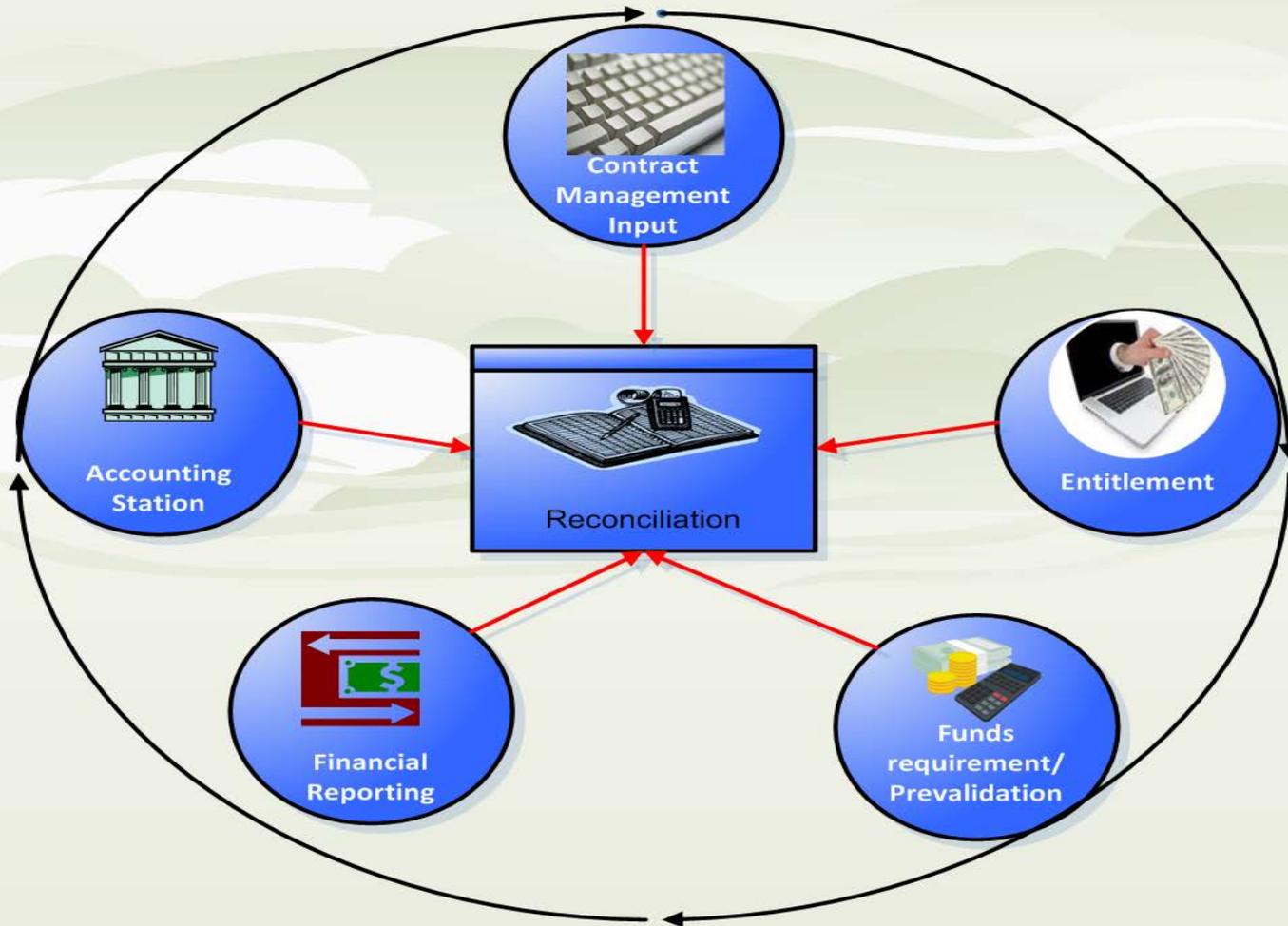
Contract Administration Actions



• Technician workload priorities are as follows:

