DLAM 7000.5 CONTRACT ADMINISTRATION SERVICES ACCOUNTING PROCEDURES
PART 7 DISBURSEMENT PROCESSING
CHAPTERS 1, 2, 3, 4 and 5

TABLE OF CONTENTS

SECT DESCRIPTION PAGE

7.1.1 CHAPTER OVERVIEW....6
7.1.1.1 PURPOSE OF DISBURSEMENT PROCESSING....6
7.1.2 SPECIAL DISBURSEMENT PROCEDURES....7
7.1.2.1 DISBURSING SYMBOL NUMBERS....7
7.1.2.2 DETERMINATION OF ACRN TO BE DISBURSED....7
7.1.2.3 PAYMENT AUTHORIZED BASED ON CERTIFICATE OF CONFORMANCE....8
7.1.2.4 PUBLIC VOUCHERS....9
7.1.2.5 ADVANCE PAYMENTS....10
7.1.2.6 DISCOUNTS....10
7.1.2.7 TRANSPORTATION CHARGES....12
7.1.2.8 QUANTITY OVERRUNS/UNDERRUNS/Q FINALS....13
7.1.2.9 RECORDING DISBURSEMENTS....14
7.1.2.10 C&T BAILMENT CONTRACTS....15
7.1.2.11 FIRST ARTICLE APPROVALS....18
7.1.2.12 F.O.B. DESTINATION EVIDENCE OF SHIPMENT REQUIRED....19
7.1.2.13 LIQUIDATED DAMAGES....19
7.1.2.14 INVOICES REQUIRING ACO, PCO, TCO, AUDITOR, AND DISBURSING OFFICERS APPROVAL PRIOR TO PAYMENT....19
7.1.2.15 CODING AND POSTING OF DLA FORM 457e FOR DISBURSEMENTS....20
7.1.2.16 DISBURSEMENT TRANSACTION BATCH CONTROL....21
7.1.2.17 BALANCING THE DAILY DISBURSEMENTS....22
7.1.2.18 DD FORM 1131 - CASH COLLECTION VOUCHER....22
7.1.2.19 SF 1096 - VOUCHER DEDUCTION....23
7.1.2.20 ACCOUNTS RECEIVABLE....23
7.1.2.21 PROCEEDS FROM THE SALE OF CONTRACTOR INVENTORY....23
7.1.2.22 CANADIAN PAYMENTS....26
7.1.2.23 OVERAGE PAYABLE TRANSACTION REPORT....26
7.1.2.24 AUTOMATIC DISBURSEMENT LIST....27
7.1.2.25 MANUAL MAAPR....27
7.1.2.26 AUTOMATIC MAAPR....28
7.1.2.27 MANUAL RELEASE/CORRECTION MAAPRs....28
7.1.2.28 API DELETED PAYABLE TRANSACTIONS....29
7.1.2.29 ACCOUNTS PAYABLE DAILY TRANSACTION....29
7.1.2.30 DAILY REJECTED QA, QR, Q7 TRANSACTIONS....29
7.1.2.31 MANUAL PAYMENT ACCOUNTS PAYABLE QRs....30
7.1.2.32 MONTHEND ACCOUNTS PAYABLE UNMATCHED TO CONTRACT FILE....30
7.1.2.33 DAILY CPN PROOF LISTING....30
7.1.2.34 ADVICE OF PAYMENT....30
7.1.2.35 FINAL PAYMENT....30
7.1.2.36 VERIFICATION OF FUNDS....31
7.1.2.37 RECYCLED AUTOMATIC PAYMENTS....31
7.1.2.38 PROCESSING AUTOMATIC MAAPRS....31
7.1.2.39 NOTICE OF ASSIGNMENT....32
7.1.2.40 CANCELED FUNDS....32
7.1.2.41 Contract Negative Unliquidated Obligation Processing....32
7.1.3 INPUT PROCEDURES....33
7.1.3.1 UNAA20 - FINANCIAL DATA ENTRY MENU....33
7.1.3.2 UNAA23 - DISBURSEMENT DATA ENTRY MENU....35

7.1.3.3 UNAA24 - ARMY DISBURSEMENTS 36
7.1.3.4 UNAA25 - AF/DLA DISBURSEMENTS 38
7.1.3.5 UNAA26 - NAVY DISBURSEMENTS 40
7.1.3.6 PREPARATION INSTRUCTIONS FOR DLA FORM 457e 42
7.1.3.7 CONTRACT SUPPORT HISTORY INQUIRY 45
7.1.3.8 CONTRACT OBLIGATION HISTORY INQUIRY - UNAB31 49
7.1.3.9 CONTRACT DISBURSEMENT HISTORY INQUIRY - UNAB32 52
7.1.3.10 UNAA84 - CONTRACT SUPPORT OBLIGATIONS AND DISBURSEMENT INQUIRY REQUEST 56
7.1.3.11 BATCH STATUS INQUIRY - UNAA66 58
7.1.3.12 ERROR MESSAGES 59
7.1.4 OUTPUT PRODUCTS 63
7.1.4.1 UNMC480A - NAME AND ADDRESS PROOF LIST 63
7.1.4.2 UYFF01 - DAILY IBOP DISBURSEMENTS TRANSACTION LIST 64
7.1.4.3 UYFB010A - U.S. CHECK/EFT TOTAL SUMMARY LIST 64
7.1.4.4 UYFB010B - EFT TOTAL SUMMARY LIST 65
7.1.4.5 UYFB04 - U.S. DAILY CHECK RECORD 65
7.1.4.6 UYFB07/UYFB08 - SUBVOUCHER DD FORM 1534-1 REPORT 65
7.1.4.7 UYFB090A - CHECK REPORT 66
7.1.4.8 UYFB10 - SUBVOUCHERS/CHECKS WITH MISSING NAME AND ADDRESS 66
7.1.4.9 UYFG01 - ARMY VOUCHERED DISBURSEMENTS 67
7.1.4.10 UYFG02 - AIR FORCE VOUCHERED DISBURSEMENTS 67
7.1.4.11 UYFG03 - DLA VOUCHERED DISBURSEMENTS 68
7.1.4.12 UYFG04 - NAVY VOUCHERED DISBURSEMENTS 68
7.1.4.13 UYFG05 - ARMY CORRECTIONS 69
7.1.4.14 UYFG06 - AIR FORCE CORRECTIONS 69
7.1.4.15 UYFG07 - DLA CORRECTIONS 70
7.1.4.16 UYFG08 - NAVY CORRECTIONS 70
7.1.4.17 UYFG09 - ARMY REFUNDS 71
7.1.4.18 UYFG10 - AIR FORCE REFUNDS 71
7.1.4.19 UYFG11 - DLA REFUNDS 72
7.1.4.20 UYFG12 - NAVY REFUNDS 72
7.1.4.21 UYFG13 - D, T, L, AND Q OBLIGATION LIST 73
7.1.4.22 UYFA01 - REJECTED DISBURSEMENTS AND OBLIGATIONS BY ACRN 73
7.1.4.23 UYFA02 - CLR VALIDATION REJECTS LISTING 74
7.1.4.24 UYFA03 - CLR SUMMARY 74
7.1.4.25 UYFA04 - CLR LEDGER 75
7.1.4.26 UYFR01 - CLOSED CLR LEDGER 76
7.1.4.27 UNFR250A - MONTHLY CONTRACT SUPPORT OBLIGATION AND DISBURSEMENT LISTING 77
7.1.4.28 UNFR250B - CLOSED MONTHLY CONTRACT SUPPORT OBLIGATION AND DISBURSEMENT LISTING 77
7.1.4.29 UNFR450A - CONTRACT SUPPORT OBLIGATION AND DISBURSEMENT INQUIRY 78
7.1.4.30 UYFD05 - DAILY CREDIT VOUCHERS RECEIVED 78
7.1.4.31 UYFD28 - WEEKLY CREDIT VOUCHERS RECEIVED 80
7.1.4.32 UYFD30 - DAILY CREDITS APPLIED, WEEKLY CREDITS APPLIED 80
7.1.4.33 UYFD31 - CREDITS AWAITING CONTRACTOR CHECK 81
7.1.4.34 UYFD32 - CREDITS ON HAND OVER 30 DAYS 81
7.1.4.35 UYFD33 - CREDIT VOUCHERS ON HAND 82
7.1.4.36 UYFC02 - OVERAGE PAYABLE TRANSACTION REPORT (DAILY) 82
7.1.4.37 UYFC03 - AUTOMATIC DISBURSEMENT LIST (DAILY) 83
7.1.4.38 UYFC05 - MANUAL MAAPRs (DAILY) 83
7.1.4.39 UYFC06 - AUTOMATIC MAAPRs (DAILY) 84
7.1.4.40 UYFC07 - MANUAL RELEASE/CORRECTION MAAPRs (DAILY) 84
7.1.4.41 UYFC08 - API DELETED PAYABLE TRANSACTIONS (DAILY) 85
7.1.4.42 UYFC09 - ACCOUNTS PAYABLE DAILY TRANSACTION LIST 85
7.1.4.43 UYFC10 - DAILY REJECTED QA, QR, Q7 TRANSACTIONS 86

7.1.4.44 UYFC11 - MONTHEND ACCOUNTS PAYABLE UNMATCHED TO CONTRACT FILE (MONTHLY) 86
7.1.4.45 UYFC12 - MANUAL PAYMENT ACCOUNTS PAYABLE QRs (DAILY) 87
7.1.4.46 UYFC14 - GOVERNMENT FURNISHED MATERIAL (GFM) WORKSHEET 87
7.1.4.47 UYFC15 - ADVICE OF PAYMENTS (DAILY) 88
7.1.4.48 UNFA500A - DAILY CONTRACT LEVEL NEGATIVE ULO 88
7.2.1 CHAPTER OVERVIEW 89
7.2.2 PROCESSING PROGRESS PAYMENT REQUESTS 89
7.2.3 PROCESSING INSTRUCTIONS 98
7.2.3.1 WORK-IN-PROGRESS (WIP) PAYMENTS 98
7.2.3.2 WORK-IN-PROGESS (WIP) RECOUPMENTS 99
7.2.4 INPUT PROCEDURES 100
7.2.4.1 MOCAS DATA ENTRY MENU 100
7.2.4.2 FINANCIAL DATA ENTRY MENU 101
7.2.4.3 PROGRESS PAYMENT MENU 102
7.2.4.4 PPR INPUT - SCREEN UNFM52, NPB RECORD 104
7.2.4.5 PPR INPUT - SCREEN UNFM53, NPC RECORD 106
7.2.4.6 PPR INPUT - SCREEN UNFM54, NPD RECORD 108
7.2.4.7 PPR INPUT - SCREEN UNFM55, NPE RECORD 110
7.2.4.8 PPR INPUT - SCREEN UNFM56, NPF RECORD 112
7.2.4.9 PPR INPUT - SCREEN UNFM57, NPG RECORD 114
7.2.4.10 SCREEN UNAA66 - BATCH STATUS INQUIRY 118
7.2.4.11 DIRECT UPDATE OF PROGRESS PAYMENT MASTER FILE (NL05) 120
7.4.2.12 UNFM60 - PROGRESS PAYMENT MASTER UPDATE FMS 122
7.2.4.13 UNFM91 - UNLOCK PROGRESS PAYMENT MASTER 124
7.2.4.14 UNFM61 - PROGRESS PAYMENT INQUIRY MENU 126
7.2.4.15 UNFM75 - PROGRESS PAYMENTS DELAYED INQUIRIES 129
7.2.5 OUTPUT PRODUCTS 130
7.2.5.1 UNAE060A - PROGRESS PAYMENT BATCHES 130
7.2.5.2 UNAE060B - REJECTED ELECTRONIC PROGRESS PAYMENT INPUT 130
7.2.5.3 UNFM300A - CONTRACT ADMINISTRATION PROGRESS PAYMENT REPORT 131
7.2.5.4 UNFM310A - CONTRACT ADMINISTRATION PROGRESS PAYMENT REVIEW REPORT 131
7.2.5.5 UNFM320A - PAYMENT NOTIFICATION FOR PROGRESS PAYMENT REQUESTS 132
7.2.5.6 PROGRESS PAYMENT ERROR ANALYSIS UNFM350A AND UNFM350B 132
7.2.5.7 UNFM400A - AGING OF UNPAID PROGRESS PAYMENT REQUESTS 133
7.2.5.8 UYFC13 - PRORATION OF MANUAL PROGRESS PAYMENTS 133
7.2.5.9 UNFM62 - VALIDATION OF PROGRESS PAYMENT REQUEST 134
7.2.5.10 UNFM63 - VALIDATION OF PROGRESS PAYMENT REQUEST 136
7.2.5.11 UNFM64 - VALIDATION OF PROGRESS PAYMENT REQUEST 138
7.2.5.12 UNFM65 - VALIDATION OF PROGRESS PAYMENT REQUEST, CALCULATION OF REQUIRED LIMITATIONS 140
7.2.5.13 UNFM66 - VALIDATION OF PROGRESS PAYMENT REQUEST, CONTRACT LOSS CALCULATION 142
7.2.5.14 UNFM67 - VALIDATION OF PROGRESS PAYMENT REQUEST, CONTRACT LOSS CALCULATION CONT 144
7.2.5.15 UNFM68 - VALIDATION OF PROGRESS PAYMENT REQUEST, COUNTRY CODE DISTRIBUTION FOR FMS REQUIREMENTs 146
7.2.5.16 UNFM69 - VALIDATION OF PROGRESS PAYMENT REQUEST 148
7.2.5.17 UNFM70 - PROGRESS PAYMENT MASTER INQUIRY BY PIIN 149
7.2.5.18 UNFM71 - PROGRESS PAYMENT MASTER INQUIRY COUNTRY CODE TOTALS 152
7.2.5.19 UNFM72 - PROGRESS PAYMENT REQUESTS REJECTED TO ACO 153
7.2.5.20 UNFM74 - ACO PERIODIC REVIEW ALERT 154
7.2.5.21 UNFM79 - PROGRESS PAYMENTS PAID - SUMMARY FUND STATUS 156
7.2.5.22 UNFM80 - PROGRESS PAYMENTS PAID - COUNTRY CODE DATA 158
7.2.5.23 UNFM86 - PAID PROGRESS PAYMENT SUMMARY 160

7.2.5.24 UNFM87 - PROGRESS PAYMENT MASTER INQUIRY BY CAGE 161
7.2.5.25 UNFM90 - PROGRESS PAYMENTS RETURNED TO CONTRACTOR 163
7.3.1 GENERAL 165
7.3.1.1 PURPOSE OF THE USERS MANUAL 165
7.3.1.2 PURPOSE OF CONTRACT PAYMENT NOTICES 165
7.3.1.3 PROJECT REFERENCES 165
7.3.1.4 BACKGROUND INFORMATION 165
7.3.1.5 TERMS AND ABBREVIATIONS 166
7.3.1.6 SECURITY AND PRIVACY 168
7.3.2 SYSTEM SUMMARY 168
7.3.2.1 GENERAL DESCRIPTION OF THE ONLINE SYSTEM 168
7.3.2.2 GENERAL DESCRIPTION OF REPORTS 169
7.3.2.3 BALANCING REQUIREMENT 170
7.3.2.4 ROUTING REQUIREMENTS 171
7.3.2.5 CPN TRANSMISSION 172
7.3.2.6 SUMMARY EDIT - PF3 KEY 172
7.3.2.7 SCREEN EXIT - PA2 KEY 172
7.3.3 INITIATION/INPUT PROCEDURES 173
7.3.3.1 INITIATION/VALIDATION 173
7.3.4.1 UNAA66 - BATCH STATUS INQUIRY 202
7.3.5 OUTPUT PRODUCTS 225
7.3.5.1 REPORTS 225
7.3.7 APPENDICES 254
7.3.7.1 TB4020 - CONTRACT PAYMENT DEDUCTION/COLLECTION CODES 254
7.3.7.2 TB4028 - CONTRACT PAYMENT TYPE CODES 254
7.3.7.3 TB4029 - CONTRACT OBLIGATION VARIANCE 254
7.4.1 CHAPTER OVERVIEW 256
7.4.1.1 PURPOSE OF THIS CHAPTER 256
7.4.2 ELECTRONIC FUNDS TRANSFER MASTER MENU 257
7.4.2.1 ABA AND DEPOSITORY ACCOUNT NUMBERS ADD FUNCTION 258
7.4.2.2 ABA AND DEPOSITORY ACCOUNT NUMBERS CHANGE FUNCTION 259
7.4.2.3 ABA AND DEPOSITORY ACCOUNT NUMBERS DELETE FUNCTION 261
7.4.2.4 ABA AND DEPOSITORY ACCOUNT NUMBERS INQUIRY FUNCTION 262
7.4.2.5 EFT DISBURSEMENT DELETION 263
7.4.2.6 ABA AND DEPOSITORY ACCOUNT NUMBERS CONTRACTOR PRENOTIFICATION 264
7.4.3 ADDRESS MASTER DATA MENU 265
7.4.3.1 AMERICAN BANKERS ASSOCIATION AND DEPOSITORY ACCOUNT NUMBERS ADD FUNCTION 266
7.4.3.2 AMERICAN BANKERS ASSOCIATION AND DEPOSITORY ACCOUNT NUMBERS DELETE FUNCTION 267
7.4.3.3 AMERICAN BANKERS ASSOCIATION AND DEPOSITORY ACCOUNT NUMBERS CHANGE FUNCTION 268
7.5.1 CHAPTER OVERVIEW 269
7.5.2 INPUT PROCEDURES 270
7.5.2.1 UNAA20 - FINANCIAL DATA ENTRY MENU 270
7.5.2.2 UNAB60 - AUTHORIZATION REQUEST MENU 271
7.5.2.3 UNAB61 - AUTHORIZATION REQUEST INQUIRY 273
7.5.2.4 UNAB62 - INVOICE DOLLAR THRESHOLD 275
7.5.2.5 UNAB64 - VOID EXPENDITURE DATA 277
7.5.2.6 UNAB65 - PREVALIDATION FISCAL YEAR CRITERIA 278
7.5.3 OUTPUT PRODUCTS 279
7.5.3.1 UNFT010A - NEW DAILY AUTHORIZATION TO DISBURSE 279
7.5.3.2 UNFT010B - REJECTED AUTHORIZATION TO DISBURSE (ATD) 281
7.5.3.3 UNFT010C - MANUALLY RELEASED PREVALIDATED DISBURSEMENTS 282
7.5.3.4 UNFT050A - CUMULATIVE PAYMENT AUTHORIZATION REQUEST (AREQ) 283

7.5.3.5 UNFT050B - NEW DAILY PAYMENT AUTHORIZATION REQUEST (AREQ).....286
7.5.3.6 UNFT050C - CUMULATIVE PAYMENT AUTHORIZATION REQUEST – TD SEQUENCE (AREQ)..289

CHAPTER 1 DISBURSEMENTS

7.1.1 CHAPTER OVERVIEW

7.1.1.1 PURPOSE OF DISBURSEMENT PROCESSING

a. Improper or late payments reflect adversely on the DCMD/DFAS so it is vital that correct and prompt payments be emphasized.

b. Specific validity checks are required for all DCMD/DFAS disbursement transactions. The administrative control of funds requirements for DCMD contracts are stated in part 10 of this manual. The Chief, DFAS Accounting and Finance Division (DFAS-FC) will furnish each DFAS disbursing office with a list of accounting classifications which is a compilation of submissions from all components of DoD. The list contains the required components of every disbursing accounting classification that will be accepted by the accounting systems in the central accounts office of each of the military departments for reporting to Treasury, Bureau of the Budget and OSD. Successive levels of the disbursing reporting echelons are required to match reported disbursing classifications, against their data base and obtain corrective action when necessary.

c. The Finance Office is responsible for the input of contract specifications into the system. The contract provisions be accurately interpreted and that all terms and conditions affecting payment be in the system. If the CAOs process R9 additions or deletions to any contract provisions or coded ACO Remarks that affect payment, the Finance Office must be notified to update the system. Additions, changes and deletions to the provisioning should be handled expeditiously to avoid adverse effects on the automatic payment process. The accuracy of the DD Form 250 acceptance data input by the Finance Office and the CAO terminals coupled with the input of invoice data is important in the Automatic Payment of Invoices (API) and Accrued Expenditure reporting. The API System utilizes the invoice, the data base provisioning, the Material Acceptance and Accounts Payable Report (MAAPR) generated from the acceptance data, and the unliquidated amount by ACRN in the Data Base CLR to determine automatic payment. MAAPRs for invoices that do not meet the criteria for automatic payment are produced with in-the-clear reasons why manual review is necessary.

d. The API System is designed to mechanically pay an invoice by utilizing the same logic and criteria as a Voucher Examiner. All contractor billings are subjected to the API System. API is based upon the existence and compatibility of a MAAPR, a contractors invoice, contract terms, conditions of payment, and fund availability. In

determining contractor entitlement, the API System considers any contractor indebtedness, fund limitation, and contractual terms and conditions entered into the data base by the functional elements.

(1) The current API System will not process for automatic payment those invoices involving multiple shipments, multiple invoices involving one shipment, MAAPRs with estimated unit prices, and contracts with special terms and conditions such as advance payments, liquidated damages, and certain cost type contracts. These limitations and special contract terms and conditions will require manual review to determine contractor entitlement.

(2) The API System maintains the Accounts Payable data generated by DD Form 250 processing, accrual records established for cost/fee holdbacks, adjustment accruals for partially paid prior accruals, and Termination Costs. It provides the basis for Accrued Expenditure monthend reporting and the daily issuance of Contract Payment Notices, (CPNs), to the funding activities. The API system in conjunction with Cash Management generates transactions to update the Invoice Master with API assigned Reason Codes G and F, and relieves the accrual records for both manual and automatically paid invoices. The system also produces an Advice of Payment Card for Auto-Pays, and updates a mechanized partial payment register for both automatic and manual payments.

e. Disbursements that are automatically generated, will be identified with an asterisk (*) at the extreme right of the print line on Reports UYFA03, CLR Summary, UYFG01 through UYFG04, Vouchered Disbursements, and UNFR450A, Contract Support Obligation and Disbursement Inquiry.

7.1.2 SPECIAL DISBURSEMENT PROCEDURES

7.1.2.1 DISBURSING SYMBOL NUMBERS

The DFAS Disbursing Officer (or other authorized personnel) has three separate symbol numbers for each data base, one each for Army, Navy and Air Force (Army Symbols are used for other OSD disbursements such as for DLA and for non-DCMD transactions). Disbursement actions vary according to the types of contracts for supplies and services. A disbursement will not be made against a fund unless it is properly chargeable to that fund. Only DoD funds may be disbursed. The Army Symbol Number will be used to make payments from funds other than Air Force or Navy. Exception: All payments in Canadian dollars will be disbursed from the Army Symbol Number. Payments for the Defense Mapping Agency will be made under the Air Force Disbursing Symbol. Funds for the Executive Office of the President (prefix 11) will be disbursed under the Navy Disbursing Symbol. Certain Coast Guard Funds (prefix 69) can be disbursed under the Navy Disbursing Symbol.

7.1.2.2 DETERMINATION OF ACRN TO BE DISBURSED

a. Review all contracts or contract documentation (payment without contract folder) carefully before payment. This is to determine the type of contract being processed and documents needed to support the payment. DLA Forms 457e should be used to assist the Voucher Examiner in determining contractual requirements. DFAS Divisions that are paying invoices without the contract folder must ensure that the DLA Form 457e reflects the proper terms and conditions so as to allow payment to be made without the contract file. An example would be to review all first payments. This would give the Voucher Examiner the opportunity to review the contract file and update the Voucher

Examiner notes on the DLA Form 457e with additional information so as to allow all other partial payments to be made without the contract file.

b. Review for supporting documents needed for commercial accounts. Example: DAR 7-106 and 7-107 (Price Escalator) requires a certificate on final invoices. Payment should not be made unless invoice is properly certified. The special EPA clauses (for example, DISC clause J-74) provide for payment to the contractor of the contract price for shipments made. They further provide a 120-day period after the date of shipment for the contractor to submit the required certification and seek contract modification if an adjustment is due under the clause. When one of these special clauses is present in a contract, payment will be made for a final invoice pending review by the ACO. As part of the closeout procedure for the contract, the ACO will ensure that the required certification is received and that modifications are processed if an adjustment to the contract price under the clause is required.

c. Releases required by contractual clauses will be obtained before final settlement. Examples: No-charge engineering data, Patent Right, Royalties, First Article, Excess Profit or any other contractual clause requiring certain data to be furnished to the Government. DLA Form 457e will be annotated automatically based on input by Contract Input. Any omissions noted by the Voucher Examiner should be brought to the attention of Contract Input for correction. Amounts withheld due to Patents, Royalties or technical data requirements will only be released upon written advice from the ACO.

d. Attach the original copy of releases and certifications to the original paid voucher.

e. Two copies of MAAPRs designating acceptance in addition to the original and copies of the invoice are sent daily to the Voucher Examiners. Distribute copies of the MAAPR as follows:

(1) Retain one copy in the contract folder, attaching it to the file copy of the invoice and other documentation supporting payment.

(2) Attach copies of MAAPRs to payment vouchers furnished to the accountable stations (Army and DLA only).

7.1.2.3 PAYMENT AUTHORIZED BASED ON CERTIFICATE OF CONFORMANCE

a. As a general rule, the COC authorization contained in contracts is in lieu of source inspection and does not eliminate the requirement to obtain and base payment on acceptance documentation.

b. For Air Force contracts issued before 28 Feb 1983 with the COC clause, the shipped and accepted side of the LISSR may be updated when the contractor provides a signed statement certifying that the supplies conform to the contractual requirements and payment may be authorized. Additional Air Force guidance is contained in AFR 177-102.

c. For Air Force contracts issued on or after 28 Feb 83 that contain the (Feb 1983) COC clause, and for DLA, Army, and Navy contracts, payments can only be made when an acceptance is received. COC clauses may be used to update only the shipped side of the LISSR Payment on DLA, Army, Navy, and Air Force contracts based upon the COC statement is not authorized. COC is used only in lieu of source inspection and not as a basis for acceptance or payment. Any contracts received with provisions authorizing payment based on a COC, or that contain the previous COC clause should be modified to cite the new (Feb 1983) clause. Accordingly, a DD Form 1716, Contract Data Package Recommendation/ Deficiency Report, should be prepared and forwarded to the Procuring Contracting Officer.

d. All contracts which are assigned to DCMDs for administration and/or payment, must contain the DAR clause requiring DD Forms 250. Contracts omitting this mandatory clause should be referred to the PCO for correction.

7.1.2.4 PUBLIC VOUCHERS

a. Cost type vouchers are submitted by contractors through 810-EDI (Electronic Data Interchange) BVN direct submission, the ACO and/or DCAA for authorization to obtain payment for costs and fees incurred in performance of Government contracts.

b. When the first billing for cost and fee is received the contract must be reviewed and a separate record established for the total amount of costs and fees authorized. Thereafter, when subsequent payment requests are received, they should be cumulatively posted to the record. This will preclude the possibility of payments exceeding contractual requirements.

c. The Accounting and Finance Officer will ensure that invoices requiring approval are properly approved. If only one copy of the invoice/voucher is signed, then a reproduced signed copy is to be filed in the payment folder or the retained copy can be annotated original signed and the date. Payment of Final Voucher must be supported by ACO approval, the Contractor's Release and the Audit Report/Closing Statements.

d. Special payment techniques may be required when the contract includes requirements under the Foreign Military Sales (FMS) Program for more than one country, or for one or more countries and the United States.

(1) If the voucher does not contain a breakout of the amounts to be paid by ACRN and/or country, disbursements should be prorated against all ACRNs unless specifically stated otherwise on the contract. Since all BVNs, with some exceptions for first and finals, are subject to automatic payments, which is designed to prorate across all ACRNs, any public voucher contract having specific payment instructions should be entered with a manual review code by contract input. This will cause the system to produce a manual MAAPR which will require the payment to be prepared manually rather than an automatic payment.

(2) If the voucher contains a schedule of the amounts billed by ACRN and/or country, the applicable ACRNs will be charged provided there is a sufficient ULO. If there is an insufficient ULO on any ACRN, a voucher deduction should be taken for the amount of the shortage and the ACO informed unless the CLR requires adjustment.

(3) 810 submitted public vouchers are in accordance with the ANSI-X12 standards.

(a) When billing of the first and final 810 Public Vouchers, a manual review is required to ensure that vouchers requiring approval are properly approved. If payment of the first 810 public vouchers (BVN0001) have not been made, subsequent payment request will require manual review. If payment of BVN0001 has been made, a manual review will not be required for subsequent payment requests.

(b) When 810 public vouchers are submitted as TASK Orders or duplicate vouchers, a hard reject will be generated and each will have their individual batches created on the invoice history file.

7.1.2.5 ADVANCE PAYMENTS

a. See DAR, appendix E, part 4 for the authorization and general requirements of advance payments.

b. Army and OSD Funds - Obligations as well as dollar payments for goods actually accepted will be against the accounting classification cited on the contract. For payment of an advance, a separate DLA Form 457e must be used and will contain the same Accounting Classification as that cited in the contract, except Budget Project 0940 and Object Class 041 will be substituted for the original ones. This second DLA Form 457e will be used for the advance payments themselves (debits) and recoupments thereof (credits). This second DLA Form 457e must contain the Force-Thru Code to enter the system. Due to the unusual conditions of advance payments, it is recommended that the use of the Force-Thru Code for advance payments not be delegated below the Disbursing Officer.

c. Air Force - The same procedures as outlined above will be used except Budget Project 9910 will be used in the MPC field.

d. Navy - As Navy advance payments are handled quite differently from the other Services, volume 4, NAVCOMPT Manual should be consulted. Basically, the advance is not to be charged to any appropriation. The check is drawn on the Public Voucher and the voucher is held by the Disbursing Officer unnumbered until the advance is liquidated or other disposition is ordered. A DLA Form 457e is not used and the advance will not be reflected on the CLR unless requested by the Navy. The voucher is in essence carried by the Disbursing Officer as cash and is reported on the Statement of Accountability under the appropriate caption Advance to Contractors. A manual contract must be established to assure appropriate recoupments.

e. Reports - Regulations of each Service should be followed as to reports required and frequency of such reports.

7.1.2.6 DISCOUNTS

a. Special procedures must be in effect to prevent loss of discounts and for reporting lost discounts. Discount invoices that have a rate of return equal to or greater than the percentage rates established by the Treasury quarterly and the amount is at least $15.00 will be processed expeditiously. Discount invoices that contain a rate of return less than the quarterly percentage or under $15.00 will be processed routinely and categorized as refused when the discount is not earned.

b. Current reporting instructions for the Management Information Report (RCS DLA(M)448(C)) require monthly reporting of the dollar value of discounts lost, discounts refused and the dollar value of discounts offered. These items are to be computed in accordance with the following guidelines, Dollar Value of Discounts Lost:

(1) Discounts lost will be computed from the central lost discount file maintained within the Comptroller's office. At a minimum, this file should contain the following for each lost discount: The name of the contractor, contract number, voucher number, amount of payment, amount of lost discount and the reason the discount was lost. Each lost discount and refund of unearned discount must be reviewed by the Accounting and Finance Officer or designee.

(2) Include all lost discounts whether contractually covered or included in only the contractor invoices. Lost discounts will be considered as lost in the month that the associated payment is made.

(3) In the computation of lost discounts, the loss of the maximum discount on contracts or invoices offering graduated multiple discounts will be considered a lost or refused discount in accordance with applicable criterion. Example: The contract or invoice offer 5% 10 days, 2% 20 days, net 30 days. If the 2% 20 day discount is earned at the time of payment 3% must be considered as a lost or refused discount.

(4) A lost discount erroneously taken and subsequently refunded to the contractor will be reported in the month it is paid back to the contractor. This does not require the reporting as lost discounts of amounts refunded to contractors for discounts previously taken in the wrong amount due to an error in computation or where contractor erroneously included discount terms on his invoice.

(5) Lost discounts that are under $10.00 or have a rate of return of less than the applicable percentage rate established by the Treasury will be reported as refused.

(6) Dollar Value of Discounts Offered. Compute by adding the dollar value of discounts lost and the dollar value of discounts taken. The total dollar value of discounts earned and taken is obtained by totaling the monthly discount disbursement transactions.

c. Discount Period. Source Acceptance Contracts. When contracts contain DAR, Appendix I requirements the contractor is responsible for controlling the distribution of delivery documentation. This responsibility includes acceptance documentation for source acceptance contracts. Any delay in payment which is directly attributable to the contractors failure to furnish acceptance documentation as required by DAR, Appendix I will be considered when computing the discount period. The Government must not be penalized by the contractors failure to comply with the terms of the contract which directly relate to and affect the discount provisions of the contract. Consequently, a discount should be considered as earned in those situations where the inability to make payment within the discount period is due solely to the contractors failure to furnish the delivery acceptance documentation as required by the DAR 7-104.62 if cited in the contract.

d. API will compute discounts. Discounts will be rounded at the invoice level, and the amount allocated by ACRN at CLIN level, proportionately. The API systems will use the best terms and conditions between the invoice and the contract selected under the current Automatic Coding of Invoices (ACI) process.

e. If a dollar amount discount is offered, the invoice will be input with discount rate 9 and in accordance with Basic Invoice $ Discount/ Postage/Transportation Trailer format. A manual MAAPR will be released causing manual review of the invoice.

f. Discounts mechanically determined as not earned will result in the release of a manual MAAPR, causing manual review of the invoice.

7.1.2.7 TRANSPORTATION CHARGES

a. Prepaid Transportation. When a contract provides for shipment on a Government Bill of Lading, FOB Origin at the contractor's plant, the obligation amount in the contract does not include transportation costs. To expedite delivery, however, the contractor occasionally receives authorization to ship prepaid (parcel post, express, freight, air parcel post, etc.). Prior to paying transportation charges, determine whether a GBL was required to be used. If required, payment for transportation charges should not be made. See DAR 19-403.2.

b. Request for additional funds for transportation charges need not be sent to the accounting component having control of the funds. These amounts will be funded when the accounting component receives payment information if funds are not cited in the contract and reimbursement is authorized.

c. When billing for transportation charges, the contractor is not required to furnish a copy of the carrier's bill as supporting document-ation to the invoices, unless evidence of shipment is required by the contract. See DAR 19-403.2(c).

d. When the invoiced transportation charges are authorized but not funded in the contract, enter a separate disbursement line for the amount and a T, P for postage, in position 80 of the DLA Form 457e being used for payment. The reason for the separate entry is so that the obligated amount of the contract may be increased to cover the charge.

e. If contract terms are not clear as to the validity of reimburse-ment of transportation charges, the Finance Office should contact the PCO for assistance.

f. Prior to paying transportation charges, the VE should check the Transpor-tation Reference Number field on the MAAPR. If a GBL number is reflected, transportation charges are not payable. The Transportation Officer should be notified of the occurrence.

g. Do not pay charges which provide for prepaid transportation to destination in the contract. Freight bills or GBLs must be attached to invoice but are not payable. Invoice should not be paid where the contract requires attachment of a freight bill and it is not attached.

h. Invoice approval by the DCMD Transportation Office is required if the billing for Transportation Charges is in excess of $190.00, also prior to final payment on contracts involving the Guaranteed Maximum Shipping Weights, the F.O.B. Origin-Minimum Size of Shipments and/or the F.O.B. Origin-Carload and Truckload Provision. Transportation Office approval is not required for invoices for a single final shipment on minimum size of shipment or carload and truckload shipment. The request for approval will be directed to the Traffic Management element at DFAS Columbus. All requests will contain previous shipment numbers under the contract and any GBL number cited on these shipments, if applicable.

i. The API will pay transportation charges which are less than $190.00, and are billed as a separate line entry on the invoice. Automatic payment determination will be based upon the presence of a P or Y Code in the transportation authorized field and the F.O.B. origin indicator in the data base provisioning. The P Code is input to the provisioning when an F.O.B. origin contract contains DAR clause 7-104.85a, or upon receipt of a letter from the Transportation Officer authorizing a contractor to prepay and add transportation charges to the invoice. The Y Code is input when the contract authorizes transportation charges as a non-CLIN charge. If the F.O.B. point is destination, and the Fast Pay (Code 5) indicator is contained in the data base, then transportation will be paid automatically, otherwise a manual MAAPR will be released for manual review of contract for fast pay or other authorization to pay. If the contract authorizes fast pay, the Voucher Examiner will request Contract Input to update the data base.

j. When transportation is authorized but the transportation amount billed equals or exceeds $190.00, a manual MAAPR will be released for manual review of the invoice.

k. When the invoice includes an amount for transportation, and the provisioning does not contain the authorization, a manual MAAPR will be released for manual review of the invoice. If the contract authorizes payment of transportation (DAR clause 7-104.85a), update the data base to reflect authorization of transportation charges.

7.1.2.8 QUANTITY OVERRUNS/UNDERRUNS/Q FINALS

a. The contract may or may not include authorization for overruns. When overruns are authorized and are supported by evidence of delivery and acceptance, payment will be made, if within the authorized contractual percentage.

NOTE: The funds remaining annotation is made on DLA Form 477, to account for authorized underruns. (See part 15, appendix 58 of this manual.)

b. To provide required disbursement and obligation data, amounts paid for authorized overruns are recorded on separate Contingent Liability Records, by using subtransaction Code Q on the DLA Form 457e. This also provides a separate item on the subvoucher in order for the funding activity to record the item as an obligation.

c. Adjustments up to $25.00 on final payment vouchers are authorized if the cause for insufficient funds is due to clerical error, fractional billing, or differences in currency exchange rates. Use subtransaction Code Q on DLA Form 457e. Overrun adjustments may be posted at time of final payment automatically creating an offsetting obligation, thereby not creating an over obligation. Underruns resulting from the above are considered as funds remaining.

d. The API will automatically process authorized overruns for payment (Q1 in combination with Q2 only). Unauthorized overruns will result in the release of manual MAAPR, thus causing manual review of the invoice.

7.1.2.9 RECORDING DISBURSEMENTS

a. Payment to the contractor will be started by matching the invoice to the MAAPR, the Contingent Liability Record Listing, the DLA Form 457e and the contract when applicable.

b. Each acceptance will be verified for validity. Assure agreement as to contract number, item number, partial shipment number, ACRN, quantity and total dollar amount. Verify the MAAPR with the invoice. When the MAAPR differs in line item, quantity and/or dollars with the invoice, the VE must review the contract requirements and/or request reconciliation by the finance office to determine the nature of the discrepancy. The invoice will be paid in accordance with the results of the review. If it is found that the data base is wrong, initiate action to correct the erroneous data.

c. The Shipment Advice (SA) section on all MAAPRs must be checked. The alpha code in the field identifies a statement of condition required by DAR, appendix I in block 16 of the DD Form 250. The following is a list of shipment advice codes and related meaning:

CODE	DESCRIPTION
M	Component missing. MAAPR must have accompanying DD Form 250 identifying the value of missing component. Value to be deducted from invoice payment.
Q	Missing components furnished. Missing components are shipped and accepted.
C	Quantity increase. Due to overages, the quantity is an increase above that previously reported as shipped (applies to corrected DD Forms 250 only).
D	Quantity decrease. Due to missing, condemned or nonconforming supplies, the quantity is a decrease to that previously reported as shipped (applies to corrected DD Form 250).
E	Replacement shipment. Supplies were previously reported as quantity decrease due to missing, damaged or nonconforming supplies.
H	Shipped or performed as indicated. This code to be used if no other applies.
Z	An authorized underrun on final shipment of a line item is indicated by a Z in block 17 (below quantity shipped).

d. When only a portion of an invoice is paid due to partial acceptance or amounts withheld to be paid at a later date, a copy of the invoice must be placed back into the invoice control system for the amounts remaining unpaid. The invoice copy will be annotated showing items and amounts paid and items and amounts unpaid. Upon notification that goods or services are rejected or goods have been placed in the suspense account pending contractor adjustment (usually the result of mismarking or incorrect packaging) the applicable invoice(s) will be returned to the contractor. When returning an invoice to the contractor, information should accompany the invoice explaining the reasons for nonpayment.

e. Receipt or deposit fund accounts related to a contract will be processed manually as non-DCMD transactions. File a copy of the transaction in the contract folder. Process into the Army accounts.

f. After the invoices have been verified, prepare DLA Form 477, advising payment, as shown in part 15, appendix 58 of this manual. The DLA Form 477, Advice of Payment, shows method of computation and serves as payment advice to the payee. This form should be manually prepared using a ball point pen ensuring that all copies are legible. The form applies to all types of manual payments. If the disbursement transaction being processed is less than the ULO of the contract and a final payment is being processed, each ACRN with its amount remaining unliquidated will be shown under the caption Funds Remaining in order that CAR Clerk, when required, can bring the call, order or contract to zero balance. An annotation under the Funds Remaining caption as to the reason funds remain will also be made. If the reason is unknown to the Voucher Examiner, final payment indicator will not be used. A reconciliation should be made of previous transactions to determine the reason that funds remain. A zero final pay transaction should be processed to issue a no check final voucher. The accompanying DLA Form 477 should be annotated to reflect the results of the reconciliation.

7.1.2.10 C&T BAILMENT CONTRACTS

a. C&T Bailment Contracts involve clothing contracts issued by the Defense Personnel Support Center (DPSC), Philadelphia, Pennsylvania. These contracts are unique in their administration and payment; as a result of the Government Furnished Material (GFM) applicable to the contract. A C&T Bailment Contract contains a Cut Make and Trim (CMT) unit price and a GFM unit price.

b. Definition

Contracts on which Government materiel is furnished to the contractor for cutting into component parts and fabricating into an end item (scrap and ends are retained by the contractor).

c. General

(1) The C&T Bailment System is an authorized deviation from the DAR and FAR.

(2) The face value of Bailment Contracts includes the dollar value of the GFM to be provided the contractor. Only the dollar value of the CMT cost allowed the contractor shall be entered into the data base as the unit prices for payment under a bailment contract. Payments to the contractor under the bailment contract are based on deducting the value of the GFM from the total invoiced amount based on contract unit price with the resultant payment to the contractor for CMT costs only. The contractor must return all unused GFM to the Government, with transportation paid by contractor.

(3) Payment Record. The mechanized system will produce Report Number UYFC14, GFM Worksheet. It is a record of all shipments made against the contract and will be generated when the final shipment is processed into the system. Manual records will no longer be required. The record will be produced at the CLIN/ELIN level.

d. Discounts. Under Bailment Contracts, time discounts will be computed on CMT value only as stated in clause C12-54, paragraph E. Example:

Invoices for 5,000 Units @ $1.50	$7,500.00
Less GFM Value (5,000 x $ .50)	2,500.00
	$5,000.00
Less Discount - 1% of 5,000	50.00
Net Payment	$4,950.00

e. DPSC Form 1272 Request for Withholding/Release of Funds

(1) Withholding of Funds. When contractors request excess GFM, more than the total value provided in the contract, a Request for Withholding - tentative (DPSC Form 1272) will be issued by DPSC Materiel Accounta-bility Section through the Procuring Contracting Officer (PCO) to the Paying Office. This process is to ensure that the Government can charge the contractor for the full amount of GFM used.

(2) Release of Funds. When the contractor returns excess GFM, a Release of Funds (DPSC Form 1272) will be issued by DPSC Materiel Accountability Section through the PCO to the paying office. Releases deal only with funds which were tentatively withheld and do not represent any additional obligation.

f. Modifications

It is important to note that the contractor, under this type of contract, may earn a premium payment through efficient cutting of the materiel furnished; and conversely, can be charged for excess materiel used. Additional funds must be obligated before premium payment can be made. Modifications which do not close GFM accounts will be identified as interim adjustments. Modifications will be processed:

(1) When an interim adjustment of the account authorized a premium payment if the contractor was shipped less GFM than specified in the contract. This modification will obligate additional funds but will not close the GFM account.

