



## myInvoice in WAWF

<https://wawf.eb.mil/>

*Defense Finance and Accounting Service*

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DFAS Columbus  
Business Integration Services



- ▶ Web-based application developed specifically for vendors and government users to obtain status of vendor's invoices
- ▶ Requires WAWF registration with at least one active role to access the myInvoice web application
- ▶ Consolidates invoice information, paid and unpaid, as provided by numerous DFAS payment systems, into a central repository
- ▶ Users may query and view data, and also download information for further analysis



# Which DFAS Systems Feed myInvoice

- ▶ CAPS-W: Computerized Accounts Payable System – Windows
- ▶ DAI: Defense Agencies Initiative
- ▶ DEAMS: Defense Enterprise Accounting and Management System
- ▶ EBS: Enterprise Business System
- ▶ FABS: Financial Accounting and Budgeting System
- ▶ GFEBS: General Funds Enterprise Business System
- ▶ IAPS: Integrated Accounts Payable System
- ▶ MOCAS: Mechanization of Contract Administration Services
- ▶ MOCAS Interest Payments
- ▶ Navy ERP: Navy Enterprise Resource Planning
- ▶ SAVES: Standard Automated Voucher Examination System
- ▶ STARS-OP: Standard Accounting and Reporting System One Pay



<https://wawf.eb.mil/>

## Consent Required

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Please DO NOT use the browser BACK BUTTON within the Wide Area Workflow eBusiness Suite applications, the use of the browser's BACK BUTTON is not supported within the Wide Area Workflow eBusiness Suite applications. Use of this button will cause the loss of data not yet saved to the server and will result in the applications not performing as intended. DO NOT use the backspace key in any uneditable field, as this will function as the back button, where they exist, use the PREVIOUS or CANCEL buttons to return to a previous page within the Wide Area Workflow eBusiness Suite applications. The security accreditation level of the applications are Unclassified FOUO and below, do not process, store, or transmit information classified above the accreditation level of this system.

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#### Certificate Login

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[CAC Help?](#)

#### User ID Login

**User ID**

**Password**

[Login](#)

[Forgot your User ID? | Forgot your Password? | Who's my GAM?](#)

#### System Messages

**(2016-JUN-28 00:00 MDT) System: All Subject: WAWF 5.9 Validation Warning Messages Message For: All Users**

"Attention: If you receive the following informational message "IRAPT VALIDATION WARNING MESSAGES" and the Pop-Up window does not display "click "OK" to proceed", please try the following steps:  
1. Turn off Pop-Up Blockers in your Web Browser. 2. Clear your browser History Folder and Cookies. 3. Clear your browser cache. 4. Close all browser windows. 5. Open new browser and type in the WAWF URL https://wawf.eb.mil to access the WAWF website. (Do NOT use any favorites or shortcuts).

If the above options still do not resolve the issue please try a different web browser. (Internet Explorer, Firefox, Chrome)

CORT - These same steps can also be used if the pop-up confirmation box is not displaying to process/reject nominations."



#### Quick Links

- [Security and Privacy](#)
- [Accessibility](#)
- [Government Customer Support](#)

#### Getting Started Help

- [Machine Setup](#)
- [Vendors Getting Started](#)
- [Government Users Getting Started](#)

#### iRAPT Mobile

- [Apple App Store \(External Link\)](#)
- [Google Play \(External Link\)](#)



Welcome to Wide Area Work Flow e-Business Suite



Invoicing, Receipt,  
Acceptance, and  
Property Transfer  
(Formerly WAWF)



myInvoice



Web Based Training

### System Messages

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Last Access Date: 2016/09/23 13:55:40

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## System Messages

(2016-JUN-28 00:00) System: **All** Subject: **WAWF 5.9 Validation Warning Messages** *Message For: All Users*

"Attention: If you receive the following informational message "IRAPT VALIDATION WARNING MESSAGES" and the Pop-Up window does not display "click "OK" to proceed", please try the following steps:

1. Turn off Pop-Up Blockers in your Web Browser. 2. Clear your browser History Folder and Cookies. 3. Clear your browser cache. 4. Close all browser windows. 5. Open new browser and type in the WAWF URL <https://wawf.eb.mil> to access the WAWF website. (Do NOT use any favorites or shortcuts).