- ✓ **JCOs**- *Invoice not payable from entitlement*- prevent interest, expedite payment
- ✓ **FFRs**- *Dispute of Bill of Collection (BOC)* request from Accounts Receivable/ prevent interest to the customer
- ✓ **Canceling funds items (CFR)**- (at risk of lapsing)
- ✓ **EXP**- *an expedite request* from within the Operational areas
- ✓ **Responses**- outside agencies: GAO, DODIG or DCAA
- ✓ **MODs**- *Reduction modifications/ NULO* from Contract Input- timely resolution of NULOs
- ✓ **All other requests**







**Defense Contract
Management Agency
(DCMA)**



**Responsible fiscal
accounting stations
(funds holders)**



**Federal government
contractors**



**Any government entity
monitoring activity of a
(MOCAS) Accounts
Payable contract- ex.
Major weapon systems
commands such as
TACOM, AMCOM,
CECOM etc.**

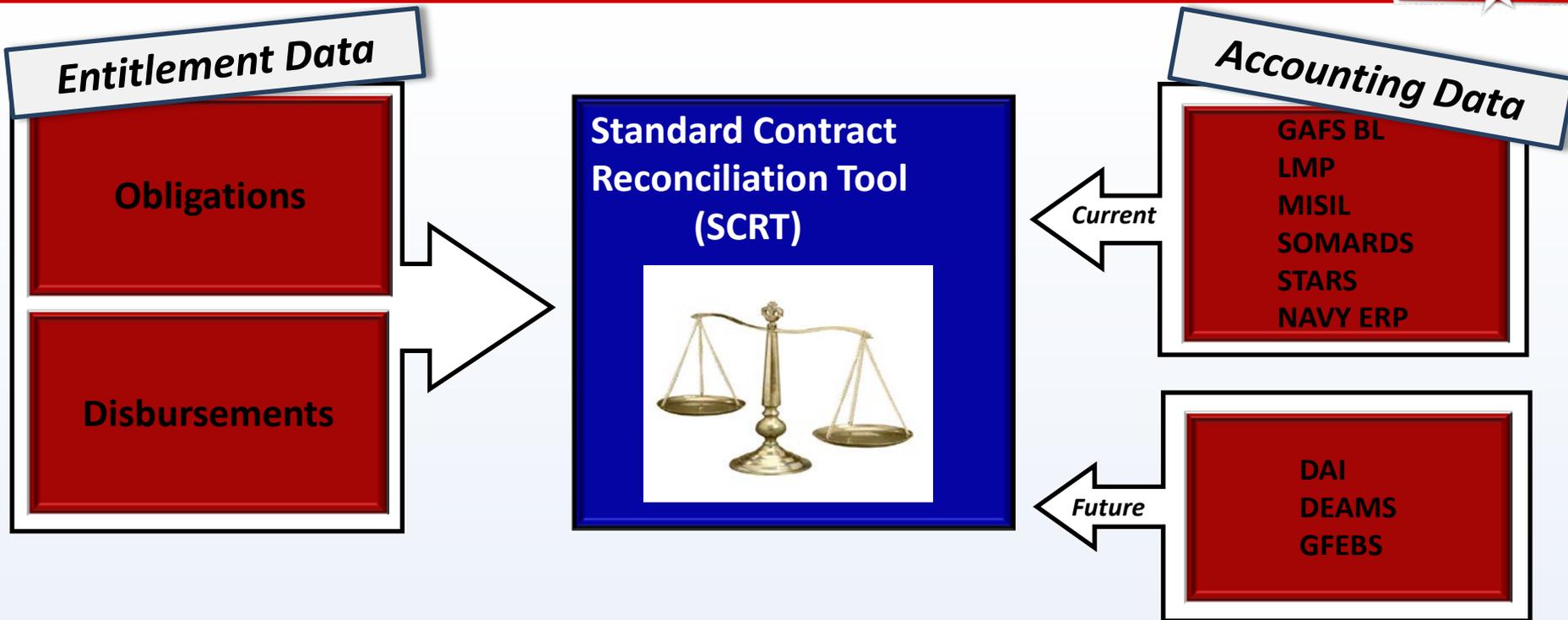


MOCAS Contract Reconciliation Process



Suppliers	Inputs	Process	Outputs	Customers
<ul style="list-style-type: none"> Contractors 	<ul style="list-style-type: none"> AUD requests 	<ul style="list-style-type: none"> Receive request. Input request into DTL, SCRT & create EDM case. Assign to Accounting Technician. Accounting Technician performs full or limited recon. Accounting Tech prepares adjustments and/ or corrective actions. RCRA reviews adj. Adjustments post to MOCAS flowing to accounting systems. Accounting Technician submits EDM with all corrective actions to RCRA. RCRA approves and closes EDM case. RCRA closes DTL case. 	<ul style="list-style-type: none"> Limited Reconciliations 	<ul style="list-style-type: none"> Contractors
<ul style="list-style-type: none"> DCMA 	<ul style="list-style-type: none"> Supporting documents 		<ul style="list-style-type: none"> Full Reconciliations 	<ul style="list-style-type: none"> DCMA
<ul style="list-style-type: none"> AP Maintenance 	<ul style="list-style-type: none"> UMD requests 		<ul style="list-style-type: none"> 1081s 	<ul style="list-style-type: none"> AP Maintenance