(2) When the final statement of the account obligates additional funds in the amount of excess materiel used and closes the GFM account.

g. Payment Procedure

(1) Contractor will:

(a) At any time after award of contract and during the course of the contract, request GFM in accordance with Article D entitled Availability of Government Material of clause C12-54.

(b) Invoice at the contract unit price (cost of the GFM plus CMT costs) and indicate deduction for GFM in accordance with Article E, entitled Payment of Clause C12-54.

(c) After final shipments, return all unused GFM (transportation charges prepaid) to a DLA storage location at the direction of the Material Accountability Section DPSC.

(2) Material Accountability Section, DPSC will:

(a) Prepare DPSC Form 1272 and forward to PCO for signature and processing for tentative withholding when excess GFM is released to contractor.

(b) Prepare DPSC Form 1272 and forward to PCO for signature and processing for release of funds tentatively withheld in the amount of excess GFM returned.

(c) Prepare DPSC Form 1272 and forward to PCO for signature and processing for release of funds withheld when the interim statement of the GFM account indicates a lesser amount of money is due Government than was withheld.

(d) Prepare modification and forward to PCO for signature and release for any interim adjustments to the GFM account which result in an increased obligation. (See part 15, appendix 29 of this manual.)

(e) Prepare a modification which will reflect the necessary increase or decrease in obligation and forward to PCO for signature and release for closing of the GFM account. Tentative Withholdings, Release and Change Orders adjusting the account which were previously processed will be reflected as a footnote on the final Change Order. (See part 15, appendix 29 of this manual.)

(3) Voucher Examiner will:

(a) Verify the unit price cited by the contractor with the unit price specified in the contract.

(b) Verify the unit value of the GFM used by the contractor for that particular shipment.

(c) If contractor bills at the contract price only, reduce the billed amount by the GFM value (GFM unit price times the number of units shipped).

(d) Compute discount on CMT value only.

(e) Release final invoices for payment after any withholdings and discounts, have been deducted. (A no-payment voucher should be issued, where necessary.)

(f) Adjust contract payment record in accordance with DPSC Form 1272.

(g) Take necessary action on modifications received, closing the GFM account only when final modification is received.

(h) Prior to payment of final shipment, reconcile all shipments. Report UYFC14, GFM Worksheet assists the VE in reconciliation of a C&T Bailment contract for gathering required information described below. Report UYFC14 is generated as a result of processing the final shipment. If shipments are made out of sequence, the listing figures must be manually adjusted for shipments processed following the final shipment.

(i) Prior to final payment, furnish the following information to the Material Accountability Section, DPSC, TSKM including final shipment data: number of items accepted for payment, amount withheld for those items, amount, and amount of other withholdings, if any, for excess GFM.

7.1.2.11 FIRST ARTICLE APPROVALS

a. If the First Article is approved, determine whether the contract involved is for acceptance at source or acceptance at destination.

b. Source acceptance. File the PCO approved letter in the contract folder. Payment of the first article (if applicable) cannot be made until a signed acceptance DD Form 250 is received from the QAR.

c. Destination acceptance. Copy of PCO approval letter will be processed as an acceptance document to create the MAAPR. Receipt of the PCO approval letter will be used as the sole basis for payment of the First Article. The destination will not issue a signed acceptance DD Form 250 or PKN/PKP for First Article approval.

d. When the MAAPRs are received and the First Article requirement has been satisfied, the Voucher Examiner will take action to have the manual R9 Remark 14 removed.

e. Although the receiving activity has responsibility for First Article approval, all followup action by the DCMD should be directed to the Administrative Contracting Officer. The Destination Acceptance Reporting and Tracking System is designed to provide First Article requests to the ACO if proper codes are input at the time the contract data is originally input.

f. Whenever a First Article is required, specific input is required in the Stock Number field. When the proper data is input, a First Article is established on the DD Form 1423, Data Item Master, and automatic notices are forwarded to the ACO. The proper First Article input will preclude issuance of a PK5 to the consignee and the procuring activity.

g. The ACO is to be notified 10 days before the First Article is due.

7.1.2.12 F.O.B. DESTINATION EVIDENCE OF SHIPMENT REQUIRED

If the contract specifies F.O.B. Destination, the contract must be checked to ascertain whether DAR clause 7-104.76 or FAR 52.247-48 is present. If so, the invoice must be supported by evidence of shipment. If the contractor failed to secure, or is unable to provide, evidence of shipment or the contract does not contain DAR clause 7-104.76 or FAR clause 52.247.48, then a receipt of material at destination must be obtained in order to make payment.

7.1.2.13 LIQUIDATED DAMAGES

Where Liquidated Damage assessment is to be made. Upon receipt of an invoice for a contract containing a Liquidated Damages clause, the Voucher Examiner will review the contract file to determine if the invoice covers delinquent shipments. Prior to payment, those invoices covering delinquent shipments will be approved by the ACO. When the loss of a discount may result, telephone contact with the ACO is encouraged. (See 1-310.3, DLAM 8105.1.)

7.1.2.14 INVOICES REQUIRING ACO, PCO, TCO, AUDITOR, AND DISBURSING OFFICERS APPROVAL PRIOR TO PAYMENT

Approval prior to payment is required:

a. When the disbursing officer personally desires approval prior to payment.

b. For partial payments under contracts terminated for the convenience of the Government. (See paragraph 8-213.1, DLAM 8110.1.)

c. When the contracting officer fails to provide a contract modification to establish a requirement for DD Form 250 on priced DD Form 1423 line items, the Finance Office should base payment on approval of the related contractors invoice by the PCO or ACO. The PCO/ACO approved invoice will not be processed through the LISSR since the notices of completion from Production were used to update the LISSR. Therefore, a MAAPR will not be generated. A copy of the approved invoice will be used as a supporting document for the payment voucher.

d. When a contract does not contain the Technical Data - Withholding of payment clause (DAR 7-104.9), the Voucher Examiner is permitted to make all payments otherwise authorized without verifying that Government acceptance data has been accomplished for data (DD Form 1423) items which are unpriced (or not separately priced) and do not require the contractor to furnish DD Form 250.

(1) When a withholding has been made pursuant to DAR clause 7-104.9, the ACO is responsible for authorizing payment of the amount withheld based on knowledge that all data items have been accepted.

(2) The Finance Officer has responsibility for notifying the ACO prior to making final payment whenever the contract contains the clause provided in DAR 7-104.9, Technical Data, Withholding of Payment. When this clause is present, payments to the contractor cannot exceed 90% of the contract price except:

(a) When the ACO authorizes a withholding of less than 10% of the contract price.

(b) When the contract provides for a withholding of less than 10%.

e. Invoice approval by the DCMD Transportation Office is required prior to final payment on contracts involving the Guaranteed Maximum Shipping Weights, the F.O.B. Origin-Minimum Size of Shipments and/or the F.O.B. Origin-Carload and Truckload Provision. Transportation Office approval is not required where the invoice covers payment for a single final shipment on minimum size of shipment or carload and truckload shipment. The request to Transportation will be directed to the DCAMA Traffic Management element serving the prime ACO. All requests will contain previous shipment numbers under the contract and the related GBL number, if applicable.

f. The final invoice on contracts with an escalation clause requires a contractor certification. The invoice need not be physically approved by the ACO, PCO, or Auditor; however, a modification must be secured from the Contract Officer before payment may be made for any increased price.

g. Where the contract schedule, modification or other contract provision requires the contractor to furnish a precision component certification on an invoice. If the certification is not provided, the invoices should be returned to the contractor through the ACO.

h. For cost type contracts, except those DCAA-Approved contractors for which only the first and final vouchers require approval.

i. ***Final vouchers will not require manual review if a C is input in the AC field on Screen UNAA21, indicating that certification of ACO is required.***

j. Where the contract states invoice approval is required.

k. Preparing DLA Form 477, Advice of Payment. (See part 15, appendix 58 of this manual.) The original Advice of Payment must be attached to the original copies of the invoice and MAAPRs. A second copy must be retained in the contract folder with copies of invoices, MAAPRs and approvals, a third copy with supporting documentation is required for Army, Navy, and DLA TFO reports. A fourth copy is required to be mailed with the check to the contractor. After all copies are prepared and assembled, the documents, except for the copy required for the contract folder, will be forwarded to the Disbursing Office for further processing.

7.1.2.15 CODING AND POSTING OF DLA FORM 457e FOR DISBURSEMENTS

a. DLA Form 457e is posted for all payments manually prepared by the Voucher Examiner.

b. After the DLA Form 457e is posted and all data is accounted for, they will be batched by Service and forwarded to the applicable section for review and processing.

c. The following will be created as a result of processing DLA Form 457e:

(1) One Payee Name and Address Record on each contract, call or order.

(2) Contingent Liability Record (CLR) for each accounting classification cited on a contract, call or order. This includes accounts cited for advance payments and Work-In-Progress payments and liquidated damages, Codes A, W, and L, respectively.

(3) A Transportation Record (T) for each accounting classification out of which vendors are reimbursed for prepaid transportation. Amounts deducted by the contractor for freight allowances are shown in these records.

(4) A Discount Record (D) for each accounting classification out of which discount is earned.

(5) A Quantity Variation Record (Q) for each accounting classifica-tion for authorized contractual overruns.

(6) Code and identify Work-In-Progress payments or recoupment by the major accounting classification cited on the contractual document. Work-In-Progress invoices may be combined with material invoices on one payment. This is allowed if separate line items for each type of payment are on the subvoucher and each is properly coded. (Type payment Code 3 for WIP transactions and Code 2 for material transactions.).

(7) Advance payments and recoupments are coded and identified by the applicable major accounting classification on the contractual document. Project 991 (9910) for Air Force funds will be cited in lieu of the regular project.

(8) Freight allowance. When the contractor makes a freight allowance deduction from their billing, enter the gross amount of the invoice as a debit for MDE of the appropriate record(s). The amount of freight allowance will be a credit on the appropriate DLA Form 457e. Use subtransaction Code T.

(9) When a contract is funded for Navy transportation charges the preparation of a separate DLA Form 457e citing 17X3980 23*98003--23/60001 (*designates Fiscal Year) is required. Do not place a T in pos. 80 of the obligation or the disbursement. This procedure applies equally to any funded transportation charge.

7.1.2.16 DISBURSEMENT TRANSACTION BATCH CONTROL

a. Manual payments will be batched using DLA Form 472a as outlined below.

b. Separate DLA Forms 472a will be made for Army, Navy, Air Force, and DLA disbursements. The payee copy of DLA Forms 477 will be separated by Army, DLA, Navy, Air Force disbursements for the day and sent directly to the Disbursing Office. The DLA Forms 472a/477 tapes must balance with the DLA Form 457e tapes.

(1) Disbursement Batch Processing. The batch number (locally controlled) for DLA Form 472a will be assigned and controlled by the office responsible for MDE. The first three digits of the batch number can be alpha/numeric and the last two digits are numeric starting at 01 ending at 99 and restart at 01, etc. Enter the dollar amount of each batch in the Disbursement Control Register. The Force-Thru Code for disbursement processing requires Disbursing Officer approval prior to use. Batch these transactions separately and annotate the DLA Form 472a Force-Thru.

(2) When a payment or adjustment is force coded the following applies:

(a) Force coding a disbursement (Code 3 Record) transaction that matches a record in the CLR will be processed at the PIIN/SPIIN and ACRN level. Strictly enforced controls should be established when authorizing force coded transactions due to the limited amount of validation.

(b) Force coding of a disbursements transaction that does not match a CLR record will be batched with an accompanying obligation transaction. The use of the obligation transaction means that no full line accounting classification need be input on the disbursement. Disbursement batches will be forwarded to the office responsible for MDE for processing.

7.1.2.17 BALANCING THE DAILY DISBURSEMENTS

a. AF Form 1342 is an internal record. Use it to prove daily net disbursements as posted in the appropriate summary ledger and to accumulate data to prepare an Army, Air Force, and Navy SF 1219, Statement of Accountability.

b. A daily check control (see part 15, appendix 58 of this manual) will be maintained by Disbursing Office. A check listing will be received for Army, Navy, and Air Force for checks issued. This listing should be balanced with the tape attached to DLA Forms 477 which are sent to payees, and the totals found on the ADL.

c. The detailed disbursement transactions are used to produce daily listings of all disbursements. The Air Force listings, in appropriation sequence are used to prepare AF Form 1384, Daily Summary of Receipts, Reimbursements, and Net Disbursements. The totals are posted to each Services disbursement control ledgers. These ledgers are used to prepare monthly financial reports and to balance daily/monthly TFO reports.

7.1.2.18 DD FORM 1131 - CASH COLLECTION VOUCHER

All checks received in the Disbursement and Collection Section will be logged in a check register. The Accounts Receivable Section will be notified of the receipt of the check in order that they may supply the proper collection voucher or perform quality edit of the voucher if prepared by other than the Finance Office. All checks must be deposited by close of business the following business day after receipt. A

properly prepared collection voucher should contain complete and adequate reference data including, but not limited to: (a) Description of Remittance; (b) Reason for collection; (c) Contract number; (d) Complete accounting classification; (e) Identity of applicable dollar amounts by accounting classification; (f) Identity of applicable dollar amounts by remittance documents; and (g) Applicable Disbursing Station Symbol Number.

7.1.2.19 SF 1096 - VOUCHER DEDUCTION

During the daily disbursement processing all voucher deductions such as Progress Payment recoupments, Advanced Payment recoupments, deductions made against contractors that are indebted to the United States Government, Liquidated Damages deductions taken due to modification decreases and miscellaneous receipts and deposit deductions will be recorded on SF 1096, Voucher Deduction. The daily total of the voucher deduction will be recorded on the Daily Accountability (AF Form 1342), as part of the Gross Collections.

7.1.2.20 ACCOUNTS RECEIVABLE

a. A memorandum of accounts receivable will be maintained for all potential or actual monies due the United States and a result of contract administration. Where Facility Lease Agreements (DLAM 8105.1) require cyclical billing, the Finance Office has responsibility of alerting the ACO when a receivable is delinquent. Example: if the agreement requires the contractor to forward $100 monthly and the contractor has failed to present the payment, the ACO will be so notified by letter on the 10th of the month or first work day thereafter following the month collection was due.

b. For other accounts receivable, maintain a similar followup to secure monies due on U.S. Contractor Indebtedness Listing (Hold Up List). Amounts which cannot be satisfied by existing payments due should be recorded as accounts receivable. Notation of amounts due from contractors on indebtedness listings must be placed in appropriate contract folder(s) until total collection is made.

c. When uncollectable accounts receivable have been transferred to the Finance Office, the accounts receivable should be written off. The Finance Office will notify the ACO that the contract has been transferred and process a final NLA if otherwise appropriate. The CLR balance will be automatically adjusted as described in section 14, Contract Closing. After the PK9 is issued the Finance Office will send a letter to the Purchasing Office and Accountable Station notifying them that jurisdiction of the contract debt has been transferred to the applicable Services Finance Office. The letter will contain a statement essentially as follows: A claim against the contractor for $_____ plus accrued interest has been transferred for collection action, or as appropriate, A proof of claim for $_____ plus accrued interest has been filed against insolvent contractor pursuant to DAR, appendix E-611.

7.1.2.21 PROCEEDS FROM THE SALE OF CONTRACTOR INVENTORY

a. Proceeds received from the sale of contractor inventory that apply to other than DoD funded contracts (i.e., NASA, Dept. of Interior, AFC, GSA, etc.) will be handled as follows:

(1) Plant Clearance Officers will comply with the terms of the contract when the contract provides instructions for processing such proceeds.

(2) If specific instructions are not provided in the contract:

(a) When billing on the contract has not been completed, the Plant Clearance Officers will instruct the contractor to apply the proceeds to the cost of work in progress and to forward a check or credit memo for the amount involved to the activity identified in the contract to receive invoices.

(b) When billing on the contract has been completed, the Plant Clearance Officer will forward the contractors remittance with a completed DD Form 1131 (Cash Collection Voucher) to the activity identified in the contract to receive invoices.

(3) In no instance will the Finance Office handle proceeds derived from sales of contractor inventory involving contracts funded by other than DoD activities.

b. Proceeds received from the sale of contractor inventory that apply to DoD funded contracts will be handled as follows:

(1) Process in accordance with the terms of the contract where the contract provides specific instructions for processing such proceeds.

(2) If specific instructions are not provided in the contract when billing on the contract has not been completed the Plant Clearance Officer will instruct the contractor to apply the proceeds to the cost or work in progress and to forward a check or credit memo for the amount involved to the activity identified in the contract as the payment office.

(3) If specific instructions are not provided in the contract when final payment has been made but the contract has not been closed (Final PK9 not issued), the Plant Clearance Officer will forward the contractors remittance with a completed DD Form 1131 (Cash Collection Voucher) to the activity identified in the contract as the payment office. The DCMD Finance Office will deposit such funds crediting the applicable accounting classification(s) as follows:

(a) Credit the entire remittance to the accounting classification in the contract when the contract contains a single accounting classification.

(b) Credit the remittance to the applicable accounting classifica-tion(s) in the contract when the contract contains more than one accounting classification and the source of the remittance and applicable fund can be readily determined.

(c) Credit the remittance to each accounting classification on the contract on a prorata basis (based on obligations) when the contract contains multiple accounting classifications and the remittance cannot be readily identified to specific funds. To avoid the initiation of a workload costing in excess of the value of the remittance, discretion

must be exercised in any decision to prorata credits. For instance, avoid when it will result in a single accounting classification being credited in an amount less than $25.00. In lieu thereof, credits should be distributed to the major accounting classification(s) contained in the contract. On Multi-Service funded contracts each Service should be credited with its prorata share provided that an individual Services share is not less than $25.00. The guidance provided above for single Service contracts will be used in prorating credits to a single Services funds on a Multi-Service funded contract.

(4) If specific instructions are not provided in the contract when the contract has been officially closed (Final PK9 issued), the Plant Clearance Officer will contact the Procurement Contracting Officer (PCO) for instructions on crediting remittances. Such remittances will be credited as directed by the PCO. The Plant Clearance Officer will include the PCO's instructions, names and data on the DD Form 1131 (Cash Collection Voucher).

c. Whenever the actions prescribed in subparagraph b above result in identification of accounting classifications to be credited that are no longer available for obligation (such as M Account) or the PCO directs that credits be applied to Miscellaneous Receipts of the Treasury, the credit will be applied to Account 97R2651.

d. The following special instructions will apply when crediting proceeds derived from the sale of contractor inventory on Air Force Unfunded Facilities Contract or Bailment Agreements.

e. Proceeds from the sale of property held under an Air Force Unfunded Facilities Contract or Bailment Agreement for use in connection with active Air Force production or Service contracts shall be credited to the cost of the related Air Force production or Service contract(s) as follows:

(1) Credited to the Government as part of the settlement agreement in the case of a termination.

(2) Credited to the cost of the work covered by the contract.

(3) Applied in the manner directed by the Air Force PCO (if the PCO directs that credits be applied to Miscellaneous Receipts, the credit will be applied to 97R2651).

f. Proceeds from the sale of property held under an Air Force Unfund-ed Facilities Contract or Bailment Agreement, which is authorized for use for other than Air Force production or Service contracts, and where there is no active Air Force production or Service contract, shall be credited to Account 97R2651.

g. Proceeds from the sale of property held under an Unfunded Facili-ties Contract or Bailment Agreement shall be credited to Account 97R2651 when the associated Air Force production or Service contract(s) has been closed in accordance with DAR S3-502.

h. Proceeds from the sale of contractor inventory from Air Force contracts shall be deposited to Account 97R2651 when:

(1) Property is provided to a contractor solely for safekeeping or storage under an Unfunded Facilities Contract, lease or storage agree-ment and is not for use in connection with a current Government produc-tion or Service contract.

(2) Proceeds are from the sale of property in connection with a contract that has been closed in accordance with DAR S3-502.

(3) Proceeds are in excess of the total cost of work performed under the applicable contract (excess portion only).

7.1.2.22 CANADIAN PAYMENTS

The DFAS Division responsible for the payment of Canadian funds will process payment using the following guidelines:

a. Ensure that there is sufficient Canadian currency available for disbursements in the Limited Depository Account. When the currency is insufficient, hold invoices in suspense until additional currency has been purchased.

b. When posting to the DLA Form 457e ensure that the Service Code for Army is 5, Air Force is 6, DLA is 7, and Navy is 8.

c. The Country Code should be posted as CA for all Canadian payments.

d. Post Code F in IBOP field in the disbursement section of the DLA Form 457e for all disbursements that will affect IBOP.

e. While examining the Canadian payment, steps must be taken to ensure that there are sufficient funds available in U.S. dollars on the CLR to pay the invoices. Contracts where there are insufficient funds due to a differential exchange rate require a modification for additional funds for the contract.

f. The posting of the payment in Canadian currency will be entered on the DLA Form 457e at the U.S. Dollar Equivalent.

g. Object Class 97 may no longer be used for foreign currency fluctuations. The amount of the fluctuation will be charged to the same object class as the obligation recorded at the budget rate of exchange.

7.1.2.23 OVERAGE PAYABLE TRANSACTION REPORT

This report contains payable transactions, awaiting match to an invoice, payable transactions awaiting manual review, and accrued expenditure records. The records are identified on the left of the print line as follows:

a. Two asterisks (**) indicate that the MAAPR has been matched to an invoice and released for manual review. These accrual records will be relieved by the submission of F Coded invoice transaction processed with the current cycle date in the batch header. The correct date must be input to avoid having aged paid accruals remain on the Payable Transaction File, and included in the monthly Accrued Expenditure Report.

b. QA identifies QA adjustments for underbillings and termination costs.

c. Q7 identifies Q7 Cost/Fee Holdbacks.

d. Payable transactions awaiting match to invoices are uncoded.

e. Contract Payment Notice (CPN) identifies MAAPRs that were matched to invoices prior to the implementation of the revised Accrued Expenditure and CCN application. These are aged accrual records and should be researched and appropriate action taken to relieve the aged accruals.

f. The number of days a MAAPR is to be aged before appearing on this report is determined and established by the Finance Office. This report should be reviewed, researched and used to take followup action as required (e.g., request invoices for aged MAAPRs).

7.1.2.24 AUTOMATIC DISBURSEMENT LIST

This is a list in terminal digit order showing invoices automatically paid. The last page of the list will show gross amount paid, discounts taken, and net amount by Service. This listing together with batch disbursement control totals for manual disbursements, will be used for balancing daily disbursement reports.

7.1.2.25 MANUAL MAAPR

Hard copy MAAPRs will be provided when payment cannot be made auto- matically. In-The-Clear reasons why manual review is required will be shown on the lower portion of the MAAPR under Contract Terms and Cond-itions. As part of the Voucher Examination (VE) process the VE will review the reasons for validity. If the reason is invalid the VE will initiate corrective action in accordance with local procedures. All messages that can appear on a MAAPR are contained in part 15, appendix 52 of this manual. Included in this group of MAAPRs will be special manual MAAPRs which are created under the following conditions:

a. Status code of * is created when a new MAAPR record(s) matches an existing MAAPR record that has been previously matched to an invoice and coded for manual review. The new MAAPR record is printed with status * and deleted from the Payable Transaction File.

b. Status code of * is created when a new MAAPR record with blank status code matches an existing MAAPR record, on PIIN/SPIIN, shipment number, and CLIN that has not been matched to an invoice. The new MAAPR record is printed with status * and deleted from the Payable Transaction File. If the new MAAPR record is not a duplicate on CLIN, the new MAAPR will be retained on the file.

c. Status code of * is created when a new MAAPR record with blank status code matches an existing MAAPR record(s) with Status Code R or Z. The new MAAPR record is printed with status * and deleted from the Payable Transaction File.

d. Status code of # is created when a new MAAPR record with Status Code Z matches an existing MAAPR record with Status Code Z. The new MAAPR record is printed with status #, and deleted from the Payable Transaction File.

e. MAAPRs indicating QA will be produced when an invoice is matched to a QA adjustment on PIIN/SPIIN and shipment number. These are abbreviated MAAPRs containing only data elements established in the input, and are generated as a memorandum alert that an invoice has been received. A G Coded Invoice transaction is not produced to update the Invoice Master record and, therefore, must be manually coded. The QA accrual is automatically deleted from the Payable Transaction File after printing.

f. MAAPRs indicating Q7 will be produced when an invoice is matched to a Q7 Cost/Fee Holdback on PIIN/SPIIN. These are abbreviated MAAPRs containing only data elements established in the input, and are generated as a memorandum alert that an invoice has been received. The Q7 accrual is automatically deleted from the Payable Transaction File after printing. The VE will evaluate the need for retaining or increasing the withholding, and reinput the Q7 accrual.

g. MAAPRs identified with PPRA or PPRB in the shipment number field will be matched to DD Form 1195, Request for Progress Payment.

7.1.2.26 AUTOMATIC MAAPR

An automatic MAAPR is produced when a payment has been made automatically. In the event that an automatic payment is canceled, Accounts Payable data must be reinput as partial MAAPR data using the QA adjustment format.

7.1.2.27 MANUAL RELEASE/CORRECTION MAAPRs

This group of MAAPRs will contain copies of MAAPRs requested by a MAAPR Release/Delete Transaction input with an R/D in pos. 37 and MAAPRs with multistatus codes. Definitions of multistatus codes and required actions to be taken are as follows:

a. If the original MAAPR is on the Payable Transaction File awaiting a match to an invoice, and a credit MAAPR (input with a Z transaction code) is processed, the original MAAPR is coded CORR-R in the status field. The corrected MAAPR, (input with E transaction code), is coded CORR-E. Copies of these MAAPRs will be produced as they are updated in the system but will be retained on the Payable Transaction File. These MAAPRs will be suspended for manual matching to invoice.

b. If the original MAAPR is on the Payable Transaction File coded as matched to an invoice, and a credit MAAPR (CORR-Z) or corrected MAAPR (CORR-E) is updated in the system, the original MAAPR will not be coded CORR-R. The CORR-Z and CORR-E MAAPRs will be produced with the message MANUAL REVIEW INVOICE, but will be retained on the Payable Transaction File. These MAAPRs will be reviewed by the Voucher Examiner along with the original MAAPR to determine contractor entitlement.

c. If the original MAAPR is not on the Payable Transaction, the CORR-Z and CORR-E MAAPRs are produced but retained on the Payable Transaction File. These MAAPRs will be reviewed by the Voucher Examiner for appro-priate action. If the original MAAPR has been paid, and the Z or E does not affect the amount paid or the appropriation, delete both records from the Payable Transaction File. If a refund is due the contractor, or if a collection is required, the VE will initiate appropriate action and also delete the accrual records from the Payable Transaction File. When a corrected DD Form 250 reflects a change in shipment number and/or contract number, the old shipment number and/or contract number is reversed out by utilizing a Z indicator. The new shipment number and/or contract number must be processed with the E indicator. This action is necessary to preclude an automatic payment under the new shipment and/or contract number. In conjunction with the input of a DD Form 250 involv-ing a shipment number and/or contract number change, a locally formatted IOM should be prepared and forwarded to the invoice control area to advise them of the old and new shipment/contract/order numbers. The invoice control area will then be able to match the Z MAAPR with the related E MAAPR. After matching the MAAPRs, IOMs and invoices as applicable, the package is forwarded to the VE for review and appropriate payment or adjustment action. In addition, in cases involving a complete cancellation, a locally formatted IOM should be prepared to advise the invoice control area and/or VE so that a review can be made for purposes of determining if the shipment was paid and collection action is necessary.

d. Status Code Z and E MAAPRs with message MATCHED TO QA are produced when a new Z and E MAAPR updated in the system matches an existing QA abbreviated MAAPR record. These MAAPRs should be reviewed to determine why the condition occurred and any required corrective action initiated. The Z, E, and QA MAAPRs will be retained on the file and must be deleted via a MAAPR Delete Transaction.

7.1.2.28 API DELETED PAYABLE TRANSACTIONS

This is a list of accruals deleted from the Payable Transaction File as a result of automatic payments or delete transactions. The report will include two totals. They are a total for accruals deleted by API payments, manually requested deletes, and an ending total of accruals remaining on the Payable Transaction File.

7.1.2.29 ACCOUNTS PAYABLE DAILY TRANSACTION

This list includes Accounts Payable data input from LISSR processing, and that manually input, i.e., Accrual Codes QA, Q7, and QR. It does not include reversals as a result of payments or MAAPR Delete Trans-actions. The last page of the report is a Summary Work Sheet which will be used to balance overall A/E Amount retained in the Payable Transaction File.

7.1.2.30 DAILY REJECTED QA, QR, Q7 TRANSACTIONS

This is a list of rejected manually input accruals which will be returned to originating functional areas for research and reinput if appropriate. Rejection of these transactions will be as follows:

a. QA matches an existing QA record on PIIN/SPIIN/Shipment/CLIN/ELIN, or if a QA adjustment is processed in the same cycle as the F Coded Invoice. Therefore, QA adjustments for underbillings must be processed in the next day's cycle.

b. Q7 matches an existing Q7 on PIIN/SPIIN/ACRN.

c. QR does not match an existing record on control fields.

7.1.2.31 MANUAL PAYMENT ACCOUNTS PAYABLE QRs

This is a list of accruals deleted from the Payable Transaction File because of manual review payments. The cash management program produces the list based on manual payments either never suspended or manual payments released from suspense.

7.1.2.32 MONTHEND ACCOUNTS PAYABLE UNMATCHED TO CONTRACT FILE

This is a list of accruals deleted on the first day of each month on closed contracts. The MAAPR Files will be researched to purge hard copy MAAPRs for which AP data was deleted; i.e., copies of previously printed MAAPRs but not paid/deleted within the system.

7.1.2.33 DAILY CPN PROOF LISTING

This is a list of all Contract Payment Notices (PV) produced from automatic and manual payments. The PV transactions are transmitted to the funding activities via AUTODIN. The CPN Proof Listing will be retained 30 days for reference purposes. A PVA Text Header is generated for each CPN recipient.

7.1.2.34 ADVICE OF PAYMENT

An Advice of Payment is produced when a payment is made in the API system. The Advice of Payment will be associated with the check for mailing to the contractor. In the event that both an automatic payment and a manual payment are made in the same payment processing cycle for the same contract, one check will be produced in the total amount of both payments. When such a situation occurs, a mechanized Advice of Payment and a manually prepared Advice of Payment will be forwarded to the contractor with a check. When processing payments, the API System will utilize the contractor's name and address from the Payee Name and Address Record for printing subvouchers, checks and Advice of Payment.

7.1.2.35 FINAL PAYMENT

API will determine Final Payment of a contract based upon the presence of a final shipment indicator (Z) on the MAAPR File, and the amount of funds remaining in the data base after payment is processed. The payment will be coded as final, if the unliquidated obligation remaining on the contract is 1% or less of the contract obligation amount, not to exceed $10.00. If the remaining ULO exceeds $10.00, or 1% of contract value, payments will be processed as a partial payment under the API system. The final shipment indicator will be retained in the mechanized Partial Payment Register.

7.1.2.36 VERIFICATION OF FUNDS

API will verify fund availability for all automatic payments prior to the CLR and Subvoucher processes, and will release a manual MAAPR for any invoice if there are not sufficient funds to make payment. If a manual disbursement is being processed in the same cycle as a MAAPR coded for automatic payment, and the unliquidated obligation is insuffi-cient to satisfy both, the API transaction will recycle and pay on the following cycle if sufficient funds are available for the API transaction and the manual disbursement is not processed.

7.1.2.37 RECYCLED AUTOMATIC PAYMENTS

Automatic payments that are rejected in the processing will appear on Report UYFA01, Rejected Disbursements and Obligation by ACRN, or Report UYFA02, CLR Validation Rejects identified by the word AUTO - no appropriation master, or disbursing error in this group. The API system will automatically recycle these invoices for AUTO-PAY again. Therefore, the condition which caused the rejection must be resolved. Review the rejected AUTO batches to determine cause and initiate corrective action.

7.1.2.38 PROCESSING AUTOMATIC MAAPRS

Processing of automatic MAAPRs will be as follows:

a. The Pay and Research Unit will match MAAPRs to corresponding invoices. Matched manual MAAPRs CORR-R, CORR-Z, and CORR-E MAAPRs and deleted MAAPRs will be matched and forwarded to the Voucher Examiners. Copies of MAAPRs requested for review will be forwarded to the requester.

b. The Pay and Research Unit will separate the matched invoices/ Automatic MAAPRs into proper Service distribution, and accomplish by sampling techniques, a review of matched subvouchers, invoices, automatic MAAPRs, and automatic dis-bursement list for accuracy, validity and payment entitlement. Discrepancies will be identified and reported to the appropriate office. In the event that an automatic payment requires cancellation, the subvoucher and automatic disbursement list will be annotated accordingly, and the dollar totals at the end of the automatic disbursement list adjusted by the amount of the canceled payment. The annotated disbursement list will be forwarded with the payment packets to the responsible office to cancel the check, manually adjust the disbursement reports for the Service(s), and process adjustments to the CLR to reinstate the funds. The Pay and Research unit will reinput the invoice, and establish a QA adjustment accrual for matching to the invoice for subsequent manual payment.

c. The Disbursing Office, upon receipt of manual and automatic disbursements, will match the manual Advice of Payments, DLA Form 477, and the mechanized Advice of Payment to the checks for mailing to the contractor.

7.1.2.39 NOTICE OF ASSIGNMENT

When a Notice of Assignment is received for a contract, complete the applicable Receipt Acknowledged portion of the assignment. Do not make any certification regarding amounts due under the contract, only acknow-ledge receipt. Prepare a DLA Form 457e to provide input information for update of the Payee Name and Address Record applicable to the contract. FC will input DLA Form 457e utilizing the Alternate Payee Indicator Code N. This code will generate a MAAPR message NOA ON FILE. Review the accuracy of input utilizing the Name and Address Proof List, UNMC480A.

7.1.2.40 CANCELED FUNDS

a. Under current law O&M Appropriations cancel after six years, R&D after seven years, and Procurement Appropriations after eight years. To identify and stop disbursements against canceled appropriations, two programs were developed that will update the CLR with a one position canceled funds indicator. The first program that uses Table TB8999 is designed to report on and update appropriations that will cancel September 30th of the current fiscal year. The second program, as well as the daily CLR validation process, uses Table TB9997 to update the CLRV for those appropriations that were canceled prior to this fiscal year.

b. The two tables both have fund code or fund code program year as their keys. TB8999 contains those fund codes or fund codes and program years that will be canceled on this September 30th. TB9997 contains prior years fund codes and program years and must be updated on October 1st with the TB8999 entries from the prior fiscal year. Also, you must insure that new fund codes for the current fiscal year are not included on TB9997 (i.e., 177 for 1987 if this is Fiscal Year 1997) because the daily CLR validation process would erroneously code the new appropriations as being canceled.

7.1.2.41 Contract Negative Unliquidated Obligation Processing

a. Disbursement processing has been modified to ensure that sufficient unliquidated obligation exists on the overall contract prior to allowing the disbursement to process. This has been accomplished via establishment of the reserved funds field on the contract provisions data screen(CT5803). The reserved funds field is a net total of all funds that are suspended in either prevalidation or cash management at contract level. This field shall be calculated on a daily basis. When anything is released or rejected from either cash management or prevalidation the reserved funds field will be adjusted as required.

b. The Reserved Funds, Net Contract ULO (material line minus WIPS) and the incoming transaction will all be compared to ensure that the contract maintains a positive ULO prior to allowing the disbursement, adjustment or obligations to process. Should the contract be in a negative ULO status; all disbursements will reject until the contract attains a positive balance and the contract will appear on the Daily Contract Negative ULO report. Disbursements that reject for Contract Negative ULO can be processed via the force-thru options. Any obligations or adjustments that creates or increases a NULO at contract level will also be reported on the Daily Contract Negative ULO report.

c. A new report (UNFA500a) Contract Negative NULO report has been created which will report contracts that have ascertained a negative unliquidated obligation at the contract provisions data level. This report will only display contract totals but will report each transaction i.e. shipment, adjustment , modification that caused , increases or decrease the negative. The contract total will reflect the contract ULO status at the current time. To determine individuals transaction totals refer to UYFA03 CLR Summary or UYFA04 CLR Ledger.

7.1.3 INPUT PROCEDURES

a. Disbursements will be processed in the MOCAS YCPM Library. This library feeds the YPF1 Data Entry Data Base for nightly batch processing. See below for input instructions.

b. Disbursements should be batched by Service prior to data entry processing since each Service will require a separate Batch Header Record. The Batch number is a required entry on Screen UNAA23 and will be carried forward for each record in the batch. Selection of a specific Service detail record is obtained by entering the corresponding function number on Screen UNAA23.

c. The program will transfer the batch number from Disbursement Data Entry Menu to each disbursement detail record.

d. Force-Thru Codes when authorized will be entered in the Force-Thru field subsequent batch processing will place the proper letter in pos. 61 of the SHPMT/VOU NO., field of each detail record as follows:

IF POS. 61 CONTAINS	CHANGE TO
1	J
2	K
3	L
4	M
5	N
6	O (alpha)
7	P
8	Q
9	R
0	- (dash)

7.1.3.1 UNAA20 - FINANCIAL DATA ENTRY MENU

a. GENERAL - To access the Disbursement Data Entry Menu (UNAA23) the user must select Function 3 from this screen.

b. SCREEN FORMAT - Figure 7-1 is a sample screen format for the Financial Data Entry Menu (UNAA20).

```
**********************************************************************
 UNAA20                    FINANCIAL DATA ENTRY MENU

BATCH STATUS INQUIRY................B MODE XC........... .. .. .. ..  X
INVOICE DATA ENTRY MENU.............1 TRANSACTIONS FOR OTHERS:
                                        DETAIL RECORD....... .. .. .. 8
MAAPR REQUEST/DELETE DATA ENTRY.....2 MAJOR HEADER AND DELETE .. .. ..9

DISBURSEMENT DATA ENTRY MENU .......3 302 REPORT MENU.. .. .. .. .. ..10

AF C-147 & 1341, SF 1219, DD 1329...4 PROGRESS PAYMENT MENU.. .. .....11
                                      CASH MANAGEMENT/PROMPT PAY MENU.12
AIR FORCE C-146 DATA ENTRY .........5.COST AND FEE HISTORY UPDATE.....13
                                      ACCOUNTING CLASS DATA ENTRY.. ..14
ACCRUED EXPENDITURE DATA ENTRY MENU.6 IBOP TRANSACTIONS...............16
                                      AUTHORIZATION REQUEST MENU......17
CONTRACT PAYMENT & REPORTING MENU ..7 FINANCIAL INQUIRIES MENU.. .. ..18


                            FUNCTION: ###
                          BATCH-ID: ######
  ### ##################################################################

**********************************************************************
```

FIGURE-7-1

c. INPUT INSTRUCTIONS

DATA ELEMENT	INPUT INSTRUCTIONS
FUNCTION	FUNCTION (2A/N) - Select Function 3 to go access the Disbursement Data Entry Menu.
BATCH ID	BATCH IDENTITY (6A/N) - Leave blank.

7.1.3.2 UNAA23 - DISBURSEMENT DATA ENTRY MENU

a. GENERAL - To access the Disbursement Data Entry Screens (UNAA24-26) the user must select the Function for the Service required from this screen.

b. SCREEN FORMAT - Figure 7-2 is a sample screen format for the Disbursement Data Entry Menu (UNAA23).

```
*********************************************************************
UNAA23                 DISBURSEMENT DATA ENTRY MENU

                         BATCH STATUS INQUIRY....B

                         MODE XC................X

                         ARMY...................1

                         AIR FORCE..............2

                         DLA....................3

                         NAVY...................4

                              FUNCTION:

                            BATCH-ID:

                       TOTAL DISB AMOUNT:

                       TOTAL DISB RECORDS:

*********************************************************************
```

FIGURE-7-2

c. INPUT INSTRUCTIONS

DATA ELEMENT	INPUT INSTRUCTIONS
FUNCTION	FUNCTION (2A/N) - Select the Function for the Service to be disbursed.
BATCH ID	BATCH IDENTITY (6A/N) - If any function other than B is selected this field must be filled.
TOTAL DISB AMOUNT	TOTAL DISBURSED AMOUNT - This is a system generated field based on the dollar value of the transactions entered on the disbursement input screens.
TOTAL DISB RECORDS	TOTAL DISBURSEMENT RECORDS - This is a system generated field based on the number of transactions entered on the disbursement input screens.

7.1.3.3 UNAA24 - ARMY DISBURSEMENTS

a. GENERAL - To access the ARMY Disbursements Screen (UNAA24) the user must select the Function 1 from the Disbursement Data Entry Menu Screen (UNAA23).

b. SCREEN FORMAT - Figure 7-3 is a sample screen format for the Army Disbursements Screen (UNAA24).

```
*********************************************************************
UNAA24                    ARMY DISBURSEMENTS              BATCH ID: TEST
                                                          RECORD NO:
1
 3   CONTROL:      PIIN:                        SPIIN:



 DEPT CD:        ACRN:      CLIN/ELIN:            CUST:



 YR:       PRON:          BUYER:               FORCE-THRU IND:



 SHPMT/VOU NO:            PAR PAY NO:        IBOP:


 CLCTN-CD:     TP:     DISB-AMT:                 SUBT:
 DELETE RECORD?:
       NEW BATCH - ENTER DATA OR PA2 TO EXIT

*********************************************************************
```

FIGURE-7-3

c. INPUT INSTRUCTIONS:

DATA ELEMENT	INPUT INSTRUCTIONS
BATCH ID	BATCH IDENTITY - System generated from UNAA23.
RECORD NO	RECORD NUMBER - System generated count of the records in the batch.
3	CARD CODE - System generated.
CONTROL	CONTROL - Must be - or blank.
PIIN	PIIN - Enter the contract number.
SPIIN	SPIIN - Enter the call/order if applicable.
DEPT CD	DEPARTMENT CODE - Must enter 1 or 5 for Army.
ACRN	ACRN - Must enter the ACRN to be disbursed from.

DATA ELEMENT	INPUT INSTRUCTIONS
CLIN/ELIN	***This field will be system generated if there is a one to one relationship between the CLIN/ELIN and the ACRN. If entered, field must contain data that matches the ACRN and Shipment Number. When a one to one relationship does not exist between the CLIN/ELIN and the ACRN, the CLIN/ELIN must be entered. These requirements apply when the SUBTRAN-CD is equal to blank, Q, or H. If the Shipment Number begins with one of the following exceptions, this field may be entered or left blank. The exceptions are identified by the first positions of the Shipment Number containing (PPRA, PPRB, PBPA, PBPB, CFIA, CFIB, CFAA, CFAB, BVN, SER, TRA, REF, ADD, ACO, PCO, MOD, TCO, TER, or WTH9).***
CUST	CUST - Leave this field blank.
YR	PROGRAM YEAR - Enter the program year or leave blank.
PRON	PROCUREMENT REQUEST ORDER NUMBER - Enter the PRON associated with the ACRN or leave blank.
BUYER	BUYER - Enter the DoDAAC of the issued by or leave blank.
FORCE-THRU IND	FORCE THRU INDICATOR - Enter a Y if the disbursement is to be Forced-Thru, otherwise leave blank.
SHPMT/VOU NO	SHIPMENT/VOUCHER NUMBER - Must enter the Shipment Number if applicable. If Voucher Number is applicable, skip the first two positions. If Collection Number is applicable, skip the first three positions.
PAR PAY NO	PARTIAL PAY NUMBER - Enter the Partial Pay Number or leave blank.
IBOP	INTERNATIONAL BALANCE of PAYMENTS - Enter the IBOP code or leave blank.
CLCTN CD	COLLECTION CODE - Enter a 1 if processing a collection, or leave blank.
TP	TYPE PAYMENT - If processing a disbursement or adjustment transaction enter 1, 2, 3, 4 or 9, else leave blank.
DISB AMT	DISBURSEMENT AMOUNT - Enter the amount of the transaction, if a credit transaction enter a minus sign at the end.
SUBT	SUBTRAN CODE - Enter the applicable subtran code or leave blank.
DELETE RECORD?	DELETE RECORD - Enter a Y if you want to remove the record from the batch before submitting the batch in the cycle.

