

Accounts Payable Newsletter

OCTOBER 2010



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Directors Message

Greetings, and welcome to the DFAS Columbus Accounts Payable Newsletter!

I'd like to introduce myself, my name is Debby Yates and I'm proud to be the Columbus Customer Call Center Director. Moving to this position in June, I've learned a great deal about our Customer Service processes and have a great respect for the services we perform. It's a honor to work with such a great group of people!

You may notice our new layout. We thought an updated format was in order, and we welcome your feedback not only on the look, but also on the content. This form of communication is an important tool in our customer interaction, and we want you to get the most out of it.

During the next quarter, we plan to update you on current initiatives, process changes, systems updates, and other topics to keep you as current as possible.

Enjoy this issue, and as always, we welcome your feedback.



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DFAS Columbus Open House

Event: DFAS Columbus Customer Service Open House

Location: DFAS Columbus; Columbus, Ohio

Dates: 2010 schedule: November 17
2011 tentative: Mar 16, May 25, Aug 17, and Nov 16

Cost: No registration fee or conference fee. Attendees are responsible for own travel and accommodation expenses.

Purpose: To provide our private sector contractors/vendors the opportunity to visit the Columbus site and learn about the day-to-day operations and ongoing customer service initiatives.

Topics: -DFAS Columbus Customer Support Office
-Contract pay overview
-Vendor pay overview
-MOCAS Data Sharing Initiative (MDSI)
-Wide Area Work Flow (WAWF)
-MyInvoice
-Central contractor registration (CCR)
-Defense contract management agency (DCMA)
-Other applicable topics

Note: There is a Wide Area Work Flow (WAWF) workshop on the day after the Open House. There is also a limit on how many can attend. You must state on your Open House registration whether you plan to attend the WAWF training.

Registration: Early registration is encouraged. Send you e-mail request to: cco-dfas-openhouse@dfas.mil

If you are a government/military entity, you should request a government roadshow. For additional information on a government roadshow, call 800-756-4571, option 6; or 614-693-8507, option 6; or send an email: cco-dfas-roadshow@dfas.mil

2010 MOCAS MONTH-END CYCLE DATES

The following is a projected schedule for MOCAS month-end processing for calendar year 2010. These dates are tentative and subject to change without notice.

<u>Month</u>	<u>Final MOCAS Cycle</u>
January	28 dated 29
February	25 dated 26
March	29 dated 30
April	29 dated 30
May	27 dated 28
June	28 dated 29
July	29 dated 30
August	28 dated 30
September	29 dated 30
October	28 dated 29
November	29 dated 30
December	28 dated 29

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Navy and Marine Corps WAWF Reject Request

A reminder for requesting Wide Area Workflow (WAWF) Navy and Marine Corps rejects. When a contractor submits an invoice in WAWF and later decides the submission is incorrect and needs to have it rejected, the request can be submitted to a specifically established email box:

CCO-DFAS-CS-NAVY-MARINECORPS-REJECTS@DFAS.MIL

Additional tips:

1. This is for Navy and Marine Corps contracts only.
2. State the specific payment office/DoDAAC on the SUBJECT line. EX: N68732 or M67443
3. The invoice number and explanation for the reject request must be in the body of the email.
4. Double check all info against the actual WAWF submission before sending your request. It must match exactly or DFAS cannot retrieve the record.
5. The WAWF status of the invoice must show ' PROCESSED'.
6. If the invoice was submitted with any type of incorrect info, this is how you must let us know which record you are referring to; otherwise we will not be able to retrieve the record.
7. Each contract number/delivery order must be submitted on a separate request. You cannot 'double-up' on the reject request

Rome WAWF Reject Request

A reminder for requesting Wide Area Workflow (WAWF) rejects for pay office DoDAACs HQ0302, HQ0345, HQ0300, and HQ0250. When a contractor submits an invoice in WAWF and later decides the submission is incorrect and needs to have it rejected, the request can be submitted to the following email box:

ROME-VENDORPAY@DFAS.MIL

Additional tips:

1. This is for contracts paid by DoDAACs: HQ0302, HQ0345, HQ0300, or HQ0250.
2. State the specific payment office/DoDAAC on the SUBJECT line. EX: HQ0302 along with the complete contract/delivery order number.
3. The invoice/shipment number and explanation for the reject request must be in the body of the email.
4. The WAWF status of the invoice must show 'PROCESSED' or 'SUSPENDED.'
5. Allow 1-2 working days after submitting the invoice in WAWF before requesting the rejection. DFAS does not have visibility of the info until after this time.
6. Each contract number/delivery order must be submitted on a separate request. You cannot 'double up' on the reject request.