If the above options still do not resolve the issue please try a different web browser. (Internet Explorer, Firefox, Chrome)

CORT - These same steps can also be used if the pop-up confirmation box is not displaying to process/reject nominations."

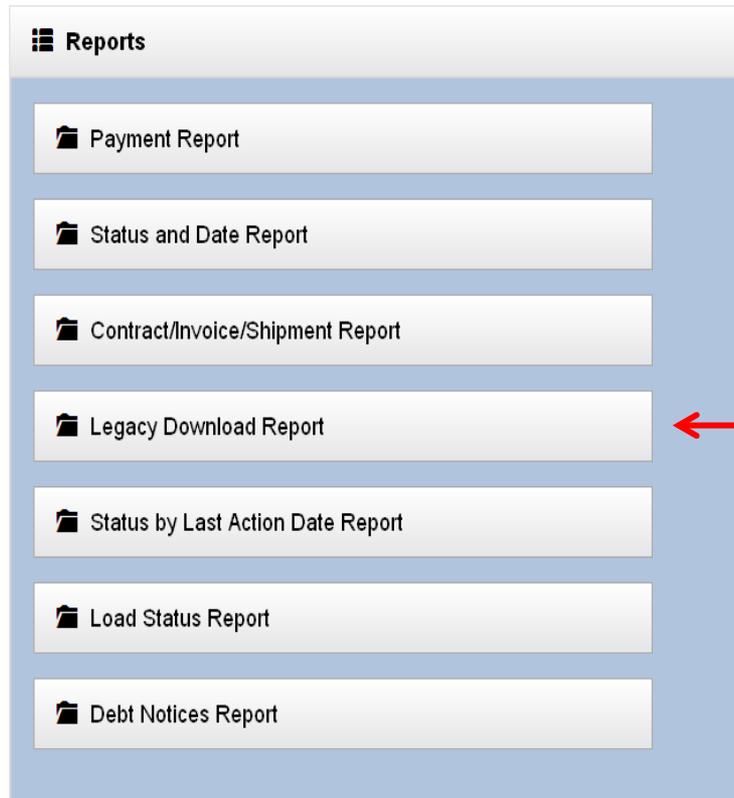
Please start by selecting an option from the menu above.

Help



# Reports – Vendor vs Govt

## iRAPT Vendor Role



**Reports**

- Payment Report
- Status and Date Report
- Contract/Invoice/Shipment Report
- Legacy Download Report
- Status by Last Action Date Report
- Load Status Report
- Debt Notices Report

## iRAPT Govt Role



**Reports**

- Payment Report
- Status and Date Report
- Contract/Invoice/Shipment Report
- Contract (No CAGE/DUNS) Report
- Status by Last Action Date Report
- Load Status Report
- Debt Notices Report



# myInvoice - Report

### Status and Date Report

<b>Search in *</b> Active Database	<b>Search by *</b> CAGE Code	<b>Search results *</b> 20 records per page
<b>Payment Status *</b> PAID UNPAID BOTH	<b>From Date</b>  	<b>To Date</b>  
<b>CAGE Codes *</b>  Input CAGE Code Here, Click on Search		

Select a Payment Status from the drop down list. This is a required entry.

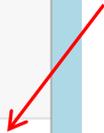
Search   Download (txt)   E-Mail   Back   Help