<ul style="list-style-type: none"> Entitlement area 	<ul style="list-style-type: none"> Invoices awaiting payment instructions 		<ul style="list-style-type: none"> Journal Vouchers 1017Gs 	<ul style="list-style-type: none"> Entitlement area
<ul style="list-style-type: none"> Contract Input area 	<ul style="list-style-type: none"> NULO requests 		<ul style="list-style-type: none"> Obligation adj. 	<ul style="list-style-type: none"> Contract Input area
<ul style="list-style-type: none"> Reporting area 	<ul style="list-style-type: none"> Deobligation of canceled funds requests 		<ul style="list-style-type: none"> Payment instructions 	<ul style="list-style-type: none"> Reporting area
<ul style="list-style-type: none"> Accounting Stations 	<ul style="list-style-type: none"> Appropriation Corrections 		<ul style="list-style-type: none"> Demands 	<ul style="list-style-type: none"> Accounting Stations
<ul style="list-style-type: none"> Prevalidation area 	<ul style="list-style-type: none"> PGI adj 		<ul style="list-style-type: none"> Refunds 	<ul style="list-style-type: none"> Prevalidation area
<ul style="list-style-type: none"> Accounts Receivable/ Debt Management 	<ul style="list-style-type: none"> Adj. Request 		<ul style="list-style-type: none"> Audit Reports 	<ul style="list-style-type: none"> Accounts Receivable/ Debt Management
<ul style="list-style-type: none"> Procurement Offices 	<ul style="list-style-type: none"> Demand Dispute 		<ul style="list-style-type: none"> Coordination of Adjustments 	<ul style="list-style-type: none"> Procurement Offices
<ul style="list-style-type: none"> Management 	<ul style="list-style-type: none"> Data Cleansing project 		<ul style="list-style-type: none"> Invoice recodes/ rejects 	<ul style="list-style-type: none"> Management
<ul style="list-style-type: none"> ERP Stakeholders 			<ul style="list-style-type: none"> Correspondence 	<ul style="list-style-type: none"> ERP Stakeholders
<ul style="list-style-type: none"> Services 				<ul style="list-style-type: none"> Services