MOCAS WAWF Reject Request

A gentle Reminder for requesting Wide Area Workflow (WAWF) MOCAS Rejects:

When a Contractor submits an invoice in WAWF, and later decides the submission is incorrect and needs to have it rejected, the request can be sent to an email box set up specifically for these requests.

The Email address is:

CCO-DFAS-CS-MOCAS-REJECTS@DFAS.MIL

- ✓ This email box is for MOCAS invoices only and for pay office DoDAAC codes HQ0337, HQ0338, and HQ0339. Any other pay office DoDAAC cannot be worked from this email address.
- ✓ ALWAYS put the pay office, contract number and delivery order numbers, if applicable, on the Subject line.
EX: SOUTH N00014-08-D0014-0001
- ✓ The shipment number and the actual rejection request should be keyed into the body of the email request.
- ✓ Always double check ALL info on your email against the WAWF submission before sending the rejection request. It must match WAWF or we cannot retrieve the info.
- ✓ Wait 2 business days after submitting the invoice in WAWF before requesting it be rejected. We cannot view the document for at least that long.
- ✓ Check status of the invoice in WAWF before submitting the rejection request. Invoice must be in '**processed**' status before we have it.
- ✓ If the invoice is submitted with incorrect info, (such as no delivery order, or submitted to incorrect paying office), we will not be able to retrieve it.
- ✓ Please do not 'double-up' different contracts on one rejection request. Each contract number with a different delivery order should be

Defense Agencies WAWF Reject Request

A reminder for requesting Wide Area Workflow (WAWF) Defense Agency/Army Acquisition rejects. When a contractor submits an invoice in WAWF and later decides the submission is incorrect and needs to have it rejected, the request can be submitted to a specifically established email box:

CCO-VP-CS-REJECTS@DFAS.MIL

Additional tips:

1. This is for Defense Agency and Army Acquisition contracts with Payment Office DoDAACs: SL4701, HQ0131, HQ0303, HQ0492, and HQ0304.
2. State the specific payment office/DoDAAC on the SUBJECT line.
EX: SL4701, along with the complete contract/delivery order number and company name.
3. The invoice number and explanation for the reject request must be in the body of the email.
4. The WAWF status of the invoice must show 'PROCESSED' or 'SUSPENDED'.
5. Allow 1-2 working days after submitting the invoice in WAWF before requesting the rejection. DFAS does not have visibility of the info until after this time.
6. Each contract number/delivery order must be submitted on a separate request. You cannot 'double up' on the reject request.



Wide Area Workflow

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DAI WAWF Reject Request

A reminder for requesting Wide Area Workflow (WAWF) Air Force, IAPS, and DEAMS rejects. When a contractor submits an invoice in WAWF and later decides the submission is incorrect and needs to have it rejected, the request can be submitted to a specifically established email box:

DFAS-IN DAI Entitlements@dfas.mil

Additional tips:

1. This is for DAI contracts only: Payment Office DoDAACs: HQ0600, HQ0623, and HQ0622.
2. State the specific payment office/DoDAAC on the SUBJECT line. EX: HQ0600
3. The invoice number and explanation for the reject request must be in the body of the email.
4. Double check all info against the actual WAWF submission before sending your request. It must match exactly or DFAS cannot retrieve the record.
5. The WAWF status of the invoice must show 'PROCESSED'.
6. Allow 1-2 working days after submitting the invoice in WAWF before requesting the rejection. DFAS does not have visibility of the info until after this time.
7. If the invoice was submitted with any type of incorrect info, this is how you must let us know which record you are referring to, otherwise we will not be able to retrieve the record.
8. Each contract number/delivery order must be submitted on a separate request. You cannot 'double-up' on the reject request.