## Status and Date Report

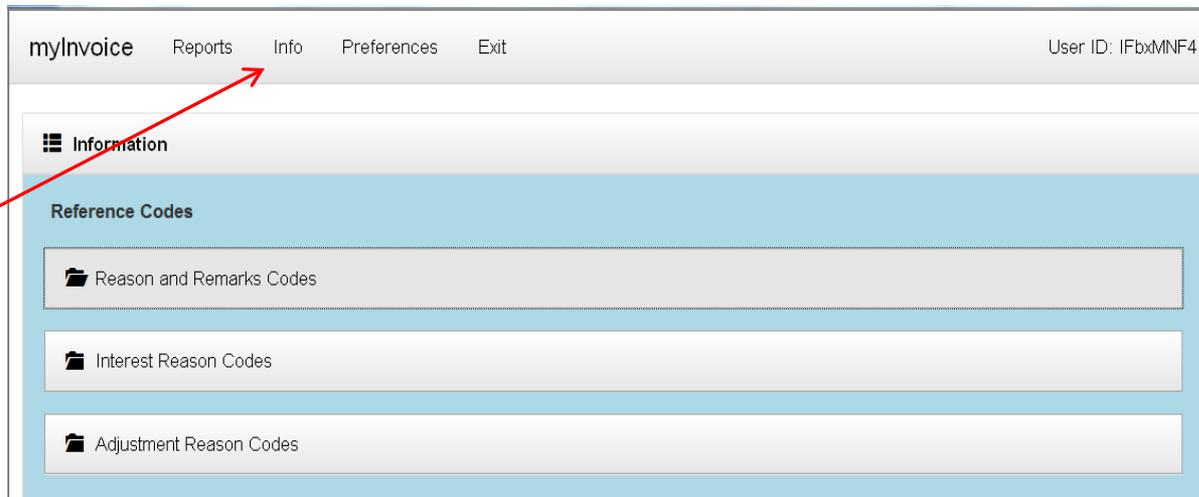
Record Count: 16

Record	Status	Payment Date	CAGE Code	Contract Number	Order Number	Invoice Number	CLIN	Invoice Amount	Total Amount	Total Payment Amount	Action
1	PAID	28-SEP-15	[REDACTED]			UEC0001Z	0001	1,950.00	1,950.00	1,950.00	<a href="#">Details</a>
2	PAID	02-SEP-15	[REDACTED]		0002	SER0007	Interest	.00	.00	83.84	<a href="#">Details</a>
3	PAID	02-SEP-15	[REDACTED]		0002	SER0008	Interest	.00	.00	360.16	<a href="#">Details</a>
4	PAID	26-AUG-15	[REDACTED]		0002	SER0007	2001	23,080.49	23,080.49	183,566.05	<a href="#">Details</a>
5	PAID	26-AUG-15	[REDACTED]		0002	SER0008	2001	160,485.56	160,485.56	183,566.05	<a href="#">Details</a>
6	PAID	17-AUG-15	[REDACTED]		0002	SER0009	2001	177,665.49	177,665.49	177,665.49	<a href="#">Details</a>
7	PAID	14-AUG-15	[REDACTED]			UEC0017	0001	59,089.45	59,089.45	59,089.45	<a href="#">Details</a>



# Detail Report

- Available with all reports except for Load Status and Debt Notices
- Contains all data associated with the invoice
- Displayed by clicking the “Details” link for the invoice on the summary results page
- Contains Reason and Remarks reference codes, Interest Reason reference codes & Adjustment Reason reference codes
  - ✓ Complete reference code lists are available under the Info menu



# Detail report

## Detail Report

<b>Contract Number:</b>	[REDACTED]	<b>Status:</b>	PAID
<b>Delivery Order Number:</b>	[REDACTED]	<b>Reason :</b>	F
<b>Invoice Number:</b>	63HH55	<b>Remarks :</b>	
<b>Shipment Number:</b>	GCS0034	<b>Fuel Lift Date:</b>	
<b>CLIN:</b>	0405AA	<b>Quantity Paid:</b>	.00
<b>ACRN:</b>		<b>Unit Price:</b>	.00
<b>Invoice Amount:</b>	1,915,988.49	<b>UM:</b>	
<b>Freight:</b>	.00	<b>Issue Date:</b>	19-MAY-15
<b>Interest:</b>	.00	<b>Received Date:</b>	19-MAY-15
<b>Discount:</b>	.00	<b>Acceptance Date:</b>	
<b>Tax Withheld:</b>	.00	<b>Last Action Date:</b>	18-JUN-15
<b>Adjustment 1:</b>	.00	<b>Payment Due Date:</b>	18-JUN-15
<b>Adjustment 2:</b>	.00	<b>Actual Payment Date:</b>	18-JUN-15
<b>Invoice Amount Paid:</b>	1,915,988.49	<b>Voucher Number:</b>	[REDACTED]
<b>Check/EFT Amount:</b>	739,441.02	<b>Trace Number:</b>	[REDACTED]
<b>Interest Reason :</b>		<b>Check Number:</b>	
<b>Adjustment Reason 1 :</b>		<b>Currency:</b>	US DOLLAR
<b>Adjustment Reason 2 :</b>		<b>Processing Site:</b>	COLUMBUS OHIO SOUTH
<b>CAGE Code:</b>	[REDACTED]	<b>DSSN:</b>	8558
<b>DUNS Code:</b>	[REDACTED]		
<b>Account Number:</b>			
<b>Payee Name:</b>	[REDACTED]		
<b>Address:</b>	[REDACTED]		
<b>Voucher Remarks:</b>			