7.1.3.4 UNAA25 - AF/DLA DISBURSEMENTS

a. GENERAL - To access the Air Force or DLA Disbursements Screen (UNAA25) the user must select the Function 2 or 3 from the Disbursement Data Entry Menu Screen (UNAA23).

b. SCREEN FORMAT - Figure 7-4 is a sample screen format for Air Force/ DLA Disbursements Screen (UNAA25).

```
**************************************************************************
UNAA25                    AF/DLA DISBURSEMENTS              BATCH ID: TEST
                                                            RECORD NO: 1
 3   CONTROL:      PIIN:                        SPIIN:



 DEPT CD:        ACRN:        CLIN/ELIN:

 IBOP COUNTRY CD:                        FORCE-THRU IND:

 SHPMT/VOU NO:            PAR PAY NO:       IBOP:


 CLCTN CD:      TP:      DISB AMT:

 SUB TRANS:         ORIGINAL VOUCHER NO:

 DELETE RECORD?:
       NEW BATCH - ENTER NEW DATA OR PA2 TO EXIT

**************************************************************************
```

FIGURE 7-4

c. INPUT INSTRUCTIONS:

DATA ELEMENT	INPUT INSTRUCTIONS
BATCH ID	BATCH IDENTITY - System generated from UNAA23.
RECORD NO	RECORD NUMBER - System generated count of the records in the batch.
3	CARD CODE - System generated.
CONTROL	CONTROL - Must be - or blank.
PIIN	PIIN - Enter the contract number.
SPIIN	SPIIN - Enter the call/order if applicable.
DEPT CD	DEPARTMENT CODE - Must enter 1 or 5 for Army.
ACRN	ACRN - Must enter the ACRN to be disbursed from.

DATA ELEMENT	INPUT INSTRUCTIONS
CLIN/ELIN	***This field will be system generated if there is a one to one relationship between the CLIN/ELIN and the ACRN. If entered, field must contain data that matches the ACRN and Shipment Number. When a one to one relationship does not exist between the CLIN/ELIN and the ACRN, the CLIN/ELIN must be entered. These requirements apply when the SUBTRAN-CD is equal to blank, Q, or H. If the Shipment Number begins with one of the following exceptions, this field may be entered or left blank. The exceptions are identified by the first positions of the Shipment Number containing (PPRA, PPRB, PBPA, PBPB, CFIA, CFIB, CFAA, CFAB, BVN, SER, TRA, REF, ADD, ACO, PCO, MOD, TCO, TER, or WTH9).***
IBOP COUNTRY CD	IBOP COUNTRY CODE - Enter the IBOP country code or leave the field blank.
FORCE-THRU IND	FORCE-THRU INDICATOR - Enter a Y if the disbursement is to be Forced-Thru; otherwise leave blank.
SHPMT/VOU NO	SHIPMENT/VOUCHER NUMBER - Must enter the Shipment Number if applicable. If Voucher Number is applicable, skip the first two positions. If Collection Number is applicable, skip the first three positions.
PAR PAY NO	PARTIAL PAY NUMBER - Enter the Partial Pay Number or leave blank.
IBOP	INTERNATIONAL BALANCE of PAYMENTS - Enter the IBOP code or leave blank.
CLCTN CD	COLLECTION CODE - Enter a 1 if processing a collection, or leave blank.
TP	TYPE PAYMENT - If processing a disbursement or adjustment transaction enter 1, 2, 3, 4 or 9, else leave blank.
DISB AMT	DISBURSEMENT AMOUNT - Enter the amount of the transaction, if a credit transaction enter a minus sign at the end.
SUBT	SUBTRAN CODE - Enter the applicable subtran code or leave blank.
DELETE RECORD?	DELETE RECORD - Enter a Y if you want to remove the record from the batch before submitting the batch in the cycle.

7.1.3.5 UNAA26 - NAVY DISBURSEMENTS

a. GENERAL - To access the Navy Disbursements Screen (UNAA26) the user must select the Function 4 from the Disbursement Data Entry Menu Screen (UNAA23).

b. SCREEN FORMAT - Figure 7-5 is a sample screen format for Navy Disbursements screen (UNAA26).

```
*********************************************************************
UNAA26                    NAVY DISBURSEMENTS              BATCH ID: TEST
                                                          RECORD NO:
1
 3   CONTROL:      PIIN:                        SPIIN:



 DEPT CD:        ACRN:      CLIN/ELIN:



 PAA/ACC:          CNTRY_CD:             FORCE-THRU-IND:



 SHPMT/VOU NO:            PAR PAY NO:        IBOP:

 CLCTN_CD:     TP:     DISB_AMT:                    SUBT:

 DELETE RECORD?:
       NEW BATCH - ENTER MORE DATA OR PA2 TO EXIT

*********************************************************************
```

FIGURE 7-5

c. INPUT INSTRUCTIONS:

DATA ELEMENT	INPUT INSTRUCTIONS
BATCH ID	BATCH IDENTITY - System generated from UNAA23.
RECORD NO	RECORD NUMBER - System generated count of the records in the batch.
3	CARD CODE - System generated.
CONTROL	CONTROL - Must be - or blank.
PIIN	PIIN - Enter the contract number.
SPIIN	SPIIN - Enter the call/order if applicable.
DEPT CD	DEPARTMENT CODE - Must enter 1 or 5 for Army.
ACRN	ACRN - Must enter the ACRN to be disbursed from.

DATA ELEMENT	INPUT INSTRUCTIONS
CLIN/ELIN	***This field will be system generated if there is a one to one relationship between the CLIN/ELIN and the ACRN. If entered, field must contain data that matches the ACRN and Shipment Number. When a one to one relationship does not exist between the CLIN/ELIN and the ACRN, the CLIN/ELIN must be entered. These requirements apply when the SUBTRAN-CD is equal to blank, Q, or H. If the Shipment Number begins with one of the following exceptions, this field may be entered or left blank. The exceptions are identified by the first positions of the Shipment Number containing (PPRA, PPRB, PBPA, PBPB, CFIA, CFIB, CFAA, CFAB, BVN, SER, TRA, REF, ADD, ACO, PCO, MOD, TCO, TER, or WTH9).***
PAA/ACC	PROPERTY ACCOUNTING ACTIVITY - Enter the Accounting Station number or leave blank.
CNTRY CD	COUNTRY CODE - Enter the country code or leave the field blank.
FORCE-THRU IND	FORCE-THRU INDICATOR - Enter a Y if the disbursement is to be Forced-Thru; otherwise leave blank.
SHPMT/VOU NO	SHIPMENT/VOUCHER NUMBER - Must enter the Shipment Number if applicable. If Voucher Number is applicable, skip the first two positions. If Collection Number is applicable, skip the first three positions.
PAR PAY NO	PARTIAL PAY NUMBER - Enter the Partial Pay Number or leave blank.
IBOP	INTERNATIONAL BALANCE of PAYMENTS - Enter the IBOP code or leave blank.
CLCTN CD	COLLECTION CODE - Enter a 1 if processing a collection, or leave blank.
TP	TYPE PAYMENT - If processing a disbursement or adjustment transaction enter 1, 2, 3, 4 or 9, else leave blank.
DISB AMT	DISBURSEMENT AMOUNT - Enter the amount of the transaction, if a credit transaction enter a minus sign at the end.
SUBT	SUBTRAN CODE - Enter the applicable subtran code or leave blank.
DELETE RECORD?	DELETE RECORD - Enter a Y if you want to remove the record from the batch before submitting the batch in the cycle.

7.1.3.6 PREPARATION INSTRUCTIONS FOR DLA FORM 457e

a. General - The five-part DLA Form 457e is mechanically prepared anytime an obligation transaction is processed or contract provisions are added or deleted. The form is designed as a medium for Mechanized Data Entry (MDE), disbursement, collection, and adjustment transaction data. The upper portion of the form contains control data common to both obligations and disbursements (contract number and accounting classification) and also contains the contract line items to which the form is applicable. Below the control data is the Payee's Name and Address, Accounting Classification Reference Number (ACRN), and the Individual Obligation Amount. The lower left-hand portion contains the contract provisions (i.e., quantity variation, evidence of shipment, discount terms and alternate payee designation). The alternate payee indicator codes are R, N, C, and D.

R - Contractor Remittance Address
N - Notice of Assignment
C - Canadian Commercial Corporation
D - Change of Address (D deletes the Payee Name and Address Record for other than R or N alternate payee indicator codes).

The remainder of the lower portion is used in disbursement or adjustment processing.

b. The fields on the form are self-explanatory. However, the following contains a brief description of some of the fields:

(1) Payee Indicator Code (PIC) - This field is no longer used. The alternate payee's name and address is entered during online contract input. Also, the portion of this form identified as Card Code 8 Payee Name and Address (28 digits per line) must be left blank.

(2) Navy Property Accounting Activity/Auxiliary Cost Code (PAA/ACC) - Will be shown if in the contract. In addition, when transaction codes beginning 1 or 7 (except 1J, 1K, 1W, 7J, 7M, 7R through 7Z) are shown in the accounting classification and a unit identification code is not cited in the PAA/ACC field of the contract, the appropriate code will be inserted by using the consignee shown on the DD Form 250 and looking up the corresponding UIC in volume II, chapter 5 of the Navy Comptroller Manual; when items are consigned to a point for transshipment, use the ultimate destination. Right-justify the PAA/ACC number and prefix with zeros.

(3) Army PRON (PRON/Serial) - Is entered at the time of obligation. However, for contracts in the system prior to 3 March 1975, the Army PRON must be entered at the time the disbursement transaction is processed. Right-justify and leave fields to the left blank.

(4) Force-Thru Code (FT) - Enter an X. This code may not be used without prior approval of the Accounting and Finance Officer.

(5) Shipment Number - Machine generated entry for all automatic payments. Must be input for manual payments in order to suspend the payment IAW cash management procedures. The voucher number should be placed in this field for all cash collection postings and adjustments if applicable.

(6) International Balance of Payments Code (IBOP) - The IBOP Code is normally required only when a check is issued to a payee outside of the United States (see AR 37-109) for Army, (NAVCOMPT Manual, volume II, chapter 7) for Navy, and (AFM 177-101) for Air Force to determine proper code. The Air Force IBOP Code will be shown in the accounting classification in the fifth digit of the Accounting Station. Therefore, it will be necessary to convert the fifth digit of the ADSN to a zero.

(7) Collection Code (CC) - Enter 1 for any item which will appear as a deduction on the subvoucher, for cash collections and for adjustments involving external reporting. Enter 2 for IBOP memorandum entries. Leave blank in all other cases. Cash collections should cite a voucher number in the shipment number field.

(8) Type Payment Code (TP) - Enter 1 for complete or final payment, 2 for partial payment, 3 for progress payment, 4 for advance payment, 8 for cash collection for Navy only, 9 for other Services cash collections, for adjustments, corrections, and payments involving IBOP memorandum entries. Leave blank on voucher deductions made on payment vouchers.

(9) Transaction Code - Navy disbursements consist of a two digit code. It will normally be the same as the transaction type reflected in the original obligation entry and is not required on the disbursement (see part 15, appendix 40 of this manual). The only exceptions are when a Work-In-Progress 6W code is used. The one digit subtransaction code is used to identify all deductions to and variations from gross dollar disbursement entries, some single entry corrections and progress/advance payments and recoupments. The codes are as follows:

(a) T - Will be used when transportation charges are authorized but are unfunded. The Code TT will be used when it appears on the CLR for contracts where transportation charges are obligated.

(b) D - Discounts

(c) Q - Quantity overruns/underruns

(d) W - Progress payments

(e) A - Advance payments

(f) L - Liquidated damages

(g) H - Withholds

(h) X - Canadian dollar payments

c. CLR supplemental accounting data can be changed only through the online contract correction process. The following supplemental accounting data fields can be overlaid and/or deleted:

(1) Army

Allotment Serial Number
Budget Project
Object Class
Country Code

(2) Air Force

Allotment Serial Number
Budget Project
R&D Structure System
R&D Project/MPC
Program Element

(3) DLA

Suballotment Number
Program Cost Account
Object Class
Country Code

(4) Navy

Object Class
Bureau Control Number
Navy Cost Code
Property Accounting Activity

d. Changes to the CLR which affect only the ACRN and/or accounting station number will be processed using Screen CT6220 - ACRN CHANGE, if the contract has not been Summary Edited. If the contract is already on the CLRV then changes can be made through batch processing using screen UNAA71 - ACRN CONTROL DATA CHANGE, from the YCPM Library.

e. Manual payments for DLA which required entry into the daily TFO necessitates the preparation of a general purpose transcript reflecting PIIN/SPIIN, appropriate date, shipment number, partial payment number, type payment, dollar value and transaction code, if applicable (see instructions for the DLA Form 457e for applicable columns). It will also be necessary to delete (the following day) the manual disbursement from the correction list and add it to the voucher disbursement list. Any manual payment (Code 9) will be processed without shipment numbers in the disbursement transaction. This will preclude the possibility of any match with a MAAPR and the issuance of CPNs with incorrect numbers.

7.1.3.7 CONTRACT SUPPORT HISTORY INQUIRY

a. GENERAL - To access the Contract Obligation and Disbursement Inquiry Menu - UNAB30, the user must sign-on to the online system (TIS) and select MANTIS USER YCPM, Pass word COMBINE. (NOTE: Detailed instructions are in the USERMAN manual) Screen UNAA10 will now appear, select Function 7. The system will then display Screen UNAA20 - Financial Data Entry Menu (Figure 7-5), select Function 7 from this menu. Next, the system will display Screen UNAB01 - Contract Payment & Reporting Menu (Figure 7-6). The user will select Function C - Contract Obligation and Disbursement Inquiry Menu . The system will then display Screen UNAB30 (Figure 7-7). From this screen the user can access the Delayed or Online History Inquiries.

b. SCREEN FORMATS

(1) Figure 7-6 is a sample format of the Financial Data Entry Menu - UNAB20. The user will select Function 7.

```
*********************************************************************
 UNAA20                   FINANCIAL DATA ENTRY MENU

BATCH STATUS INQUIRY................B MODE XC...........    X
INVOICE DATA ENTRY MENU.............1 TRANSACTIONS FOR OTHERS:
                                       DETAIL RECORD...........8
MAAPR REQUEST/DELETE DATA ENTRY.....2 MAJOR HEADER AND DELETE ..9

DISBURSEMENT DATA ENTRY MENU .......3 302 REPORT
                                       STATEMENT OF TRANSACTIONS.....10
AF C-147 & 1341, SF 1219, DD 1329...4   STATEMENT OF ACCOUNTABILITY ..11

AIR FORCE C-146 DATA ENTRY .........5.DD FORM 1195 DATA ENTRY MENU....12

ACCRUED EXPENDITURE DATA ENTRY MENU.6 CASH MANAGEMENT/PROMPT PAY MENU.13
                                      COST AND FEE HISTORY UPDATE.....14
CONTRACT PAYMENT & REPORTING MENU ..7 ACCOUNTING CLASSIFICATION MENU..15
                                      IBOP TRANSACTIONS...............16
                                      AUTHORIZATION REQUEST MENU......17

                            FUNCTION: ###
                           BATCH-ID: ######
  ### ##################################################################

*********************************************************************
```

FIGURE-7-6

(2) The Contract Payment & Reporting Menu - UNAB01 will be displayed (Figure 7-7). The user will select Function B.

```
*************************************************************************
 UNAB01                  CONTRACT PAYMENT & REPORTING MENU


                 COMPUTER BASED USER DOCUMENTATION..............A

                 CONTRACT PAYMENT NOTICE MENU...................B

                CONTRACT OBLIGATION AND
                DISBURSEMENT INQUIRY MENU......................C

                ACCOUNTS RECEIVABLE MENU.......................D

                 TERMINATE THIS FACILITY......................PA2


                                  FUNCTION: #


### ######################################################################

*************************************************************************
```

FIGURE 7-7

```
*************************************************************************
UNAB30          CONTRACT OBLIGATION AND DISBURSEMENT INQUIRY MENU
CBUD: ##############################                   RGS CODE: ########

                 CONTRACT OBLIGATION HISTORY..................A
                 CONTRACT DISBURSEMENT HISTORY................B
                 DELAYED CONTRACT HISTORY INQUIRY ............C
                 BATCH STATUS INQUIRY........................C1
                 MODE XC.....................................X

                                     FUNCTION: ##

          PIIN: ###### ## #####  SPIIN: ####    BATCH ID: ######

          OPTIONAL INQUIRY LEVEL  (SELECT ONE OR MORE LISTED BELOW)

          DATE BEGINNING: ## ## ##  DATE ENDING: ## ## ##
          ACRN: ##  ACCTG STATION: ###### TYPE PAYMENT CD: #
          SHIPMENT NO: ########           TYPE WITHHOLD: ##

                May select optional level: Date, Acctg Station and/or ACRN
                Must enter BATCH ID for this function.

              ###  ##########################################################

*************************************************************************
```

FIGURE 7-8

(3) The Contract Obligation and Disbursement Inquiry Menu will now be displayed.(Figure 7-8) Listed below are the available inquiry functions for UNAB30:

- Function A - Contract Obligation History, the user must enter a valid PIIN/SPIIN and may enter, the corresponding data for any of following optional inquiry levels: DATE, ACCTG STATION and ACRN.

- Function B - Contract Disbursement History, the user must enter a valid PIIN/SPIIN and may enter the corresponding data for any of the optional inquiry levels on the menu.

- Function C - Delayed Contract History Inquiry, when selected and a valid Batch ID has been entered, will allow the user to request a delayed inquiry via screen UNAA84 - Contract Support Obligations and Disbursement Inquiry Request (Figure 7-10).

- Function C1 - Batch Status Inquiry, when selected will allow the user to inquire on existing batches via Screen UNAA66 - Batch Status Inquiry (Figure 7-11).

- Function X - Mode XC, when selected and a valid Batch ID was entered, will allow the user to completed/closed out a previously entered batch. This function is performed directly on the menu.

(NOTE: A general explanation of this menu is available to the user via CBUD. To access the CBUD field depress PF5 and key in the screen identification number exactly as it is displayed. To terminate input or to return to the previous screen depress PA2.)

c. INPUT INSTRUCTIONS - Entries available/required are as follows:

CBUD	COMPUTER BASED USER DOCUMENTATION (30 A/N) - If entered, must match a data element on the screen.
RGS-CD	READING GROUP SPECIALIST CODE (8 A/N) - This field will be system generated from the sign-on screen. This is a protected field.
FUNCTION	FUNCTION (2A/N) - Enter the letter/and or number of the process to be performed.
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13 A/N) - Enter the desired contract number for the inquiry function selected. Contract number entered must be on the Contract History File. If Function C, C1, or X is selected, input in this field is not required.
SPIIN	SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4 A/N) – Enter a four position call/order number if applicable. This field must contain data when the ninth position of the PIIN is an A, D, G, or H.

BATCH ID	BATCH IDENTIFICATION NUMBER (6 A/N) - Must enter the locally assigned batch number when Function C or C2 is selected.
DATE BEGINNING	DATE BEGINNING (6N) - May enter the beginning date (YY MM DD) of the timeframe specified for the inquiry.
DATE ENDING	DATE ENDING (6N) - May enter the ending date (YY MM DD) of the timeframe specified for the inquiry.
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER) - If entered, must be a valid two position alpha/ numeric on the Contract History File for the specified PIIN inquiry.
ACCTG STATION	ACCOUNTING STATION NUMBER (6 A/N) - If entered, must contain a valid Fiscal Accounting Station Number.
TYPE PAYMENT CD	TYPE PAYMENT CODE (2 A/N) - If entered, this field is a combination of a valid collection code (1 or 2) and a valid type payment code from the list below: 1 - Final Payment 2 - Partial Payment 3 - Progress Payment 4 - Advance Payment 8 - Cash Collection or manual/manual for Navy only 9 - For other services Cash Collection for adjustments, corrections, and payments involving IBOP memo entries
SHIPMENT NO	SHIPMENT NUMBER (8 A/N) - If entered, entry in this field must be, pos. 1-3 alpha, pos. 4-7 alphanumeric, and pos. 8 must be an alpha Z. The shipment number entered must be on the Contract History File.

7.1.3.8 CONTRACT OBLIGATION HISTORY INQUIRY - UNAB31

a. GENERAL: This screen will be displayed when the user selects Function A from the Contract Obligation and Disburse ment Inquiry Menu - UNAB30. This inquiry allows the user to view the Contract Obligation records for PIIN/SPIIN and/or PIIN/SPIIN/ACRN. If specific parameters (optional inquiry levels) were entered on UNAB30, the inquiry data displayed will be at the level(s) requested. A general explanation of this inquiry is available to the user by entering UNAB31 in the CBUD field. Explanations (definitions) of all other data elements except CBUD, can be accessed by entering the data element name in the CBUD field.

b. SCREEN FORMAT: Figure 7-9 is a sample format of Screen UNAB31 - Contract Obligation History Inquiry.

```
*****************************************************************************
UNAB31                  CONTRACT OBLIGATION HISTORY INQUIRY
CBUD:  ##############################                    RGS CODE:  ########
            PIIN:  ###### ## #####  SPIIN: ####  ACRN: ##
CONTRACT OBLIGATION: -#############.##      ACRN OBLIGATION: -#############.##

BATCH ID: ###### SVC CD: # ACRN: ## LMT: ####  FND CD: ##  APPROP: ##########
ACCT CLASS: ##################################  ACTG STAT: ###### DOC: ######
TRNS DT: ## ### ##   TC: ##   FT: #   AMT: -#############.##  CNCLD-FND-IND: #

BATCH ID: ###### SVC CD: # ACRN: ## LMT: ####  FND CD: ##  APPROP: ##########
ACCT CLASS: ##################################   ACTG STAT: ###### DOC: ######
TRNS DT: ## ### ##   TC: ##   FT: #   AMT: -#############.##  CNCLD-FND-IND: #

BATCH ID: ###### SVC CD: # ACRN: ## LMT: ####  FND CD: ##  APPROP: ##########
ACCT CLASS: ##################################  ACTG STAT: ###### DOC: ######
TRNS DT: ## ### ##   TC: ##   FT: #   AMT: -#############.##  CNCLD-FND-IND: #

BATCH ID: ###### SVC CD: # ACRN: ## LMT: ####  FND CD: ##  APPROP: ##########
ACCT CLASS: ##################################  ACTG STAT: ###### DOC: ######
TRNS DT: ## ### ##   TC: ##  FT: #    AMT: -#############.##  CNCLD-FND-IND: #
####
###  ##########################################################################

*****************************************************************************
```

FIGURE 7-9

c. INPUT INSTRUCTIONS - Data for the RGS-CD, PIIN, SPIIN, and/or ACRN are carried forward from the inquiry menu screen. All other fields are protected except for CBUD.

d. DATA ELEMENT DESCRIPTIONS - The following are the data element descriptions which correspond with the above screen format.

DATA ELEMENT	DESCRIPTION
CBUD	COMPUTER BASED USER DOCUMENTATION - This field is used to request data elements or screen definitions.
RGS-CD	READING GROUP SPECIALIST CODE - The User ID of the person performing the inquiry, system generated from the sign-on screen.

DATA ELEMENT	DESCRIPTION
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - This is the contract number for the inquiry function selected.
SPIIN	SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - If applicable, this is the number used in conjunction with the basic PIIN.
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER) - If displayed, this is a control number which related the Long Line Accounting Classification Citation Number to the Detail Line Item Schedule information.
ACCTG STATION	ACCOUNTING STATION NUMBER - This element identifies the office which performs the Financial Accounting functions relative to appropriations made available by HQ DLA.
CONTRACT OBLIGATION	CONTRACT OBLIGATION - The amount stated at a contract or call/order level which a Government agency will eventually disburse for goods or services under the contract or call/order.
ACRN OBLIGATION	ACCOUNTING CLASSIFICATION REFERENCE NUMBER OBLIGATION - The amount stated above, however at a specific ACRN level.
BATCH ID	Up to six position alpha/numeric controlled number.
SVC CODE	SERVICE CODE - A one position code designating the agency or service for funding.
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER - A two position code which identifies a Long Line Accounting Classification Citation number.
LMT	LIMIT/SUBHEAD - A breakdown of an appropriation for a specified purpose.
FND CD	FUND CODE - A two position code that specifies the type of funds including FMS, that the monies are appropriated.
APROP	APPROPRIATION - The ten position code established by the Treasury Department to account for funds made available for obligations.
ACCT CLASS	ACCOUNTING CLASSIFICATION - A code to identify and report on financial and budgetary transactions as they relate to appropriations and funds made available.
ACTG STAT	ACCOUNTING STATION NUMBER - A code that identifies the Funding Station that has been allocated the funds being obligated.

DATA ELEMENT	DESCRIPTION
DOC	DOCUMENT REFERENCE - This field will identify the document type received that initiated the obligation transaction.
TRNS DT	TRANSACTION DATE - The process date of the transaction.
TC	TRANSACTION CODE - A code assigned to the Accounting Classification which indicates the type of transaction; e.g., T – Transportation, D – Discount, Q – Quantity Variance, W – Progress Payment, etc.
FT	FORCE-THRU - A identifier code of Y indicates that a transaction was Forced-Thru in order to override system default and force the transaction to update the system.
AMT	TRANSACTION AMOUNT - The amount of the obligation transaction.
CNCLD-FND-IND	CANCELED FUND INDICATOR - An alpha character in this field indicates that the transaction was processed after the funds where canceled.

7.1.3.9 CONTRACT DISBURSEMENT HISTORY INQUIRY - UNAB32

a. GENERAL: This screen will be displayed when the user selects Function B from the Contract Obligation and Disbursement Inquiry Menu - UNAB30. This inquiry allows the user to view the Contract Disbursement records for a PIIN/SPIIN and/or PIIN/SPIIN/ACRN. If specific parameters (optional inquiry levels) were entered on UNAB30, the inquiry data displayed will be at the level(s) requested.

b. SCREEN FORMAT: Figure 7-10 is a sample format of Screen UNAB32 - Contract Disbursement History Inquiry.

```
******************************************************************************
UNAB32                  CONTRACT DISBURSEMENT HISTORY INQUIRY
CBUD:  ##############################                    RGS CODE: ########
             PIIN:  ###### ## #####  SPIIN:  ####  ACRN:  ##
CONTRACT OBLIGATION:    -#############.##    ACRN OBLIGATION:  -############.##
CONTRACT DISBURSEMENTS: -#############.##  ACRN DISBURSEMENTS: -############.##

DISB AMT: -#############.## SV: # ACRN: ## LIMIT: #### FC: ## APPROP: ##########
ACCT CLASS: ####################################   ACTG STAT: ######   PP: ###
TR CD: ## CC: # TY PMT: # DOV: ###### SHP NO: ######## FT: # DATE: ## ### ##
CLIN: ######  SHP-TO: ######  QTY: ######## CNCLD-FND-IND: # BATCH ID: ######

DISB AMT: -#############.## SV: # ACRN: ## LIMIT: #### FC: ## APPROP: ##########
ACCT CLASS: ####################################   ACTG STAT: ######   PP: ###
TR CD: ## CC: # TY PMT: # DOV: ###### SHP NO: ######## FT: # DATE: ## ### ##
CLIN: ######  SHP-TO: ######  QTY: ######## CNCLD-FND-IND: # BATCH ID: ######

DISB AMT: -#############.## SV: # ACRN: ## LIMIT: #### FC: ## APPROP: ##########
ACCT CLASS: ####################################   ACTG STAT: ######   PP: ###
TR CD: ## CC: # TY PMT: # DOV: ###### SHP NO: ######## FT: # DATE: ## ### ##
CLIN: ######  SHP-TO: ######  QTY: ######## CNCLD-FND-IND: # BATCH ID: ######

####  ##########################################################################

******************************************************************************
```

FIGURE 7-10

c. INPUT INSTRUCTIONS - Data for the RGS-CD, PIIN, SPIIN, and/or ACRN are carried forward from the Inquiry Menu Screen. All other fields are protected except for CBUD.

d. DATA ELEMENT DESCRIPTIONS - The following are those data element descriptions which correspond with the above screen format.

DATA ELEMENT	DESCRIPTION
CBUD	COMPUTER BASED USER DOCUMENTATION - The field used to request data element or screen definitions.
RGS-CD	READING GROUP SPECIALIST CODE - The User ID of the person performing the inquiry is system generated from the sign-on screen.
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - This contract number for the inquiry function

selected.

DATA ELEMENT	DESCRIPTION
SPIIN	SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - If applicable, this is the number used in conjunction with the basic PIIN.
CONTRACT OBLIGATION	CONTRACT OBLIGATION - The amount stated at a contract or call/order Level which a Government agency will eventually disburse for goods or services under the contract or call/order.
ACRN OBLIGATION	ACCOUNTING CLASSIFICATION REFERENCE NUMBER OBLIGATION - The amount stated above however at a specific ACRN level.
CONTRACT DISBURSEMENTS	CONTRACT DISBURSEMENTS - The total amount of funds disbursed at the contract level.
ACRN DISBURSEMENTS	ACCOUNTING CLASSIFICATION REFERENCE NUMBER DISBURSEMENTS - The total amount of funds disbursed for a specific ACRN.
DISB-AMT	DISBURSEMENT AMOUNT - The dollar value of the disbursement transaction.
SV	SERVICE CODE - A one position code designating the agency or service for funding.
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER - A two position code which identifies a Long Line Accounting Classification Citation Number.
LIMIT	LIMIT/SUBHEAD - A breakdown of an appropriation for a specified purpose.
FC	FUND CODE - A two position code that specifies the type of funds including FMS, that the monies are appropriated.
APROP	APPROPRIATION - The ten position code established by the Treasury Dept. to account for funds made available for obligations.
ACCT-CLASS	ACCOUNTING CLASSIFICATION - A code to identify and report on financial and budgetary transactions as they relate to appropriations and funds made available.
ACTG-STAT	ACCOUNTING STATION NUMBER - A code that identifies the funding station that has been allocated the funds being obligated.
PP	PARTIAL PAYMENT - This field will identify the partial payment number for the disbursing voucher.

DATA ELEMENT	DESCRIPTION
TR-CD	TRANSACTION CODE - The code assigned to an accounting classification which is designated for a specific purpose; e.g., T – Transportation, D – Discount, Q – Quantity Variance, W – Progress Payments, etc.
CC	COLLECTION CODE - The one position code identifying the transaction as a collection/ deduction. 1 - Adjustments involving external reporting 2 - IBOP
TY-PMT	TYPE PAYMENT CODE - The one position code that identifies a payment as final, partial, progress payment etc.
DOV	DISBURSING OFFICE VOUCHER NUMBER - The six position serial sequence number that is assigned during financial processing to a voucher. In MOCAS this number is a five position code for Navy transactions.
SHIPMENT NO	SHIPMENT NUMBER - This is the shipment number referenced for the payment transaction.
FT	FORCE-THRU - A code of Y is used to denote that a transaction was forced thru in order to override the system default and force the transaction to update the system.
DATE	DATE - The date of the disbursement transaction.
CLIN	CONTRACT LINE ITEM - EXHIBIT LINE ITEM - The line item associated with the ACRN on the transaction.
SHP-TO	SHIP TO - The DoDAAC of the activity where the shipment was sent to.
QTY	QUANTITY - The quantity of the line item included in the shipment.
CNCLD-FND-IND	CANCELED FUND INDICATOR - An alpha character in this field indicates that the transaction was processed after the funds where canceled.
BATCH ID	Up to six position alpha/numeric controlled number.

7.1.3.10 UNAA84 - CONTRACT SUPPORT OBLIGATIONS AND DISBURSEMENT INQUIRY REQUEST

a. GENERAL: Users may enter new inquiry requests or delete an inquiry request via this screen. If desired, the user may also view all pending inquiry requests.

b. SCREEN FORMAT: Figure 7-11 is a sample format for Screen UNAA84 - Contract Support Obligations and Disbursement Inquiry Request.

```
**********************************************************************
UNAA84    CONTRACT SUPPORT OBLIGATIONS AND DISBURSEMENTS INQUIRY REQUEST

 ROUTING CODE:                                          BATCH-ID: CF0007
 REQUESTER ID:                                          RECORD NO: 1
                PIIN:        -    -          SPIIN:

                REPORTS: UNFR450A (BY ACRN):
                         UNFR450B (BY CLIN):









 DELETE RECORD?
     NEW BATCH - ENTER DATA OR PRESS PA2 TO EXIT

**********************************************************************
```

FIGURE-7-11

c. INPUT INSTRUCTIONS - Entries required/available are as follows:

DATA ELEMENT	DESCRIPTION
ROUTING CODE	ROUTING CODE - The two position identifier of the office where the request is to be delivered.
BATCH ID	BATCH IDENTIFICATION - The Batch ID is system generated from the inquiry menu. No input is required or allowed.
REQUESTOR ID	REQUESTOR ID - A free form field to be used to identify the individual making the request.
RECORD-NO	RECORD NUMBER - The system counts the number of inquiry requests entered. On initial input of a new batch, the record count will begin with 0001 and for each subsequent record entered, it will be increased by one. No input is required or allowed.

DATA ELEMENT	DESCRIPTION
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13 A/N) - Enter the desired contract number for the inquiry request desired. The contract number entered must be on the contract history file.
SPIIN	SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4 A/N) - Enter four position call/order number if applicable. This field must contain data when the ninth position of the PIIN is an A, D, G, or H.
REPORTS: UNFR450A indicate which report(s) UNFR450B (BY CLIN)	REPORTS - Is two one position fields used to (BY ACRN) the request or wants.
DELETE RECORD	DELETE RECORD (1A) - Enter a Y if the PIIN/SPIIN displayed should be deleted.

7.1.3.11 BATCH STATUS INQUIRY - UNAA66

a. GENERAL: This screen will provide the user with batch status information. The user may also reactivate or close an existing batch via this screen.

b. SCREEN FORMAT: Figure 7-12 is a sample format of Screen UNAA66 -Batch Status Inquiry.

```
*********************************************************************
UNAA66                        BATCH STATUS INQUIRY

  BATCH-ID:      FOR  XXXXXXXXXXXXXXXXXXXXXXXXXXXXX       RESET
                            CLOSE          ACTIVE          ACTIVE
BATCH-ID      MODE         BATCH?        INDICATOR        INDICATOR
XXXXXX        X             X               X                X
XXXXXX        X             X               X                X
XXXXXX        X             X               X                X
XXXXXX        X             X               X                X
XXXXXX        X             X               X                X
XXXXXX        X             X               X                X
XXXXXX        X             X               X                X
XXXXXX        X             X               X                X
XXXXXX        X             X               X                X
XXXXXX        X             X               X                X
XXXXXX        X             X               X                X
XXXXXX        X             X               X                X
XXXXXX        X             X               X                X
XXXXXX        X             X               X                X
XXXXXX        X             X               X                X
MORE        MODE KEY: X=CLOSED BATCH, C=PROCESSED ON CYCLE

     ### ##############################################################

*********************************************************************
```

FIGURE 7-12

c. INPUT INSTRUCTIONS - Screen UNAA66 will be displayed, with system generated and protected data in some fields. The user may enter data in fields under the CLOSE BATCH? and RESET ACTIVATOR columns.

DATA ELEMENT	SPECIAL INSTRUCTIONS
BATCH-ID	BATCH ID - Enter the Batch Id that you want to see the status of. If left blank all batches will be displayed.
FOR	FOR - The system will generate the data entry title.
BATCH ID	BATCH IDENTIFICATION - The Batch ID is system generated. This is a protected field.
MODE	MODE - The system will display an X, C, or blank. X- Closed Batch

DATA ELEMENT	SPECIAL INSTRUCTIONS
	C- Processed in a previous cycle. This is a protected field. No input is required or allowed. Blank - This indicates that the batch is open.
CLOSE BATCH?	CLOSE BATCH? - Enter a Y, R, or leave blank. Enter a R to resubmit a previously processed batch (NOTE: The MODE field must contain a C.) Enter a Y to close a batch. (NOTE: The MODE field must be blank and the ACTIVE INDICATOR field must contain a N.)
ACTIVE INDICATOR	ACTIVE INDICATOR - The system will generate a Y or N. Y - Active Batch N - Batch not active. This is a protected field. No input required or allowed.
RESET ACTIVE	RESET ACTIVE INDICATOR - Enter a Y, or leave blank. Enter Y to REACTIVATE a batch. (NOTE: The ACTIVE INDICATOR must equal Y.)
MORE/END	MORE/END - The system will generate MORE, if more records are available and END, when all records have been displayed.

7.1.3.12 ERROR MESSAGES

MESSAGE NO	ERROR MESSAGES	EXPLANATION
I52	ENTRY IN CBUD IS NOT ONE OF THE ELEMENTS OF THIS SCREEN	The entry in the CBUD does not match an element on the screen. Enter the exact name as shown on the screen.
JG3	MUST MATCH AN EXISTING PIIN/SPIIN ON THE DATA BASE	The contract number entered must reside on the contract history data base. Enter the contract number for the inquiry requested. Verify that the requested PIIN was correctly entered.
JG5	MUST MATCH AN EXISTING ACRN FOR THIS PIIN/SPIIN	The Accounting Classification Reference Number entered for the inquiry request PIIN/SPIIN must be established in the financial data base (CLR). Verify that the ACRN requested belongs to that PIIN/SPIIN.

MESSAGE NO	ERROR MESSAGES	EXPLANATION
JG6	MUST BE ALPHANUMERIC OR BLANK	Data entered in this field must be properly structured, if entered.
JN1	SPIIN MUST BE ALPHANUMERIC IF ENTERED	The Supplemental Procurement Instrument Identification number entered must be composed of four alphanumeric characters.
JR7	IF ENTERED MUST CONTAIN A VALID CALENDAR DATE	The date must be structured in the YYMMDD format, all numerics.
JS5	IF 9th POSITION OF PIIN IS A, D, G, or H, SPIIN MUST BE ENTERED.	The Supplemental Procurement Instrument Identification number must be entered when the Procurement Instrument Identification Number contains either an A, D, G, or H in its structure in the ninth position. Verify the inquiry request and reinput if necessary.
JY9	IF ENTERED POS. 1-3 MUST BE ALPHA, 4 ALPHA OR NUMERIC, 5-7 NUMERIC, 8TH Z, OR BLANK.	The shipment number entered must of the proper format. Verify the shipment number for the inquiry request.
J96	MUST BE NUMERIC OR BLANK.	Data entered in this field will be either all numeric or left blank.
E89	REQUEST SHIP-NO DOES NOT EXIST FOR THIS PIIN/SPIIN	The shipment number entered for the inquiry request does exist for the contract number entered. Verify the contract and shipment number entered, reinput if necessary.
J97	PIIN/SPIIN MUST BE ENTERED.	The Procurement Instrument Identification Number/Supplemental Procurement Instrument Number is needed in order to perform the function selected.
K37	THE SECOND POSITION MUST BE 1, 2, 3, 4, 8, 9, OR BLANK.	The second position of the type payment code field indicates the type of disbursement transaction.

MESSAGE NO	ERROR MESSAGES	EXPLANATION
LG2	NO RECORDS EXISTS FOR THE PARAMETERS SELECTED.	There is no inquiry data available for the date or range of dates entered. Verify date and reinput if necessary.
LJ9	MUST BE A, B, C, C1, or X.	The function selected must be one on UNAB30 - Contract Obligation and Disbursement Inquiry Menu. Verify input and enter correct function.
LK3	MUST MATCH TY PMT/COLL CD FOR THIS CONTRACT ON THE HISTORY FILE.	The type payment/collection code entered for this inquiry request does not match an existing code for this contraction the Contract History File. Verify the contract number entered and the code entered for the inquiry request.
LK8	MUST ENTER BATCH-ID.	The function selected from this menu requires the input of a batch number. Verify function selected and enter Batch ID.
RDA	INCORRECT STRUCTURE: MUST BE XXXXX 99 XXXXX.	The contract number entered is not properly structured. Verify input and correct.
UK0	MUST BE EQUAL TO OR GREATER THAN DATE BEGINNING.	The date entered in the date ending field must be either the same date as entered in the date beginning or greater.
U44	IF ENTERED, MUST CONTAIN SIX ALPHA/NUMERICS.	The Batch ID must contain six alpha/numeric characters. Verify the structure of the Batch ID and reinput correctly.
U79	MUST BE EQUAL TO OR LESS THAN CURRENT DATE.	The date entered in the date field must be either equal to or greater than the system date (current date). Verify the date entered and reinput.
XD0	MUST ENTER ALPHA/NUMERIC DATA AND FILL THE FIELD.	The Batch ID must contain six alpha/numeric characters. Verify the Batch ID entered and reinput.

MESSAGE NO	ERROR MESSAGES	EXPLANATION
XH6	MUST BE 1 OR BLANK	The Collection code field must be a 1 or blank.
XP0	MUST BE ALPHANUMERIC WITH NO EMBEDDED BLANKS.	The data entered in this field must be consecutive, no blanks or spaces allowed.
XQ5	BATCH-ID FOR THIS JOB IS CURRENTLY IN USE.	The Batch ID entered already exists on the database files. Verify your input and enter a new Batch ID.
XQ8	BATCH CANNOT BE COMPLETE-- NOT ON DATABASE	The Batch ID entered is not on the data base. Verify the Batch ID entered.
XW5	BATCH HAS BEEN PROCESSED IN A PREVIOUS CYCLE	The Batch ID entered for the function selected has been previously processed in the system. Verify the Batch ID entered.
XW7	THIS FIELD MUST BE BLANK FOR FUNCTION SELECTED	The function selected does not require data in this field. Delete the data or verify the function selected.
334	ACCT-STA UNMATCHED ON TB0092	The Accounting Station code entered for requested inquiry does not exist on the data base table. Verify the code entered and reenter if necessary.

7.1.4 OUTPUT PRODUCTS

7.1.4.1 UNMC480A - NAME AND ADDRESS PROOF LIST

DATA SUMMARY

PURPOSE:	To identify and serve as a reference list when a contractor's name and address is added/changed/deleted from the Payee Name and Address File.
SOURCE OF DATA:	Abstract Input Transactions
TYPE/MEDIUM:	Output Report - Standard Paper
FREQUENCY/RETENTION:	Daily - As Determined Locally
SORT SEQUENCE:	Procurement Instrument Identification Number/Supplementary Procurement Instrument Identification Number
PAGE BREAK:	A page break occurs when the page is full.
ADDITIONAL INFORMATION:	This report is updated by input of the N_S Record. The Alternate Payee Indicator Codes consist of the following: R - Contractor Remittance Address N - Notice of Assignment C - Canadian Commercial Corporation D - Change of Address

7.1.4.2 UYFF01 - DAILY IBOP DISBURSEMENTS TRANSACTION LIST

DATA SUMMARY

PURPOSE:	The purpose of this report is to provide a listing of checks generated for the International Balance of Payments.
TYPE/MEDIUM:	Output Paper
FREQUENCY:	Daily
SORT SEQUENCE:	PIIN/SPIIN, Terminal Digit
PAGE BREAK:	Full Page
TOTALS:	Contract Total; Department Total
ADDITIONAL INFORMATION:	The listing is forwarded to the accounting section for the balancing of disbursement IBOP report.