MOCAS Contract Reconciliation

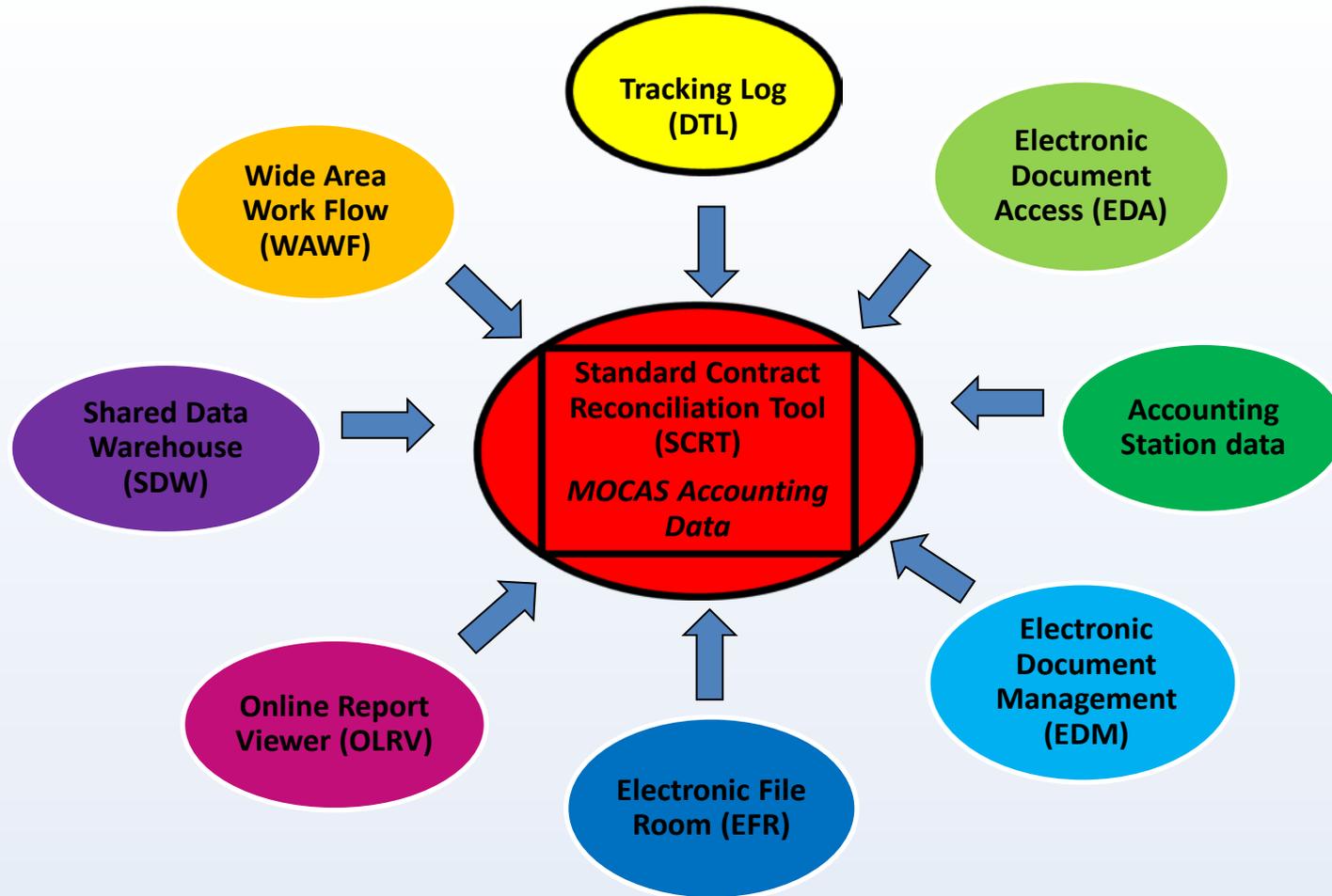


Streamlines the reconciliation process

- Automatically imports and compares both accounting and entitlement systems
- Creates adjustments for ACRN level differences between the MOCAS and the accounting system
- Allows for manual reconciliation from hard copy documents



Electronic Resources Utilized



Jeffrey Stone	Reconciliation Chief	
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Teresa Woods	Staff Analyst	
	teresa.l.woods8.civ@mail.mil	614-701-4764

- DFAS.DSCC.JAI.MAILBOX.recon-maillog@mail.mil (External requests)



For your assistance in maintaining a cooperative partnership between agencies!



ACRONYM

EDM- Electronic Document Manager
EDA- Electronic Document Access
MOCAS- Mechanization of Contract Administrative Services
CAR- Contract Administrative Report
O&M- operations and Maintenance
R&D- Research and Development
Proc- Procurement Funds
Milcon- Military Construction
EDI- Electronic Data Interchange
CLR- Contingent Liability Record
WAWF- Wide Area Work Flow
ULO- Unliquidated Obligation
API- Automatic Payment of Invoice
DCMA- Defense Contract Management Agency
DCAA- Defense Contract Audit Agency
ACO- Administrative Contracting Office
PCO- Primary Contracting Office
DFARS- Defense Federal Acquisition Regulation Supplement



Questions