F		PAID
F	0	MANUALLY CODED F FROM A PREVIOUSLY CODED K OR L.
F	AP	PAID AUTOMATICALLY (API)
F	Julian Date	MANUALLY CODED F TO UPDATE THE MOCAS PAYMENT RECORD.



# Detail report

## Detail Report

<b>Contract Number:</b>	██████████	<b>Status:</b>	SEE REASON AND REMARK CODES
<b>Delivery Order Number:</b>		<b>Reason :</b>	B
<b>Invoice Number:</b>	UEC0018	<b>Remarks :</b>	PO
<b>Shipment Number:</b>	UEC0018	<b>Fuel Lift Date:</b>	
<b>CLIN:</b>		<b>Quantity Paid:</b>	.00
<b>ACRN:</b>		<b>Unit Price:</b>	.00
<b>Invoice Amount:</b>	59,089.45	<b>UM:</b>	
<b>Freight:</b>	.00	<b>Issue Date:</b>	16-SEP-15
<b>Interest:</b>	.00	<b>Received Date:</b>	17-SEP-15
<b>Discount:</b>	.00	<b>Acceptance Date:</b>	
<b>Tax Withheld:</b>	.00	<b>Last Action Date:</b>	18-SEP-15
<b>Adjustment 1:</b>	.00	<b>Payment Due Date:</b>	17-OCT-15
<b>Adjustment 2:</b>	.00	<b>Actual Payment Date:</b>	
<b>Invoice Amount Paid:</b>	59,089.45	<b>Voucher Number:</b>	
<b>Check/EFT Amount:</b>	.00	<b>Trace Number:</b>	
<b>Interest Reason :</b>		<b>Check Number:</b>	
<b>Adjustment Reason 1 :</b>		<b>Currency:</b>	US DOLLAR
<b>Adjustment Reason 2 :</b>		<b>Processing Site:</b>	COLUMBUS OHIO SOUTH
<b>CAGE Code:</b>	██████████	<b>DSSN:</b>	
<b>DUNS Code:</b>	██████████		
<b>Account Number:</b>			
<b>Payee Name:</b>			
<b>Address:</b>			
<b>Voucher Remarks:</b>			

B           AWAITING DESTINATION ACCEPTANCE.

B   AP       PREVIOUSLY CODED C AND NOW AWAITING DESTINATION ACCEPTANCE.

B   PO       PAYMENT ONLY CONTRACT-DESTINATION ACCEPTANCE CONTRACT



# Detail report

## Detail Report

<b>Contract Number:</b>	[REDACTED]	<b>Status:</b>	SEE REASON AND REMARK CODES
<b>Delivery Order Number:</b>			
<b>Invoice Number:</b>	BVN0059	<b>Reason :</b>	E
<b>Shipment Number:</b>	BVN0059	<b>Remarks :</b>	11F
<b>CLIN:</b>		<b>Fuel Lift Date:</b>	
<b>ACRN:</b>		<b>Quantity Paid:</b>	.00
<b>Invoice Amount:</b>	2,457,163.07	<b>Unit Price:</b>	.00
<b>Freight:</b>	.00	<b>UM:</b>	
<b>Interest:</b>	.00	<b>Issue Date:</b>	31-AUG-15
<b>Discount:</b>	.00	<b>Received Date:</b>	31-AUG-15
<b>Tax Withheld:</b>	.00	<b>Acceptance Date:</b>	
<b>Adjustment 1:</b>	.00	<b>Last Action Date:</b>	11-SEP-15
<b>Adjustment 2:</b>	.00	<b>Payment Due Date:</b>	
<b>Invoice Amount Paid:</b>	2,457,163.07	<b>Actual Payment Date:</b>	
<b>Check/EFT Amount:</b>	.00	<b>Voucher Number:</b>	
<b>Interest Reason :</b>			
<b>Adjustment Reason 1 :</b>		<b>Trace Number:</b>	
<b>Adjustment Reason 2 :</b>		<b>Check Number:</b>	
<b>CAGE Code:</b>	[REDACTED]	<b>Currency:</b>	US DOLLAR
<b>DUNS Code:</b>	[REDACTED]	<b>Processing Site:</b>	COLUMBUS OHIO SOUTH
<b>Account Number:</b>		<b>DSSN:</b>	
<b>Payee Name:</b>			
<b>Address:</b>			
<b>Voucher Remarks:</b>			