7.1.4.3 UYFB010A - U.S. CHECK/EFT TOTAL SUMMARY LIST

DATA SUMMARY

PURPOSE:	The purpose of this report is to provide a daily listing of checks and EFT transactions that have been generated.
TYPE/MEDIUM:	Output Paper
FREQUENCY:	Daily
SORT SEQUENCE:	Service, Terminal Digit
PAGE BREAK:	Full Page, Service
TOTAL:	Service

7.1.4.4 UYFB010B - EFT TOTAL SUMMARY LIST

DATA SUMMARY

PURPOSE:	The purpose of this report is to provide a daily listing of checks that have been generated.
TYPE/MEDIUM:	Output Paper
FREQUENCY:	Daily
SORT SEQUENCE:	Service, Terminal Digit
PAGE BREAK:	Full Page, Service
TOTAL:	Service

7.1.4.5 UYFB04 - U.S. DAILY CHECK RECORD

DATA SUMMARY

PURPOSE:	The purpose of this report is to provide a daily proof listing of U.S. Treasury checks disbursed.
TYPE/MEDIUM:	Output Paper
FREQUENCY:	Daily
SORT SEQUENCE:	Service, Terminal Digit
PAGE BREAK:	Full Page
TOTAL:	Sub, Service, Final

7.1.4.6 UYFB07/UYFB08 - SUBVOUCHER DD FORM 1534-1 REPORT

DATA SUMMARY

PURPOSE:	The purpose of this report is to provide daily financial data required to assign a check voucher number and to calculate the dollar amount of each check written.
TYPE/MEDIUM:	DD Form 1534-1
FREQUENCY:	Daily
SORT SEQUENCE:	Terminal Digit
PAGE BREAK:	Each Subvoucher
TOTAL:	Each Subvoucher

7.1.4.7 UYFB090A - CHECK REPORT

DATA SUMMARY

PURPOSE:	The purpose of this report is enable the disbursing clerk to match the payee name and the net dollar amount on the Advice of Payment with the payee name and dollar amount on the check to ensure that they agree. Any discrepancy will be researched to contract file and corrective action taken. Checks will then be matched to the contractor's copy of DLA Form 477, Advice of Payment. The check and a copy then placed in the mail.
TYPE/MEDIUM:	Treasury Check
FREQUENCY:	Daily
PAGE BREAK:	Each Check
TOTAL:	Each check in all capitals.

7.1.4.8 UYFB10 - SUBVOUCHERS/CHECKS WITH MISSING NAME AND ADDRESS

DATA SUMMARY

PURPOSE:	The purpose of this report is to provide a daily listing of Subvoucher and checks with missing name and address. Upon receipt of this report, the reason for missing data will be researched and corrective action taken to ensure it does not occur again.
TYPE/MEDIUM:	Output Paper
FREQUENCY:	Daily
SORT SEQUENCE:	Terminal Digit
PAGE BREAK:	PIIN/SPIIN
TOTAL:	Subvoucher

7.1.4.9 UYFG01 - ARMY VOUCHERED DISBURSEMENTS

DATA SUMMARY

PURPOSE:	The purpose of this report is to provide a daily listing of Army disbursements. (Disbursement transactions with Type Payment (TP) Code of 1, 2, or 3.)
TYPE/MEDIUM:	Output Paper
FREQUENCY:	Daily
SORT SEQUENCE:	By Accounting Classification
PAGE BREAK:	Full Page
TOTAL:	The total by ACRN is shown by one asterisk (*). The total for report is shown by two asterisks (**).

7.1.4.10 UYFG02 - AIR FORCE VOUCHERED DISBURSEMENTS

DATA SUMMARY

PURPOSE:	The purpose of this report is to provide a daily listing of Air Force disbursements. (Disbursement transactions with Type Payment (TP) Code of 1, 2, or 3.)
TYPE/MEDIUM:	Output Paper
FREQUENCY:	Daily
SORT SEQUENCE:	By Accounting Classification
PAGE BREAK:	Full Page
TOTAL:	The total by ACRN is shown by one asterisk (*). The total for this report is shown by two asterisks (**).

7.1.4.11 UYFG03 - DLA VOUCHERED DISBURSEMENTS

DATA SUMMARY

PURPOSE:	The purpose of this report is to provide a daily listing of DLA disbursements. (Disbursement transactions with Type Payment (TP) Code of 1, 2, or 3.)
TYPE/MEDIUM:	Output Paper
FREQUENCY:	Daily
SORT SEQUENCE:	By Accounting Classification
PAGE BREAK:	Full Page
TOTAL:	The total by ACRN is shown by one asterisk (*). The total for this report is shown by two asterisks (**).

7.1.4.12 UYFG04 - NAVY VOUCHERED DISBURSEMENTS

DATA SUMMARY

PURPOSE:	The purpose of this report is to provide a daily listing of Navy disbursements. (Disbursement transactions with Type Payment (TP) Code of 1, 2, or 3.)
TYPE/MEDIUM:	Output Paper
FREQUENCY:	Daily
SORT SEQUENCE:	By Accounting Classification
PAGE BREAK:	Full Page
TOTAL:	The total by ACRN is shown by one asterisk (*). The total for report is shown by two asterisks (**). The total for Reports UYFG01, UYFG03 and UYFG04 is shown by three asterisks (***).

7.1.4.13 UYFG05 - ARMY CORRECTIONS

DATA SUMMARY

PURPOSE:	The purpose of this report is to provide a daily listing of correction of DISBURSEMENTS of Army Contracts. (Transactions citing Type Payment (TP) Code 9.)
TYPE/MEDIUM:	Output Paper
FREQUENCY:	Daily
SORT SEQUENCE:	By Accounting Classification
PAGE BREAK:	Full Page
TOTAL:	By Accounting Classification

7.1.4.14 UYFG06 - AIR FORCE CORRECTIONS

DATA SUMMARY

PURPOSE:	The purpose of this report is provide a daily listing of correction of DISBURSEMENTS of Air Force contracts. (Transactions citing Type Payment (TP) Code 9.)
TYPE/MEDIUM:	Output Paper
FREQUENCY:	Daily
SORT SEQUENCE:	By Accounting Classification
PAGE BREAK:	Full Page
TOTAL:	The total by ACRN is shown by one asterisk (*). The total for this report is shown by two asterisks (**).

7.1.4.15 UYFG07 - DLA CORRECTIONS

DATA SUMMARY

PURPOSE:	The purpose of this report is to provide a daily listing of corrections of DISBURSEMENTS of DLA contracts. (Transactions citing Type Payment (TP) Code 9.)
TYPE/MEDIUM:	Output Paper
FREQUENCY:	Daily
SORT SEQUENCE:	By Accounting Classification
PAGE BREAK:	Full Page
TOTAL:	The total by ACRN is shown by one asterisk (*). The total for this report is shown by two asterisks (***).

7.1.4.16 UYFG08 - NAVY CORRECTIONS

DATA SUMMARY

PURPOSE:	The purpose of this report is to provide a daily listing of corrections of DISBURSEMENTS of Navy contracts. (Transactions citing Type Payment (TP) Code 8.)
TYPE/MEDIUM:	Output Paper
FREQUENCY:	Daily
SORT SEQUENCE:	Accounting Classification
PAGE BREAK:	Full Page
TOTAL:	The total is shown by ACRN by one asterisk (*). The total for report is shown by two asterisks (**). The total for Reports UYFG05, UYFG06, UYFG07 and UYFG08 is shown by three asterisks (***).

7.1.4.17 UYFG09 - ARMY REFUNDS

DATA SUMMARY

PURPOSE:	The purpose of this report is to provide a daily listing of refunds of Army disbursements. (Transactions citing Type Payment (TP) Code 19.)
TYPE/MEDIUM:	Output Paper
FREQUENCY:	Daily
SORT SEQUENCE:	By Accounting Classification
PAGE BREAK:	Full Page
TOTAL:	The total by ACRN is shown by one asterisk (*). The total for this report is shown by two asterisks (**).

7.1.4.18 UYFG10 - AIR FORCE REFUNDS

DATA SUMMARY

PURPOSE:	The purpose of this report is to provide a daily listing of refunds of Air Force disbursements. (Transactions citing Type Payment (TP) Code 19.)
TYPE/MEDIUM:	Output Paper
FREQUENCY:	Daily
SORT SEQUENCE:	By Accounting Classification
PAGE BREAK:	Full Page
TOTAL:	The total by ACRN is shown by one asterisk (*). The total for this report is shown by two asterisks (**).

7.1.4.19 UYFG11 - DLA REFUNDS

DATA SUMMARY

PURPOSE:	The purpose of this report is to provide a daily listing of refunds of DLA disbursements. (Transactions citing Type Payment (TP) Code 19.)
TYPE/MEDIUM:	Output Paper
FREQUENCY:	Daily
SORT SEQUENCE:	By Accounting Classification
PAGE BREAK:	Full Page
TOTAL:	The total by ACRN is shown by one asterisk (*). The total for this report is shown by two asterisks (**).

7.1.4.20 UYFG12 - NAVY REFUNDS

DATA SUMMARY

PURPOSE:	The purpose of this report is to provide a daily listing of refunds of Navy disbursements. (Transactions citing Type Payment (TP) Code 18.)
TYPE/MEDIUM:	Output Paper
FREQUENCY:	Daily
SORT SEQUENCE:	By Accounting Classification
PAGE BREAK:	Full Page
TOTAL:	The totals for ACRN are shown by one asterisk (*). The totals for report are shown by two asterisks (**). The total for Reports UYFG09, UYFG10, UYFG11, and UYFG12 is shown by three asterisks (***).

7.1.4.21 UYFG13 - D, T, L, AND Q OBLIGATION LIST

DATA SUMMARY

PURPOSE:	The purpose of this report is to provide a daily list of transactions identified as D (discount), T (Transportation), L (Liquidated damage), and Q, (Quantity overruns/underruns). The totals by Service, are used to balance the Obligation totals on Report UYFA03, CLR Summary.
TYPE/MEDIUM:	Output Paper
FREQUENCY:	Daily
SORT SEQUENCE:	Service
PAGE BREAK:	Full Page
TOTAL:	The total by ACRN is shown by one asterisk (*). The total for this report is shown by two asterisks (**).

7.1.4.22 UYFA01 - REJECTED DISBURSEMENTS AND OBLIGATIONS BY ACRN

DATA SUMMARY

PURPOSE:	The purpose of this report is to provide a daily list of rejected disbursements and obligations by ACRN. Control registers must be adjusted by the dollar value of the rejected disbursements. In order to balance their totals to Report UYFA03, CLR Summary totals. Every effort will be made to expedite the correction of the rejected transaction and submit the disbursements for payment. Priority processing will be given to discount and progress payment disbursements.
TYPE/MEDIUM:	Output Paper
FREQUENCY:	Daily
SORT SEQUENCE:	By Service
PAGE BREAK:	Full Page
TOTAL:	Memorandum account total by Service.

7.1.4.23 UYFA02 - CLR VALIDATION REJECTS LISTING

DATA SUMMARY

PURPOSE:	The purpose of this report is to provide a listing of disbursement transactions that failed the MOCAS validation. Determine the cause and cure and take immediate corrective action.
TYPE/MEDIUM:	Output Paper
FREQUENCY:	Daily
SORT SEQUENCE:	Batch No., Terminal Digit, ACRN
PAGE BREAK:	Full Page
TOTAL:	Memorandum Account Total

7.1.4.24 UYFA03 - CLR SUMMARY

DATA SUMMARY

PURPOSE:	The purpose of this report is to provide a daily listing of the CLR Record which is created or updated by the close of business that day. It includes all disbursements, obligations, and correction transactions for the day. The listing will be used for balancing, reconciliations and adjustments. Transactions highlighted by an asterisk will indicate that the payment was made automatically.
TYPE/MEDIUM:	Output Paper
FREQUENCY:	Daily
SORT SEQUENCE:	Terminal Digit
PAGE BREAK:	Full Page
TOTAL:	Amount paid automatically is shown by one asterisk (*). Summary of listing by Service and total account indicated on last page.

7.1.4.25 UYFA04 - CLR LEDGER

DATA SUMMARY

PURPOSE:	The purpose of this report is to show the status of funds on all contracts administered by DCMD. The CLR reflects the total obligation and remaining unliquidated balance for each line of accounting data applicable to a contract and is maintained by PIIN/SPIIN sequence.
TYPE/MEDIUM:	Output Paper
FREQUENCY:	Daily
SORT SEQUENCE:	Terminal Digit, ACRN
PAGE BREAK:	Full Page
TOTAL:	Summary of totals by Service and total indicated on last page. Total obligation/unliquidated amount at PIIN/SPIIN levels. Total item count obligated/unliquidated amount by Service. Total item count obligated/unliquidated amounts for memo accounts.
ADDITIONAL INFORMATION:	This report can be produced entirely daily or partially daily and completely at least weekly.

7.1.4.26 UYFR01 - CLOSED CLR LEDGER

DATA SUMMARY

PURPOSE:	The purpose of this report is to provide the dollar value of contracts removed from the CLR due to closing. The totals are required to balance the CLR for the first cycle of each month.
TYPE/MEDIUM:	Output Paper
FREQUENCY:	Monthly
SORT SEQUENCE:	PIIN/SPIIN, Terminal Digit
PAGE BREAK:	Full Page
TOTAL:	Total obligation amount/unliquidated amount by appropriation; total item count by service, obligated amount/unliquidated amount by Service; total item count, obligated amount/unliquidated amount; memo item count, obligated amount/unliquidated amount for Air Force 3M transactions processed prior to 1979.

7.1.4.27 UNFR250A - MONTHLY CONTRACT SUPPORT OBLIGATION AND DISBURSEMENT LISTING

DATA SUMMARY

PURPOSE:	The purpose of this report is to furnish a trial balance of each obligation, disbursement and/or adjustment transaction for each call, order of contracts processed during the month.
TYPE/MEDIUM:	Output Paper
FREQUENCY:	Monthly
SORT SEQUENCE:	PIIN/SPIIN, Terminal Digit
PAGE BREAK:	Full Page
TOTALS:	Item count with obligation amount and disbursement by each service.
ADDITIONAL INFORMATION:	This is a detailed support record that can be used whenever it is necessary to reconcile a contract either open or closed.

7.1.4.28 UNFR250B - CLOSED MONTHLY CONTRACT SUPPORT OBLIGATION AND DISBURSEMENT LISTING

DATA SUMMARY

PURPOSE	The purpose of this report is to provide a monthly list of closed contract support obligations and disbursements.
TYPE/MEDIUM:	Output Paper
FREQUENCY:	Monthly
SORT SEQUENCE:	PIIN/SPIIN, Terminal Digit
PAGE BREAK:	Full Page
TOTAL:	Item count for each appropriation; item count, obligation amount, disbursement amount by service.
ADDITIONAL INFORMATION:	At local option this report can be printed on microfiche and retained in the accounting section for reference or a hard copy can be printed and filed in the contract file.

7.1.4.29 UNFR450A - CONTRACT SUPPORT OBLIGATION AND DISBURSEMENT INQUIRY

DATA SUMMARY

PURPOSE:	The purpose of this report is to obtain the contract financial history on any contract by the input of the contract number. This report will provide a detailed list of obligations and disbursements made against a contract from inception. The listing will reflect data as of the last full working day. This report is used in the reconciliation of contracts and is included with transfer-out contract packages. It can be obtained by submitting a Contract Obligation and Disbursement Delayed Inquiry request covered under input procedures.
SOURCE OF DATA::	Data Base.
TYPE/MEDIUM:	Output - Standard Paper.
FREQUENT/RETENTION:	As Required - As Determined Locally.
SORT SEQUENCE:	By PIIN/SPIIN, Terminal Digit
PAGE BREAK:	Full Page
TOTAL:	Subtotal for disbursements; ** ACRN subtotals per appropriation; *** PIIN/SPIIN grand totals.

7.1.4.30 UYFD05 - DAILY CREDIT VOUCHERS RECEIVED

Hold until the next daily or weekly Credit Vouchers Received listings are produced.

DATA SUMMARY

PURPOSE:	The purpose of this report is to list the credit vouchers (memos) received each day and cumulative for the week.
TYPE/MEDIUM:	Output Paper
FREQUENCY:	Daily, Cumulative Weekly
SORT SEQUENCE:	Terminal Digit
PAGE BREAK:	Full Page

TOTAL: Total Dollars

7.1.4.31 UYFD28 - WEEKLY CREDIT VOUCHERS RECEIVED

DATA SUMMARY

PURPOSE:	The purpose of this report is to provide a weekly listing of all credit vouchers received.
TYPE/MEDIUM:	Output Paper
FREQUENCY:	Weekly
SORT SEQUENCE:	PIIN/SPIIN, Terminal Digit
PAGE BREAK:	Full Page
TOTAL:	Total by Reason Codes, Service, Total Dollars.

7.1.4.32 UYFD30 - DAILY CREDITS APPLIED, WEEKLY CREDITS APPLIED

DATA SUMMARY

PURPOSE:	The purpose of this report is to provide a list of credits that have been Coded F.
TYPE/MEDIUM:	Output Paper
FREQUENCY:	Daily
SORT SEQUENCE:	PIIN/SPIIN, Terminal Digit
PAGE BREAK:	Full Page
TOTAL:	Total by Reason Codes, total Reason Codes; total by each Service; total Services; total Dollars.

7.1.4.33 UYFD31 - CREDITS AWAITING CONTRACTOR CHECK

DATA SUMMARY

PURPOSE:	The purpose of this report is to provide a list of memos on hand with Code L. The listing is used to determine whether a followup letter should be issued.
TYPE/MEDIUM:	Output Paper
FREQUENCY:	Monthly
SORT SEQUENCE:	PIIN/SPIIN, Terminal Digit
PAGE BREAK:	Full Page
TOTAL:	Total by each Reason Code, total Reason Codes; total by each Service; total Services; total Dollars.

7.1.4.34 UYFD32 - CREDITS ON HAND OVER 30 DAYS

DATA SUMMARY

PURPOSE:	The purpose of this report is to list documents in the system on hand over 30 days (from date of receipt). This report should be used to monitor overage receivables.
TYPE/MEDIUM:	Output Paper
FREQUENCY:	Monthly
SORT SEQUENCE:	PIIN/SPIIN, Terminal Digit
PAGE BREAK:	Full Page
TOTAL:	Each Reason Code, total Reason Codes; each Service; total Services; total Dollars

7.1.4.35 UYFD33 - CREDIT VOUCHERS ON HAND

DATA SUMMARY

PURPOSE:	The purpose of this report is to provide a list of credit vouchers on hand in terminal digit sequence in the credit master file. The total should be checked against hard copy credit documentation.
TYPE/MEDIUM:	Output Paper
FREQUENCY:	Weekly, Monthly
SORT SEQUENCE:	Reason Code, PIIN/SPIIN, Terminal Digit
PAGE BREAK:	Full Page
TOTAL:	Each Reason Code, total Reason Codes; each Service; total Services; total Dollars.

7.1.4.36 UYFC02 - OVERAGE PAYABLE TRANSACTION REPORT (DAILY)

DATA SUMMARY

PURPOSE:	The purpose of this report is to provide a listing of the overage payable transactions by ACRN, shipment number, CLIN, amount and date DD Form 250 received.
TYPE/MEDIUM:	Output Paper
FREQUENCY:	Daily
SORT SEQUENCE:	Terminal Digit
PAGE BREAK:	Full Page
TOTAL:	Amount of overage payable transaction by ACRN.

7.1.4.37 UYFC03 - AUTOMATIC DISBURSEMENT LIST (DAILY)

DATA SUMMARY

PURPOSE:	The purpose of this report is to provide a daily listing of automatic disbursements by shipment number, ACRN, invoice number, ADPE number, partial number and Service. The totals by Service are posted to the disburse ment control register in order to balance its totals to Report UYFA03, CLR Summary disbursement totals.
TYPE/MEDIUM:	Output Paper
FREQUENCY:	Daily
SORT SEQUENCE:	Terminal Digit
PAGE BREAK:	Full Page
TOTAL:	The automatic disbursements are indicated by contract net total and Service. The summary indicates gross amount, discount amount and net amount by Service and number of invoices paid automatically, manual MAAPRs produced and manual delete MAAPRs.

7.1.4.38 UYFC05 - MANUAL MAAPRs (DAILY)

DATA SUMMARY

PURPOSE:	The purpose of this report is to provide a hard copy Material Acceptance and Accounts Payables applicable to invoices to be manually paid.
TYPE/MEDIUM:	Output Paper
FREQUENCY:	Daily
SORT SEQUENCE:	Terminal Digit, Shipment Number
PAGE BREAK:	Shipment Number
TOTAL:	Net total of manual MAAPR transaction is shown for each shipment. The contract terms and conditions are the last element of each shipment.

7.1.4.39 UYFC06 - AUTOMATIC MAAPRs (DAILY)

DATA SUMMARY

PURPOSE:	The purpose of these reports are to provide a hard copy Material Acceptance and Accounts Payables applicable to invoices automatically paid.
TYPE/MEDIUM:	Output Paper
FREQUENCY:	Daily
SORT SEQUENCE:	Terminal Digit, Shipment Number
PAGE BREAK:	Shipment Number
TOTAL:	Net total of automatic MAAPR transaction is shown by each shipment number with more than one item/CLIN level. The contract terms and conditions are the last element of each shipment.

7.1.4.40 UYFC07 - MANUAL RELEASE/CORRECTION MAAPRs (DAILY)

DATA SUMMARY

PURPOSE:	The purpose of these reports are to provide a hard copy of manual corrections and releases/deletes of the Material Acceptance and Accounts Payables.
TYPE/MEDIUM:	Output Paper
FREQUENCY:	Daily
SORT SEQUENCE:	Terminal Digit, Shipment Number
PAGE BREAK:	Shipment Number

7.1.4.41 UYFC08 - API DELETED PAYABLE TRANSACTIONS (DAILY)

DATA SUMMARY

PURPOSE:	The purpose of this report is to provide a daily listing of deleted payable transactions by CLIN, shipment number, ACRN and amount in order to balance the accrued expenditure daily.
TYPE/MEDIUM:	Output Paper
FREQUENCY:	Daily
SORT SEQUENCE:	Terminal Digit
PAGE BREAK:	Full Page
TOTAL:	The deleted payable transactions are indicated per shipment number for each CLIN. The total record count report total amount and ending expenditure balance for daily transaction are indicated on the last page of the listing.

7.1.4.42 UYFC09 - ACCOUNTS PAYABLE DAILY TRANSACTION LIST

DATA SUMMARY

PURPOSE:	The purpose of this report is to provide a daily listing of newly established accounts payable transactions.
TYPE/MEDIUM:	Output Paper
FREQUENCY:	Daily
SORT SEQUENCE:	Terminal Digit
PAGE BREAK:	Full Page
ADDITIONAL INFORMATION:	The last page of the report is a Summary Worksheet which will be used to balance overall accrued expenditure amounts retained in the Payable Transaction File.

7.1.4.43 UYFC10 - DAILY REJECTED QA, QR, Q7 TRANSACTIONS

DATA SUMMARY

PURPOSE:	The purpose of this report is to provide a daily listing of Q7, QA, and QR transactions that are rejected.
TYPE/MEDIUM:	Output Paper
FREQUENCY:	Daily
SORT SEQUENCE:	Terminal Digit
PAGE BREAK:	Full Page
TOTAL:	Record count - Total accrued expenditure.

7.1.4.44 UYFC11 - MONTHEND ACCOUNTS PAYABLE UNMATCHED TO CONTRACT FILE (MONTHLY)

DATA SUMMARY

PURPOSE:	The purpose of this report is to provide a monthly listing of Accounts Payable unmatched to the Contract File.
TYPE/MEDIUM:	Output Paper
FREQUENCY:	Daily
SORT SEQUENCE:	Terminal Digit
PAGE BREAK:	Full Page
TOTAL:	Record count - total accounts expenditure.

7.1.4.45 UYFC12 - MANUAL PAYMENT ACCOUNTS PAYABLE QRs (DAILY)

DATA SUMMARY

PURPOSE:	The purpose of this report is to provide a daily listing of manual Accounts Payable QRs.
TYPE/MEDIUM:	Output Paper
FREQUENCY:	Daily
SORT SEQUENCE:	Terminal Digit
PAGE BREAK:	Full Page
TOTAL:	Record count - Accounts expenditure.

7.1.4.46 UYFC14 - GOVERNMENT FURNISHED MATERIAL (GFM) WORKSHEET

DATA SUMMARY

PURPOSE:	The purpose of this report is to provide a record of all shipments including the final. This report will be reconciled to the shipments.
TYPE/MEDIUM:	Output Paper
FREQUENCY:	As Required - System Generated
SORT SEQUENCE:	By Contract
PAGE BREAK:	Full Page
TOTAL:	Total obligated amount by CMT, total GMF (est), total contract amount.

7.1.4.47 UYFC15 - ADVICE OF PAYMENTS (DAILY)

DATA SUMMARY

PURPOSE:	The purpose of this report is to provide a listing of payments made by the API system applicable to automatically paid invoices which are forwarded with the check to the contractor.
TYPE/MEDIUM:	Output Paper
FREQUENCY:	Daily
SORT SEQUENCE:	Terminal Digit by Service
PAGE BREAK:	Full Page
TOTAL:	Net Payment

7.1.4.48 UNFA500A - DAILY CONTRACT LEVEL NEGATIVE ULO

DATA SUMMARY

PURPOSE:	The purpose of this universal report is to provide a record of all contracts that have a negative ULO at contract level in MOCAS.
TYPE/MEDIUM:	Output Paper
FREQUENCY:	Daily - As Required
SORT SEQUENCE:	Division - Terminal Digit
PAGE BREAK:	Full Page
TOTAL:	Included are subtotals for all amount fields as well as the division level totals for CAS directorate level and the total number of negative contracts.

CHAPTER 2 AUTOMATIC PAYMENT OF PROGRESS PAYMENTS

7.2.1 CHAPTER OVERVIEW

The Automatic Payment of Progress Payments (APPP) System is designed to automatically pay Progress Payment Requests. In conjunction with the rest of the MOCAS financial system, it performs the following functions to determine contractor entitlement:

a. Generates a new invoice master based on initial input of DD Form 1195/SF 1443 (hereafter referred to as PPR, Progress Payment Request (PPR)) data.

b. Generates corrections to the invoice master when corrections are input against a previously validated PPR.

c. Totally validates the mathematical accuracy of the PPR.

d. Ensures limitations established by the FAR are not exceeded.

e. Generates a payable transaction for those PPRs which pass all of the required validation.

f. Generates automatic payments and recoupments for Progress Payment (P/P) related disbursements.

g. Generates manual MAAPRs for Progress Payment invoices not meeting the criteria for automatic payment, and manual proration report, when possible.

7.2.2 PROCESSING PROGRESS PAYMENT REQUESTS

a. Prior to the processing of any PPR the Progress Payment Master must be established. The ACO will input the Progress Payment Master on Screen UNFM51. The data will be validated and the Progress Payment Master will be generated online.

b. The contractor will prepare five copies of the PPR. Four copies will be provided directly to the Finance Office and one copy will be sent to the ACO, except on the first PPR when all five copies will be sent to the ACO. If the contract has both U.S. and FMS requirements, and the contract contains different progress payment rates for the two types of funds, the contractor must submit separate PPRs, each numbered sequentially starting with 001. If two different rates are not specified in the contract, the contractor may submit an FMS progress payment and show U. S. as a country code on the attached schedule. After the PPR is

stamped with the assigned ADPE number, Data Entry personnel will input the request via Screens UNFM52 through UNFM57. Input of the PPR data with a blank Action Code will cause the generation of an invoice trans-action updating the Invoice Master File. Each PPR will be input as a separate batch to facilitate any required corrections after validation. A log will be maintained for use in recalling the PPR batches for correction. Minimum entries on the log will include Batch Number, PIIN/SPIIN, and PPR Number.

c. Progress Payment Requests may also be submitted electronically via floppy disk or through EDI (Electronic Data Interchange) the ASC X12 Standard Transaction Set 810. EDI PPRs are entered via the batch entry process and limited validation occurs. When an EDI Progress Payment fails the batch validation the PPR will appear on the UNAE060B - Rejected Electronic Progress Payment Input Report. Transactions not resolved within 30 days will automatically be purged from this report. Listed below are the possible error messages generated and the required corrective action necessary to resolved the error condition:

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION
PROGRESS PAYMENT REQUEST ALREADY EXIST	The PIIN/SPIIN/US-FMS-IND/PP-REQ-NO matches an existing PPR on the data base. a. If the existing PPR was returned to the ACO for action, the clerk should contact the ACO and request that the ACO delete the existing PPR. b. If the PPR was not returned to the ACO, take no action since the PPR will be written out to a recycle file and be taken in again during the next cycle. c. If ACO/DFAS research determines this to be a true duplicate EDI PPR, the ACO must reject the EDI PPR via SEPS.
ACTION CODE = "R", PPR NOT ON DATA BASE	The PPR is not on the data base. The ACO should not recall and over-ride EDI PPRs that have not updated the PPR data base. The PPR will remain on the recycle file and be taken in again during the next cycle to be revalidated against the data base.
CONTRACT NOT FOUND ON DATA BASE	The PIIN/SPIIN for this PPR does not reside on the contract data base. The ACO should verify the PIIN/SPIIN for the EDI PPR. If correct, forward a copy of the contract to DFAS for processing.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION
CONTRACT NOT FOUND ON DATA BASE	This condition will be resolved once the contract has updated the data base. The PPR will be written out to a recyle file and automatically revalidated in the next batch cycle. If the PIIN/SPIIN for the PPR is not valid, the ACO will reject the PPR (via SEPS) which will automatically generate an electronic reject transaction to the contractor.
FIRST 3 NUMERIC, LAST ALPHA OR BLANK	The PPR Number is incorrectly structured. a. The ACO will verify that the PPR number is in the following format: Position 1-3: Numeric Position 4: Alpha or blank b. If incorrect structure exists, the ACO will reject the PPR (via SEPS) which will automatically generate an electronic reject transaction to the contractor.
PPR HAS NOT BEEN REJECTED TO ACO	The EDI PPR received matches PPR on the data base. The ACO overrode an EDI PPR without prior reject action by DFAS (A code). If this is the case, DFAS will reject the PPR, this will generate an A code in the action code field on the PPR data base. This PPR will recycle on the data base and taken in the next batch cycle and revalidated against the data base. The transaction will either update or continue to recycle until corrective action has been completed.
THIS PPR ALREADY EXISTS. BATCH HAS BEEN X'D	The EDI PPR matches a manual PPR submitted for processing. a. The ACO has submitted an EDI PPR for which DFAS has or is in the process of taking action. The ACO should contact DFAS to resolve the status of processing.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION
	b. If DFAS is in the process of rejecting the PRR, the ACO shall hold all processing action for the EDI PPR, pending system update of the reject notification from DFAS. The EDI PPR will recycle and revalidated in the next cycle.
	c. If ACO/DFAS research determines this to be a true duplicate, the ACO must reject the EDI PPR via SEPS.

d. It is imperative that the PPR data be input accurately and expeditiously to preclude undue delay in processing the Progress Payment. In terms of priority, Progress Payments are second only to discounts.

e. The PPR is validated and Report UNFM300A, Contract Administration Progress Payment Report, is generated for each PPR input. (The DFAS version of this report organized by division is MNFM300A.) The PPR that passes validation requirements will have the message ******PAYABLE TRANSACTION CREATED****** printed on it. These UNFM300As will be matched to Report Number UYFC05, Manual MAAPRs, or Report UYFC06, Automatic MAAPRs.

f. If the errors were not the result of keystroke errors and one of the following error messages appear on Report UNFM300A, the appropriate action shown below will be taken:

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION
OBLG AMT DIFF FROM INPUT OR OBLG AMT GREATER THAN INPUT OR OBLG AMT LESS THAN INPUT (Appears on line 5)	a. The contractor is including both U. S. and FMS obligations on line 5. If this is the case, recall the batch as shown above and change the action code to an A.
	b. There are unprocessed modifications against the contract. If this is the case, ask the contract input personnel to process the modifications immediately. Recall the batch and change the action code to C after the CLR is updated.
	c. If there are no outstanding modifications, and the input amount on line 5 is lower than the calculated amount, recall the batch and change the action code to C. If none of the above apply, recall the batch and change the action code to A.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION
DATA BASE % DIFFERS FROM INPUT (Appears on line 6a or 6b)	a. The data base is incorrect. Take immediate action to effect the necessary corrections. Once the data base is changed, recall the batch and change the action code to C. b. If the data base is correct and the input percentage is lower than the calculated percentage, recall the batch and change the action code to C. c. If none of the above apply, recall the batch and change the action code to A.
PREVIOUS PP NOT PAID TO DATE (Appears on line 8a)	a. Review the payment folder to determine if the previous progress payment was paid manually (not through MOCAS) and the Progress Payment Master was not updated. If the previous Progress Payment was paid manually, update the Progress Payment Master File via Screens UNFM59 and UNFM60. After the Progress Payment Master File is updated, recall the batch and change the action code to C. b. If the previous Progress Payment has not been paid, recall the batch and change the action code to A.
DATA BASE AMT DIFF FROM INPUT (Appears on line 18)	a. Review the previous Progress Payments paid to determine if the Cumulative Progress Payments Paid field in the Progress Payment Master is correct. If the field is in error, correct the Progress Payment Master File via Screens UNFM59 and UNFM60. After the Progress Payment Master File have been corrected, recall the batch and change the action code to C. b. If the Progress Payment Master File is correct, recall the batch and change the action code to A.
FMS INVOLVED NO COUNTRY CODE DIST PROVIDED	a. Review the PPR to determine if the schedule is attached to the PPR but the NPG record(s) were not input. If the schedule is attached, recall the batch and process the NPG record (s) as indicated on the schedule. Also change the action code to C.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION
	b. If the schedule is not attached to the PPR, take the following action: (1) Review the CLR or contract to determine if the contract contains a direct cite of trust funds (Fund Codes MA, 4C, or 4F). If trust funds are cited and only one country is involved, annotate the country code on the PPR. Recall the batch, input the NPG record and change the action code to C. (2) If the contract contains more than one country, recall the batch and change the action code to A. (3) If the contract contains the FMS requirement but trust funds are not cited, in addition to this message, line 5 Contract Price will contain the message DATA BASE AMOUNT DIFFERENT FROM INPUT. Input the appropriate country codes using the country code update procedures. Once the CLR is corrected recall the batch and change the action code to C.
COUNTRY CODE PROVIDED NOT ON CLR OR AMOUNT PROVIDED EXCEEDS CALCULATED LIMIT	Determine if CLR is correct. a. If the CLR is not correct, process appropriate corrections, recall the batch and change the action code to C. b. If the CLR is correct, recall the batch and change the action code to A.
COUNTRY CODE DIST PROVIDED UNEQUAL AMT INV	Review amount on line 19 or 26 of the PPR for input errors. a. If there are no input errors on line 19 or 26, compare the contractor's distribution attached to the PPR to the NPG record(s) for errors in input by country code. If there are no input errors, recall the batch and change the action code to A.

ERROR MESSAGE	PROBABLE CAUSE AND CORRECTIVE ACTION
	b. If there are input errors either on line 19, 26, or in the NPG record, recall the batch, make the required corrections and change the action code to C.
DUPLICATE INPUT ERROR	This indicates that more than one PPR with the same request number is contained on the data base. Validation was added to prevent this condition from occurring. If you receive this error message you should report a programming error through the appropriate channels.
MULTIPLE INPUT ERROR	This indicates that more than one PPR of the same type (US or FMS) was processed in the same cycle. This error will not appear on the first request processed, but only on subsequent requests. If you receive this error, recall the batch, change the action code to C and close the batch. This will allow the PPR to process in the next cycle.
SECTION III REQUIRES NPE CARD	This indicates that an entry was on other than line 27 of the NPF record with no entry on the NPE record. The batch should be recalled, input should be corrected and the action code changed to C.
LOT PROGRESS PAYMENT	Review PPR Number for input errors. The last position should be alphabetic. This indicates that the contract contains multiple Progress Payment rates. Line 27 of the PPR should contain an amount and the PPR should be signed by the ACO. a. If the alphabetic character was entered by mistake, E out the PPR and reinput. b. If there is no input error, but the PPR does not include an amount on line 27 and/or is not signed by the ACO, recall the batch and change the action code to A. c. If there is no input error and the PPR contains an amount in line 27 and an ACO signature, pay the PPR.

g. If none of the above mentioned error messages were present on Report UNFM300A and a payable transaction was not created, recall the batch and change the action code to A. An Action Code of A will cause the validation data to be transmitted to the Contract Administration Office where the ACO will take the necessary action to resolve the errors. Action Code A will result in the invoice being mechanically deleted from the invoice master with a reason code of E PP.

h. If it is determined that the PPR failed validation as a result of the erroneous input of control data (PIIN/SPIIN, US/FMS Indicator, or PPR Number), the following action will be taken:

(1) The mechanically generated invoice from the erroneous input must be deleted from the invoice file (E Coded).

(2) The ADPE number on the PPR must be changed.

(3) The PPR will be reinput with the new ADPE Number and a blank Action Code.

i. If the PPR does not require correction by the contractor and the rejection resulted from keystroke errors, the ACO will notify DFAS of this fact and resubmit the PPR. If the resubmitted PPR is received within 60 days, the batch can be recalled, necessary corrections can be made and a new ADPE number will be assigned. If the corrected PPR is not received within 60 days it shall be processed as a new request.

j. If the ACO wishes to force through a payment, regardless of existing error conditions (in accordance with DLAM 8000.3, Part 2, Chapter 2) four copies of the PPR will be provided to the Finance Office with an entry in item 27. The Finance Office should ensure the ACO has signed the PPR if the item 27 contains an entry. If the signed PPR is received within 60 days the batch may be recalled, the action code should be changed to R, line 27 shall be entered and a new ADPE will be assigned. If the signed PPR is not received within 60 days it shall be processed as a new request except the action code will be R rather than blank and the original received date should be used. The system will allow the ACO to override all errors except for the following:

(1) ADPE-number not numeric (input error).

(2) Action code not equal to A, C, R, or space (input error).

(3) The STOP-PAY-FMS or STOP-PAY-US code on the PP Master contains an S.

(4) The action code = A (input error).

(5) The PP rate the contractor requested is less than the data base percentage and action code is not equal to C or the PP rate the con-tractor requested is greater than the data base percentage.

(6) The previous progress payment was not paid or this is a duplicate of a previously paid Progress Payment.

(7) The NPE record = spaces (input error).

(8) Duplicate input error (input error).

(9) The contract is not in the MOCAS System.

(10) The total amount the contractor requested by country code does not equal the amount of the PPR.

(11) There are more than 25 country codes on a particular PPR.

(12) Duplicate input of country codes (input error).

(13) No progress payment master has been established.

(14) The Progress Payment Master contains a first article limitation and the first article acceptance code is blank.

k. If the Finance Office receives a PPR from the ACO with an attached copy of a modification, the Finance Office should ensure the modifica-tion is input immediately, and then input the PPR.

l. Any corrected PPRs received from a contractor will be processed as a new request with a new ADPE number. If it is received within 60 days, the batch can be recalled and the appropriate corrections made.

m. There is no requirement to retain Report UNFM300A. The hard copy PPR will adequately document the PPR.

n. Report UNFM320A will be automatically provided to the ACOs except on manual/manual payments. When a manual/manual PPR is paid, the ACO should be mailed a copy of DLA 477 so he knows that payment has occurred. In addition, the ACOs can request Reports UNFM300B (an as requested version of UNFM300A) and UNFM310A (the periodic review alert).

o. Three management reports will be produced daily. Reports UNFM350A and UNFM350B will be furnished to DFAS, the ACOs and district staff. They contain summaries of errors made on PPRs, including input errors, processed that day. Report UNFM400A will be furnished to DFAS and the ACOs. It contains the age of every unpaid PPR in the system as well as a status for each PPR.

p. If during the payment process it becomes necessary to know the current status of the Progress Payment Master File, relative to a particular contract, an online inquiry is available.

7.2.3 PROCESSING INSTRUCTIONS

The following instructions identify the procedures MOCAS uses to pay Progress Payments and to recoup Progress Payments against material shipments. These instructions are intended to provide the method used to identify the amounts to be charged to each ACRN only.

7.2.3.1 WORK-IN-PROGRESS (WIP) PAYMENTS

a. The system determines if there is sufficient ULO available on the contract to make the Progress Payment by taking the following steps:

(1) It changes the sign of the CLR WIP balance from a credit (negative) to a debit (positive).

(2) It adds the total outstanding WIP balance to the amount of the pending progress payment.

(3) It multiplies the total contract ULO by the liquidation rate.

(4) It subtracts the sum of the WIP balance and the pending progress payment from the quotient of the total ULO multiplied by the liquidation rate. If the result is positive the system will proceed to the next step. If it is negative, a message will appear on the MAAPR indicating there are insufficient funds to pay the Progress Payment. An example of the calculation is given below.

Total ULO - $100,000.00 Total CLR WIP Balance - $(20,000)
Liquidation Rate - 80% Pending Progress Payment - $50,000

1. Change (20,000) to 20,000
2. 20,000 + 50,000 = 70,000
3. 100,000 * 80% = 80,000 result is positive, continue to step 2.
4. 80,000 - 70,000 = 10,000

b. If the PPR is for FMS requirements (shipment number PPRB___) instructions 2 through 4 will be bypassed. If it is not for FMS requirements (shipment number PPRA ___) and the contract only contains one ACRN, the payment will be made against that ACRN. If the payment is made manually the shipment number from the MAAPR must be posted on the DLA Form 457e and input into the disbursement transaction to effect update to the Progress Payment Master and to generate Report ZXUYFM04, Payment Notification for Progress Payment Requests.

c. If the contract contains multiple ACRNs involving only one Military Service, payment will be prorated against those ACRNs with sufficient ULO to permit the payment. (Obligation will be the basis for the proration.) Part 15, appendix 53 of this manual contains detailed instructions and an example of this proration process.

d. If the contract contains funds for more than one Military Service, payment will be prorated to the Services with sufficient ULO to permit the payment of the Progress Payment. These amounts will then be pro-rated to the ACRNs within the Services. (Obligation will be the basis for these prorations.) Part 15, appendix 54 of this manual contains detailed instructions and an example of this proration process.

e. If the Progress Payment is for FMS requirements, the MAAPR will identify that portion of the amount approved for payment that should be charged to each Country Code. If each Country Code contains only one ACRN on the CLR, payment will be made to the ACRN(s) representing the Country Code(s) identified on the MAAPR.

f. If there is more than one ACRN for each Country Code, the amount to be charged to each Country Code will be prorated to the ACRNs identi-fied to that Country Code. Proration will be based on the ratio of the ACRN obligation to the total obligation for a particular Country Code. Part 15, appendix 55 of the manual contains detailed instructions and an example of this proration process.

NOTE: The outstanding WIP balance for each ACRN cannot exceed the ULO for that ACRN multiplied by the liquidation rate.