Air Force WAWF Reject Request

A reminder for requesting Wide Area Workflow (WAWF) Air Force, IAPS, and DEAMS rejects. When a contractor submits an invoice in WAWF and later decides the submission is incorrect and needs to have it rejected, the request can be submitted to a specifically established email box:

CCO-DFAS-CS-AIRFORCE-REJECTS@DFAS.MIL

Additional tips:

1. This is for Air Force, IAPS, and DEAMS contracts only: Payment Office DoDAACs: F67100, F03000, F78900, and F87700.
2. State the specific payment office/DoDAAC on the SUBJECT line. EX: Limestone
3. The invoice number and explanation for the reject request must be in the body of the email.
4. Double check all info against the actual WAWF submission before sending your request. It must match exactly or DFAS cannot retrieve the record.
5. The WAWF status of the invoice must show 'PROCESSED'.
6. Allow 1-2 working days after submitting the invoice in WAWF before requesting the rejection. DFAS does not have visibility of the info until after this time.
7. If the invoice was submitted with any type of incorrect info, this is how you must let us know which record you are referring to, otherwise we will not be able to retrieve the record.
8. Each contract number/delivery order must be submitted on a separate request. You cannot 'double-up' on the reject request.

Army



Navy



Air Force



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Returning Funds to DFAS: MOCAS and Vendor Pay

Vendors must include detailed information when returning funds to the Government in order to adjust their proper accounts.

All refund checks must include a copy of the demand letter (if applicable), the contract number and the invoice number. Vendors must make checks payable to the Finance and Accounting Officer.

Shown below are the additional requirements for MOCAS and Non-MOCAS commercial payments.

MOCAS:

MOCAS contracts are administered by DCMA and paid by DFAS Columbus, either North, South or West entitlements (HQ0337, HQ0338, and HQ0339).

The following additional information is required for MOCAS Payment refunds.

- Delivery order number (if applicable)
- Include the shipment number and bill number
- Payment system from which overpayment was received (if known)
- Point of contact information (name, phone, etc) where we may contact you
- Any other useful information that may be helpful in identifying the correct account for the deposit of funds

Send refunds to the following addresses depending on the type of mail service.

Regular Mail (HQ0337, HQ0338, and HQ0339)

Defense Finance and Accounting Service - Columbus Center
DFAS-JDCBB/CO
P.O. Box 182204
Columbus, OH 43218-2204

Express and FedEx (HQ0337, HQ0338, and HQ0339)

Defense Finance and Accounting Service - Columbus Center
DFAS-JDCBB/CO (ATTN: MOCAS 1-800-756-4571 Option 1)
3990 E. Broad Street
Building 21
Columbus, OH 43213-1152

Electronic Funds Transfer (EFT) Payments Via the Automated CAS Collection System (ACCS)

To submit an electronic payment, please access <https://www.pay.gov/paygov/> and follow the steps provided.

NON-MOCAS VENDOR PAYMENTS:

When applicable, the vendor needs to provide the following additional information when sending a refund check.

- Line of Accounting
- DCN#
- Document number
- Pseudo Social
(i.e. SNK2025DC)

Please send refund checks to the address noted on the debt letter and write the Bill of Collection (BOC) number on the check. When an address is not included with the demand letter, vendors need to send refund checks to the following locations based on the military service involved:

Air Force (F03000, F67100)
DFAS-Indianapolis
Attn: DFAS-JFDBB/I

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Approval of Contractor Cost Vouchers

Contract Services Directorate (CSD) has revised its procedures related to approval of contractor cost vouchers. These new procedures were mandated by OSD and the Defense Federal Acquisition Regulation Supplement (DFARS). The new rules require that DCAA be the approval authority for all interim cost vouchers for contracts that contain cost-type line items, such as time and materials contracts, cost-plus contracts, contracts with travel line items, and similar service contracts. The new rule will be effective for all new contracts CSD awards after June 15, 2010. Contracts already in place will continue to follow the procedures described in those contracts.

The new procedures will change the way Contracting Officer's Representatives (CORs) review and react to contractor voucher submissions. CSD will provide detailed instructions, as well as a link to the new policy, to all active CORs. Under the old rule, CORs approved a contractor's interim cost voucher. The new method will allow CORs to review those interim vouchers, but approval of the voucher for payment will be performed by DCAA. The Contracting Officer still will be the approval authority for all final cost vouchers.

It is important to note that actions CORs perform with respect to payment in WAWF will change. In the past, CORs approved contractor payment requests in WAWF. Under the new process, they will have view-only access for visibility of contractor vouchers. It will be absolutely critical that they follow the instructions issued to them by their contracting officer to ensure that they execute the accruals in a timely manner. The CSD POC for this action is Sarah Drzemala who may be reached at sarah.drzemala@dfas.mil.

Send Us Your Feedback!

The Accounts Payable Quarterly Newsletter is published in January, April, July, and October. Please e-mail us your comments or questions on current articles and suggestions for future articles to:

dfas_columbus@dfas.mil