- E 11E INVOICE NOT BILLED IN ACCORDANCE WITH CONTRACT: EXTENDED AMOUNT IS MISSING/INCORRECT.
- E 11F INVOICE NOT BILLED IN ACCORDANCE WITH CONTRACT: CONTRACTOR OVERBILLED - ITEM/ACRN
- E 11G INVOICE NOT BILLED IN ACCORDANCE WITH CONTRACT: BERRY AMENDMENT WITHHOLD DOCUMENTATION MISSING.



# Detail report

## Detail Report

<b>Contract Number:</b>	[REDACTED]	<b>Status:</b>	SCHEDULED FOR PAYMENT
<b>Delivery Order Number:</b>	[REDACTED]	<b>Reason :</b>	G
<b>Invoice Number:</b>	88326536	<b>Remarks :</b>	AP
<b>Shipment Number:</b>	PWE0034	<b>Fuel Lift Date:</b>	
<b>CLIN:</b>		<b>Quantity Paid:</b>	.00
<b>ACRN:</b>		<b>Unit Price:</b>	.00
<b>Invoice Amount:</b>	9,169,573.00	<b>UM:</b>	
<b>Freight:</b>	.00	<b>Issue Date:</b>	31-AUG-15
<b>Interest:</b>	.00	<b>Received Date:</b>	14-SEP-15
<b>Discount:</b>	.00	<b>Acceptance Date:</b>	
<b>Tax Withheld:</b>	.00	<b>Last Action Date:</b>	23-SEP-15
<b>Adjustment 1:</b>	.00	<b>Payment Due Date:</b>	14-OCT-15
<b>Adjustment 2:</b>	.00	<b>Actual Payment Date:</b>	
<b>Invoice Amount Paid:</b>	9,169,573.00	<b>Voucher Number:</b>	
<b>Check/EFT Amount:</b>	.00	<b>Trace Number:</b>	
<b>Interest Reason :</b>		<b>Check Number:</b>	
<b>Adjustment Reason 1 :</b>		<b>Currency:</b>	US DOLLAR
<b>Adjustment Reason 2 :</b>		<b>Processing Site:</b>	COLUMBUS OHIO NORTH
<b>CAGE Code:</b>	[REDACTED]	<b>DSSN:</b>	
<b>DUNS Code:</b>	[REDACTED]		
<b>Account Number:</b>	[REDACTED]		
<b>Payee Name:</b>			
<b>Address:</b>			
<b>Voucher Remarks:</b>			

G	**	A MANUAL PAYMENT SUSPENDED IN THE SYSTEM WAITING TO BE PAID.
G	**AP	PAYABLE: AWAITING AUTOMATIC PAYMENT
G	AP	PAYABLE: AWAITING MANUAL REVIEW
G	AREQ	PAYABLE: AWAITING PREVALIDATION APPROVAL