7.2.3.2 WORK-IN-PROGESS (WIP) RECOUPMENTS

a. The system determines the amount to be recouped by multiplying the gross amount of the invoice by the liquidation rate. If this amount is greater than the outstanding WIP balance, the outstanding WIP balance will become the amount to be recouped.

b. The ACRN allocation for the recoupment is computed by applying the recoupment first against the outstanding WIP balance of the ACRN(s) to which the delivery(ies) are applicable. The remainder will be prorated and recouped against those ACRNs with an outstanding WIP balance. The basis for the proration will be the individual WIP balance to the total contract WIP balance. Part 15, appendix 56 of this manual contains an example of this recoupment process.

c. If a discount is offered, the system will determine if it is economically advantageous to take the discount. If it is economically advantageous, the system will take the discount.

7.2.4 INPUT PROCEDURES

Specific inputs into the Progress Payment System are shown in the followings sections.

7.2.4.1 MOCAS DATA ENTRY MENU

a. GENERAL - In order to access the Progress Payment System, the user must first sign on to the online system and enter the YCPM library. The next screen to be displayed will be UNAA10, MOCAS Data Entry Menu.

b. SAMPLE SCREEN:

```
*********************************************************************
 UNAA10                    MOCAS DATA ENTRY MENU
            ONLINE INPUT STATISTICS.......................A
            BATCH STATUS INQUIRY..........................B
            MODE XC.......................................C
            ABSTRACT CANCELLATION.........................1
            CONTROL DATA CHANGE:
                ACRN......................................2
                CLIN/ELIN.................................3
                PIIN/SPIIN/ORG............................4
            PSCN DATA ENTRY MENU..........................5
            NLA NOTICE/REQUEST............................6
            FINANCIAL DATA ENTRY MENU.....................7
            MIR DATA ENTRY MENU...........................8
            INDUSTRIAL LABOR RELATIONS:
                MTHY CONTRACTOR EXP LIST..................9
                ADDRESS CORRECTION......................10
            TCMD'S.......................................11
            EXPORT TRAFFIC RELEASE.......................12
                      FUNCTION:  XXX
                      BATCH ID:  XXXXXX



*********************************************************************
```

c. INPUT INSTRUCTIONS:

DATA ELEMENT	INPUT INSTRUCTIONS
FUNCTION	To access the Progress Payment System, enter a 7 for the financial data entry menu.
BATCH-ID	Leave blank.

Depress ENTER to enter data into system, or PA2 to return to the previous screen.

7.2.4.2 FINANCIAL DATA ENTRY MENU

a. GENERAL - After entering a 7 on Screen UNAA10, the Financial Data Entry Menu, Screen UNAA20, will be displayed.

b. SAMPLE SCREEN:

```
**********************************************************************
 UNAA20                 FINANCIAL DAT ENTRY MENU

 BATCH STATUS INQUIRY................B  MODE XC...............X
 INVOICE DATA ENTRY MENU.............1  TRANSACTIONS FOR OTHERS:
                                         DETAIL RECORD................8
 MAPPR REQUEST/DELETE DATA ENTRY......2  MAJOR HEADER AND DELETE......9

 DISBURSEMENT DATA ENTRY MENU.........3  302 REPORT:
                                         STATEMENT OF TRANSACTIONS...10
 AF C-147 & 1341, SF 1219, DD 1329....4  STATEMENT OF ACCOUNTABILITY.11

 AIR FORCE C-146 DATA ENTRY...........5  PROGRESS PAYMENT MENU.......12

 ACCRUED EXPENDITURE DATA ENTRY MENU..6  CASH MANAGEMENT/PROMPT
                                         PAY MENU....................13
 CONTRACT PAYMENT & REPORTING MENU....7  COST AND FEE HISTORY UPDATE.14
                                         ACCOUNTING CLASSIFICATION
                                         MENU........................15
                                         IBOP TRANSACTIONS...........16


                              FUNCTION:  X
                            BATCH-ID:  XXXXXX


**********************************************************************
```

c. INPUT INSTRUCTIONS:

DATA ELEMENT	INPUT INSTRUCTIONS
FUNCTION	To access the Progress Payment System, enter a 12 for the Progress Payment Menu.
BATCH-ID	Leave blank.

7.2.4.3 PROGRESS PAYMENT MENU

a. GENERAL - The entire Progress Payment System is accessed from the Progress Payment Menu shown below.

b. SAMPLE SCREEN - UNFM50, Progress Payment Menu.

```
**********************************************************************
 UNFM50                 PROGRESS PAYMENT MENU                 94 08 25
 CBUD:

    BATCH STATUS INQUIRY .........B   PAYMENT MASTER UPDATE..........4

 *  MODE XC ......................X   PROGRESS PAYMENT INQUIRY MENU..5

    ACO PROGRESS PAYMENT MASTER ..1   PROG PAY DELAYED INQUIRIES.....6

 *  PROGRESS PAYMENT INPUT .......2   ACO O/R - AGING RPT UPDATE.....7

    RETURN PROG PAY TO CNTRCTR....3   UNLOCK PROGRESS PAY MASTER.....8

                         FUNCTION:   X
                         BATCH-ID:   XXXXXX

 * BATCH-ID MUST BE ENTERED FOR THESE FUNCTIONS
```

****

c. INPUT INSTRUCTIONS:

DATA ELEMENT	INPUT INSTRUCTIONS
FUNCTION	Enter B to inquire about the status of the PPR batches. Enter an X to close the batch. This must be done after a progress payment request is input in order for the progress payment request to be processed during the nightly cycle. Enter a 1 to add, delete or change a progress payment master. The entire master except for the amounts paid and the previous PPR number may be changed from Screen UNFM51. Enter 2 to input a PPR. Enter a 3 to return a PPR to the contractor. This deletes it from progress payment data base file (NL01). Enter 4 to update payment information and the previous PPR number on the master. Enter 5 to to access the progress payment inquiry menu. Enter a 6 to request a delayed inquiry or

DATA ELEMENT	INPUT INSTRUCTIONS
	view requests entered today. Enter a 7 to update the aging report with the ACO override indicator. Enter an 8 to unlock the progress payment master. Functions 1, 3, 6, and 7 may be performed by contract management personnel only.
BATCH-ID	Enter a six position alphanumeric batch number. This field is required for Functions 2 and X only. Leave blank for any other function.

Depress ENTER to enter data into the system, PA2 to exit.

d. ERROR MESSAGES:

DATA ELEMENT	INPUT INSTRUCTIONS
HX0 MUST BE ENTERED - CANNOT BE BLANK	The field which must be entered will be highlighted.
J99 MUST BE ALPHANUMERIC	Incorrect characters shuch as 103, $, * were entered in the highlighted field.
Q97 USER NOT AUTHORIZED TO PERFORM THIS FUNCTION	You are not allowed to perform the function you selected. Make sure you entered the correct number or letter in the function field.
S60 CBUD IS NOT AVAILABLE FOR THE REQUESTED ELEMENT	CBUD is only available for FUNCTION and BATCH-ID on this screen.
XH0 FUNCTION MUST MATCH SELECTION FROM SCREEN	The function you entered is not valid NUMBER for this screen.
XP0 BATCH ID MUST BE ALPHANUMERIC WITH NO EMBEDDED BLANKS	You entered special characters or spaces somewhere in the BATCH-ID field.
XQ2 MUST ENTER PREVIOUSLY ASSIGNED JOB/BATCH ID	When the function = X, you must enter an existing BATCH-ID.
XQ5 BATCH-ID FOR THIS CURRENTLY IN USE	You entered a BATCH-ID that someone JOB else is currently using.
XW5 BATCH HAS BEEN PROCESSED - MUST BE REOPENED	You must reopen the batch before you can access the data.
XW7 THIS FIELD MUST BE BLANK FOR FUNCTION SELECTED	The highlighted field must be blank.

7.2.4.4 PPR INPUT - SCREEN UNFM52, NPB RECORD

a. GENERAL - NPB through NPG Records will be prepared upon receipt of each PPR (DD Form 1195/SF 1443). Only those fields containing data will be input. (Note: If no material shipments have been made against a contract, only sections I and II will be completed on the DD Form 1195/ SF 1443. In this instance only NPB through NPD Records would be input for U.S. Requirements and only NPB through NPD plus the NPG Record would be input for Foreign Military Sales (FMS) Requirements.) PPR for FMS Requirements will be identified by the letters FMS after the Progress Payment Number on the DD Form 1195/SF 1443. If there is more than one country involved, the contractor must submit a schedule attached to the DD Form 1195/SF 1443 identifying the country and the amount to be charged. This attachment will provide the information required to prepare the NPG.

NOTE: ALL INPUT SHOULD BE IN WHOLE DOLLARS. IF THE CONTRACTOR INCLUDED CENTS ON THE PPR, ROUND THE NUMBERS UP TO THE NEXT WHOLE DOLLAR.

b. SAMPLE SCREEN - Figure 7-6 is a sample screen format for the PPR-NPB Record.

```
*********************************************************************
 UNFM52            PROGRESS PAYMENT INPUT - NPB            94 08 25
 CBUD:
 FIC: NPB   PIIN: XXXXXX   XX     XXXXX   SPIIN: XXXX

 US-FMS-IND: X    PP-REQ-NO: XXXX   RGS-CODE: XXXXXXXX      ACTION-CD: X

 ADPE-NO: XXXXXX  LINE5 - CONT-PRICE: XXXXXXXXXXXX

 LINE6  - PP-RATE: XXX

 LINE6B - LIQ-RATE: XXX

 LINE8B - PP-REQ-DATE: XXXXXXX

 LINE9  - PD-COSTS-ELIG-PP: XXXXXXXXXXXX

 LINE10 - INCURRED-COST-ELIG-PP: XXXXXXXXXXXX

 LINE11 - TOTAL-COSTS-ELIG-PP: XXXXXXXXXXXX

 RCVD-DT: XX    XXX   XX


*********************************************************************
```

c. INPUT INSTRUCTIONS:

DATA ELEMENT	INPUT INSTRUCTIONS
FIC	Format Identifier Code - The system will generate NPB. No entry allowed.
PIIN	Procurement Instrument Identification Number - Enter the contract number.

DATA ELEMENT	INPUT INSTRUCTIONS
SPIIN	Supplemental Procurement Instrument Identification Number - Enter the call/delivery order number.
US-FMS-IND	United States/Foreign Military Sales Indicator - Enter an A if the PPR is for US requirements and a B if the PPR is for FMS requirements.
PP-REQ-NO	PPR Number - Enter the Progress Payment Number.
RGS-CODE	Reading Group Specialist Code - The user's ID. This field is system generated. No entry is allowed.
ACTION-CD	Leave blank if this is a new PPR. Enter C to correct a previous PPR. Enter A to return the PPR to the ACO. Enter R to input a progress payment request where line 27 is completed and the request is signed by the ACO. The UNFM300B Report or screen prints of UNFM62-UNFM69 should be attached. There should be no presign number. If the report or screen prints are not attached, enter with an action code of blank.
ADPE-NO	Automatic Data Processing Equipment Number - Enter a number.
CONT PRICE	Contract Price - Enter the amount on line 5 of the SF 1443.
PP-RAT	Progress Payment Rate - Enter the number shown in block 6a. Enter all three positions.
LIQ-RATE	Liquidation Rate - Enter the number shown in block 6b.
PP-REQ-DATE	PPR Date - Enter the date shown in block 8b in DD MMM YY order.
PD-COSTS-ELIG-PP	Paid Costs Eligible for Progress Payments - Enter the amount shown on line 9. If line 9 is blank, enter 0.
INCURRED-COST-ELIG-PP	Incurred Costs Eligible for Progress Payments - Enter the amount shown on line 10. If line 10 is blank, enter 0.
TOTAL-COSTS-ELIG-PP	Total Costs Eligible for Progress Payments Enter the amount shown on line 11.
RCVD-DT	Received Date - Enter the date that the invoice was received by DFAS. Enter the day, 01-31, enter the month, Jan-Dec, and the year as 00-99.

NOTE: Depress ENTER to enter data into the system. Depress PA2 to return to the menu screen.

7.2.4.5 PPR INPUT - SCREEN UNFM53, NPC RECORD

a. GENERAL - This is the second input screen for entering the PPR. When you depress ENTER on Screen UNFM52 this screen will automatically appear.

b. SAMPLE SCREEN:

```
**********************************************************************
 UNFM53          PROGRESS PAYMENT INPUT - NPC            94 08 25
 CBUD:
 FIC: NPC      PIIN: XXXXXX    XX   XXXXX    SPIIN: XXXXX

 US-FMS-IND: X          PP-REQ-NO: XXXX      RGS-CODE: XXXXXXXX

 LINE12A - TOTAL-COST-INCURRED: XXXXXXXXXXXX

 LINE12B - EST-ADDITIONAL-COST-TO-COMP: XXXXXXXXXXXX

 LINE13  - ITEM11-MULT-BY-ITEM6A: XXXXXXXXXXXX

 LINE14A - PP-PD-SUBCONTR: XXXXXXXXXXXX

 LINE14B - LIQ-PP-SUBCONTR: XXXXXXXXXXXX

 LINE14C - UNLIQ-PP-PD-SUBCONTR: XXXXXXXXXXXX

 LINE14D - SUBCON-PROG-BILL-APP-CUR-PAY: XXXXXXXXXXXX

 LINE14E - ELIG-SUBCONTR-PP: XXXXXXXXXXXX


**********************************************************************
```

c. INPUT INSTRUCTIONS:

DATA ELEMENT	INPUT INSTRUCTIONS
FIC	Format Identifier Code - The system will generate NPC. No entry allowed.
PIIN	Procurement Instrument Identification Number - The system will generate this field from the preceding screen. No entry allowed.
SPIIN	Supplemental Procurement Instrument Identification Number - The system will generate this field from the preceding screen. No entry allowed.
US-FMS-IND	United States/Foreign Military Sales Indicator - The system will generate this field from the preceding screen. No entry allowed.

DATA ELEMENT	INPUT INSTRUCTIONS
PP-REQ-NO	Progress Payment Request Number - The system will generate this field from the preceding screen. No entry allowed.
RGS-CODE	Reading Group Specialist Code - The user's ID. This field is system generated. No entry is allowed.
TOTAL-COST-INCURRED	Enter the amount shown on line 12a. Cannot be blank.
EST-ADDITIONAL-COST-TO-COMP	Estimated Additional Cost to Complete Enter the amount shown on line 12b. Cannot be blank.
ITEM11-MULT-BY-ITEM6A	Item 11 multiplied by item 6a - Enter the amount shown on line 13. Cannot be blank.
PP-PD-SUBCONTR	Progress Payments Paid to Subcontractors Enter the amount shown on line 14a. If blank, enter 0.
LIQ-PP-SUBCONTR	Liquidated Subcontractor Progress Payments Enter the amount shown on line 14b. If blank, enter 0.
UNLIQ-PP-PD-SUBCONTR	Unliquidated Progress Payments Paid to Subcontractors - Enter the amount shown on line 14c. If blank, enter 0.
SUBCON-PROG-BILL-APP-CUR-PAY	Subcontractor Progress Billings Approved for Current Payment - Enter the amount shown on line 14d. If blank, enter 0.
ELIG-SUBCONTR-PP	Eligible Subcontractor Progress Payments Enter the amount shown on line 14e. If blank, enter 0.

NOTE: Depress ENTER to enter data into the system. This will cause Screen UNFM54, the NPD record, to automatically appear. Depress PA2 to return to the menu screen.

7.2.4.6 PPR INPUT - SCREEN UNFM54, NPD RECORD

a. GENERAL - This is the third input screen for entering the PPR. When you depress ENTER on Screen UNFM53 this screen will automatically appear.

b. SAMPLE SCREEN:

```
**********************************************************************
 UNFM54          PROGRESS PAYMENT INPUT - NPD              94 08 25
 CBUD:
 FIC: NPD    PIIN: XXXXXX   XX     XXXXX     SPIIN: XXXXX

 US-FMS-IND: X     PP-REQ-NO: XXXX     RGS-CODE: XXXXXXXX

 LINE15 - TOTAL-DOLLAR-AMT: XXXXXXXXXXXX

 LINE16 - ITEM-5-MULT-BY-ITEM-6B: XXXXXXXXXXXX

 LINE17 - AMOUNT-ELIG-PP: XXXXXXXXXXXX

 LINE18 - TOTAL-AMT-PREV-PP-REQ: XXXXXXXXXXXX

 LINE19 - MAX-BAL-ELIG-PP: XXXXXXXXXXXX

 LINE20A- COSTS-APPL-ITEMS-DEL-INV-ACC: XXXXXXXXXXXX

 LINE20B- ELIG-COST-APPL-UNDEL-ITEMS: XXXXXXXXXXX

 LINE20C- ITEM-20B-MULT-BY-ITEM-6A: XXXXXXXXXXXX


**********************************************************************
```

c. INPUT INSTRUCTIONS:

DATA ELEMENT	INPUT INSTRUCTIONS
FIC	Format Identifier Code - The system will generate NPD. No entry allowed.
PIIN	Procurement Instrument Identification Number - The system will generate this field from the preceding screen. No entry allowed.
SPIIN	Supplemental Procurement Instrument Identification Number - The system will generate this field from the preceding screen. No entry allowed.
US-FMS-IND	United States/Foreign Military Sales Indicator - The system will generate this field from the preceding screen. No entry allowed.

DATA ELEMENT	INPUT INSTRUCTIONS
PP-REQ-NO	Progress Payment Request Number - The system will generate this field from the preceding screen. No entry allowed.
RGS-CODE	Reading Group Specialist Code - The user's id. This field is system generated. No entry is allowed.
TOTAL-DOLLAR-AMT	Total Dollar Amount - Enter the amount shown on line 15.
ITEM-5-MULT-BY-ITEM-6B	Item 5 Multiplied by Item 6b - Enter the amount shown on line 16.
AMOUNT-ELIG-PP	Amount Eligible for Progress Payments Enter the amount shown on line 17.
TOTAL-AMT-PREV-PP-REQ	Total Amount of Previous Progress Payments Requested - Enter the amount shown on line 18. If line 18 is blank, enter 0.
MAX-BAL-ELIG-PP	Maximum Balance Eligible for Progress Payments - Enter the amount shown on line 19.
COSTS-APPL-ITEMS-DEL-INV-ACC	Costs Applicable to Items Delivered Invoiced and Accepted - Enter the amount shown on line 20a. If the contractor left Section III of the PPR blank, depress ENTER at this point.
ELIG-COST-APPL-UNDEL-ITEMS	Eligible Costs Applicable to Undelivered Items and Items Delivered but not Invoiced and Accepted - Enter the amount shown on line 20b.
ITEM-20B-MULT-BY-ITEM-6A	Item 20b Multiplied by Item 6a - Enter the amount shown on line 20c.

NOTE: Depress ENTER to enter data into the system. This will cause Screen UNFM55, the NPE record, to automatically appear. Depress PA2 to return to the menu screen.

7.2.4.7 PPR INPUT - SCREEN UNFM55, NPE RECORD

a. GENERAL - This is the fourth input screen for entering the PPR. When you depress ENTER on Screen UNFM54, this screen will automatically appear if lines 20a - 20c were not blank. If lines 20a - 20c are blank this screen will be skipped and Screen UNFM56 will appear.

b. SAMPLE SCREEN:

```
**********************************************************************
 UNFM55           PROGRESS PAYMENT INPUT - NPE                94 08 25
 CBUD:
 FIC: NPE     PIIN: XXXXXX   XX   XXXXX  SPIIN: XXXXX

 US-FMS-IND: X     PP-REQ-NO: XXXX    RGS-CODE:  XXXXXXXX

 LINE20D - ELIG-SUBCONTR-PP: XXXXXXXXXXXX

 LINE20E - PP-LIMIT-A-3-1-CLAUSE: XXXXXXXXXXXX

 LINE21A - CONT-PRICE-DIA-ITEMS: XXXXXXXXXXXX

 LINE21B - CONT-PRICE-ITEMS-NOT-DIA: XXXXXXXXXXXX

 LINE21C - ITEM-21B-MULT-BY-ITEM-6B: XXXXXXXXXXXX

 LINE21D - UNLIQ-ADVANCE-PMTS-PLUS-INT: XXXXXXXXXXXX

 LINE21E - PP-LIMIT-A-3II-CLAUSE: XXXXXXXXXXXX

 LINE22  - MAX-UNLIQ-PP: XXXXXXXXXXXX


**********************************************************************
```

c. INPUT INSTRUCTIONS:

DATA ELEMENT	INPUT INSTRUCTIONS
FIC	Format Identifier Code - The system will generate NPE. No entry allowed.
PIIN	Procurement Instrument Identification Number - The system will generate this field from the preceding screen. No entry allowed.
SPIIN	Supplemental Procurement Instrument Identification Number - The system will generate this field from the preceding screen. No entry allowed.
US-FMS-IND	United States/Foreign Military Sales Indicator - The system will generate this field from the preceding screen. No entry allowed.

DATA ELEMENT	INPUT INSTRUCTIONS
PP-REQ-NO	PPR Number - The system will generate this field from the preceding screen. No entry allowed.
RGS-CODE	Reading Group Specialist Code - The user's ID. This field is system generated. No entry is allowed.
ELIG-SUBCONTR-PP	Eligible Subcontractor Progress Payments Enter the amount shown on line 20d. If blank, enter 0.
PP-LIMIT-A-3-1-CLAUSE	Progress Payment Limitation in accordance with section a(3)(i) of the Progress Payment clause - Enter the amount shown on line 20e.
CONT-PRICE-DIA-ITEMS	Contract 0Price of Items Delivered, Invoiced and Accepted - Enter the amount shown on line 21a.
CONT-PRICE-ITEMS-NOT-DIA	Contract Price of Items not Delivered, Invoiced and Accepted - Enter the amount shown on line 21b.
ITEM-21B-MULT-BY-ITEM-6B	Item 21b Multiplied by Item 6b - Enter the amount shown on line 21c.
UNLIQ-ADVANCE-PMTS-PLUS-INT	Unliquidated Advance Payments Plus Interest - Enter the amount shown on line 21d. If blank, enter 0.
PP-LIMIT-A-3II-CLAUSE	Progress Payment Limitation in Accordance with Section a(3)(ii) of the Progress Payment clause - Enter the amount shown on line 21e.
MAX-UNLIQ-PP	Maximum Unliquidated Progress Payments Enter the amount shown on line 22.

NOTE: Depress ENTER to enter data into the system. This will cause Screen UNFM56, the NPF record, to automatically appear. Depress PA2 to return to the menu screen.

7.2.4.8 PPR INPUT - SCREEN UNFM56, NPF RECORD

a. GENERAL - This is the fifth input screen for entering the PPR. When you depress ENTER on Screen UNFM55 this screen will automatically appear. When you depress ENTER on Screen UNFM54, this screen will automatically appear if lines 20a - 20c were blank.

b. SAMPLE SCREEN:

```
*********************************************************************
 UNFM56             PROGRESS PAYMENT INPUT - NPF            94 08 25
 CBUD:
 FIC: NPF    PIIN: XXXXXX   XX     XXXXX     SPIIN: XXXXX

 US-FMS-IND: X     PP-REQ-NO: XXXX      RGS-CODE: XXXXXXXX

 LINE23 - TOTAL-AMT-APPL-TO-REDUCE-PP: XXXXXXXXXXXX

 LINE24 - UNLIQUIDATED-PP: XXXXXXXXXXXX

 LINE25 - MAXIMUM-PERMISSIBLE-PP: XXXXXXXXXXXX

 LINE26 - AMT-OF-CURRENT-INV-FOR-PP: XXXXXXXXXXXX

 LINE27 - ACO-APPROVED-AMT: XXXXXXXXXXXX




*********************************************************************
```

c. INPUT INSTRUCTIONS:

DATA ELEMENT	INPUT INSTRUCTIONS
FIC	Format Identifier Code - The system will generate NPF. No entry allowed.
PIIN	Procurement Instrument Identification Number - The system will generate this field from the preceding screen. No entry allowed.
SPIIN	Supplemental Procurement Instrument Identification Number - The system will generate this field from the preceding screen. No entry allowed.
US-FMS-IND	United States/Foreign Military Sales Indicator - The system will generate this field from the preceding screen. No entry allowed.
PP-REQ-NO	Progress Payment Request Number - The system will generate this field from the preceding screen. No entry allowed.

DATA ELEMENT	INPUT INSTRUCTIONS
RGS-CODE	Reading Group Specialist Code - The user's ID. This field is system generated. No entry is allowed.
TOTAL-AMT-APPL-TO-REDUCE-PP	Total Amount Applied to Reduce Progress Payments - Enter the amount on line 23. If line 23 is blank, leave blank.
UNLIQUIDATED-PP	Unliquidated Progress Payments - Enter the amount on line 24. If line 24 is blank, leave blank.
MAXIMUM-PERMISSIBLE-PP	Maximum Permissible Progress Payment Enter the amount on line 25. If line 25 is blank, leave blank.
AMT-OF-CURRENT-INV-FOR-PP	Amount of Current Invoice for Progress Payments - Enter the amount on line 26. If line 26 is blank, leave blank.
ACO-APPROVED-AMT	ACO Approved Amount - Enter the amount shown on line 27. If line 27 is blank, leave blank.

NOTE: Depress ENTER to enter data into the system. If this is an FMS Progress Payment, Screen UNFM57, the NPG record will automatically appear. Otherwise, the Progress Payment Menu will appear.

7.2.4.9 PPR INPUT - SCREEN UNFM57, NPG RECORD

a. GENERAL - This is the sixth input screen for entering the PPR. When you depress ENTER on Screen UNFM56, this screen will automatically appear if you entered B in the US-FMS-IND on Screen UNFM52.

b. SAMPLE SCREEN:

```
**********************************************************************
 UNFM57          PROGRESS PAYMENT INPUT - NPG              94 08 25
 CBUD:
 FIC: NPG    PIIN: XXXXXX   XX     XXXXX     SPIIN: XXXXX

 US-FMS-IND: X     PP-REQ-NO: XXXX



 COUNTRY-CODE: XX    RGS-CODE: XXXXXXXX

 PP-REQ-AMT-BY-COUNTRY-CD: XXXXXXXXXXXX





 DELETE-RECORD?: X



**********************************************************************
```

c. INPUT INSTRUCTIONS:

DATA ELEMENT	INPUT INSTRUCTIONS
FIC	Format Identifier Code - The system will generate NPG. No entry allowed.
PIIN	Procurement Instrument Identification Number - The system will generate this field from the preceding screen. No entry allowed.
SPIIN	Supplemental Procurement Instrument Identification Number - The system will generate this field from the preceding screen. No entry allowed.
US-FMS-IND	United States/Foreign Military Sales Indicator - The system will generate this field from the preceding screen. No entry allowed.
PP-REQ-NO	Progress Payment Request Number - The system will generate this field from the preceding screen. No entry allowed.

DATA ELEMENT	INPUT INSTRUCTIONS
COUNTRY-CODE	Enter the country code from the schedule attached to the SF 1443.
RGS-CODE	Reading Group Specialist Code - The user's ID. This field is system generated. No entry is allowed.
PP-REQ-AMT-BY-COUNTRY-CD	Progress Payment Requested Amount by Country Code - Enter the amount associated with the country code previously entered from the schedule attached to the SF 1443.

NOTE: When ENTER is depressed, the message TRANSACTION ACCEPTED;ENTER MORE DATA OR PRESS PA2 TO EXIT will appear. If there is more than one country code, enter the second country code at this time. If there are no more country codes, depress PA2 to exit.

d. ERROR MESSAGES - The error messages shown below apply to Screens UNFM52 through UNFM57.

ERROR MESSAGE	REASON
018 PIIN/SPIIN NOT ON DATA BASE	No record of this PIIN/SPIIN on the data base.
HX0 MUST BE ENTERED - CANNOT BE BLANK	The field which must be entered will be highlighted.
HXJ MUST BE NUMERIC	The highlighted field must contain numeric data.
HXQ IF ENTERED MUST BE ALPHA/ NUMERIC AND MUST BE FILLED	The highlighted field must be blank or contain alphanumeric data and be completely filled.
HXY IF ENTERED, MUST BE NUMERIC AND MUST BE FILLED	The highlighted field must be blank or contain numeric data and be completely filled.
J81 COUNTRY CODE NOT VALID; DOES NOT MATCH TB0221	You entered an erroneous country code.
JN1 SPIIN MUST BE ALPHANUMERIC IF ENTERED	The SPIIN field must be blank or contain alphanumeric data.

ERROR MESSAGE	REASON
N64 DUPLICATE INPUT ERROR	You entered a duplicate of a PPR that is already on the data base without an action code of A or C. If in fact this is a true duplicate, check the action code on the existing PPR to see if it is an A. If it is notify the ACO prior to returning the PPR to the contractor.
NC3 FIRST 3 NUMERIC, LAST ALPHA OR BLANK	The first three positions of the PP-REQ-NO must be numeric. The last position must be an alpha or blank.
NC9 THIS PPR ALREADY EXISTS. BATCH HAS BEEN X'D. BATCH ID = 'BATCH NUMBER'	There is currently a PPR with the same PIIN/ SPIIN/PP116/US-FMS-IND on the data entry data base and that batch has been closed.
ND8 MUST BE A, C, R OR BLANK	The action code must be blank to input a new PPR, C to correct a PPR, A to send an incorrect PPR back to the ACO, or R to input an ACO override.
NE1 MUST ENTER LINE 27 IF ACTION-CD = 'R'	An action code of R is only valid if the ACO is overriding (approving an amount on line 27).
S60 CBUD IS NOT AVAILABLE FOR THE REQUESTED ELEMENT	Help is not available for the requested element.
U79 MUST BE EQUAL TO OR LESS THAN CURRENT DATE	The requested or received date cannot be a future date.
XB7 MUST ENTER ALPHANUMERIC DATA	Highlighted field must be filled with alphanumeric data.
XE1 MUST BE ALPHA MONTH JAN-DEC	The month must be the three position alpha abbreviation.
XF1 MUST BE BLANK OR NUMERIC 01-31 AND VALID FOR MONTH	The day must either be left blank or must be the numeric day.
XG3 MUST CONTAIN NUMERIC DATA GREATER THAN ZERO	The highlighted field must contain numeric data and must be a positive number.
XG8 MUST ENTER A VALID DAY, 01 THRU 31 AND VALID FOR MONTH	You must enter a valid day (01 through 31) in the date field.

ERROR MESSAGE	REASON
XH1 MUST BE A OR B	The US-FMS-IND must be A (US) or B (FMS).
XK3 LINES 20A-20C MUST EITHER ALL CONTAIN DATA OR ALL BE BLANK	You entered an amount for line 20a, 20b, or 20c but did not enter an amount in all three fields.
XM1 MUST BE Y OR BLANK	You must enter Y to delete the country code and associated amount from the data entry data base, or leave blank.

7.2.4.10 SCREEN UNAA66 - BATCH STATUS INQUIRY

a. GENERAL - This is the screen used to locate and reopen a batch which has been processed in the cycle. It can also be used to reset an open batch.

b. SAMPLE SCREEN:

```
**********************************************************************
UNAA66                      BATCH STATUS INQUIRY
  BATCH-ID:          FOR PROGRESS PAYMENT DATA ENTRY           RESET
                          CLOSE      ACTIVE          ACTIVE
     BATCH-ID     MODE    BATCH?     INDICATOR       INDICATOR
      PPR036                           N
      MBH005      C                    N
      PPR001      C                    N
      PPR045      C                    N
      MBH003      C                    N
      257006      C                    N
      259004      C                    N


     MODE  KEY:  X=CLOSED BATCH, C=PROCESSED IN CYCLE

**********************************************************************
```

c. INPUT INSTRUCTIONS:

DATA ELEMENT	INPUT INSTRUCTIONS
BATCH-ID	This is the batch identifier that was used when the PPR was originally input. You may enter the BATCH-ID and only that batch will be displayed or you may depress ENTER to display all the batches on the data entry data base.
MODE	Blank indicates that the batch is open. An X indicates the batch has been closed and will be processed in the next cycle. A C indicates that the batch has been previously processed in a cycle.
CLOSE BATCH?	Enter a Y to close the batch if the mode is blank. Enter an R to close the batch if the mode equals C. Note that you can only close a previously processed batch if the action code is not blank. If the action code is blank you will receive a duplicate input error. Entry of either the Y or the R will cause the mode to change to X after ENTER is depressed.
ACTIVE INDICATOR	This will be either N for no or Y for yes. If it is a Y this means that the batch is hung up and will need to be reset.
RESET ACTIVE INDICATOR	If the Active Indicator equals Y, enter a Y to reset the batch.

d. ERROR MESSAGES:

ERROR MESSAGE	REASON
N64 DUPLICATE INPUT ERROR	You attempted to close a batch where the action code is blank and the PPR has been processed in the cycle and not deleted from the Progress Payment Data Base.
X36 IF ENTERED, MUST BE A Y	You entered something other than Y in the reset active indicator field.
X89 ENTER Y, R OR LEAVE BLANK	You entered something other than Y or R in the Close Batch field.
XQ5 BATCH-ID FOR THIS JOB IS CURRENTLY IN USE	Someone else is currently in the batch.
XW8 BATCH CLOSED CANNOT ENTER 'Y' IN CLOSE BATCH FIELD	You entered a Y in the Close Batch field when the mode field contained an X.
XW9 BATCH NOT ACTIVE: CANNOT ENTER 'Y' IN RESET ACTIVE FIELD	You entered a Y in the Reset Active field and the active indicator was not Y.
XY0 ENTER "R" ONLY IF MODE EQUALS "C"	You entered an R in the Close Batch field when the mode was not C.
XY1 CANNOT ENTER "Y" IF MODE EQUALS "C"	You entered a Y in the Close Batch field when the mode was C.

7.2.4.11 DIRECT UPDATE OF PROGRESS PAYMENT MASTER FILE (NL05)

The Progress Payment Master File (NL05) contains the contract level data required to pay Progress Payments which is not available in the data base. In addition, selected data relative to previously processed Progress Payments is also retained on the file. This screen directly updates the Progress Payment Master File with those data elements which cannot be input via Screen UNFM51. The Voucher Examiner will use this screen to update the Progress Payment Master File for payments made manually which totally bypassed the mechanized system.

a. GENERAL - Screen UNFM59, Payment Master Update, is used to update the information identified above. After entry of the PIIN/SPIIN depress ENTER. The system will pull up the matching Progress Payment Master. Enter the new information and depress ENTER to update the data base and to chain to the next screen, UNFM60.

b. SAMPLE SCREEN - UNFM59, Progress Payment Master Update.

```
**********************************************************************
 UNFM59                    PAYMENT MASTER UPDATE                94 08 25
 CBUD:

 PIIN: XXXXXX XX XXXXX  SPIIN: XXXX     RGS-CODE: XXXXXXXX



 PREV-PP-REQ-NO-US:  XXX

 PREV-PP-REQ-NO-FMS: XXX

 CUM-PP-PAID-US:  XXXXXXXXXXXX

 CUM-PP-PAID-FMS: XXXXXXXXXXXX



**********************************************************************
```

c. INPUT INSTRUCTIONS:

DATA ELEMENT	INPUT INSTRUCTIONS
PIIN	Procurement Instrument Identification Number - Enter the contract number.
SPIIN	Supplemental Procurement Instrument Identification Number - Enter the delivery order/call number.
RGS-CODE	Reading Group Specialist Code - System generated. This is the user's system logon.

DATA ELEMENT	INPUT INSTRUCTIONS
PREV-PP-REQ-NO-US	Previous Progress Payment Request Number for US Requirements - Enter the PPR Number which was paid most recently. If the last PP paid was a US 1, enter 001 in this field. If the last Progress Payment paid was 001A US, drop the A and enter 001 in this field. If the contract does not contain any U.S. requirements or if no PPRs have been paid against the U.S. requirements, leave this field blank.
PREV-PP-REQ-NO-FMS	Previous Progress Payment Request Number for FMS Requirements - Enter the number of the FMS PPR which was paid most recently. If the last Progress Payment paid was a FMS 1, enter 001 in this field. If the last Progress Payment paid was 001A FMS, drop the A and enter 001 in this field. If the contract does not contain any FMS requirements or if no PPRs have been paid against the FMS requirements, leave this field blank.
CUM-PP-PAID-US	Cumulative Progress Payments Paid for US Requirements - Enter the cumulative amount that has been paid to date for U.S. requirements. Entries in this field should include only Progress Payments that were entered with a blank country code. If they were entered with a country code of U.S., they should be included in the CUM-PP-PAID-FMS field. If no Progress Payments have been paid or if the contract does not contain any U.S. funds, leave this field blank. Must be blank or numeric.
CUM-PP-PAID-FMS	Cumulative Progress Payments Paid for FMS Requirements - Enter the cumulative amount that has been paid to date for FMS requirements. Entries in this field should not include Progress Payments that were entered with a blank country code. However, if they were entered with a country code of US they should be included in this field. If no Progress Payments have been paid or if the contract does not contain any FMS funds, leave this field blank. Must be blank or numeric.

NOTE: Depress ENTER to enter data into the system. Depress ENTER again to access Screen UNFM60. Screen UNFM60 should be accessed only if the paid PPR is for FMS. Depress PA2 to return to the menu screen.

7.4.2.12 UNFM60 - PROGRESS PAYMENT MASTER UPDATE FMS

a. GENERAL - Screen UNFM59 will automatically chain to Screen UNFM60.

b. SAMPLE SCREEN - UNFM60 - Progress Payment Master Update FMS.

```
**********************************************************************
 UNFM60                  PAYMENT MASTER UPDATE FMS            94 08 25
 CBUD:


 PIIN: XXXXXX XX XXXXX  SPIIN: XXXX     RGS-CODE: XXXXXXXX

 COUNTRY-CODE: XX

 PP-CUM-TO-DATE: XXXXXXXXXXXX





**********************************************************************
```

c. INPUT INSTRUCTIONS:

DATA ELEMENT	INPUT INSTRUCTIONS
PIIN	Procurement Instrument Identification Number - System generated from Screen UNFM59.
SPIIN	Supplemental Procurement Instrument Identification Number - System generated from Screen UNFM59.
RGS-CODE	Reading Group Specialist Code - System generated. This is the user's system logon.
COUNTRY-CODE	Country Code - Enter the country code applicable to the payment. Must match a country code on the CLR.
PP-CUM-TO-DATE	Cumulative Amount of Progress Payment Paid to Date - The total amount paid in Progress Payments for the specific country code. Must be numeric.

NOTE: Depress ENTER to enter data into the system.
Depress PA2 to return to the menu screen.

d. ERROR MESSAGES - The error messages shown below apply to Screens UNFM59 and UNFM60.

ERROR MESSAGE	REASON
HX0 MUST BE ENTERED - CANNOT BE BLANK	The field which must be entered will be highlighted.
HXJ MUST BE NUMERIC	The highlighted field must contain numeric data.
HXQ IF ENTERED MUST BE ALPHA/ NUMERIC AND MUST BE FILLED	The highlighted field must be blank or contain alphanumeric data and be completely filled.
HXY IF ENTERED, MUST BE NUMERIC AND MUST BE FILLED	The highlighted field must be blank or contain numeric data and be completely filled.
JN1 SPIIN MUST BE ALPHANUMERIC IS ENTERED	The SPIIN field must be blank or contain alphanumeric data.
N81 NO CLR RECORDS FOR THIS CONTRACT	An incorrect contract number was entered or the contract has closed.
N84 COUNTRY CODE NOT ON CLR	The country code entered is not on the CLR for this specific PIIN/SPIIN. Verify country code and re-enter.
NA2 REQUEST NUMBER MUST BE ENTERED	If either the cumulative amount US or cumulative amount FMS field is entered, the correponding previous Progress Payment Number must contain data.
NA7 PP MASTER NOT FOUND RE-ENTER/PA2	There is no matching record on the Progress Payment Master for the PIIN/SPIIN entered. Re-enter the PIIN/SPIIN or depress PA2 to exit the application.
ND0 PP MASTER IN USE BY ABOVE HIGHLIGHTED RGS-CODE	Someone else is currently updating the Progress Payment Master. That person is is identified by the RGS Code.
S60 CBUD IS NOT AVAILABLE FOR THE REQUESTED ELEMENT	Help is not available for the requested element.
XB7 MUST ENTER ALPHANUMERIC DATA	The highlighted field must contain alphanumeric data.
XB9 MUST BE BLANK OR NUMERIC	The highlighted field must either be blank or contain numeric data.
XG0 MUST ENTER NUMERIC DATA	The highlighted field must contain numeric data.

7.2.4.13 UNFM91 - UNLOCK PROGRESS PAYMENT MASTER

a. GENERAL - This function should be used in the event of a system crash when a Progress Payment Master was in use at the time of the crash. The master will be locked, i.e., no one will be able to access it, until an authorized person unlocks it using Screen UNFM91. This screen is accessed from the Progress Payment Menu, UNFM50 by entering a 9 in the function field.

b. SAMPLE SCREEN:

```
**********************************************************************
UNFM91           UNLOCK PROGRESS PAYMENT MASTER              95 01 19
CBUD:


      PIIN:      XXXXXX XX X XXXX
      SPIIN:     XXXX
      RGS-CODE:  C000001









       PRESS ENTER TO UNLOCK, PA2 TO EXIT

**********************************************************************
```

c. INPUT INSTRUCTIONS:

DATA ELEMENT	INPUT INSTRUCTIONS
PIIN	Procurement Instrument Identification Number - Enter the contract number associated with the Progress Payment Master that you wish to unlock. Must be entered. Cannot be blank.
SPIIN	Supplemental Procurement Instrument Identification Number - Enter the call/delivery order number associated with the Progress Payment Master that you wish to unlock. Must be alphanumeric or blank.
RGS-CODE	Reading Group Specialist Code - The code used to access the MOCAS System assigned to a specific user. The RGS Code of the person who was in the master at the time the system crashed will be displayed here. System generated. No entry allowed.

d. ERROR MESSAGES:

ERROR MESSAGE	REASON
NA7 PP MASTER NOT FOUND, RE-ENTER/ PA2	The Progress Payment Master you are trying to unlock is not currently locked or does not exist.
Q97 USER NOT AUTHORIZED TO PERFORM THIS FUNCTION	You are not allowed to perform the function you selected. Make sure you entered the correct letter in the function field.
S60 CBUD IS NOT AVAILABLE FOR THE REQUESTED ELEMENT	Help is not available for the requested element.

7.2.4.14 UNFM61 - PROGRESS PAYMENT INQUIRY MENU

a. GENERAL - UNFM61 is used for all online Progress Payment inquiries. It is accessed by entering a 5 in the function field on Screen UNFM50, Progress Payment Menu. NOTE: PROGRESS PAYMENTS REJECTED TO ACO AND ACO PERIODIC REVIEW ALERTS MAY ALSO BE OBTAINED THROUGH A DELAYED INQUIRY ON SCREEN UNFM75.

b. SAMPLE SCREEN:

```
**********************************************************************
 UNFM61            PROGRESS PAYMENT INQUIRY MENU              94 08 25
 CBUD:

 VALIDATION OF PP REQUEST .......A  ACO PERIODIC REVIEW ALERT.........E
 PP MASTER INQUIRY BY PIIN.......B  PAID PROGRESS PAYMENT SUMMARY.....F
 PP REQUESTS REJECTED TO ACO ....C  PP MASTER INQUIRY BY CAGE.........G
 PROGRESS PAYMENTS PAID..........D  PP RETURNED TO CONTRACTOR ........H


                            FUNCTION: X

              ACO-CODE:  XXX               CAO-ORG-CODE:  XX
                  PIIN:  XXXXXX XX XXXXX          SPIIN:  XXXX
             PP-REQ-NO:  XXXX                US-FMS-IND:  X
        BEGINNING-DATE:  XX XXX XX          ENDING-DATE:  XX XXX XX
                  CAGE:  XXXXX

**********************************************************************
```

c. INPUT INSTRUCTIONS:

DATA ELEMENT	INPUT INSTRUCTIONS
FUNCTION	Enter an A to access PPR validation data. Enter a B to access the Progress Payment Master inquiry by PIIN. Enter a C to access the PPRs returned to the ACO for action by DFAS. Enter a D to access PPRs which have paid. Enter an E to access the ACO periodic review alerts. Enter an F to access the paid progress payment summary. Enter a G to access the Progress Payment Master inquiry by CAGE. Enter an H to access the PPRs returned to the contractor. Must be A, B, C, D, E, F, G, or H.
ACO-CODE	Administrative Contracting Officer Code - Enter the ACO Code for Function C. Leave blank for Functions B and G. For functions A and D you can either enter the ACO Code or the PIIN/ SPIIN/PP-REQ-NO/US-FMS-IND. For Functions E and F enter either the three position ACO Code or the CAO-ORG-CODE. For Function H you can either enter the ACO CODE, CAO-ORG-CODE, or the PIIN/SPIIN/PP-REQ-NO/US-FMS-IND. Must be blank or alphanumeric.

