

Accounts Payable Newsletter

JANUARY 2011



IN THIS ISSUE

- ❖ Director's Message
- ❖ DFAS Columbus Open House
- ❖ 2011 MOCAS Month-End Cycle Dates
- ❖ Viable Discounts
- ❖ Army Customers: Wide Area Workflow (WAWF), and What it Means To You
- ❖ WAWF 5.0 is Coming!
- ❖ FREE Vendor Classroom Training to New WAWF Users.
- ❖ 2011 WAWF Vendor Training
- ❖ Pay.gov Electronic Payments
- ❖ Navy ERP DoDAACs
- ❖ Send Us Your Feedback!

Director's Message

Happy New Year!

With the holiday season behind us, we're off to a great start in 2011, and we hope you are too! The beginning of a new year always brings an optimistic outlook and reminds us of things we'd like to change; maybe things like exercising more often or eating better!

I am very optimistic about our organization and what we will achieve in this New Year. To begin with, we have a new name. Across the agency, the Customer Service Offices have been renamed to the Customer Care Centers. I think this new name signifies our commitment to all our customers. Regardless of the process, whether it's a military member, civilian pay employee, or a contractor, the DFAS Customer Care Center employees are here to answer your question or resolve your problem.

This quarterly Newsletter contains important information about upcoming system changes and new processes. Please take the time to read the entries and acquaint yourself with this important information.

I thank you for the opportunity to serve you, and as always, we welcome your comments and feedback!

Regards,
Debbly Yates



Accounts Payable Newsletter

JANUARY 2011

DFAS Columbus Open House

Event: DFAS Columbus Customer Service Open House

Location: DFAS Columbus; Columbus, Ohio

Dates: 2011 tentatively scheduled:
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 5; or 614-693-8507, option 5; or send an email: cco-dfas-roadshow@dfas.mil

2011 MOCAS MONTH-END CYCLE DATES

The following is a projected schedule for MOCAS month-end processing for calendar year 2011. These dates are tentative and subject to change without notice.

<u>Month</u>	<u>Final MOCAS Cycle</u>
January	26 dated 27
February	26 dated 28
March	30 dated 31
April	28 dated 29
May	28 dated 31
June	29 dated 30
July	28 dated 29
August	30 dated 31
September	29 dated 30
October	29 dated 31
November	29 dated 30
December	29 dated 30



Accounts Payable Newsletter

JANUARY 2011

Viabie Discounts

Did you know certain discounts are still viable even when the discount period has expired?

The Government is authorized to take a discount on the recoupment amount of invoices subject to liquidation, whether or not the discount offered has expired. Regulatory guidance on this topic is found in the FMR Vol. 10 Chapter 2 and in the “Contractor and Vendor Payment Information guidebook” located at <https://dfas4dod.dfas.mil/library/>.

The Government is entitled to a discount on any part of material payments applied in the liquidation of finance payments.

The discount calculator is useful in determining discounts that are advantageous to the government and can be found on the Prompt Payment website <http://www.fms.treas.gov>.

An example of the process:

Within the Discount period

\$1,000,000	(gross invoice)
<u>10,000</u>	1% (discount on gross invoice)
\$ 10,000	(total discount)
\$ 990,000	(invoice less discount)
<u>(800,000)</u>	= 80% (recoupment)
\$ 190,000	(check amount)

Outside the Discount period

\$1,000,000	(gross invoice)
<u>800,000</u>	80% (recoupment)
\$ 800,000	
\$ 800,000	(recoupment total)
<u>8,000</u>	1% (discount on recoup)
\$ 8,000	
\$ 992,000	(invoice less discount)
<u>(800,000)</u>	(less recoupment total)
\$ 192,000	(check amount)



ARMY Customers – Wide Area Workflow (WAWF), what it means to you in 2011!

Beginning January 1st, 2011 the Army requires all its contractors, units and organizations that receive their commercial payment support from the Defense Finance and Accounting Service (DFAS) Columbus, Indianapolis, and Rome to use WAWF for invoice and receiving report submission.

Contracts citing the Defense Federal Acquisition Regulation Supplement (DFARS), Electronic Commerce (EC) Clause (232.7003) require the use of WAWF for invoice submission. The Army has requested that DFAS reject any non-WAWF submitted invoices as being improper due to the Department of Defense (DoD) mandate to use EC methods for the billing of goods and services. In addition, Army Units and organizations are expected to use WAWF for the submission of receipt and acceptance notifications.

The Army has mandated the use of WAWF for all Miscellaneous Payments (non-contract, non-purchase card, and non-Powertrack) that are paid via the Computerized Accounts Payable System – Windows (CAPSW). A list of Miscellaneous Payment types that are exempt from the January 1st, 2010 WAWF requirement, were previously provided to all Army Command WAWF POCs. Contact your Command WAWF POCs or the Army WAWF Help-Desk (cco-ec-army-wawf-helpdesk@dfas.mil) for a list of these exemptions.