# Detail report

## Detail Report

<b>Contract Number:</b>	[REDACTED]	<b>Status:</b>	SCHEDULED FOR PAYMENT
<b>Delivery Order Number:</b>		<b>Reason :</b>	G
<b>Invoice Number:</b>	BVN0056	<b>Remarks :</b>	AREQ
<b>Shipment Number:</b>	BVN0056	<b>Fuel Lift Date:</b>	
<b>CLIN:</b>		<b>Quantity Paid:</b>	.00
<b>ACRN:</b>		<b>Unit Price:</b>	.00
<b>Invoice Amount:</b>	6,199.79	<b>UM:</b>	
<b>Freight:</b>	.00	<b>Issue Date:</b>	14-SEP-15
<b>Interest:</b>	.00	<b>Received Date:</b>	21-SEP-15
<b>Discount:</b>	.00	<b>Acceptance Date:</b>	
<b>Tax Withheld:</b>	.00	<b>Last Action Date:</b>	28-SEP-15
<b>Adjustment 1:</b>	.00	<b>Payment Due Date:</b>	21-OCT-15
<b>Adjustment 2:</b>	.00	<b>Actual Payment Date:</b>	
<b>Invoice Amount Paid:</b>	6,199.79	<b>Voucher Number:</b>	
<b>Check/EFT Amount:</b>	.00	<b>Trace Number:</b>	
<b>Interest Reason :</b>		<b>Check Number:</b>	
<b>Adjustment Reason 1 :</b>		<b>Currency:</b>	US DOLLAR
<b>Adjustment Reason 2 :</b>		<b>Processing Site:</b>	COLUMBUS OHIO SOUTH
<b>CAGE Code:</b>	[REDACTED]	<b>DSSN:</b>	
<b>DUNS Code:</b>	[REDACTED]		
<b>Account Number:</b>			
<b>Payee Name:</b>			
<b>Address:</b>			
<b>Voucher Remarks:</b>			

G	**	A MANUAL PAYMENT SUSPENDED IN THE SYSTEM WAITING TO BE PAID.
G	**AP	PAYABLE: AWAITING AUTOMATIC PAYMENT
G	AP	PAYABLE: AWAITING MANUAL REVIEW
G	AREQ	PAYABLE: AWAITING PREVALIDATION APPROVAL



# Detail report

## Detail Report

<b>Contract Number:</b>	[REDACTED]	<b>Status:</b>	SEE REASON AND REMARK CODES
<b>Delivery Order Number:</b>	[REDACTED]	<b>Reason :</b>	J
<b>Invoice Number:</b>	63HH102	<b>Remarks :</b>	AUD
<b>Shipment Number:</b>	GCS0073	<b>Fuel Lift Date:</b>	
<b>CLIN:</b>		<b>Quantity Paid:</b>	.00
<b>ACRN:</b>		<b>Unit Price:</b>	.00
<b>Invoice Amount:</b>	285,769.00	<b>UM:</b>	
<b>Freight:</b>	.00	<b>Issue Date:</b>	22-SEP-15
<b>Interest:</b>	.00	<b>Received Date:</b>	22-SEP-15
<b>Discount:</b>	.00	<b>Acceptance Date:</b>	
<b>Tax Withheld:</b>	.00	<b>Last Action Date:</b>	25-SEP-15
<b>Adjustment 1:</b>	.00	<b>Payment Due Date:</b>	22-OCT-15
<b>Adjustment 2:</b>	.00	<b>Actual Payment Date:</b>	
<b>Invoice Amount Paid:</b>	285,769.00	<b>Voucher Number:</b>	
<b>Check/EFT Amount:</b>	.00	<b>Trace Number:</b>	
<b>Interest Reason :</b>		<b>Check Number:</b>	
<b>Adjustment Reason 1 :</b>		<b>Currency:</b>	US DOLLAR
<b>Adjustment Reason 2 :</b>		<b>Processing Site:</b>	COLUMBUS OHIO SOUTH
<b>CAGE Code:</b>	[REDACTED]	<b>DSSN:</b>	
<b>DUNS Code:</b>	[REDACTED]		
<b>Account Number:</b>	[REDACTED]		
<b>Payee Name:</b>			
<b>Address:</b>			
<b>Voucher Remarks:</b>			

J AUD REQUIRES A CONTRACT AUDIT.

J AUDF REQUIRES A CONTRACT AUDIT AND/OR COORDINATION WITH THE ACCOUNTING STATION DUE TO FORCE-THRU RESTRICTIONS.