DATA ELEMENT	INPUT INSTRUCTIONS
CAO-ORG-CODE	Contract Administration Office Organization Code - Leave blank for Functions A, B, C, D, and G. For Functions E, F, or H if you desire to see information for the entire CAO then enter the CAO-ORG-CODE. May be blank or alphanumeric.
PIIN	Procurement Instrument Identification Number - Enter the contract number for Function B. Enter the contract number for Functions A and D (if the ACO Code is not entered) or function H (if the ACO Code or CAO-ORG-CODE is not entered). For Functions C, E, and G leave blank. Must be blank or alphanumeric.
SPIIN	Supplemental Procurement Instrument Identification Number - Enter the call/delivery order number for Function B. Enter the call/delivery order number for Functions A and D (if the ACO Code is not entered) or Function H (if the ACO Code or CAO-ORG-CODE is not entered). For Functions C, E, and G, leave blank. Must be blank or alphanumeric.
PP-REQ-NO	Progress Payment Request Number - Enter the PPR Number for Functions A and D (if the ACO Code is not entered) or Function H (if the ACO Code or CAO-ORG-CODE is not entered). Leave blank for Functions B, C, E, and G.
US-FMS-IND	United States/Foreign Military Sales Indicator - Enter the US-FMS-IND for Functions A and D (if the ACO Code is not entered) or Function H (if the ACO Code or CAO-ORG-CODE is not entered). Leave blank for Functions B, C, E, and G. Must be blank, A (US) or B (FMS).
BEGINNING-DATE	Leave blank for Functions A, B, C, F, G, and H. For Functions D and E, the BEGINNING-DATE may be blank which will default to the last cycle date, or it may be up to 14 days prior to the current date.
ENDING-DATE	Leave blank for Functions A, B, C, F, G, and H. For Functions D and E, the ENDING-DATE may be blank, which will default to the next cycle date, or it may be up to 14 days prior to the current date.
CAGE	Commercial and Government Entity - This is a code which uniquely identifies the contractor. Leave blank for Functions B and E. Enter the CAGE Code for Function G. Must be blank or alphanumeric.

d. ERROR MESSAGES:

ERROR MESSAGE	REASON
HD1 ACO CODE MUST	The ACO code you entered is not a BE ON TB0044 valid ACO code.
HX0 MUST BE ENTERED CANNOT BE BLANK	The highlighted field must be entered to view the requested selection.
HXJ MUST BE NUMERIC	The highlighted field must contain numeric data.
HXQ IF ENTERED MUST BE ALPHA/ NUMERIC AND MUST BE FILLED	The highlighted field must be blank or contain alphanumeric data and be completely filled.
HXY IF ENTERED, MUST BE NUMERIC AND MUST BE FILLED	The highlighted field must be blank or contain numeric data and be completely filled.
JN1 SPIIN MUST BE ALPHANUMERIC IF ENTERED	The SPIIN field must be blank or contain alphanumeric data.
N80 CAO OR ACO MUST BE ENTERED FOR THIS FUNCTION	For Functions E and F you must enter either the ACO Code or the CAO-ORG-CODE.
N83 PP MASTER NOT FOUND RE-ENTER/PA2 TO EXIT	There is no matching Progress Payment Master. Re-enter the PIIN/SPIIN or depress PA2 to exit.
N85 DATE CAN'T BE GREATER THAN CURRENT DATE	Cannot enter a beginning or ending date that is later than the current date.
N86 CAN NOT BE OLDER THAN 32 DAYS	For Functions D or F the beginning or ending date can not be more than 32 days ago.
N87 CAN NOT BE OLDER THAN 14 DAYS	For Function E the beginning or ending date can not be more than 14 days ago.
N89 DATE CAN NOT BE LESS THAN BEGIN DATE	The ending date can not be earlier than the beginning date.
N99 ENTER ACO OR PIIN/SPIIN/PP128/FMS	For Functions A and D you must either enter an ACO Code or the specific PPR you wish to view.
NA4 INVALID US-FMS-IND, MUST BE 'A' OR 'B'	The US-FMS-Indicator must be A (US) or B (FMS).
NA5 INVALID FUNCTION, MUST BE A,B,C,D,E,F,G OR H	The entered function was not A, B, C, D, E, F, G, or H.

ERROR MESSAGE	REASON
NA9 NO DATA FOUND, ENTER ANOTHER/PA2 TO EXIT	There was no data which matched your selected criteria.
NC3 FIRST 3 NUMERIC, LAST ALPHA OR BLANK	The first three positions of the PP-REQ-NO must be numeric. The last position must be an alpha or blank.
NC7 ACO CODE MUST BE ENTERED FOR FUNCTION	You must enter the ACO Code if Function C is selected.
ND9 ENTER ACO-CODE, CAO-ORG-CODE OR PIIN/SPIIN/ PP-REQ-NO/US-FMS-IND	For Function H you must either enter an ACO Code, a CAO-ORG Code, or the specific PPR you wish to view.
Q97 USER NOT AUTHORIZED TO PERFORM THIS FUNCTION	You are not allowed to perform the function you selected. Make sure you entered the correct letter in the function field.
S60 CBUD IS NOT AVAILABLE FOR THE REQUESTED ELEMENT	Help is not available for the requested element.
U31 MUST MATCH A VALID CAO CODE ON TABLE TB0040	The CAO-ORG-CODE you entered is not valid.
XB7 MUST ENTER ALPHANUMERIC DATA	The highlighted field must contain alpha-numeric data.
XE1 MUST BE ALPHA MONTH JAN-DEC	The month must be the three position alpha abbreviation.
XF1 MUST BE BLANK OR NUMERIC 01-31 AND VALID FOR THE MONTH	The day must either be left blank or must be the numeric day.
XW7 THIS FIELD MUST BE BLANK FOR FUNCTION SELECTED	You entered something in field which should be blank for the function you selected.

7.2.4.15 UNFM75 - PROGRESS PAYMENTS DELAYED INQUIRIES

There are two types of delayed inquiries in the Progress Payment System; the Progress Payment Validation Report and the ACO Periodic Review Alert. Both delayed inquiries are requested using Screen UNFM75 which is Function 6 from the main Progress Payment Menu. The delayed inquiries have to be requested. They are then printed overnight and delivered to the requester the next day. The delayed inquiries are for use by DCMC personnel only since they no longer receive hard copy reports of the validation or periodic review alert information.

7.2.5 OUTPUT PRODUCTS

Specific output products resulting from APPP processing are shown below. Hard copy reports will be shown first, followed by inquiry screens.

7.2.5.1 UNAE060A - PROGRESS PAYMENT BATCHES

DATA SUMMARY

PURPOSE:	The purpose of this report is to provide a list of PPRs including the system assigned BATCH-ID and ADPE Number which were input electronically or via floppy disk and written out to the data entry data base.
TYPE/MEDIUM:	Output Paper
FREQ/RETENTION:	Daily
SORT SEQUENCE:	Batch-ID
PAGE BREAK:	Full Page

7.2.5.2 UNAE060B - REJECTED ELECTRONIC PROGRESS PAYMENT INPUT

DATA SUMMARY

PURPOSE:	The purpose of this report is to provide a list of PPRs which were input from floppy disks which did not pass validation and were not written out to the data entry data base.
TYPE/MEDIUM:	Output Paper
FREQ/RETENTION:	Daily
SORT SEQUENCE:	PIIN/SPIIN
PAGE BREAK:	Full Page

7.2.5.3 UNFM300A - CONTRACT ADMINISTRATION PROGRESS PAYMENT REPORT

DATA SUMMARY

PURPOSE:	The purpose of this report is to provide a daily total of validations performed on each PPR. (DD Form 1195/SF 1443.)
TYPE/MEDIUM:	Output Paper
FREQUENCY:	Daily
SORT SEQUENCE:	CAO/ACO/PIIN/SPIIN
PAGE BREAK:	Full Page
TOTALS:	Amount provided; CLR ULO; CLR WIP balance; calculated limit.

ADDITIONAL INFORMATION:

The report is broken down into four sections:

a. Validation of PPR - This section contains the validation relative to the mathematical verification of the DD Form 1195/SF 1443.

b. Calculation of Required Limitations - This section includes the calculation of the limitations imposed by the FAR to ensure Progress Payments are not overpaid.

c. Computation of Loss Ratio - This section is only prepared if the contract is in a loss position. (Note: Estimated cost to complete plus cost incurred exceeds contract price.)

d. Validation of Country Code Distribution for FMS Requirements - This section is prepared only if the PPR pertains to the FMS requirements portion of a contract.

e. The DD Form 1195/SF 1443 input is validated and Report UNFM300A, Contract Administration PPR is generated for each DD Form 1195/SF 1443 input. The PPR that passed the validation requirements will have the message printed PAYABLE TRANSACTION CREATED. These DD Forms 1195/SF 1443 will be matched to Report UYFC05, manual MAAPRs, or Report UYFC06, Automatic MAAPRs.

NOTE: A requested version of this report is also available to the ACO only. It is Report UNFM300B.

7.2.5.4 UNFM310A - CONTRACT ADMINISTRATION PROGRESS PAYMENT REVIEW REPORT

This report is produced by request only since there is an online inquiry to provide this information. In the event the ACO wants a hard copy report he may request it. Its purpose is to notify the ACO that a periodic review should be performed at this time.

7.2.5.5 UNFM320A - PAYMENT NOTIFICATION FOR PROGRESS PAYMENT REQUESTS

This report is produced daily. It is used to notify the ACO that a particular PPR has been paid. This report will not be generated for manual manual payments which totally bypass the mechanized system. In this case the Finance Office will provide the ACO with a copy of the manual Advice of Payment DLA Form 477 as notification of payment.

7.2.5.6 PROGRESS PAYMENT ERROR ANALYSIS UNFM350A AND UNFM350B

These reports are produced daily. These reports are used by CAO management, district staff, ACOs, and DFAS management to analyze input and contractor/ACO errors in the Progress Payment process.

DATA SUMMARY

PURPOSE:	The purpose of this report is to provide a summary of errors at the PPR, CAGE, ACO, and CAO levels.
TYPE/MEDIUM:	Output Paper
FREQUENCY:	Daily/As Required
SORT SEQUENCE:	CAO/ACO
PAGE BREAK:	Full Page
TOTALS:	Number of PPRs by CAGE, ACO, CAO, and District. Number of errors by CAGE, ACO, CAO, and District.

7.2.5.7 UNFM400A - AGING OF UNPAID PROGRESS PAYMENT REQUESTS

DATA SUMMARY

PURPOSE:	Provides an aging of PPRs from the time they are received until they are finally paid or returned to the contractor for correction.
TYPE/MEDIUM:	Output Paper
FREQ/RETENTION:	Daily/As Required
SORT SEQUENCE:	CAO, ACO, CAGE
PAGE BREAK:	Full Page

7.2.5.8 UYFC13 - PRORATION OF MANUAL PROGRESS PAYMENTS

The report is produced daily in conjunction with manual P/P MAAPRs. It includes the required proration for that particular P/P. This report will not be produced if the error messages INSUFFICIENT FUNDS AT CONTRACT LEVEL or INSUFFICIENT FUNDS AT COUNTRY CODE LEVEL appears on the MAAPR.

7.2.5.9 UNFM62 - VALIDATION OF PROGRESS PAYMENT REQUEST

a. GENERAL - UNFM62 is the first screen in the Progress Payment validation inquiry. This screen is generated by selecting Function A on the Progress Payment Inquiry Menu, Screen UNFM61. NOTE: SINCE THIS INQUIRY MAY CONSIST OF EIGHT OR MORE SCREENS, TO GO BACK ONE SCREEN USE THE PF4 KEY.

b. SAMPLE SCREEN:

```
*****************************************************************************
UNFM62        VALIDATION OF PROGRESS PAYMENT REQUEST          94 AUG 25
 CBUD:

ACO-CODE: GEE CAO-ORG-CODE: GB CAGE: 89342 CNTRCTR-NAME: SUNSTRAND AVIATION
PIIN: N00104 94 C2579   SPIIN:   PP-REQ-NO: 002     US-FMS-IND:  B EDI: Y
PP-REQ-DATE: 94 JUN 12 ADPE-NO: 937432 BUS-CD: C  DT-REJ-TO-ACO:  94 AUG 10

LINE-NO   INPUT-AMT       CALCULATED         ERROR-MESSAGE-STATUS
-------------------------------------------------------------------------------

 5  - 350 000 000 000   400 000 000 000   OBLIGATED AMT GREATER THAN INPUT
 6A -            .850              .800   DATA BASE % DIFFERS FROM INPUT
 6B -            .850              .800   DATA BASE % DIFFERS FROM INPUT
 8A -             003               001   PREVIOUS PP NOT PAID TO DATE
 9  -     142 872 133
 10 -       3 423 678
 11 -     147 837 322       146 295 811   ITEM 9 + 10 UNEQUAL TO ITEM 11
 12A-     147 837 322
   B- 400 325 397 138
 13 -     125 661 724       117 036 649   ITEM 11 TIMES 6A INVALID



*****************************************************************************
```

c. DESCRIPTION:

DATA ELEMENT	DESCRIPTION
ACO-CODE	Administrative Contracting Officer Code - The three position code which uniquely identifies a particular ACO.
CAO-ORG-CODE	Contract Administration Office Organization Code - The two position code which identifies the contract administration office.
CAGE	Commercial and Government Entity - The five position code which identifies the contractor.
CNTRCTR-NAME	Contractor Name - The company name.

DATA ELEMENT	DESCRIPTION
PIIN	Procurement Instrument Identification Number - The contract number.
SPIIN	Supplemental Procurement Instrument Identification Number - The delivery order/call number.
PP-REQ-NO	Progress Payment Request Number - The number of the PPR as shown in block 8A of the SF 1443/DD 1195.
US-FMS-IND	United States/Foreign Military Sales Indicator - An A indicates the PPR is for US requirements, a B indicates the PPR is for FMS requirements.
EDI	***ELECTRONIC DATA INTERCHANGE (1A) - The indicator will have either a Y for an EDI submitted Progress Payment or a blank if not an EDI Progress Payment.***
PP-REQ-DATE	Progress Payment Request Date - The date the contractor requested the Progress Payment.
ADPE-NO	Automatic Data Processing Equipment Number - The number which identifies the Progress Payment invoice in the financial system.
BUS-CD	Business Code - The one position MILSCAP code which identifies the type of business. For example, C is large business. See appendix A6 of DoD 4000.25-5-M for a list of valid codes.
DT-REJ-TO-ACO	Date Rejected to the Administrative Contracting Officer - The date the progress payment request was A coded by DFAS.
LINE-NO	Line Number - The line number of the SF 1443 or DD 1195.
INPUT-AMT	Input Amount - The amount for the specific line number that DFAS entered into the MOCAS System.
CALCULATED	Calculated Amount - The amount the system determines should appear on that line. If blank, the system calculated the same as the input amount.
ERROR-MESSAGE-STATUS	If the system calculates a different amount, an error message should display explaining why the calculated amount does not agree with the input amount.

7.2.5.10 UNFM63 - VALIDATION OF PROGRESS PAYMENT REQUEST

a. GENERAL - UNFM63 is the second screen in the Progress Payment validation inquiry. This screen is generated by depressing ENTER on Screen UNFM62. NOTE: SINCE THIS INQUIRY MAY CONSIST OF EIGHT OR MORE SCREENS, TO GO BACK ONE SCREEN USE THE PF4 KEY.

b. SAMPLE SCREEN:

```
**********************************************************************
 UNFM63       VALIDATION OF PROGRESS PAYMENT REQUEST         94 AUG 25
 CBUD:
 PIIN: N00104 94 C2579   SPIIN:       PP-REQ-NO: 002     US-FMS-IND:  B

 LINE-NO   INPUT-AMT       CALCULATED     ERROR-MESSAGE-STATUS
----------------------------------------------------------------------

 14A-         321 009
   B-               0
   C-         333 009          321 009    ITEM 14A LESS 14B INCORRECT
   D-               0
   E-         333 009          321 009    ITEM 14C PLUS 14D INCORRECT
  15-      125 994 733      117 357 658   ITEM 13 PLUS 14E INCORRECT
  16-  297 500 000 000  320 000 000 000   ITEM 5 TIMES 6B INCORRECT
  17-      125 994 733      117 357 658   TOTAL LINE 17 INCORRECT
  18-          587 274                0   DATA BASE AMT DIFF FROM INPUT
  19-      125 407 459      117 357 658   ITEM 17 LESS ITEM 18 INCORRECT
                 SECTION III
 20A-          200 000
   B-      147 637 322      146 095 811   ITEM 11 LESS 20A INCORRECT
   C-      125 491 724      116 876 649   ITEM 20B TIMES 6A INCORRECT


**********************************************************************
```

c. DESCRIPTION:

DATA ELEMENT	DESCRIPTION
PIIN	Procurement Instrument Identification Number - The contract number.
SPIIN	Supplemental Procurement Instrument Identification Number - The delivery order/call number.
PP-REQ-NO	Progress Payment Request Number - The number of the PPR as shown in block 8A of the SF 1443/DD 1195.
US-FMS-IND	United States/Foreign Military Sales Indicator - An A indicates the PPR is for US requirements, a B indicates the PPR is for FMS requirements.
LINE-NO	Line Number - The line number of the SF 1443 or DD 1195.

DATA ELEMENT	DESCRIPTION
INPUT-AMT	Input Amount - The amount for the specific line number that DFAS entered into the MOCAS System.
CALCULATED	Calculated Amount - The amount the system determines should appear on that line. If blank, the system calculated the same as the input amount.
ERROR-MESSAGE-STATUS	If the system calculates a different amount, an error message should display explaining why the calculated amount does not agree with the input amount.

7.2.5.11 UNFM64 - VALIDATION OF PROGRESS PAYMENT REQUEST

a. GENERAL - UNFM64 is the third screen in the Progress Payment validation inquiry. This screen is generated by depressing ENTER on Screen UNFM63. This screen will only appear if section III of the PPR was completed by the contractor. If the ACO approved an amount on line 27 this screen will also appear. NOTE: SINCE THIS INQUIRY MAY CONSIST OF EIGHT OR MORE SCREENS, TO GO BACK ONE SCREEN USE THE PF4 KEY.

b. SAMPLE SCREEN:

```
**********************************************************************
 UNFM64          VALIDATION OF PROGRESS PAYMENT REQUEST       94 AUG 25
 CBUD:
 PIIN: N00104 94 C2579   SPIIN:      PP-REQ-NO: 002     US-FMS-IND:  B

 LINE-NO   INPUT-AMT       CALCULATED     ERROR-MESSAGE-STATUS
----------------------------------------------------------------------

 20D           333 009          321 009   ITEM 20D DOES NOT EQUAL 14E
 20E-      125 491 724      116 876 649   ITEM 20C PLUS 20D INCORRECT
 21A-      110 000 000
   B-  349 999 890 000  399 999 890 000   ITEM 5 LESS 21A INCORRECT
   C-  297 499 906 500  319 999 912 000   ITEM 21B TIMES 6B INCORRECT
   D-                0
   E-  297 499 906 500  319 999 912 000   ITEM 21C LESS 21D INCORRECT
 22 -      125 491 724      116 876 649   TOTAL LINE 22 INCORRECT
 23 -                0
 24 -          587 274                0   ITEM 18 LESS 23 INCORRECT
 25 -      124 904 450      116 876 649   ITEM 22 LESS 24 INCORRECT
 26 -      124 904 450      116 876 649   TOTAL LINE 26 INCORRECT
 27 -


**********************************************************************
```

c. DESCRIPTION:

DATA ELEMENT	DESCRIPTION
PIIN	Procurement Instrument Identification Number - The contract number.
SPIIN	Supplemental Procurement Instrument Identification Number - The delivery order/call number.
PP-REQ-NO	Progress Payment Request Number - The number of the PPR as shown in block 8A of the SF 1443/DD 1195.
US-FMS-IND	United States/Foreign Military Sales Indicator - An A indicates the PPR is for U.S. requirements, a B indicates the PPR is for FMS requirements.
LINE-NO	Line Number - The line number of the SF 1443 or DD 1195.

DATA ELEMENT	DESCRIPTION
INPUT-AMT	Input Amount - The amount for the specific line number that DFAS entered into the MOCAS System.
CALCULATED	Calculated Amount - The amount the system determines should appear on that line. If blank, the system calculated the same as the input amount.
ERROR-MESSAGE-STATUS	If the system calculates a different amount, an error message should display explaining why the calculated amount does not agree with the input amount.

7.2.5.12 UNFM65 - VALIDATION OF PROGRESS PAYMENT REQUEST, CALCULATION OF REQUIRED LIMITATIONS

a. General - UNFM65 is the fourth screen in the Progress Payment validation inquiry. This screen is generated by depressing ENTER on Screen UNFM63 or Screen UNFM64. This screen will always appear. NOTE: SINCE THIS INQUIRY MAY CONSIST OF EIGHT OR MORE SCREENS, TO GO BACK ONE SCREEN USE THE PF4 KEY.

b. SAMPLE SCREEN:

```
**********************************************************************
 UNFM65          VALIDATION OF PROGRESS PAYMENT REQUEST       94 AUG 25
                  CALCULATION OF REQUIRED LIMITATIONS
 CBUD:
 PIIN: N00104 94 C2579   SPIIN:  PP-REQ-NO: 002     US-FMS-IND:  B

 CONT-PRICE: 400 000 000 000     TOTAL-AMT-PREV-PP-REQ: 000 000 000 000

 LIMITATIONS:            CALC-LIMIT  REVISED-LIMIT  ERROR-MESSAGE-STATUS
----------------------------------------------------------------------

P/P LMT-PRICE:        320 000 000 000
P/P LMT-COST:             117 369 658
MAX UNLIQ PP-COST:        117 197 658
MAX UNLIQ PP-PRICE:   319 912 000 000
FAIR VALUE LMT-COST:      149 320 443
FAIR VALUE LMT-PRICE: 319 999 912 000
LOSS-CONT-LMT:        400 473 234 460  400 000 000 000   CONTR IN A LOSS




**********************************************************************
```

c. DESCRIPTION:

DATA ELEMENT	DESCRIPTION
PIIN	Procurement Instrument Identification Number - The contract number.
SPIIN	Supplemental Procurement Instrument Identification Number - The delivery order/call number.
PP-REQ-NO	Progress Payment Request Number - The number of the PPR as shown in block 8A of the SF 1443/DD 1195.
US-FMS-IND	United States/Foreign Military Sales Indicator - An A indicates the PPR is for U.S. requirements, a B indicates the PPR is for FMS requirements.
CONT-PRICE	Contract Price - The obligated amount for either the U.S. or FMS portion of the contract.

DATA ELEMENT	DESCRIPTION
TOTAL-AMT-PREV-PP-REQ	Total Amount of Previous Progress Payments Requested - The total amount for either U.S. or FMS Progress Payments which has been paid to the contractor.
LIMITATIONS	The various limits above which Progress Payments may not be paid.
CALC-LIMIT	Calculated Limitation - The limitation based on the calculated amounts for the various lines of the PPR.
REVISED-LIMIT	Revised Limitation - If payment of the current PPR would cause a limitation to be exceeded, the amount of that limitation will appear in this column.
ERROR-MESSAGE-STATUS	If the system calculates a different amount, an error message should display explaining why the revised limit does not agree with the calculated limit.

7.2.5.13 UNFM66 - VALIDATION OF PROGRESS PAYMENT REQUEST, CONTRACT LOSS CALCULATION

a. GENERAL - UNFM66 is the fifth screen in the progress payment validation inquiry. This screen is generated by depressing ENTER on Screen UNFM65. This screen will only appear if the error message, CONT IN A LOSS appears on Screen UNFM65. NOTE: SINCE THIS INQUIRY MAY CONSIST OF EIGHT OR MORE SCREENS, TO GO BACK ONE SCREEN USE THE PF4 KEY.

b. SAMPLE SCREEN:

```
**********************************************************************
 UNFM66          VALIDATION OF PROGRESS PAYMENT REQUEST      94 AUG 25
                       CONTRACT LOSS CALCULATIONS
 CBUD:
 PIIN: N00104 94 C2579   SPIIN:       PP-REQ-NO: 002     US-FMS-IND:  B

            CONT-PRICE      ITEM-12A-PLUS-12B     LOSS-RATIO
         400 000 000 000    400 473 234 460        .9988

      DATA-ELEMENT-CHANGED                    CALCULATED         REVISED
-------------------------------------------------------------------------------

  9  PAID COST ELIGIBLE DOLLARS:              142 872 133        142 700 687
 10  INCURRED COST ELIGIBLE:                    3 423 678          3 419 570
 11  TOTAL COST ELIGIBLE:                     146 295 811        146 120 257
 12A TOTAL COST INCURRED TO DATE:             147 837 322        147 659 918
   B ESTIMATED ADDITIONAL COST TO CMPLT:  400 325 397 138    399 845 006 662
 13  ITEM 11 MULTIPLIED BY ITEM 6A:           117 036 649        116 896 206
 15  TOTAL DOLLAR AMOUNT:                     117 357 658        117 216 829
 17  LESSER OF ITEM 15 OR ITEM 16:            117 357 658        117 216 829
 19  MAX BALANCE ELIGIBLE FOR PROG PMTS:      125 407 459        117 216 829



**********************************************************************
```

c. DESCRIPTION:

DATA ELEMENT	DESCRIPTION
PIIN	Procurement Instrument Identification Number - The contract number.
SPIIN	Supplemental Procurement Instrument Identification Number - The delivery order/call number.
PP-REQ-NO	Progress Payment Request Number - The number of the PPR as shown in block 8A of the SF 1443/DD 1195.
US-FMS-IND	United States/Foreign Military Sales Indicator - An A indicates the PPR is for U.S. requirements, a B indicates the PPR is for FMS requirements.
CONT-PRICE	Contract Price - The obligated amount for either the U.S. or FMS portion of the contract.

DATA ELEMENT	DESCRIPTION
ITEM-12A-PLUS-12B	The total costs which the contractor expects to have incurred by the end of the contract.
LOSS-RATIO	The ratio which applies to the loss. It is calculated by dividing ITEM-12A-PLUS-12B into the CONT-PRICE.
DATA-ELEMENT-CHANGED	The line items on form SF 1443 or DD 1195 which are used in figuring the loss calculation.
CALCULATED	The calculated amount for the line except lines 19 and 26 which show the actual amount the contractor requested.
REVISED	The revised amount obtained by applying the loss ratio to the calculated amount.

7.2.5.14 UNFM67 - VALIDATION OF PROGRESS PAYMENT REQUEST, CONTRACT LOSS CALCULATION CONT

a. GENERAL - UNFM67 is the sixth screen in the Progress Payment validation inquiry. This screen is generated by depressing ENTER on Screen UNFM66. This screen will only appear if section III of the PPR was completed by the contractor. NOTE: SINCE THIS INQUIRY MAY CONSIST OF EIGHT OR MORE SCREENS, TO GO BACK ONE SCREEN USE THE PF4 KEY.

b. SAMPLE SCREEN:

```
**********************************************************************
 UNFM67       VALIDATION OF PROGRESS PAYMENT REQUEST         94 AUG 25
                         CONTRACT LOSS CALCULATIONS CONT
 CBUD:

 PIIN: N00104 94 C2579   SPIIN:      PP-REQ-NO: 002     US-FMS-IND:  B

 DATA-ELEMENT-CHANGED                        CALCULATED      REVISED
----------------------------------------------------------------------

 20A COST OF ITEMS DEL/INV/ACCEPTED:            200 000        199 760
   B COST OF ITEMS NOT DEL/INV/ACCEPTED:    146 095 811    145 920 497
   C ITEM 20B MULTIPLIED BY ITEM 6A:        116 876 649    116 736 398
   E LIMITATION A(3)(I):                    116 876 649    116 736 398
 22  MAXIMUM UNLIQUIDATED PROG PAYMENTS:    116 876 649    116 736 398
 25  MAXIMUM PERMISSIBLE PROG PAYMENTS:     116 876 649    116 736 398
 26  AMOUNT OF CURR INVOICE FOR PROG PMNTS  124 904 450    116 736 398



**********************************************************************
```

c. DESCRIPTION:

DATA ELEMENT	DESCRIPTION
PIIN	Procurement Instrument Identification Number - The contract number.
SPIIN	Supplemental Procurement Instrument Identification Number - The delivery order/call number.
PP-REQ-NO	Progress Payment Request Number - The number of the PPR as shown in block 8A of the SF 1443/DD 1195.
US-FMS-IND	United States/Foreign Military Sales Indicator - An A indicates the PPR is for U.S. requirements, a B indicates the PPR is for FMS requirements.
CONT-PRICE	Contract Price - The obligated amount for either the U.S. or FMS portion of the contract.
ITEM-12A-PLUS-12B	The total costs which the contractor expects to have incurred by the end of the contract.

DATA ELEMENT	DESCRIPTION
LOSS-RATIO	The ratio which applies to the loss. It is calculated by dividing ITEM-12A-PLUS-12B into the CONT-PRICE.
DATA-ELEMENT-CHANGED	The line items on form SF 1443 or DD 1195 which are used in figuring the loss calculation.
CALCULATED	The calculated amount for the line except lines 19 and 26 which show the actual amount the contractor requested.
REVISED	The revised amount obtained by applying the loss ratio to the calculated amount.

7.2.5.15 UNFM68 - VALIDATION OF PROGRESS PAYMENT REQUEST, COUNTRY CODE DISTRIBUTION FOR FMS REQUIREMENTs

a. GENERAL - UNFM68 is the seventh screen in the Progress Payment validation inquiry. This screen is generated by depressing ENTER on Screen UNFM65, UNFM66, or UNFM67. This screen will only appear if the PPR is for FMS requirements and the contractor included the distribution schedule with the PPR. This screen may appear multiple times until all country codes have been shown. NOTE: SINCE THIS INQUIRY MAY CONSIST OF EIGHT OR MORE SCREENS, TO GO BACK ONE SCREEN USE THE PF4 KEY.

b. SAMPLE SCREEN:

```
**********************************************************************
 UNFM68        VALIDATION OF PROGRESS PAYMENT REQUEST         94 AUG 25
          COUNTRY CODE DISTRIBUTION FOR FMS REQUIREMENTS
 CBUD:

 PIIN: N00104 94 C2579   SPIIN:      PP-REQ-NO: 002     US-FMS-IND:  B

 COUNTRY-CODE: IS   AMT-PROVIDED:          904 450     ACRN: AA
   COUNTRY-CODE-ULO      COUNTRY-CODE-WIP     CALC-LIMIT-BY-COUNTRY-CODE
   200 000 000 000.00              0.00         160 000 000 000.00


 COUNTRY-CODE: UK   AMT-PROVIDED:      124 000 000     ACRN: **
   COUNTRY-CODE-ULO     COUNTRY-CODE-WIP     CALC-LIMIT-BY-COUNTRY-CODE
   200 000 000 000.00         0.00              160 000 000 000.00


 TOTALS:    PP-REQ-AMT-FMS:     124 904 450
      FMS-ULO           FMS-PP-BALANCE              FMS-CALC-LIMIT
  400 000 000 000.00                0.00         320 000 000 000.00



**********************************************************************
```

c. DESCRIPTION:

DATA ELEMENT	DESCRIPTION
PIIN	Procurement Instrument Identification Number - The contract number.
SPIIN	Supplemental Procurement Instrument Identification Number - The delivery order/call number.
PP-REQ-NO	Progress Payment Request Number - The number of the PPR as shown in block 8A of the SF 1443/DD 1195.
US-FMS-IND	United States/Foreign Military Sales Indicator - An A indicates the PPR is for U.S. requirements, a B indicates the PPR is for FMS requirements.
COUNTRY-CODE	A two-digit code that identifies the country for whom the supplies or services are being purchased.

DATA ELEMENT	DESCRIPTION
AMT-PROVIDED	Amount Provided - The amount of the Progress Payment which the contractor has requested which applies to a specific country code.
ACRN	Accounting Classification Reference Number - A two-digit code which identifies a long line accounting appropriation. ** means that more than one ACRN applies to the specific country code.
COUNTRY-CODE-ULO	Country Code Unliquidated Obligation - The amount of the unliquidated obligation (funds not yet expended) that applies to a specific country code.
COUNTRY-CODE-WIP	Country Code Work-in-Progress Balance - The portion of the unliquidated Progress Payments which applies to a specific country code.
CALC-LIMIT-BY-COUNTRY-CODE	Calculated Limitation by Country Code - The limitation above which Progress Payments may not be paid for a specific country code.
PP-REQ-AMT-FMS	Progress Payment Request Amount FMS - The amount of the PPR. It should match the amount shown on line 19 or 26.
FMS-ULO	Foreign Military Sales Unliquidated Obligation - The portion of the ULO which applies to the country codes shown above.
FMS-PP-BALANCE	Foreign Military Sales Progress Payment Balance - The total of the country code PP balances.
FMS-CALC-LIMIT	Foreign Military Sales Calculated Limitation - The total of the Country Code PP Calculated Limits.

7.2.5.16 UNFM69 - VALIDATION OF PROGRESS PAYMENT REQUEST

a. GENERAL - UNFM69 is the eighth and final screen in the Progress Payment validation inquiry. This screen is accessed by depressing ENTER on Screen UNFM65, UNFM66, UNFM67, or UNFM68. This screen will only appear if the PPR has some general errors. NOTE: SINCE THIS INQUIRY MAY CONSIST OF EIGHT OR MORE SCREENS, TO GO BACK ONE SCREEN USE THE PF4 KEY.

b. SAMPLE SCREEN:

```
**********************************************************************
 UNFM69          VALIDATION OF PROGRESS PAYMENT REQUEST
 CBUD:

 PIIN: N00104 94 C2579   SPIIN:     PP-REQ-NO: 002     US-FMS-IND:  B

 GENERAL-ERROR-MESSAGE:
----------------------------------------------------------------------

 CONTRACT IN REDUCTION OF P/P STATUS









**********************************************************************
```

c. DESCRIPTION:

DATA ELEMENT	DESCRIPTION
PIIN	Procurement Instrument Identification Number - The contract number.
SPIIN	Supplemental Procurement Instrument Identification Number - The delivery order/call number.
PP-REQ-NO	Progress Payment Request Number - The number of the PPR as shown in block 8A of the SF 1443/DD 1195.
US-FMS-IND	United States/Foreign Military Sales Indicator - An A indicates the PPR is for U.S. requirements, a B indicates the PPR is for FMS requirements.
GENERAL-ERROR-MESSAGE	A message that applies to the entire PPR rather than to a specific line or limitation.

7.2.5.17 UNFM70 - PROGRESS PAYMENT MASTER INQUIRY BY PIIN

a. GENERAL - Screen UNFM70, Progress Payment Master Inquiry shows the data on the Progress Payment Master.

b. SAMPLE SCREEN:

```
**********************************************************************
 UNFM70         PROGRESS PAYMENT MASTER INQUIRY BY PIIN       94 AUG 25
 CBUD:

   PIIN:  SP0700 94 C3478      SPIIN:            CAGE:  12345
   CNTRCTR-NAME:  TRW INC.           CAO-ORG-CODE: GB    ACO-CODE: GEE

   SR-CODE:  1     REVIEW-DATE:  95 JUN 01  DATE-REVIEW-COMPLT:
   FIRST-ARTICLE-DOLLAR-LIMIT:  3478                  FIRST-ART-ACCPT:


   RED-CD-US:                              RED-CD-FMS:
   STOP-PAY-US:                            STOP-PAY-FMS:
   PREV-PP-REQ-NO-US:           001        PREV-PP-REQ-NO-FMS:
   CUM-PP-PAID-US:             1000        CUM-PP-PAID-FMS:
   ALT-LIQ-RATE-US:                        ALT-LIQ-RATE-FMS:
   PERCENT-PROFIT:                         SYSTEM-REVIEW-INDICATOR:    Y




**********************************************************************
```

c. DESCRIPTION:

DATA ELEMENT	DESCRIPTION
PIIN	Procurement Instrument Identification Number - The Contract Number.
SPIIN	Supplemental Procurement Instrument Identification Number - The call/delivery order number.
CAGE	Commercial and Government Entity - The code that uniquely identifies a contractor.
CNTRCTR-NAME	Contractor Name - The name of the contractor.
CAO-ORG-CODE	Contract Administration Office Organization Code - The code which identifies the contract administration office.
ACO-CODE	Administrative Contracting Officer Code - The code which identifies the ACO assigned to the contract.

DATA ELEMENT	DESCRIPTION
SR-CODE	Status Review Code - The code that identifies how often a periodic review will be performed on a contract. 1 = yearly, 2 = twice a year, and 3 = quarterly.
REVIEW-DATE	The date the periodic review is scheduled to be performed.
DATE-REVIEW-COMPLT	Date Review Complete - The date the last periodic review was completed.
FIRST-ARTICLE-DOLLAR-LIMIT	The dollar limit above which a Progress Payment will not be paid until the first article test is approved.
FIRST-ART-ACCPT	First Article Acceptance - This is a code which indicates that the first article test has been accepted. An E indicates acceptance.
RED-CD-US	Reduction Code U.S. - A code of R indicates that the ACO intends to reduce the Progress Payments against U.S. requirements. The R code will stop the Progress Payment from paying automatically. This code is automatically generated when the contract moves to section 2 or a date review complete has not been entered into the system within 60 days of the review date.
RED-CD-FMS	Reduction Code FMS - A code of R indicates that the ACO intends to reduce the Progress Payments against FMS requirements. The R code will stop the Progress Payment from paying automatically. This code is automatically generated when the contract moves to section 2 or a date review complete has not been entered into the system within 60 days of the review date.
STOP-PAY-US	A code of S indicates that the ACO wishes all U.S. Progress Payments against this contract stopped.
STOP-PAY-FMS	A code of S indicates that the ACO wishes all FMS Progress Payments against this contract stopped.
PREV-PP-REQ-NO-US	Previous Progress Payment Request Number U.S. - The progress payment number of the last U.S. Progress Payment paid.
PREV-PP-REQ-NO-FMS	Previous Progress Payment Request Number FMS - The Progress Payment number of the last FMS Progress Payment paid.
CUM-PP-PAID-US	Cumulative Progress Payments Paid U.S. - The cumulative dollar amount of U.S. Progress Payments paid.

DATA ELEMENT	DESCRIPTION
CUM-PP-PAID-FMS	Cumulative Progress Payments Paid FMS - The cumulative dollar amount of FMS Progress Payments paid.
ALT-LIQ-RATE-US	Alternate Liquidation Rate U.S. - The alternate liquidation rate approved by the ACO in accordance with FAR 32.503-9 for U.S. requirements.
ALT-LIQ-RATE-FMS	Alternate Liquidation Rate FMS - The alternate liquidation rate approved by the ACO in accordance with FAR 32.503-9 for FMS requirements.
PERCENT-PROFIT	Profit Percentage - The profit percentage used in determining the alternate liquidation rate(s).
SYSTEM-REVIEW-INDICATOR	A value of Y means that the contract is on I periodic system review. A value of blank means it is not on a periodic system review.

7.2.5.18 UNFM71 - PROGRESS PAYMENT MASTER INQUIRY COUNTRY CODE TOTALS

a. GENERAL - Screen UNFM71 will automatically be displayed when ENTER is depressed on Screen UNFM70 if a PPR has been paid.

b. SAMPLE SCREEN:

```
**********************************************************************
 UNFM71          PROGRESS PAYMENT MASTER INQUIRY              94 AUG 25
                       COUNTRY CODE TOTALS
 CBUD:
   PIIN:  N00104 93 G9372    SPIIN:    0001
----------------------------------------------------------------------
 SUB RECORD

  COUNTRY-CODE   PP-CUM-TO-DATE           COUNTRY-CODE   PP-CUM-TO-DATE
      US               7 926 387               IS          6 194 398 211
      UK                  2 000

**********************************************************************
```

c. DESCRIPTION:

DATA ELEMENT	DESCRIPTION
PIIN	Procurement Instrument Identification Number - The contract number.
SPIIN	Supplemental Procurement Instrument Identification Number - The delivery order/call number.
COUNTRY-CODE	The country code applicable to the FMS payment. If the funds are U.S. funds, U.S. will be displayed in this field.
PP-CUM-TO-DATE	Cumulative Amount of Progress Payments Paid to Date - The total amount paid in Progress Payments for the specific country code.

7.2.5.19 UNFM72 - PROGRESS PAYMENT REQUESTS REJECTED TO ACO

a. GENERAL - UNFM72 contains all PPRs which have been returned to the ACO for action. They will remain on this screen until they are either paid or the ACO returns the PPR to the contractor. This screen may be accessed via Function C on Screen UNFM61 which resides in the YCPM library or it may be accessed via Function C on Screen UNFM73 which resides in the YCA1 library.

b. SAMPLE SCREEN:

```
***************************************************************************
 UNFM72       PROGRESS PAYMENT REQUESTS REJECTED TO ACO       94 08 25
 CBUD:                                                ACO-CODE:  GEE

CNTRCTR-NAME        PIIN      SPIIN  PP-REQ-NO US-FMS EDI DT-REJ-TO-ACO
-----------------------------------------------------------------------------
SUNSTRAND AVIATION  N00383 94 C3789         001   A   Y   94 JUN 03
BOEING DEFENSE & S  F34605 94 G3974  0028   021   B       94 JUN 05
BOEING DEFENSE & S  F34605 94 G3974  1034   002   A       94 JUN 03




***************************************************************************
```

c. DESCRIPTION:

DATA ELEMENT	DESCRIPTION
ACO-CODE	Administrative Contracting Officer Code - The code which identifies the ACO.
CNTRCTR-NAME	Contractor Name - The company name.
PIIN	Procurement Instrument Identification Number - The contract number.
SPIIN	Supplemental Procurement Instrument Identification Number - The delivery order/call number.
PP-REQ-NO	Progress Payment Request Number - The number of the PPR as shown in block 8A of the SF 1443/DD 1195.
US-FMS-IND DESCRIPTION	United States/Foreign Military Sales Indicator - An A indicates the PPR is for U.S. requirements, a B indicates the PPR is for FMS requirements.
EDI	***ELECTRONIC DATA INTERCHANGE (1A) - The indicator will have either a Y for an EDI submitted Progress Payment or a blank if not an EDI Progress Payment.***
DT-REJ-TO-ACO	Date Rejected to the Administrative ontracting Officer - The date the PPR was A coded by DFAS.