The Army has not granted DFAS the authority to issue exceptions to these requirements. All exceptions must be sent to Mr. Tom Castleman, email: thomas.castleman@dfas.mil. Written requests for exceptions should include justification for the exception, a statement that your user WAWF account will be set-up within 15 business days from the request date, your email address, commercial or DSN work phone number, your full unit title, your Command, and a recommendation of approval from your Command WAWF POC.

Other alternatives to using WAWF include the Government Purchase Card (GPC) and Power Track, where allowable by policy. Questions regarding this article are to be sent to Mr. Tom Castleman, Army (ASA-FM&C) WAWF Lead, via email at: thomas.castleman@dfas.mil

WAWF 5.0 Is Coming!

Wide Area Work Flow (WAWF) is undergoing a facelift!

WAWF will have a new look in Release 5.0. The unveiling of the new look is currently scheduled for 14 February 2011.

In preparation for this change of scenario we have updated the training site to include Release 5.0 training. It is highly encouraged for all users to view the training as we have made significant changes. Also, all FTP/EDI vendors should review the FTP/EDI changes related to Release 5.0. All updates to FTP/EDI can be found here.

The Release 5.0 training can be accessed at <https://wawftraining.eb.mil/xhtml/unauth/w eb/wbt/WbtSummary.xhtml>.



Wide Area Workflow

Accounts Payable Newsletter

JANUARY 2011

FREE Vendor classroom training to new WAWF users.

DFAS eSolutions sites Cleveland and Columbus offer FREE Vendor classroom training to new WAWF users. "Using WAWF for Vendors," is an 8 hour instructor-led class that includes complete instruction on BASIC WAWF functionality and hands-on practice.

Training will cover:

- *How to create and submit electronic invoices to the Government for payment
- *How to search for information in WAWF
- *Understanding WAWF Statutes
- *Creating Templates Understanding Document Flows
- *How to resubmit invoices that have been rejected to your company

2011 WAWF Vendor Training Schedule:

March 8,9,10

Sapphire Room BLDG 11 Columbus

April 12

2nd Floor Cleveland Public Library Cleveland

May 10

Sapphire Room Bldg 11 Columbus

June 21

Sapphire Room Bldg 11 Columbus

July 12

2nd Floor Cleveland Public Library Cleveland

August 2

Sapphire Room Bldg 11 Columbus

September 13

2nd Floor Cleveland Public Library Cleveland

October 18

2nd Floor Cleveland Public Library Cleveland

November 8

Sapphire Room Bldg 11 Columbus

The logo for Wide Area Workflow (WAWF) is displayed in a horizontal banner. The text "Wide Area Workflow" is written in a green, 3D-style font. The background of the banner features a stylized globe with glowing lines and a stack of papers or documents on the right side.

Wide Area Workflow

Pay.gov Electronic Payments

Did you know there is an electronic way to submit payments to DFAS?

DFAS accepts payments via a secure U.S. Treasury website called Pay.gov. This method of payment permits: better visibility of payments for DFAS and customers, payments are made immediately and post quicker. Follow these steps to access the user friendly payment form on the Pay.gov website:

- 1) In your browser type in www.pay.gov
- 2) Under 'What Federal Agencies Can I Pay?' click 'Agency List'
- 3) Click on the letter 'D' for DFAS
- 4) Click on 'Defense Finance and Accounting Service'
- 5) Click on 'DFAS Form #####'

(Note: Columbus DSSN's available are 5570, 6355 and 6551)

Please follow the 'Click here to Register' link on the homepage of Pay.gov to set-up an account to submit recurring payments.

Please contact the DFAS Customer Care Center at 1-800-756-4571.

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Accounts Payable Newsletter

JANUARY 2011

Navy ERP DoDAACs:

Please note that effective 10/1/2010 all invoices sent to Pay Office DODAACs N0024B, N3902B, N0463B, N6896B, N4553B, N6283B, N4540B, N6279B, N6280B, N6281B, N6282B, N62790, N62797, N69328, and N69333, are processed through Navy ERP.

With this change, the Invoice 2-in-1 document type is not offered for submission to these Pay Office DoDAACs within WAWF.

Vendors should submit an Invoice and Receiving Report Combo document; or an Invoice and associated Receiving Report in lieu of the Invoice 2-in-1 when the Pay Office DoDAAC is one of those listed above.

For a complete list of contacts:

<http://www.dfas.mil/contractorpay/dodaacpaymentofficephonenumber.html>

<http://www.dfas.mil/contractorpay/dfascustomerservicephonenumber.html>

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.