# Search Results

- Search results are customizable for every report
  - ✓ Use the “Search Results” drop down list
- Users can control the number of records displayed on their results pages
  - ✓ Default option is 20 records
  - ✓ Other options include 40, 60, 80, or 100 records per page

The screenshot shows the 'myInvoice' application interface. At the top, there is a navigation bar with 'myInvoice', 'Reports', 'Info', 'Preferences', and 'Exit'. The user ID 'User ID: IFbxMNF4' is displayed on the right. Below the navigation bar is a 'Payment Report' section. It contains several search filters: 'Search in \*' with a dropdown menu set to 'Active Database'; 'Search by \*' with a dropdown menu set to 'CAGE Code'; 'Search results \*' with a dropdown menu set to '20 records per page'; and 'Payment Type \*' with a dropdown menu set to 'EFT'. A red arrow points to the 'Search results \*' dropdown menu.



# Email Assistance

- ▶ Email assistance is available with myInvoice reports
  - ✓ Excluding Load Status Report & Debt Notices Report
- ▶ An email is sent to the myInvoice Customer Service Office requesting assistance in resolving issues associated with the invoice data
  - ✓ Name, email & phone are prepopulated

The screenshot shows a web browser window titled "https://wawf.eb.mil/ - myInvoice - Windows Internet Explorer". The page displays a "Payment Report" form with the following fields and controls:

- Search in \***: Active Database (dropdown)
- Search by \***: CAGE Code (dropdown)
- Search results \***: 20 records per page (dropdown)
- Payment Type \***: EFT (dropdown)
- EFT Trace Number**: (text input)
- Invoice Amount**: (text input)
- Total Payment Amount**: (text input)
- CAGE Codes \***: (text input)

At the bottom of the form, there is a navigation bar with buttons for "Search", "Download (bt)", "E-Mail", "Back", and "Help". A red arrow points to the "E-Mail" button. The status bar at the bottom of the browser shows "Done", "Trusted sites | Protected Mode: Off", and "125%".



# Downloading Results

- ▶ Reports are downloadable as a comma delimited text file
- ▶ Downloading report data is a resource intensive process that relies on both server side and client side resources
- ▶ Download process begins when the user clicks the “Download (txt)” button
  - ✓ A “Downloading” popup displays instructions not to close the window before the download is complete
  - ✓ Be patient when downloading files, especially large spreadsheets



# Information Menu

- myInvoice allows users to view reference code tables and access external web sites

myInvoice   Reports   Info   Preferences   Exit   User ID: IFbxMNF4

**Information**

**Reference Codes**

- Reason and Remarks Codes
- Interest Reason Codes
- Adjustment Reason Codes

**External Systems**

- DFAS Customer Service Phone Numbers (external link)
- DoDAAC Payment Office/Phone Numbers (external link)
- MOCAS Data Sharing Initiative Info (external link)
- System for Award Management (SAM) (external link)
- Electronic Commerce and Electronic Data Interchange (external link)
- DFAS Vendor Reference Tool (external link)

Use this page to view reference codes or navigate to external websites.

Trusted sites | Protected Mode: Off   125%



# Paid Information Retention Timeframes

System	Timeframe
EBS	30 DAYS**
GFEBBS	90 DAYS
MOCAS	90 DAYS
CAPS	120 DAYS
DAI	120 DAYS
DEAMS	120 DAYS
FABS	120 DAYS
IAPS	120 DAYS
NAVY ERP	120 DAYS
STARS ONE-PAY	120 DAYS
SAVES	120 DAYS



- ▶ For assistance with information in myInvoice please contact DFAS Customer Service by phone or through Ask DFAS site.
  - ✓ The telephone number corresponding to your paying DoDAAC is listed at the following link:  
<http://www.dfas.mil/dfas/contractorsvendors/dodaacsvc.html>  
To find your paying DODAAC please see the 6 character alphanumeric code in Box 18a. PAYMENT WILL BE MADE BY CODE on your contract.
  - ✓ Please submit your request via Ask DFAS at the following link:  
<https://corpweb1.dfas.mil/askDFAS/welcome.action>
  
- ▶ To obtain assistance with accessing myInvoice, please contact your Group Administrator (GAM). To find your GAM please use the following link:  
<https://wawf.eb.mil/xhtml/unauth/lookup/gamLookup.xhtml>
  
- ▶ If you need further technical assistance please contact Ogden Help Desk  
Tel: 801-605-7095; 866-618-5988  
Fax: 801-605-7453.  
Email: [disa.ogden.esd.mbx.cscassig@mail.mil](mailto:disa.ogden.esd.mbx.cscassig@mail.mil)



# Questions

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