7.2.5.20 UNFM74 - ACO PERIODIC REVIEW ALERT

a. GENERAL - When Function E is selected from the progress payment inquiry menu, Screen UNFM61 and Screen UNFM74 is displayed. This screen replaces the current UYFM03 Report. This screen may also be accessed from Screen UNFM73 which resides in the YCA1 library. Each day the ACO should look to see if there are any periodic review alerts issued. The alert is displayed based on ACO/CAGE. Each CAGE is displayed on a separate screen. You should continue to depress ENTER until you receive a message informing you that there is no more data. The purpose of this screen is to alert the ACO that a periodic review needs to be performed. It is generated based on either the review date the ACO entered into the progress payment master or the SR Code the ACO entered. Only contracts in section 1 of the CAR will appear on this screen since a review is not required if the contract is not active. There are six messages that can appear on this screen. They are detailed below.

b. SAMPLE SCREEN:

```
**********************************************************************
UNFM74                    ACO PERIODIC REVIEW ALERT           94 08 25
 CBUD:

   ACO-CODE: WQ1  CAGE: 348792  CNTRCTR-NAME: TRW INC.

   PIIN: DAAE07 93 C3456     SPIIN:         DATE-OF-ALERT: 94 AUG 25
   REVIEW-DATE: 94 JUL 05  SR-CODE: 2       SYSTEM-REVIEW-INDICATOR:

   60 DAYS PAST REVIEW DATE, PAYMENT STOP TOMORROW

   PIIN: SP0700 94 G9378  SPIIN: 1111    DATE-OF-ALERT: 94 AUG 25
   REVIEW-DATE: 94 AUG 25  SR-CODE: 1     SYSTEM-REVIEW-INDICATOR: Y

   INITIAL REVIEW ALERT, PROGRESS PAYMENT REVIEW REQUIRED


   PIIN: SP0700 94 G9378   SPIIN: 1112    DATE-OF-ALERT: 94 AUG 25
   REVIEW-DATE: 94 AUG 25  SR-CODE: 1     SYSTEM-REVIEW-INDICATOR: Y

   INITIAL REVIEW ALERT, PROGRESS PAYMENT REVIEW REQUIRED



**********************************************************************
```

c. DESCRIPTION:

DATA ELEMENT	DESCRIPTION
ACO-CODE	Administrative Contracting Officer Code - The code which identifies the Administrative Contracting Officer.
CAGE	Commercial and Government Entity - The code which uniquely identifies a contractor.
CNTRCTR-NAME	Contractor Name - The name of the contractor.

DATA ELEMENT	DESCRIPTION
PIIN	Procurement Instrument Identification Number - The contract number.
SPIIN	Supplement Procurement Instrument Identification Number - The call/delivery order.
DATE-OF-ALERT	The date the review alert was issued.
REVIEW-DATE	The date the periodic review is scheduled to be performed.
SR-CODE	Status Review Code - The code which indicates how often a periodic review should be performed. 1 = yearly, 2 = twice a year, and 3 = quarterly.
SYSTEM-REVIEW-INDICATOR	A Y means that the contractor is on a periodic system review.

The following messages may appear on this screen:

INITIAL REVIEW ALERT, PROGRESS PAYMENT REVIEW REQUIRED
15 DAYS PAST REVIEW DATE, 46 DAYS UNTIL PAYMENTS STOP
30 DAYS PAST REVIEW DATE, 31 DAYS UNTIL PAYMENTS STOP
45 DAYS PAST REVIEW DATE, 16 DAYS UNTIL PAYMENTS STOP
60 DAYS PAST REVIEW DATE, PAYMENTS STOP TOMORROW
61 DAYS PAST REVIEW DATE. AUTO PAYMENTS STOPPED, FINAL ALERT

On the 61st day the system will automatically place the R reduction code in the U.S. and FMS fields of the Progress Payment Master. The ACO can override the reduction code. The ACO can stop the messages by inputting a Date Review Complete on the Progress Payment Master.

7.2.5.21 UNFM79 - PROGRESS PAYMENTS PAID - SUMMARY FUND STATUS

a. GENERAL - UNFM79 is accessed by entering Function D on Screen UNFM61, Progress Payment Inquiry Menu and entering either ACO-CODE or PIIN/SPIIN/PP-REQ-NO/FMS IND. You may view any payment that was made in the last 32 days by entering a beginning and ending date. NOTE: THIS INFORMATION WILL CONTINUE TO BE AUTOMATICALLY GENERATED IN A REPORT FORMAT. REPORT UNFM320A WILL GENERATE WHENEVER A PROGRESS PAYMENT REQUEST IS PAID.

b. SAMPLE SCREEN:

```
**********************************************************************
 UNFM79        PROGRESS PAYMENTS PAID - SUMMARY FUND STATUS    94 08 25
 CBUD:

 CAGE:  21205  CAO-ORG-CODE:  LB   ACO-CODE:  CC4  BUS-CD:  C
 CNTRCTR-NAME:  OPTIC-ELECTRONIC CORP.  DATE-PAID:  94 JUN 03
 PIIN:  N00104 94 C 5359    SPIIN:      PP-REQ-NO:  001   US-FMS-IND:  B

----------------------------------------------------------------------

 CURRENT-FUND-STATUS          U.S.                     FMS

 CONTRACT-OBLIGATION:             338 382              210 240
 ULO:                             338 382              210 240
 UNLIQUIDATED-PP:                      00               38 062CR
 PP-REMAINING:                    304 543              171 967
 CUMULATIVE-PP-PAID:                   00               38 067



**********************************************************************
```

c. DESCRIPTION:

DATA ELEMENT	DESCRIPTION
CAGE	Commercial and Government Entity - The five-position code which identifies the contractor.
CAO-ORG-CODE	Contract Administration Office Organization Code - The two-position code which identifies the Contract Administration Office.
ACO-CODE	Administrative Contracting Officer Code - The three-position code which uniquely identifies a particular ACO.
BUS-CD	Business Code - The one position MILSCAP code which identifies the type of business. For example, C is large business. See appendix A6 of DoD 4000.25-5-M for a list of valid codes.

DATA ELEMENT	DESCRIPTION
CNTRCTR-NAME	Contractor Name - The company name.
DATE-PAID	The date the PPR was paid.
PIIN	Procurement Instrument Identification Number - The contract number.
SPIIN	Supplemental Procurement Instrument Identification Number - The delivery order/call number.
PP-REQ-NO	Progress Payment Request Number - The number of the PPR as shown in block 8A of the SF 1443/DD 1195.
US-FMS-IND	United States/Foreign Military Sales Indicator - An A indicates the PPR is for U.S. requirements, a B indicates the PPR is for FMS requirements.

NOTE: All fields shown below are for either U.S. Funds or FMS Funds.

CONTRACT-OBLIGATION	The total obligation of the contract excluding any amount paid by another disbursing office.
ULO	Unliquidated Obligation - The amount of money remaining on the contract which has not been disbursed.
UNLIQUIDATED-PP	Unliquidated Progress Payments - The amount of money disbursed via Progress Payments which has not yet been recouped.
PP-REMAINING	Progress Payments Remaining - The amount of Progress Payments up to the Progress Payment ceiling which may yet be disbursed.
CUMULATIVE-PP-PAID	Cumulative Progress Payments Paid - Total Progress Payments paid to date.

7.2.5.22 UNFM80 - PROGRESS PAYMENTS PAID - COUNTRY CODE DATA

a. GENERAL - UNFM80 is accessed by depressing ENTER on Screen UNFM79.

b. SAMPLE SCREEN:

```
**********************************************************************
 UNFM80       PROGRESS PAYMENTS PAID - COUNTRY CODE DATA       94 08 25
 CBUD:
 CAGE:  21205  CAO-ORG-CODE:  LB   ACO-CODE:  CC4  BUS-CD:  C
 CNTRCTR-NAME:  OPTIC-ELECTRONIC CORP.        DATE-PAID:  94 JUN 03
 PIIN: N00104 94 C 5359   SPIIN:          PP-REQ-NO: 001   US-FMS-IND: B

 COUNTRY-CODE:  JA
 AMOUNT-PAID:           38 062     CUM-PP-PAID-CC:              38 062
 CNTR-OBL-CC:          210 240     ULO-CC:                     210 240
 UNLIQ-PP-CC:           38 062CR   PP-REMAINING-CC:            130 130

 COUNTRY-CODE:  CN
 AMOUNT-PAID:           10 000     CUM-PP-PAID-CC:           10 000
 CNTR-OBL-CC:          100 000     ULO-CC:                  100 000
 UNLIQ-PP-CC:           10 000CR   PP-REMAINING-CC:          70 000

 COUNTRY-CODE:
 AMOUNT-PAID:                                CUM-PP-PAID-CC:
 CNTR-OBL-CC:                                ULO-CC:
 UNLIQ-PP-CC:                                PP-REMAINING-CC:



**********************************************************************
```

c. DESCRIPTION:

DATA ELEMENT	DESCRIPTION
CAGE	Commercial and Government Entity - The five-position code which identifies the contractor.
CAO-ORG-CODE	Contract Administration Office Organization Code - The two position code which identifies the Contract Administration Office.
ACO-CODE	Administrative Contracting Officer Code - The three-position code which uniquely identifies a particular ACO.
BUS-CD	Business Code - The one position MILSCAP code which identifies the type of business. For example C is large business. See appendix A6 of DoD 4000.25-5-M for a list of valid codes.
CNTRCTR-NAME	Contractor Name - The company name.

DATA ELEMENT	DESCRIPTION
DATE-PAID	The date the PPR was paid.
PIIN	Procurement Instrument Identification Number - The contract number.
SPIIN	Supplemental Procurement Instrument Identification Number - The delivery order/call number.
PP-REQ-NO	Progress Payment Request Number - The number of the PPR as shown in block 8A of the SF 1443/DD 1195.
US-FMS-IND	United States/Foreign Military Sales Indicator - An A indicates the PPR is for U.S. requirements, a B indicates the PPR is for FMS requirements.
COUNTRY-CODE	The country code to which the disbursement applies. If the disbursement was for U.S. funds, U.S. will be shown here.
AMOUNT-PAID	The dollar amount disbursed to the contractor for the country code shown.
CUM-PP-PAID-CC	Cumulative Progress Payments Paid by Country Code - Total Progress Payments paid to date for the country code shown.
CNTR-OBL-CC	Contract Obligation by Country Code - The total obligation of the contract for the country code shown.
ULO-CC	Unliquidated Obligation by Country Code - The amount of money remaining on the contract which has not been disbursed for the country code shown.
UNLIQ-PP-CC	Unliquidated Progress Payments by Country Code - The amount of money disbursed via Progress Payments which has not yet been recouped for the country code shown.
PP-REMAINING-CC	Progress Payments Remaining by Country Code - The amount of Progress Payments up to the Progress Payment ceiling which may yet be disbursed for the country code shown. This is calculated by multiplying the CONTRACT-OBL-CC by the Progress Payment Rate and subtracting the CUM-PP-PAID-CC.

7.2.5.23 UNFM86 - PAID PROGRESS PAYMENT SUMMARY

a. GENERAL - This screen summarizes the paid Progress Payments. It is accessed by entering an F in the function field on Screen UNFM61, Progress Payment Inquiry Menu. It can be accessed either by ACO-CODE or CAO-ORG-CODE and a beginning and ending date. A paid PPR will be no longer be displayed when the date paid is more than 32 days ago.

b. SAMPLE SCREEN:

```
**********************************************************************
UNFM86                PAID PROGRESS PAYMENT SUMMARY            95 01 19
CBUD:                                                  CAO-ORG-CODE:  GB

ACO- CNTRCTR-     PIIN       SPIIN PP-REQ- US-FMS DATE-PAID AMOUNT-PAID
CODE   NAME                          NO    IND

GE1 SUNDSTRA F34601 91 G7710 SA2Y  001A    A   94 SEP 27 999 999 999 999 ***********************************************************************
```

c. DESCRIPTION:

DATA ELEMENT	DESCRIPTION
CAO-ORG-CODE	Contract Administration Office Organization Code - The two-position code which identifies the Contract Administration Office.
ACO-CODE	Administrative Contracting Officer Code - The three-position code which uniquely identifies a particular ACO.
CNTRCTR-NAME	Contractor Name - The company name.
PIIN	Procurement Instrument Identification Number - The contract number.
SPIIN	Supplemental Procurement Instrument Identification Number - The delivery order/call number.
PP-REQ-NO	Progress Payment Request Number - The number of the PPR as shown in block 8A of the SF 1443/DD 1195.
US-FMS-IND	United States/Foreign Military Sales Indicator - An A indicates the PPR is for U.S. requirements, a B indicates the PPR is for FMS requirements.
DATE-PAID	The date the PPR was paid.
AMOUNT-PAID	The dollar amount disbursed to the contractor.

7.2.5.24 UNFM87 - PROGRESS PAYMENT MASTER INQUIRY BY CAGE

a. GENERAL - Screen UNFM87, Progress Payment Master Inquiry by CAGE, provides a list of Progress Payment Masters in the system for a specific CAGE. It is displayed when Function G and the appropriate CAGE are entered on Screen UNFM61, Progress Payment Inquiry Menu. Each occurrence of this screen will provide a running total of the cumulative progress payments paid US and FMS. NOTE: To back up one screen use the PF4 key.

b. SAMPLE SCREEN:

```
**********************************************************************
UNFM87    PROGRESS PAYMENT MASTER INQUIRY BY CAGE    PAGE 1   95 01 19
CBUD:                                                   CAGE:  99167

PIIN      SPIIN       SYSTEM- RED-CD- RED-CD- CUM-PP-PAID-US CUM-PP-PAID-FMS
                      REVIEW-   US      FMS
                     INDICATOR
F34601 91 G7710 BS10     Y      R       R         531 721 825         0
F34601 91 G7710 BS22     Y      R       R                   0   273 621



**********************************************************************
```

c. DESCRIPTION:

DATA ELEMENT	DESCRIPTION
CAGE	Commercial and Government Entity - The code that uniquely identifies a contractor.
PIIN	Procurement Instrument Identification Number - The Contract Number.
SPIIN	Supplemental Procurement Instrument Identification Number - The call/delivery order number.
SYSTEM-REVIEW-INDICATOR	A value of Y means that the contract is on a periodic system review. A value of blank means it is not on a periodic system review.
RED-CD-US	Reduction Code US - A code of an R indicates that the ACO intends to reduce the Progress Payments against U.S. requirements. The R Code will stop the Progress Payment from paying automatically. (See subparagraph 3.2.4.1(b)(2) for conditions when this code is system generated.)

DATA ELEMENT	DESCRIPTION
RED-CD-FMS	Reduction Code FMS - A code of an R indicates that the ACO intends to reduce the Progress Payments against FMS requirements. The R Code will stop the Progress Payment from paying automatically. (See subparagraph 3.2.4.1(b)(2) for conditions when this code is system generated.)
CUM-PP-PAID-US	Cumulative Progress Payments Paid U.S. - The cumulative dollar amount of U.S. Progress Payments paid.
CUM-PP-PAID-FMS	Cumulative Progress Payments Paid FMS - The cumulative dollar amount of FMS Progress Payments paid.

7.2.5.25 UNFM90 - PROGRESS PAYMENTS RETURNED TO CONTRACTOR

a. GENERAL - Screen UNFM90 is accessed by entering function H on Screen UNFM61, the Progress Payment Inquiry Menu. It will display all progress payment requests that have been returned to the contractor in the last 32 days.

b. SAMPLE SCREEN:

```
**********************************************************************
UNFM90        PROGRESS PAYMENT RETURNED TO CONTRACTOR         95 01 19
CBUD:                                   CAO-ORG-CODE:  YL

ACO-  CNTRCTR     PIIN     SPIIN PP-REQ-  US-FMS-  ADPE-   DT-RET-BY-ACO
CODE                               NO      IND      NO
---------------------------------------------------------------------
GLB  MCDONNE N00383 94 C1234       001      A      129876      95 JAN 30
GLB  MCDONNE F33657 89 G2000 0001  334B     B      129893      95 JAN 13
```

****

c. DESCRIPTION:

DATA ELEMENT	DESCRIPTION
ACO-CODE	Administrative Contracting Officer Code - The code which uniquely identifies a particular administrative contracting officer.
CNTRCTR	Contractor - The company name.
PIIN	Procurement Instrument Identification Number - The contract number.
SPIIN	Supplemental Procurement Instrument Identification Number - The call/delivery order number.
PP-REQ-NO	Progress Payment Request Number - The number that applies to a particular PPR.
US-FMS-IND	United States Foreign Military Sales Indiciator - An A indicates the PPR applies to US requirements, a B indicates the PPR applies to FMS requirements.
ADPE-NO	Automatice Data Processing Equipment Number - The number which uniquely identifies a particular occurance of an invoice.
DT-RET-BY-ACO	Date Returned by ACO - The date the Administrative Contracting Officer returned the PPR to the contractor for correction or received hard copy reports of the validation or periodic review alert

information.

CHAPTER 3 CONTRACT PAYMENT NOTICE (CPN)

7.3.1 GENERAL

7.3.1.1 PURPOSE OF THE USERS MANUAL

a. The purpose of this chapter is to provide guidance to the user on how to effectively use the Contract Payment Notice online subsystem.

b. This manual is organized in accordance with DOD STD 7935A, DOD Automated Information Systems (AIS) Documentation Standards. Its maintenance rests solely with DSDC-A.

7.3.1.2 PURPOSE OF CONTRACT PAYMENT NOTICES

The purpose of Contract Payment Notices (CPN) is to provide for the preparation of detail payment/collection data (pertaining to funds cited on contracts) and for its transmission to a designated CPN recipient.

7.3.1.3 PROJECT REFERENCES

PROJECT TITLE:	Contract Payment and Reporting Segmentation 1 (CPR)
PROJECT SPONSOR:	DFAS-CO
PROJECT USER:	Defense Finance and Accounting Service
OPERATING CENTERS:	Defense Finance and Accounting Service, Columbus, Ohio
REFERENCE:	Military Standard Contract Administration Procedures Manual (MILSCAP), DoD 4000.25-5-M, June 1987

7.3.1.4 BACKGROUND INFORMATION

a. The Contract Payment Notice (CPN) is one of the standard proce-dures prescribed by MILSCAP, (Military Standard Contract Administration Procedures - DoD 4000.25-5-M).

b. As payments/collections are made, a separate CPN will be generated for each contract and accounting classification. The information to be included in the CPN, contract identity, accounting classification, voucher number, amount paid, etc, makes it necessary to divide the data into segments with a separate record format for each segment. Each notice will consist of two or more records depending on the amount of data required to report the transaction fully. The record formats which can make up a CPN are:

(1) PV1 - Accounting Classification Header Record.

(2) PV2 - Disbursement/Collection Record.

(3) PV3 - Deduction Record.

(4) PV4 - Variance Record.

(5) PV5 - Line Item Report Record.

c. Up until the development of this module, a list of all transmitted Contract Payment Notices, Daily CPN Listing - Report UYFE02, produced from automatic and manual payments, has been produced daily. Trans-mission of CPNs is made automatically by the system, and adjustments and corrections to the same are not possible prior to transmission.

7.3.1.5 TERMS AND ABBREVIATIONS

TERMS/ABBREVIATIONS	DEFINITION
CPN	Contract Payment Notice
CPN Creation Date	Voucher Date
CPN Recipient	Identity code of the accounting point to which the CPN is being sent.
DI	Document Identifier
DSSN	Disbursing Station Symbol Number - the coded identity of the disbursing officer.
Out-of-Balance	CPN set does not balance; cannot be trans-mitted.
PV1	DI for the Accounting Classification Record.
PV2	DI for the Disbursement/Collection Record.
PV3	DI for the Deduction Record.
PV4	DI for the Variance Record.
PV5	DI for the Line Item Report Record.
Released for Transmission	A date's CPN are marked for that night's batch program to transmit the CPN sets to their CPN recipients. CPNs are released for transmission through online screen UNAB20 - See section 7.3.3.2.10 of this chapter.

Unroutable CPN	The CPN cannot be properly routed due to one of three reasons: Accounting station entered in PV1 does not match an entry in the Accounting Station/CPN Recipient TB0092, CPN recipient is not in the Address Master File, or CPN recipient does not have a COMMRI Code in the Address File.

7.3.1.6 SECURITY AND PRIVACY

The system will determine security based on the user's sign-on code (RGS-CODE).

7.3.2 SYSTEM SUMMARY

7.3.2.1 GENERAL DESCRIPTION OF THE ONLINE SYSTEM

The Contract Payment Notice (CPN) subsystem is designed to update CPN sets before disbursement/collection data produced during the batch cycle is transmitted to the different CPN recipients. A CPN set will be uniquely identified through a common PIIN/SPIIN, ACRN, Voucher Number, and CPN Creation Date. The following screens will be available through the online system:

a. CONTRACT PAYMENT NOTICE MENU (Screen UNAB10) - User can access the different functions (A, B, C, D, or E) available in the CPN module.

(1) FUNCTION A: CREATION OF NEW CPN SETS (Screens UNAB11-14) - User can enter as many new CPN sets as needed for a specific date (date must already reside in the system from the DISB/COLL information collected in the batch cycle, reported in Reports UNAB620A, B, and D).

(2) FUNCTION B: CORRECTION OF EXISTING CPN SETS (Screens UNAB16-19) - Any CPN set created during the batch cycle or through the online system can be corrected through the correction screens. e User can add, correct or dele PV records of existing CPN sets by using Action Code A, C, or D respectively.

(3) FUNCTION C: DELETION OF A CPN SET (Screen UNAB10) - User can delete any existing CPN set in the system, as long as the CPN set has not been transmitted.

(4) FUNCTION D: CPN TRANSMISSION (Screen UNAB20) - CPN Creation Dates must be released for transmission by personnel at DFAS through this screen.

(5) FUNCTION E: ONLINE INQUIRIES MENU SCREEN (Screen UNAB21) - Three different inquiries are possible; user must enter the date the CPN sets were created and the respective function (A, B, C, or D):

(a) FUNCTION A: LIST OF OUT-OF-BALANCE AND UNROUTABLE CPN SETS (Screen UNAB22). This inquiry will contain a list of all the CPN sets (identified by PIIN/SPIIN, ACRN, and Voucher Number) that are preventing transmission for the date entered.

(b) FUNCTION B: TRANSMITTED CPN SETS HISTORY (Screen UNAB23) - User can view CPN sets up to 90 days old. A history of all CPN sets transmitted on the date entered will be generated.

(c) FUNCTION C: UPDATED DAILY CPN SERVICE SUMMARY (Screen UNAB24) - This screen will present updated totals of Net DISB/COLL amounts for each service. These totals will reflect the totals from the CPN sets produced on batch, updated by changes done online for date entered.

(d) FUNCTION D: ADDED/CORRECTED CPN SETS INQUIRY (Screen UNAB25) - This inquiry will contain a list of all the CPN sets that were added or corrected (identified by PIIN/SPIIN, ACRN and Voucher Number) through the online system for a specific CPN Creation day.

7.3.2.2 GENERAL DESCRIPTION OF REPORTS

a. The batch system will produce reports based on information collected through the disbursement process and through the online adjustment screens. Report UYFE02 (Daily CPN List) has been modified and restructured. The new reports will not be a list of transmitted CPN sets (it will not have PVA records), but a pre-transmission group of listings produced from the disbursement process that will provide the user with the opportunity to identify and correct any online problems prior to transmission. The new reports have user friendly headings for each data element and are divided into four different parts as follows:

(1) UNAB620A - Daily CPN List for Good Recipients

(2) UNAB620B - Daily CPN List for Zero Recipients

(3) UNAB620C - Daily CPN List for Unroutables

(4) UNAB620D - Daily CPN Service Summary

b. Report UNAB640A, Updates to the CPN List, will be generated at transmission time. It will provide a listing of all online changes (additions and corrections) made to a days's CPN sets. A Service Summary Update is also produced as part of this report. It will have the total Net DISB/COLL dollar amount per service that was affected through online adjustments. It will also have the total Net DISB/COLL dollar amount transmitted per service (comprised of information gathered through batch process in the disbursement process and through the online adjustments). In the event of no online changes, the report will show the column Service Updates with zero amount ($.00) and the total Transmitted Amount per Service should be the same as the total Net DISB/COLL amount per Service in Report UNAB620D, Daily CPN Service Summary.

c. Report UNAB640B, Daily CPNs Transmitted, will also be generated at transmission time. It will provide a listing of all the CPNs trans-mitted for a CPN Creation date. This report will also have a copy of the Service Summary Update in Report UNAB640A. (The reporting section in DFAS will have this report converted to a microfiche in order to have a history of the transmitted CPNs.)

7.3.2.3 BALANCING REQUIREMENT

a. All CPN sets for a particular CPN Creation date must be in balance before CPN sets for that day can be transmitted. Reports UNAB620A, B, C will have an in-the-clear message if a CPN set created automatically by the system is out of balance. All Out of Balance CPN sets for a speci-fic date, whether created by the system or through online input, can be seen through inquiry Screen UNAB22, List of Out-of-Balance and Unrout-able CPN Sets. The two basic balancing requirements for CPN sets is as follows:

(1) PV2 Gross amount minus PV2 Net Amount must equal the total PV3 Deduction amount. If this requirement is not met, the following message will be generated next to the out of balance CPN set in the reports: PV2/PV3 Out-of-Balance.

(2) PV5 Gross amount plus PV4 Variance amount (except for P and Q variance amounts) must equal PV2 Gross amount. Message PV2/PV5 OUT-OF- BALANCE will appear in the reports if this requirement is not met.

b. The system balances the CPN sets in the following manner:

BALANCING REQUIREMENTS

IF A CPN CONSISTS OF:	FUND RPTG CD IS:	THEN:
a. PV1 and PV2	D	PV2 Gross amount must equal PV2 Net Paid amount.
b. PV1, PV2 and PV3	D	PV2 Gross amount minus PV2 Net paid amount must equal PV3 Deduction amount.
c. PV1, PV2, PV4	D	Same as A.
d. PV1, PV2, PV3, PV4	D	Same as B.
e. PV1, PV2 and PV5	D	PV5 Gross amount must equal PV2 Gross amount.
f. PV1, PV2, PV4, PV5	D	PV5 Gross amount plus PV4 Variance amount (except for P and Q variance amount) must equal PV2 Gross amount.
g. PV1, PV2, PV3, PV4, PV5	D	Same as E and B.
h. Any combination of PV records	C	No balancing requirements.

7.3.2.4 ROUTING REQUIREMENTS

All CPN sets must be routable before transmission occurs. Unroutable CPN sets created automatically by the system will be reported in report UNAB620C. Unroutable CPN sets for a specific date, whether created by the system or through online input,can be seen on Screen UNAB22, List of Out of Balance and Unroutable CPN sets. There are three reasons why a CPN might be considered unroutable:

UNROUTABLE CONDITIONS

MESSAGE	POSSIBLE REASONS	SOLUTION
a. CPN STATUS CODE R (NO MATCH ON TB0092):		
No match on TB0092	1. Accounting Station is entered incorrectly.	1. Verify input.
	2. Accounting Station is in wrong position of Supplemental Accounting Classification.	2. Verify that Accounting Station is the following position in the Supplemental Accounting Classification: - Army: 20-26 - AF: 31-36 - DLA: 31-36 - Navy: 10-15
	3. Accounting Station is invalid.	3. Enter a valid Accounting Station.
	4. Accounting, Station is valid, but not on TB0092.	*4. TB0092 must be updated.
	5. Accounting Station is valid, but it is incompatible with the Service (Department Code) of the contract.	5. Must enter a valid Accounting Station for the Service of contract.
b. CPN STATUS CODE A (CPN REC NOT IN ADRS):		
CPN Rec not in ADRS	CPN Receivable is correct, but is not in the Master Address File.	*The Master Address File must be updated.

MESSAGE	POSSIBLE REASONS	SOLUTION
c. CPN STATUS CODE C (NO COMMRI ON ADRS):		
No COMMRI on ADRS	CPN Receivable is correct, but does not have a communication code in the Master Address File.	*Enter a COMMRI Code in the Master Address File for this CPN Receivable.

*User might not be able to access TB0092 or the ADRS File directly or without proper authorization. Follow the proper procedure to update these files (look at the desk procedures or contact your supervisor).

7.3.2.5 CPN TRANSMISSION

DFAS disbursement personnel will have control of CPN transmission using online Screen UNAB20, CPNs Awaiting Transmittal. CPN creation dates must be released for transmission in date sequence (earlier dates must be transmitted first). Several dates can be released at one time, as long as no earlier dates remain untransmitted. If any changes are made to CPN sets after being marked for transmission, CPNs will still be transmitted unless an out of balance or unroutable condition occurs. This could affect the transmission of other dates, if the date sequence requirement is not met. User would have to go through the whole process again, correcting errors and marking the date for transmission once again.

7.3.2.6 SUMMARY EDIT - PF3 KEY

Summary edit must be performed for every CPN set created or corrected through the online system. After the last PV card in a set has been entered/corrected and the screen has passed validation, the user must depress PF3. The system will determine if the CPN set is in balance and if it is routable. A message will be displayed on the CPN Menu, Screen UNAB10, informing the user of the results. If the CPN set is out-of-balance or unroutable, the CPN will be untransmittable and it will prevent transmission of all CPN sets created on the same day.

7.3.2.7 SCREEN EXIT - PA2 KEY

To exit any screen, depress PA2; the previous menu screen will be displayed. If you depress PA2 before the screen passes validation, the information entered will be lost. If you depress PA2 instead of PF3 after the screen passes validation, the CPN set will be in the files, but it will be coded as if it was out of balance. To correct this, user must go through the correction screens of the particular CPN and depress PF3 to summary edit.

7.3.3 INITIATION/INPUT PROCEDURES

7.3.3.1 INITIATION/VALIDATION

To work in the Contract Payment Notice system, the user must logon to the mainframe system to the YCPM library.

7.3.3.1.1 UNAA10 - MOCAS DATA ENTRY MENU

a. GENERAL - The first screen that will be displayed when the user logs into the computer system is UNAA10, MOCAS DATA ENTRY MENU. From this menu, the user should choose Function 7, FINANCIAL DATA ENTRY MENU.

b. SCREEN FORMAT - Figure 7-1 is a sample screen format for UNAA10.

```
**********************************************************************

  UNAA10                    MOCAS DATA ENTRY MENU

                   ONLINE INPUT STATISTICS.............A
                   BATCH STATUS INQUIRY................B
                   MODE XC.............................X
                   ABSTRACT CANCELLATION...............1
                   CONTROL DATA CHANGE:
                      ACRN.............................2
                      CLIN/ELIN........................3
                      PIIN/SPIIN/ORG...................4
                   PSCN DATA ENTRY MENU................5
                   NLA NOTICE/REQUEST..................6
                   FINANCIAL DATA ENTRY MENU...........7
                   MIR DATA ENTRY......................8
                   INDUSTRIAL LABOR RELATIONS:
                       MTHLY CONTRACTOR EXP LIST.......9
                       ADDRESS CORRECTION.............10
                   TCMD'S.............................11
                   EXPORT TRAFFIC RELEASE.............12

                           FUNCTION:
                          BATCH ID:

**********************************************************************
```

FIGURE 7-1

c. INPUT INSTRUCTIONS

DATA ELEMENT	SPECIAL INSTRUCTIONS
FUNCTION	FUNCTION (2A/N) - Select Function 7 to go to the Financial Data Entry Menu.
BATCH ID	BATCH IDENTITY (6A/N) - Leave this field blank.

7.3.3.1.2 UNAA20 - FINANCIAL DATA ENTRY MENU

a. GENERAL - From the FINANCIAL DATA ENTRY MENU the user should choose Function 7. This leads to the Contract Payment and Reporting menu.

b. SCREEN FORMAT - Figure 7-2 is a sample screen format for UNAA20.

```
**********************************************************************
UNAA20                      FINANCIAL DATA ENTRY MENU

  BATCH STATUS INQUIRY..................B   MODE XC................X
  INVOICE DATA ENTRY MENU...............1   TRANSACTIONS FOR OTHERS:
                                             DETAIL RECORD........8
  MAAPR REQUEST/DELETE DATA ENTRY MENU..2    MAJOR HEADER AND
                                             DELETE...............9

  DISBURSEMENT DATA ENTRY MENU..........3   302 REPORT:
                                             STATEMENT OF
                                             TRANSACTIONS.........10
  AF C-147 & 1341, SF 1219, DD 1329.....4    STATEMENT OF
                                             ACCOUNTABILITY.......11

  AIR FORCE C-146 DATA ENTRY............5   DD FORM 1195 DATA ENTRY
                                            MENU...................12

  ACCRUED EXPENDITURE DATA ENTRY MENU...6   CASH MANAGEMENT/PROMPT
                                            PAY MENU............. 13
                                            COST AND FEE HISTORY
                                            UPDATE................14
  CONTRACT PAYMENT & REPORTING MENU.....7   ACCOUNTING
                                            CLASSIFICATION MENU....15
                                            IBOP TRANSACTION.......16

                              FUNCTION:

                             BATCH ID:

**********************************************************************
```

FIGURE 7-2

c. INPUT INSTRUCTIONS

DATA ELEMENT	SPECIAL INSTRUCTIONS
FUNCTION	FUNCTION (2A/N) - Select Function 7 to go to the Contract Payment and Reporting Menu.
BATCH ID	BATCH IDENTITY (6A/N) - Leave this field blank for this function.

7.3.3.1.3 UNAB01 - CONTRACT PAYMENT AND REPORTING MENU

a. GENERAL - This screen is the introductory menu for the new comp-uterized financial systems. The user is given the choice of working in CPN's, Contract History, or Accounts Receivable system.

b. SCREEN FORMAT - FIGURE 7-3 is a sample screen format for UNAB01.

```
**********************************************************************
UNAB01                 CONTRACT PAYMENT & REPORTING MENU
                                                 RGS CODE: ########

               COMPUTER BASED USER DOCUMENTATION................A

               CONTRACT PAYMENT NOTICE MENU.....................B

               CONTRACT OBLIGATION AND
               DISBURSEMENT INQUIRY MENU........................C

               ACCOUNTS RECEIVABLE MENU.........................D

               TERMINATE THIS FACILITY.........................PA2


                                  FUNCTION:


**********************************************************************
```

FIGURE 7-3

c. INPUT INSTRUCTIONS

DATA ELEMENT	SPECIAL INSTRUCTIONS
FUNCTION	FUNCTION (2A/N) - Select the desired function. To go to the Contract Payment Notice Menu, select Function B.

7.3.3.2 INPUT/VALIDATION

7.3.3.2.1 UNAB10 - CONTRACT PAYMENT NOTICE MENU

a. GENERAL - This menu screen will allow selection of an option to create, correct, delete, or transmit CPN (Contract Payment Notice) sets. It also allows access to the Inquiry Menu screen to make online inquiries. Some options on this screen require entry of a valid PIIN/SPIIN, ACRN, VOUCHER NO, and CPN CREATION DATE.

b. SCREEN FORMAT - Figure 7-4 is a sample screen format for UNAB10. It can be accessed by inputting Function B on the Contract Payment and Reporting Screen Menu (UNAB01).

```
**********************************************************************

  UNAB10              CONTRACT PAYMENT NOTICE MENU
  CBUD: ##############################             RGS CODE: ########


          * CREATE A CPN SET........................A
          * CORRECT A CPN SET.......................B
          * DELETE A CPN SET........................C
            CPN TRANSMISSION.......................D
            CPN INQUIRY MENU.......................E
            TERMINATE THIS FACILITY................PA2


                     FUNCTION: #


        PIIN: ###### ## #####  SPIIN: ####  ACRN: ##  VOUCHER NO: ######
        CPN CREATION DATE: ## ## ##


                                                   FORCE-THRU IND: #
   * MUST ENTER PIIN, SPIIN, ACRN, VOUCHER NUMBER AND CPN CREATION DATE
  ###  ##############################################################

**********************************************************************
```

FIGURE 7-4

c. INPUT INSTRUCTIONS

DATA ELEMENT	SPECIAL INSTRUCTIONS
CBUD	COMPUTER BASED USER DOCUMENTATION (30 A/N) - Depress PF5 to go to the CBUD field. Type data element exactly as it appears on the screen and depress ENTER. To get information about the screen, type screen number.
RGS CODE	READING GROUP SPECIALIST CODE (8A/N) - Personal log on code assigned to individual user. This field is system generated and protected.
FUNCTION	FUNCTION (1A) - Enter the letter of the process to be performed (A-E).

DATA ELEMENT	SPECIAL INSTRUCTIONS
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N) - Enter the 13-position contract number related to the payment/collection. The contract number must match an open contract in the data base.
SPIIN	SUPPLEMENTAL PIIN (4A/N) - Enter the 4 position call or order number against which the payment/collection is being applied if applicable. This field should be filled if PIIN pos. 9 is A, D, G, or H; otherwise, leave blank.
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER (2A/N) - Enter the corresponding ACRN applicable to the accounting classification against which the payment/collection is being applied. This ACRN must exist in the data base for the PIIN/SPIIN entered.
VOUCHER NO	VOUCHER NUMBER (6A/N) - Enter the voucher serial number assigned to the payment/ collection. The system will not allow the creation of a duplicate CPN set (based on PIIN/SPIIN, ACRN, VOUCHER NO).
CPN CREATION DATE	CONTRACT PAYMENT NOTICE CREATION DATE (6A/N) - Enter the date of the voucher related to the CPN. Enter date in YY (00-99) MM (01-12) DD (01-31) format. To create, correct, or delete a CPN, the date entered must equal an untransmitted CPN date in the data base. To correct or delete a CPN, a matching CPN (based on PIIN/SPIIN, ACRN, VOUCHER NO, CPN CREATE DATE) must exist in the data base.
FORCE-THRU IND	FORCE-THRU INDICATOR (1A) - Enter Y for classified contract.

7.3.3.2.2 UNAB11 - CREATE A CPN SET

a. GENERAL - The purpose of this screen is to make online adjust-ments to the Daily CPN Listings (Reports UNAB620A, B, C, D) by creating new CPN sets to be added to an existing CPN Batch cycle. New CPN sets can be created with a mandatory entry of an Accounting Classification Record (PV1) and at least one Disbursement/Collection Record (PV2). The PV1 will contain the accounting classification applicable to the pay-ment/collection and as cited in the contract. The PV2 reports the gross and net amounts applicable to a payment. The PV2 can also be used in a collection or recoupment transaction. A maximum of three PV2 records can be entered.

b. SCREEN FORMAT: Figure 7-5 is a sample screen format for UNAB11. It is generated from input of Function A in UNAB10 (CPN Menu).

```
*********************************************************************
UNAB11                          CREATE A CPN SET
CBUD: ##############################                RGS CODE: ########

PIIN: #### ## #### SPIIN: ### ACRN: ## VOUCHER NO: ##### DATE: ## ## ##
SERVICE: #

                  - PV1 ACCOUNTING CLASSIFICATION RECORD -
      APPROPRIATION: ##########    LIMIT/SUBHEAD: ####
      SUPPL ACCOUNTING CLASSIFICATION: ################################
      ACCOUNTING STATION: ######
                   - PV2 DISBURSEMENT/COLLECTION RECORD -
      CPN RECIPIENT: ######                                DSSN: ####

   VOUCHER  CONTR  COUNTRY ORIGINAL  TYPE   GROSS    NET PAID/   REPTG
    DATE    PAYMT  CODE    VO NO     COLL   AMOUNT   COLLECTED   FD CD
  ## ### ##   #     ##     ######     #  ########.## ########.##   #
  ## ### ##   #     ##     ######     #  ########.## ########.##   #
  ## ### ##   #     ##     ######     #  ########.## ########.##   #

  TOTAL GROSS AMOUNT: #########.##      TOTAL NET PAID: #########.##


                                PV NUMBER: #

###   ##########################################################

*********************************************************************
```

FIGURE 7-5

c. INPUT INSTRUCTIONS

DATA ELEMENT	SPECIAL INSTRUCTIONS
CBUD	COMPUTER BASED USER DOCUMENTATION (30 A/N) - Depress PF5 to go to the CBUD field. Type data element exactly as it appears on the screen and depress ENTER. To get information about the screen, type screen number.
RGS CODE	READING GROUP SPECIALIST CODE (8A/N) - Personal log on code assigned to individual user. This field is system generated and protected.

DATA ELEMENT	SPECIAL INSTRUCTIONS
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N) - This field will be system generated from the CPN Menu (UNAB10). This is a protected field.
SPIIN	SUPPLEMENTAL PIIN (4A/N) - This field will be system generated from the CPN Menu (UNAB10). This is a protected field.
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER (2A/N) - This field will be system generated from the CPN Menu (UNAB10). This is a protected field.
VOUCHER NO	VOUCHER NUMBER (6A/N) - This field will be system generated from the CPN Menu (UNAB10). This is a protected field.
DATE	CONTRACT PAYMENT NOTICE CREATION DATE - (6A/N) This field will be system generated from the CPN Menu (UNAB10). This is a protected field.
SERVICE CODE	SERVICE CODE (1N) - This field will be system generated from the financial data files. This is a protected field.
APPROPRIATION	APPROPRIATION (10A/N) - Enter the code applicable to the payment/collection.
LIMIT/SUBHEAD	LIMIT/SUBHEAD (4A/N) - Enter the code applicable to the payment/collection.
SUPPL ACCOUNTING CLASSIFICATION	SUPPLEMENTAL ACCOUNTING CLASSIFICATION (36A/N) - Enter the balance of the Accounting Classification data applicable to the payment/collection. The Accounting Station in the Supply Accounting Classification must match TB0092, the Accounting Station to CPN Recipient table. For Army contracts, the Accounting Station must be in pos. 21-26, for the Navy, in pos. 10-15, and for DLA, and Air Force, in pos. 31-36.
ACCOUNTING STATION	ACCOUNTING STATION (6A/N) - This field will be system generated from input in the supply accounting classification field. It will serve as a reference so that user knows what the system is reading as the accounting station. This is a protected field.
CPN RECIPIENT	CONTRACT PAYMENT NOTICE RECIPIENT (6A/N) - This field will be system generated from TB0092 after a valid Accounting Station is entered in the Supplemental Accounting Classification field. This is a protected field.

DATA ELEMENT	SPECIAL INSTRUCTIONS
DSSN	DISBURSING OFFICER IDENTITY (4A/N) - Enter the Disbursement Station Symbol Number related to the disbursement. The DSSN must match the DSSN, TB4007.
VOUCHER DATE	VOUCHER DATE (7A/N) - Enter the date of the voucher related to the CPN. Date must be entered in YYMMMDD (year-month-day) format, e.g., 91 NOV 12.
CONTR PAYMT	CONTRACT PAYMENT TYPE (1A) - Enter the code which identifies the kind of payment being made. Leave blank for collections. Code C or F will be used when another code is not applicable. Code entered will be verified against the Contract Payment Type table, TB4028. Codes A, B, C, D, F, Q, and R are mutually exclusive (Example: you can have up to two disbursement records, but one cannot be be C (partial payment) and the other be an F (final)). Valid codes are: A - Advance. B - Progress. C - Partial (if not advance or progress). (Noncost type contract.) D - Collection reversal (other than progress payment and advance payment recoupments). F - Final (noncost type contract). H - Special tooling. J - Value engineering. K - Termination charges. L - Escalating clause payments. M - Price redetermination payments. Q - Partial (cost type contracts). R - Final (cost type contracts). Z - Other lump-sum settlement (non-CLIN).
COUNTRY CODE	COUNTRY CODE (2A/N) - Enter the appropriate code if the payment/collection is an International Balance of Payments transaction. The country code must match the Country Code TB0221.
ORIGINAL VO NO	ORIGINAL VOUCHER NUMBER (6A/N) - Enter the original voucher number of the previous transaction being corrected by SF 1081 or other adjustment document in the reversed and corrected CPN; otherwise, leave blank.
TYPE COLL	TYPE COLLECTION (1A) - Enter the code which identifies the type of collection. Leave blank for disbursements. The code will be validated against the Contract Payment Deduction/Collection, TB4020. The following are valid codes:

DATA ELEMENT	SPECIAL INSTRUCTIONS
	D - Disbursement reversal (other than progress payments). E - Transportation overpay recovery. F - Recovery of overpayment for unauthorized quantity variation. G - Recovery of previous progress overpayment/ erroneous payment. H - Recovery of previous advance overpayment/ erroneous payment. J - Recovery of previous cost overpayment/ erroneous payment. N - Price redetermination. P - Recovery of prevous overpayment/erroneous payment (other than progress, advance and cost). Q - Voluntary refund. R - Cash discounts. S - Trade discounts. T - Trade-In allowance. U - Proceeds from sale of surplus materiels. V - Liquidated damages. W - Temporary witholding of funds. X - Recoupment of advance payments. Y - Recoupment of progress payments. Z - Recoupment of other contractor indebtedness.
GROSS AMOUNT	GROSS AMOUNT (11N) - Enter, in dollars, and cents (including decimal point, no commas), the gross amount before deductions applicable to the payment. Leave blank for collections and reverse deductions (if net amount paid includes reverse deductions, do not add reverse deductions to gross amount).
NET PD/CLCTN AMT	NET PAID/COLLECTION AMOUNT (11N) - Enter, in dollars and cents (including decimal point, no commas), the net amount paid after deductions, if a payment. Enter the amount collected if a collection.
RPTG FD CD	CONTRACT FUND REPORTING TRANSACTION (1A) - Enter the code which identifies the CPN as a disbursement (D) or a collection (C). You can enter up to three PV2 records; a maximum of one Collection record (C) and two Disbursement records (D).
TOTAL GROSS AMOUNT	TOTAL GROSS AMOUNT (12N) - This is a system generated total of amounts entered in the Gross Amount field. This is a protected field.
TOTAL NET PAID	TOTAL NET PAID (12N) - This is a system generated total of all net disbursements (this total will reflect only the amounts in the Net Paid/Collected field that have a D in the REPTG FD CD FIELD). This is a protected field.

DATA ELEMENT	SPECIAL INSTRUCTIONS
PV NUMBER	PV NUMBER (1N) - Document Identifier number. After depressing ENTER and passing screen validation, user will be prompted to enter a PV number or depress PF3 to summary edit. Enter a three to add Deduction records, a four to add Variance records or a five to enter Line Item records. If you have to enter all of these records, or more than one, enter the smallest number desired. If no more records are to be added, depress PF3.

NOTE 1: When entering a disbursement record, the Type Collection Code field in the PV2 record must be blank.

NOTE 2: When entering a collection, the following fields in the PV2 record must be blank: The Contract Payment Code and the Gross Amount.

7.3.3.2.3 UNAB12 - CREATE PV3 DEDUCTION RECORDS

a. GENERAL - This screen will allow the entry of PV3 Deduction Records. PV3 records will be included as part of the CPN set when the net amount paid is different from the gross amount because of discounts taken, trade-in allowance, etc., (all minus amounts) or refunds (plus amounts) of previous deductions from gross amounts now being paid. Each deduction or refund will be identified by a type of contract deduction code. Each vertical line will be a separate PV3 record. As many as three different types of deductions and/or refunds may be reported in one deduction record; however, each deduction must relate to the CLIN/ELIN in that record. Prepare as many deduction records as needed. A PV3 record may be prepared as part of a collection set of CPN records when reversing a previous disbursement.

b. SCREEN FORMAT - Figure 7-6 is a sample screen format for UNAB12. It is generated from input of a 3 in the PV Number field of Screen UNAB11 (Create a CPN Set).

```
 ************************************************************************
UNAB12                CREATE PV3 DEDUCTION RECORDS
CBUD: ##############################                RGS CODE: ########

PIIN: #### ## #### SPIIN: #### ACRN: ## VOUCHER NO: #### DATE: ## ## ##
PV2 GROSS AMT: #########.##                PV2 NET AMOUNT: #########.##
  CLIN  DED  DEDUCTION   P 2ND  2D DEDUCTION   P  3RD  3D DEDUCTION   P
  ELIN  CD    AMOUNT     M DED     AMOUNT      M  DED     AMOUNT      M
######  #   ########.##  #  #   ##########.##  #   #  ###########.##  #
######  #   ########.##  #  #   ##########.##  #   #  ###########.##  #
######  #   ########.##  #  #   ##########.##  #   #  ###########.##  #
######  #   ########.##  #  #   ##########.##  #   #  ###########.##  #
######  #   ########.##  #  #   ##########.##  #   #  ###########.##  #
######  #   ########.##  #  #   ##########.##  #   #  ###########.##  #
######  #   ########.##  #  #   ##########.##  #   #  ###########.##  #
######  #   ########.##  #  #   ##########.##  #   #  ###########.##  #
######  #   ########.##  #  #   ##########.##  #   #  ###########.##  #
######  #   ########.##  #  #   ##########.##  #   #  ###########.##  #

TOTALS: 1ST ########.##     2ND ##########.##     3RD ###########.##
        ALL ########.##

                                PV NUMBER: #
 ##########################################################

************************************************************************
```

FIGURE 7-6

c. INPUT INSTRUCTIONS

DATA ELEMENT	SPECIAL INSTRUCTIONS
CBUD	COMPUTER BASED USER DOCUMENTATION (30 A/N) - Depress PF5 to go to the CBUD field. Type data element exactly as it appears on the screen and depress ENTER. To get information about the screen, type screen number.
RGS CODE	READING GROUP SPECIALIST CODE (8A/N) - Personal log on code assigned to individual user. This field is system generated and protected.

DATA ELEMENT	SPECIAL INSTRUCTIONS
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N) - This field will be system generated from the previous screen. This is a protected field.
SPIIN	SUPPLEMENTAL PIIN (4A/N) - This field will be system generated from the previous screen. This is a protected field.
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER (2A/N) - This field will be system generated from the previous screen. This is a protected field.
VOUCHER NO	VOUCHER NUMBER (6A/N) - This field will be system generated from the previous screen. This is a protected field.
DATE	CONTRACT PAYMENT NOTICE CREATION DATE (6A/N) - This field will be system generated from the previous screen. This is a protected field.
PV2 GROSS AMT	PV2 GROSS AMOUNT (12N) - This field will be system generated from the Total Gross Amount field at the bottom of the previous screen (Create a CPN Set-UNAB11). This is a protected field.
PV2 NET AMOUNT	PV2 NET AMOUNT (12N) - This field will be system generated from the Total Net Paid field at the bottom of the previous screen. It reflects total net disbursed for this CPN set. This is a protected field.
CLIN/ELIN	CONTRACT LINE ITEM NUMBER OR EXHIBIT LINE ITEM NUMBER (6A/N) - Enter the basic exhibit line item number if applicable; if not, enter the basic contract line item number. Also, enter the corresponding subline item number, if any.
DED CD	CONTRACT PAYMENT DEDUCTION CODE (1A) - Enter the code which identifies a reason for deduction, i.e., difference between gross amount and net amount in the disbursement/ collection record. This code will be verified against the Contract Payment Deduction/Collection, TB4020. The following are the valid codes: D - Disbursement reversal (other than progress payments). E - Transportation overpay recovery. F - Recovery of overpayment for unauthorized quantity variation.

DATA ELEMENT	SPECIAL INSTRUCTIONS
	G - Recovery of previous progress overpayment/ erroneous payment. H - Recovery of previous advance overpayment/ erroneous payment. J - Recovery of previuos cost overpayment/ erroneous payment. N - Price redetermination. P - Recovery of prevous overpayment/erroneous payment (other than progress, advance and cost). Q - Voluntary refund. R - Cash discounts. S - Trade discounts. T - Trade-in allowance. U - Proceeds from sale of surplus materiels. V - Liquidated damages. W - Temporary witholding of funds. X - Recoupment of advance payments. Y - Recoupment of progress payments. Z - Recoupment of other contractor indebte- dness.
DEDUCTION AMOUNT	DEDUCTION AMOUNT (11N) - Enter, in dollars and cents (including decimal point, no commas) the amount of the deduction.
P/M	PLUS/MINUS (1A) - Enter the code which indicates the amount is a deduction (M for minus) or a refund (P for plus) or a reverse deduction (P for plus).
2ND DED	2ND CONTRACT PAYMENT DEDUCTION CODE (1A) - Enter the second deduction code for this CLIN/ELIN, if any; otherwise, leave blank. See validation and codes for DED CD above.
2ND DEDUCTION AMOUNT	2ND DEDUCTION AMOUNT (11N) - Enter second ded- uction amount, if any; otherwis,e leave blank.
P/M	2ND PLUS/MINUS (1A) - Enter the code applicable (P or M) to the second deduction/refund/reverse deduction amount, if any; otherwise, leave blank. See P/M above.
3RD DED	3RD CONTRACT PAYMENT DEDUCTION CODE (1A) - Enter the third deduction code for this CLIN/ELIN, if any; otherwise, leave blank. See validation and codes for DED CD above.
3RD DEDUCTION AMOUNT	3RD DEDUCTION AMOUNT (11N) - Enter third deduc- tion amount, if any; otherwise, leave blank.
P/M	3RD PLUS/MINUS (1A) - Enter the code (P/M) - applicable to the third deduction/refund/ reverse deduction amount, if any; otherwise, leave blank. See P/M above.

DATA ELEMENT	SPECIAL INSTRUCTIONS
TOTALS 1ST	DEDUCTION AMOUNT TOTALS (11N) - This is a system generated total of the deduction amounts entered in the 1st deduction amount field. If the deduction amounts (minus) exceed the refund or reverse deduction amounts (plus), the total amount will appear with a minus sign. If the plus amounts exceed the minus amounts, the amount will appear without a sign. This is a protected field.
2ND	2ND DEDUCTION AMOUNT TOTALS (11N) - This is a system generated total of the deduction amounts entered in the Second deduction amount field. This is a protected field.
3RD	3RD DEDUCTION AMOUNT TOTALS (11N) - This is a system generated total of the deduction amounts entered in the third deduction amount field. This is a protected field.
ALL	CPN DEDUCTION AMOUNT TOTAL (11N) - This is a system generated total amount of the first, second, and third deduction amounts for all PV3 cards for this CPN set. If the total deduction amounts (minus) exceed the refund or reverse deduction amounts (plus), the total amount will appear with a minus sign; otherwise, it will appear without a sign. This is a protected field.
PV NUMBER	PV NUMBER (1N) - Document Identifier number. After depressing ENTER and passing screen validation, user will be prompted to enter a PV number or depress PF3 to summary edit. Enter a three to enter more Deduction records, a four to enter Variance records, or a five to enter Line Item records. Enter the smallest number if more than one kind of records is to be entered.

7.3.3.2.4 UNAB13 - CREATE PV4 VARIANCE RECORDS

a. GENERAL - This screen will allow you to enter each variance between the gross amount (contained in the disbursement/collection record) and the comparable contract amount (PV5 gross amount). This record will be included as part of the CPN only when such gross and contract amounts differ because of quantity variances (overrun and underrun), unit price variances, and other added charges (see variance code validation). Price and quantity variances will be reported at contract line item level and may be combined in one variance record. The other additional charges: transportation, packing, and handling, reusable containers, state, and local taxes, royalty payments, and minimum guaranteed payments will be reported on a separate PV4 record (each vertical line is a separate record) and will not be at line item level.

b. SCREEN FORMAT - Figure 7-7 is a sample screen format for screen UNAB13. It is displayed after user inputs a four in Screen UNAB11 or UNAB12.

```
**********************************************************************
 UNAB13                  CREATE PV4 VARIANCE RECORDS
 CBUD: ###########################                  RGS CODE: ########

PIIN: #### ## #### SPIIN: ### ACRN: ## VOUCHER NO: ##### DATE: ## ## ##

 PV2 GROSS AMT: ########.##                 PV2 NET PAID: ########.##
     CLIN/   VAR   VARIANCE    P/  2D CLIN/   2ND   2ND VARIANCE    P/
     ELIN   CODE    AMOUNT     M     ELIN     VAR       AMOUNT      M
    ######    #  ########.##  #    ######     #     ########.##     #
    ######    #  ########.##  #    ######     #     ########.##     #
    ######    #  ########.##  #    ######     #     ########.##     #
    ######    #  ########.##  #    ######     #     ########.##     #
    ######    #  ########.##  #    ######     #     ########.##     #
    ######    #  ########.##  #    ######     #     ########.##     #
    ######    #  ########.##  #    ######     #     ########.##     #
    ######    #  ########.##  #    ######     #     ########.##     #
    ######    #  ########.##  #    ######     #     ########.##     #
    ######    #  ########.##  #    ######     #     ########.##     #

  TOTALS:  1ST VAR  #######.##  2ND VAR #######.##  TOTAL  #######.##

                                  PV NUMBER: #
 ###  ##########################################################

**********************************************************************
```

FIGURE 7-7

c. INPUT INSTRUCTIONS

DATA ELEMENT	SPECIAL INSTRUCTIONS
CBUD	COMPUTER BASED USER DOCUMENTATION (30 A/N) - Depress PF5 to go to the CBUD field. Type data element exactly as it appears on the screen and depress ENTER. To get information about the screen, type screen number.

DATA ELEMENT	SPECIAL INSTRUCTIONS
RGS CODE	READING GROUP SPECIALIST CODE (8A/N) - Personal log on code assigned to individual user. This field is system generated and protected.
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N) - This field will be system generated from the previous screen. This is a protected field.
SPIIN	SUPPLEMENTAL PIIN (4A/N) - This field will be system generated from the previous screen. This is a protected field.
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER (2A/N) - This field will be system generated from the previous screen. This is a protected field.
VOUCHER NO	VOUCHER NUMBER (6A/N) - This field will be system generated from the previous screen. This is a protected field.
DATE	CONTRACT PAYMENT NOTICE CREATION DATE (6A/N) - This field will be system generated from the previous screen. This is a protected field.
PV2 GROSS AMT	PV2 GROSS AMOUNT (12N) - This field will be system generated from the Total Gross Amount field at the bottom of Screen UNAB11 (Create a CPN Set). This is a protected field.
PV2 NET AMOUNT	PV2 NET AMOUNT (12N) - This field will be system generated from the Total Net Paid field at the bottom of Screen UNAB11. It reflects total net disbursed for this CPN set. This is a protected field.
CLIN/ELIN	CONTRACT LINE ITEM NUMBER OR EXHIBIT LINE ITEM NUMBER (6A/N) - Enter the basic exhibit line item number if applicable; if not, enter the basic contract line item number. Also, enter the corresponding subline item number, if any. Enter this field only when the variance code is P or Q.
VAR CODE	CONTRACT OBLIGATION VARIANCE CODE (1A) - Enter the code which identifies the reason for variance between the gross amount and the comparable contract amount. These codes reflect charges billed by the contractor for which no obligation was recorded; they will be verified against the Contract Obligation, TB4029. The valid codes are:

DATA ELEMENT	SPECIAL INSTRUCTIONS
	A - Packaging and handling charges. B - Reusable containers. C - State and local taxes. D - Royalty payments. E - Minimum guarantee payments. P - Unit price variances. Q - Quantity variances. T - Transportation charges.
VARIANCE AMOUNT	NET VARIANCE AMOUNT (11N) - Enter, in dollars and cents (including decimal point, no commas) the net variance amount.
P/M	PLUS/MINUS (1A) - Enter the code which indicates whether the variance is an addition to the contract obligation amount (P for plus) or a subtraction therefrom (M for minus).
2ND CLIN/ELIN	2ND CONTRACT LINE ITEM NUMBER OR EXHIBIT LINE ITEM NUMBER (6A/N) - Enter the basic exhibit line item number if applicable; if not, enter the basic contract line item number. Also, enter the corresponding subline item number if any. You can enter this field only if the first variance code is P or Q.
2ND VAR	2ND CONTRACT OBLIGATION VARIANCE CODE (1A) - Enter the code applicable to the second variance amount, if any; otherwise, leave blank. This field can be entered only when the 1st variance code is P or Q. See valid codes in the 1ST VAR CD explanation above.
2ND VARIANCE AMOUNT	2ND NET VARIANCE AMOUNT (11N) - Enter the second variance amount, if any; otherwise, leave blank. You can enter this field only if the second variance code is entered.
P/M	2ND PLUS/MINUS (1A) - Enter the code applicable to the second variance amount, if any; otherwise, leave blank. Enter this field only when the second variance code and second variance amount are entered.
TOTALS 1ST VAR	1ST VARIANCE AMOUNT TOTALS (11N) - This is a system generated total of the variance amounts entered in the first variance amount field, (variance amounts that have a variance code of P or Q will not be included in this total). If the minus amounts (under charges) exceed the plus amounts (extra charges billed by the contractor for which no obligation was recorded), the total amount will appear with a minus sign. If the plus amounts exceed the minus amounts, the amount will appear without a sign. This is a protected field.

DATA ELEMENT	SPECIAL INSTRUCTIONS
2ND VAR	2ND VARIANCE AMOUNT TOTALS (11N) - This is a system generated total of the variance amounts (except for those amounts that have a variance code of P or Q) entered in the second variance amount field. This is a protected field.
TOTAL	CPN VARIANCE AMOUNT TOTAL (11N) - This is a system generated total amount of the first and second variance amounts for all PV4 cards for this CPN set. If the total variance minus amounts exceed the plus amounts (extra charges), the total amount will appear with a minus sign; otherwise, it will appear without a sign. This is a protected field.
PV NUMBER	PV NUMBER (1N) - Document identifier number. After depressing ENTER and passing screen validation, user will be prompted to enter a PV number or depress PF3 to summary edit. Enter a four to enter more Variance records or a five to enter Line Item Records.

NOTE: To determine if the CPN set is balanced (PV2/PV3) after entering your deductions, the PV2 Gross amount minus your PV2 Net Paid amount (both displayed at the top of your screen) should equal your total PV3 deduction amount.

7.3.3.2.5 UNAB14 - CREATE PV5 LINE ITEM REPORT RECORDS

a. GENERAL - This screen will allow reporting of the gross amount for each contract or exhibit line/subline and contractor shipment number to which the CPN applies. The line item report record will not be entered on cost type payments or on initial advance and progress payments. It will be entered however, as subsequent deliveries are made and previous advance and progress payments are recouped. Enter as many PV5 records as needed (each line is a different record).

b. SCREEN FORMAT - Figure 7-8 is a sample screen format for UNAB14. It is displayed when user enters a 5 in the PV number field in Screen UNAB11, UNAB12, or UNAB13.

```
************************************************************************
 UNAB14              CREATE PV5 LINE ITEM REPORT RECORDS
 CBUD: ##############################                RGS CODE: ########
 PIIN: #### ## #### SPIIN: ### ACRN: ## VOUCHER NO: #### DATE: ## ## ##
  PV2 GROSS AMT: #########.##                PV2 NET PAID: #########.##
  PV3 DEDUCTION AMT: #########.##        PV4 VARIANCE AMT: #########.##
    SHIPMENT  SHIP-TO  LINE ITEM   QUANTITY    CLIN   ITEM-GROSS  REPTG
     NUMBER    CODE    STATUS IND               ELIN    AMOUNT     FD CD
    ########  ######       #       ########   ######  ########.##   #
    ########  ######       #       ########   ######  ########.##   #
    ########  ######       #       ########   ######  ########.##   #
    ########  ######       #       ########   ######  ########.##   #
    ########  ######       #       ########   ######  ########.##   #
    ########  ######       #       ########   ######  ########.##   #
    ########  ######       #       ########   ######  ########.##   #
    ########  ######       #       ########   ######  ########.##   #
    ########  ######       #       ########   ######  ########.##   #
    ########  ######       #       ########   ######  ########.##   #
    ########  ######       #       ########   ######  ########.##   #
 TOTAL ITEM-GROSS AMOUNT: #########.##

                              PV NUMBER: ##

 ###  ##########################################################
************************************************************************
```

FIGURE 7-8

c. INPUT INSTRUCTIONS

DATA ELEMENT	SPECIAL INSTRUCTIONS
CBUD	COMPUTER BASED USER DOCUMENTATION (30 A/N) - Depress PF5 to go to the CBUD field. Type data element exactly as it appears on the screen and depress ENTER. To get information about the screen, type screen number.
RGS CODE	READING GROUP SPECIALIST CODE (8A/N) - Personal log on code assigned to individual user. This field is system generated and protected.
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N) - This field will be system generated from the previous screen. This is a protected field.

DATA ELEMENT	SPECIAL INSTRUCTIONS
SPIIN	SUPPLEMENTAL PIIN (4A/N) - This field will be system generated from the previous screen. This is a protected field.
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER (2A/N) - This field will be system generated from the previous screen. This is a protected field.
VOUCHER NO	VOUCHER NUMBER (6A/N) - This field will be system generated from the previous screen. This is a protected field.
DATE	CONTRACT PAYMENT NOTICE CREATION DATE (6A/N) - This field will be system generated from the previous screen. This is a protected field.
PV2 GROSS AMT	PV2 GROSS AMOUNT (12N) - This field will be system generated from the Total Gross Amount field at the bottom of Screen UNAB11 (Create a CPN Set). This is a protected field.
PV2 NET AMOUNT	PV2 NET AMOUNT (12N) - This field will be system generated from the Total Net Paid field at the bottom of Screen UNAB11. It reflects total net disbursed for this CPN set. This is a protected field.
PV3 DEDUCTION AMT	CPN DEDUCTION AMOUNT TOTAL (11N) - This field will be system generated from the total deduction amounts entered in Screen UNAB12 (Create PV3 Deduction Records). This is a protected field.
PV4 VARIANCE AMT	CPN VARIANCE AMOUNT TOTAL (11N) - This is a system generated total amount of the total variance amounts (except for those amounts with a variance code of P or Q) entered in Screen UNAB13 (Create PV4 Variance Records). This is a protected field.
SHIPMENT NUMBER	CONTRACTOR SHIPMENT NUMBER (8A/N) - Enter the shipment number shown on the acceptance document covering the items for which payment is being made. Positions 1-3 must be alpha, 4 alpha or numeric, 5-7 numeric, 8, Z, or blank.
SHIP-TO CODE	SHIP TO CODE (6A/N) - Enter the Ship-To Code from the shipping document covering the items for which payment is being made or leave blank.
LINE ITEM STATUS IND	LINE ITEM STATUS IND (1A) - Enter the code which indicates whether or not this payment/ collection transaction completes line action

DATA ELEMENT	SPECIAL INSTRUCTIONS
	(whether it satisfies the on order quantity for that CLIN/ELIN). Enter C for Interim/Partial or F for complete. This field can be blank.
QUANTITY	QUANTITY (8N) - Enter the quantity of items paid.
CLIN/ELIN	CONTRACT LINE ITEM NUMBER OR EXHIBIT LINE ITEM NUMBER (6A/N) - Enter the basic exhibit line item number, the basic contract line item number, or leave blank. Also, enter the corresponding subline item number, if any.
ITEM GROSS AMOUNT	ITEM GROSS AMOUNT (11N) - Enter, in dollars and cents (including decimal point, no commas) the overall payment amount which applies to the line item cited. (This gross amount includes price and quantity variances but it is not netted by deductions).
REPTG FD CD	CONTRACT FUND REPORTING TRANSACTION CODE (1A) - Enter the code which identifies the reported transaction as a disbursement (D) or a collection (C).
TOTAL ITEM GROSS AMOUNT	TOTAL ITEM GROSS AMOUNT (11N) - This is a system generated total of all the PV5 gross amounts entered for this CPN. This is a protected field.
PV NUMBER	PV NUMBER (1N) - Document Identifier number. After depressing ENTER and passing screen validation, you can enter more PV5 records if desired, by entering a five in the PV Numberfield. If you do not have to enter any more PV5 records, depress PF3 for summary edit.

NOTE 1: To determine if your PV2/PV5 is in balance, the total PV5 Gross amount plus your total PV4 Variance amount should equal your PV2 Gross amount. (PV4 Variance amount and PV2 Gross amount are displayed at the top of this screen).

NOTE 2: To determine if your PV2/PV3 is in balance, the PV2 Gross amount minus the PV2 Net paid amount should equal the total PV3 deduc-tions (all these amounts are displayed at the top of this screen).

7.3.3.2.6 UNAB16 - CORRECT A CPN SET

a. GENERAL - This screen will allow corrections to be made to the CPN sets entered online and to those produced during the batch environment, prior to transmission. All the information will be system generated from the CPN Files, but records can be added to an existing CPN set (an A must be entered in the action code field); existing records can be changed (with a C in the action code field) and/or records can be deleted in a CPN set (by entering a D in the action code field). You cannot add or delete PV1 records, you can only change an existing PV1. Depress ENTER to go straight to the PV number field if corrections are not to be entered in this screen.

b. SCREEN FORMAT: Figure 7-9 is a sample screen format for UNAB16. It is generated from input of Function B and a valid PIIN/SPIIN, ACRN, VOUCHER NUMBER, and CPN CREATION DATE of an existing CPN in the data base files. It is also generated from selection of a CPN set in Screen UNAB22 (Out-of-Balance and Unroutable CPN Sets).

```
**********************************************************************
 UNAB16                          CORRECT A CPN SET
 CBUD: ##############################                RGS CODE: ########

 PIIN: ##### ## #### SPIIN: ### ACRN: ## VOUCHER NO: #### DATE: ## ## ##
 SERVICE CODE: #
 ACT CD            - PV1 ACCOUNTING CLASSIFICATION RECORD -
   #    APPROPRIATION: ##########    LIMIT/SUBHEAD: ####
   #    SUPPL ACCOUNTING CLASSIFICATION: ##############################
        ACCOUNTING STATION: ######
                    - PV2 DISBURSEMENT/COLLECTION RECORD -
   #   CPN RECIPIENT: ######                              DSSN: ####

   VOUCHER   CONTR COUNTRY ORIGINAL TYPE  GROSS       NET PAID   REPTG
    DATE     PAYMT  CODE    VO NO   COLL  AMOUNT      COLLECTED  FD CD
#  ## ### ##   #     ##     ######    #   ########.##  ########.##  #
#  ## ### ##   #     ##     ######    #   ########.##  ########.##  #
#  ## ### ##   #      ##    ######    #   ########.##  ########.##  #

TOTAL GROSS AMOUNT: #########.##         TOTAL NET PAID: #########.##

                                 PV NUMBER: #

 ###  ##########################################################

**********************************************************************
```

FIGURE 7-9

c. INPUT INSTRUCTIONS

DATA ELEMENT	SPECIAL INSTRUCTIONS
ACT CD	ACTION CODE (1A) - Enter a C to change an existing PV1 record. Enter an A to add, a C to change and a D to delete an existing PV2 record. Information entered without the the appropriate action code will be lost.

NOTE 1: For additional input information, see section 7.3.3.2.2 (Create a CPN Set, Screen UNAB11).

NOTE 2: Each CPN set must have a PV1 record and at least one PV2 record (up to 3 PV2 records are allowed).

NOTE 3: To delete a complete CPN set, you must go to the Contract Pay-ment Notice Menu, Screen UNAB10, and select Function C.

7.3.3.2.7 UNAB17 - PV3 DEDUCTION RECORDS CORRECTION

a. GENERAL - This screen will allow user to make corrections, prior to transmission, to the CPN sets entered online and those produced during the batch environment. All the information will be system generated from the CPN Files. You can add new PV3 records by entering an A in the action code field of a blank line and entering the information required, or you can change or delete existing PV3 records by entering a C or a D respectively. Depress ENTER to go straight to the PV number field if no changes are to be made to this screen.

b. SCREEN FORMAT - Figure 7-10 is a sample screen format for UNAB17. It is generated from input of a three in the PV Number field of Screen UNAB16 (Correct a CPN Set).

```
**********************************************************************
 UNAB17                PV3 DEDUCTION RECORDS CORRECTION
 CBUD: ##############################              RGS CODE: ########

 PIIN: #### ## #### SPIIN: ### ACRN: ## VOUCHER NO: #### DATE: ## ## ##
 PV2 GROSS AMT: #########.##              PV2 NET AMOUNT: #########.##
 ACT CLIN  DED DEDUCTION  P 2ND 2D DEDUCTION  P 3RD  3D DEDUCTION   P
 CD  ELIN  CD    AMOUNT   M DED      AMOUNT   M DED       AMOUNT    M
 #   #####  #  #######.## #  # ###########.## #  # ############.##  #
 #   #####  #  #######.## #  # ###########.## #  # ############.##  #
 #   #####  #  #######.## #  # ###########.## #  # ############.##  #
 #   #####  #  #######.## #  # ###########.## #  # ############.##  #
 #   #####  #  #######.## #  # ###########.## #  # ############.##  #
 #   #####  #  #######.## #  # ###########.## #  # ############.##  #
 #   #####  #  #######.## #  # ###########.## #  # ############.##  #
 #   #####  #  #######.## #  # ###########.## #  # ############.##  #
 #   #####  #  #######.## #  # ###########.## #  # ############.##  #
 #   #####  #  #######.## #  # ###########.## #  # ############.##  #

TOTALS: 1ST  ########.##   2ND  ##########.##   3RD ############.##
        ALL: ########.##

                                PV NUMBER: #

 ##########################################################

**********************************************************************
```

FIGURE 7-10

c. INPUT INSTRUCTIONS

DATA ELEMENT	SPECIAL INSTRUCTIONS
ACT CD	ACTION CODE (1A) - Enter an A to add new PV3 records; enter a C to correct or a D to delete existing PV3 records (all existing PV3 records can be deleted if necessary. Information entered without the appropriate action code will be lost.

NOTE: For additional input information, see section 7.3.3.2.3 (Create PV3 Deduction Records-Screen UNAB12).

7.3.3.2.8 UNAB18 - PV4 VARIANCE RECORDS CORRECTION

a. GENERAL - This screen will allow user to make corrections, prior to transmission, to the PV4 records of CPN sets entered online and those produced during the batch environment. All the information will be system generated from the CPN Files. You can add new PV4 records by entering an A in the action code field, or you can change or delete existing PV4 records by entering a C or a D in the action code field. Press ENTER to go straight to the PV Number field if no corrections are to be made to this screen.

b. SCREEN FORMAT - Figure 7-11 is a sample screen format for Screen UNAB18. It is displayed after user inputs a four in Screen UNAB16 or UNAB17.

```
**********************************************************************
 UNAB18                    PV4 VARIANCE RECORDS CORRECTION
 CBUD: ##############################                RGS CODE: ########

 PIIN: #### ## #### SPIIN: ### ACRN: ## VOUCHER NO: ##### DATE: ## ## ##
  PV2 GROSS  AMT: #########.##              PV2 NET PAID: #########.##
 ACT   CLIN  VAR        VAR    P      2D CLIN    2ND  2ND VAR    P
 CD    ELIN   CODE       AMT   M         ELIN    VAR       AMT   M
  #  ######   #    ########.## #        ######    #  ########.## #
  #  ######   #    ########.## #        ######    #  ########.## #
  #  ######   #    ########.## #        ######    #  ########.## #
  #  ######   #    ########.## #        ######    #  ########.## #
  #  ######   #    ########.## #        ######    #  ########.## #
  #  ######   #    ########.## #        ######    #  ########.## #
  #  ######   #    ########.## #        ######    #  ########.## #
  #  ######   #    ########.## #        ######    #  ########.## #
  #  ######   #    ########.## #        ######    #  ########.## #
  #  ######   #    ########.## #        ######    #  ########.## #

TOTALS:  1ST #########.##    2ND #########.##           TOTAL #######.##

                                  PV NUMBER: ##
 ###  ##########################################################


**********************************************************************
```

FIGURE 7-11

c. INPUT INSTRUCTIONS

DATA ELEMENT	SPECIAL INSTRUCTIONS
ACT CD	ACTION CODE (1A) - Enter an A to add new PV4 records; enter a C to change or a D to delete existing PV4 records (you can delete all the existing PV4 records if necessary). Information entered without theappropriate action code will be lost.

NOTE 1: For additional input information see section 7.3.3.2.4, Create PV4 Variance Records, Screen UNAB13.

NOTE 2: Total PV4 Variance amounts will not include amounts related to a P or Q variance code.

7.3.3.2.9 UNAB19 - PV5 LINE ITEM REPORT RECORD CORRECTION

a. GENERAL - This screen will allow user to make corrections, prior to transmission, to the CPN sets entered online and those produced during the batch environment. All the information will be system generated from the CPN Files. You can add new PV5 records by entering an A in the action code field, or you can correct or delete existing PV5 records by entering a C or a D respectively. Depress ENTER to go straight to the PV Number field if no corrections are to be made.

b. SCREEN FORMAT - Figure 7-12 is a sample screen format for UNAB14. It is displayed when user enters a five in the PV number field in Screen UNAB16, UNAB17, or UNAB18.

```
**********************************************************************
 UNAB19                PV5 LINE ITEM REPORT RECORD CORRECTION
 CBUD: ##############################                RGS CODE: ########

 PIIN: #### ## #### SPIIN: ### ACRN: ## VOUCHER NO: ##### DATE: ## ## ##
      PV2 GROSS AMT: #########.##           PV2 NET PAID: #########.##
  PV3 DEDUCTION AMT: #########.##       PV4 VARIANCE AMT: #########.##
  ACT  SHIPMENT   SHIP-TO  LINE ITEM  QUANTITY   CLIN      ITM-GRS  RPTG
  CD    NUMBER     CODE    STATUS IND            ELIN          AMT FD CD
   #   ########   ######       #      ########   ###### ########.##  #
   #   ########   ######       #      ########   ###### ########.##  #
   #   ########   ######       #      ########   ###### ########.##  #
   #   ########   ######       #      ########   ###### ########.##  #
   #   ########   ######       #      ########   ###### ########.##  #
   #   ########   ######       #      ########   ###### ########.##  #
   #   ########   ######       #      ########   ###### ########.##  #
   #   ########   ######       #      ########   ###### ########.##  #
   #   ########   ######       #      ########   ###### ########.##  #
   #   ########   ######       #      ########   ###### ########.##  #
   #   ########   ######       #      ########   ###### ########.##  #
TOTAL ITEM-GROSS AMOUNT:  ## #########.##
                              PV NUMBER: #
 ###  ##############################################################


**********************************************************************
```

FIGURE 7-12

c. INPUT INSTRUCTIONS

DATA ELEMENT	SPECIAL INSTRUCTIONS
ACT CD	ACTION CODE (1A) - Enter an A to add new PV5 records; enter a C to correct or a D to delete existing PV5 records (all existing PV5 records can be deleted if necessary). Information entered without the appropriate action code will be lost.

NOTE 1: For additional input information see section 7.3.3.2.5, create PV5 Line Item Report Records, Screen UNAB14.

NOTE 2: To determine if your PV2/PV5 is in balance, the total PV5 Gross amount plus your total PV4 Variance amount should equal your PV2 Gross amount. (PV4 Variance amount and PV2 Gross amount are displayed at the top of this screen.)

NOTE 3: To determine if your PV2/PV3 is in balance, the PV2 Gross amount minus the PV2 Net paid amount should equal the total PV3 deductions (all these amounts are displayed at the top of this screen).

7.3.3.2.10 UNAB20 - CPNS AWAITING TRANSMISSION

a. This screen will serve a dual function. It will serve as an inquiry for user to see which dates of existing CPN sets in the system have not been transmitted. It will also serve as a screen where user will be able to release CPN sets (by entering an X in the select field) for transmission in the batch cycle. CPNs must be released in date order, earlier dates must be transmitted first. CPN creation dates that have the message NOT TRANSMITTABLE, cannot be released for transmission until all the CPN sets for that date have been balanced and have been determined to be routable.

b. SCREEN FORMAT - Figure 7-13 is a sample screen format for UNAB20. It is generated from input of Function D in the CPN Menu, Screen UNAB10.

```
************************************************************************
  UNAB20                    CPNS AWAITING TRANSMISSION
  CBUD: ##############################              RGS CODE: ########

    TRANSMISSION           CPN
      INDICATOR       CREATION DATE          COMMENTS
         #               ## ## ##            #################
         #               ## ## ##            #################
         #               ## ## ##            #################
         #               ## ## ##            #################
         #               ## ## ##            #################
         #               ## ## ##            #################
         #               ## ## ##            #################
         #               ## ## ##            #################
         #               ## ## ##            #################
         #               ## ## ##            #################
         #               ## ## ##            #################
         #               ## ## ##            #################
         #               ## ## ##            #################
         #               ## ## ##            #################
         #               ## ## ##            #################

  ###  ##############################################################


************************************************************************
```

FIGURE 7-13

c. INPUT INSTRUCTIONS

DATA ELEMENT	SPECIAL INSTRUCTIONS
CBUD	COMPUTER BASED USER DOCUMENTATION (30 A/N) - Depress PF5 to go to the CBUD field. Type data element exactly as it appears on the screen and depress ENTER. To get information about the screen, type screen number.
RGS CODE	READING GROUP SPECIALIST CODE (8A/N) - Personal log on code assigned to individual user. This field is system generated and protected.

DATA ELEMENT	SPECIAL INSTRUCTIONS
TRANSMISSION INDICATOR	TRANSMISSION INDICATOR (1A) - Enter an X to release a day's CPN sets for transmission. Dates must be released in order, earlier dates first.
CPN CREATION DATE	CONTRACT PAYMENT NOTICE CREATION DATE (6A/N) - This field will be system generated from the CPN Files. Only dates that are in the system with CPN sets that have not been transmitted, will appear here. This is a protected field.
COMMENTS	COMMENTS (17A/N) - This field will be system generated. If this field is blank, you can release the corresponding date of CPNs for transmission as long as an earlier date does not remain untransmitted. If the words NOT TRANSMITTABLE appear in this field, it means that there are out-of-balance CPN sets and/or unroutable CPN sets for the corresponding date. These sets will have to be corrected through the correction screens prior to transmission. To see which CPN sets are out of balance or unroutable, you can look at your Daily CPN hard copy report or you can go through the CPN Inquiry Menu and select the OUT-OF-BALANCE/ UNROUTABLE CPN SETS INQUIRY SCREEN. This is a protected field.

7.3.4 INQUIRIES

7.3.4.1 UNAA66 - BATCH STATUS INQUIRY

a. GENERAL - This screen will provide the user with batch status information. The user may also reactivate or close an existing batch via this screen.

b. SCREEN FORMAT - Figure 7-14 is a sample format of Screen UNAA66 -Batch Status Inquiry.

```
*********************************************************************
UNAA66                        BATCH STATUS INQUIRY

                   FOR  XXXXXXXXXXXXXXXXXXXXXXXXXXXX        RESET
                                CLOSE          ACTIVE       ACTIVE
        BATCH-ID     MODE       BATCH?       INDICATOR     INDICATOR
        XXXXXX        X          X               X             X
        XXXXXX        X          X               X                X
        XXXXXX        X          X               X                X
        XXXXXX        X          X               X                X
        XXXXXX        X          X               X                X
        XXXXXX        X          X               X                X
        XXXXXX        X          X               X                X
        XXXXXX        X          X               X                X
        XXXXXX        X          X               X                X
        XXXXXX        X          X               X                X
        XXXXXX        X          X               X                X
        XXXXXX        X          X               X                X
        XXXXXX        X          X               X                X
        XXXXXX        X          X               X                X
        XXXXXX        X          X               X                X
     MORE        MODE KEY: X=CLOSED BATCH, C=PROCESSED ON CYCLE
     ### ##########################################################

*********************************************************************
```

FIGURE 7-14

c. INPUT INSTRUCTIONS - Screen UNAA66 will be displayed, with system generated and protected data in some fields. The user may enter data in fields under the CLOSE BATCH? and RESET ACTIVATOR columns.

DATA ELEMENT	SPECIAL INSTRUCTIONS
FOR	FOR - The system will generate the data entry title.
BATCH ID	BATCH IDENTIFICATION - The Batch ID is system generated . This is a protected field.
MODE	MODE - The system will generate an X or C: X- Closed Batch. C- Processed in next cycle. This is a protected field. No input is required or allowed.

CLOSE BATCH?	CLOSE BATCH? - Enter a Y, R, or leave blank. Enter a R to resubmit a previously processed batch. (NOTE: The MODE field must contain a
DATA ELEMENT	SPECIAL INSTRUCTIONS
	C.) Enter a Y to close a batch. (NOTE: The MODE field must be blank and the ACTIVE INDICATOR field must contain a N.)
ACTIVE INDICATOR	ACTIVE INDICATOR - The system will generate a Y or N: Y - Active Batch. N - Batch not active. This is a protected field. No input required or allowed.
RESET ACTIVE	RESET ACTIVE INDICATOR - Enter a Y, or leave blank. Enter Y to REACTIVATE a batch. (NOTE: The ACTIVE INDICATOR must equal Y.)
MORE/END	MORE/END - The system will generate MORE, if more records are available and END, when all records have been displayed.

7.3.4.1.1 UNAA84 - CONTRACT SUPPORT OBLIGATIONS AND DISBURSEMENT INQUIRY REQUEST

a. GENERAL - Users may enter new inquiry requests or delete an inquiry request via this screen. If desired, the user may also view all pending inquiry requests.

b. SCREEN FORMAT: Figure 7-15 is a sample format for Screen UNAA84 - Contract Support Obligations and Disbursement Inquiry Request.

```
**********************************************************************
UNAA84   CONTRACT SUPPORT OBLIGATIONS AND DISBURSEMENTS INQUIRY REQUEST


                                                   BATCH ID: ######
                                                  RECORD NO: ######


                        PIIN: ###### ## ##### SPIIN: ####



Delete Record? X

### ##################################################

**********************************************************************
```

FIGURE 7-15

c. INPUT INSTRUCTIONS - Entries required/available are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
BATCH-ID	BATCH IDENTIFICATION - The Batch ID is system generated from the inquiry menu. No input is required or allowed.
RECORD-NO	RECORD NUMBER - The system counts the number of inquiry requests entered. On initial input of a new batch, the record count will begin with 0001 and for each subsequent record entered, it will be increased by one. No input isrequired or allowed.
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13 A/N) - Enter the desired contract number for the inquiry request desired. The contract number entered must be on the contract history file.
SPIIN	SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4A/N) - Enterfour position call/ order number if applicable. This field must contain data when the 9th position of the is an A, D, G, or H.
DELETE RECORD	DELETE RECORD (1A) - Enter a Y, if the PIIN/ SPIIN displayed should be deleted.

7.3.4.1.2 UNAB21 - CPN INQUIRY MENU

a. GENERAL - This screen will allow access to several inquiry screens. Enter the function desired and a valid CPN Creation Date. You can limit your inquiry to a particular DSSN or a particular CPN Recipient by entering one of these fields (cannot enter both). You will be able to inquire on transmitted CPNs that are not more than 90 days earlier than the systems date.

b. SCREEN FORMAT - Screen UNAB21 is generated when Function E is entered in screen UNAB10. Figure 7-16 is a sample screen format for UNAB21.

```
*************************************************************************
 UNAB21                          CPN INQUIRY MENU
 CBUD: ##############################          RGS CODE: ########

         * LIST OF OUT OF BALANCE AND UNROUTABLE CPN SETS.....A
         * TRANSMITTED CPNS HISTORY...........................B
        ** UPDATED DAILY CPN SERVICE SUMMARY..................C
         * ADDED/CORRECTED CPN SETS INQUIRY...................D
           TERMINATE THIS FACILITY...........................PA2


                              FUNCTION: 205

   CPN CREATION DATE: # # #       DSSN: ####       CPN RECIPIENT: ######


*  MUST ENTER CPN CREATION DATE (OPTIONAL:  DSSN OR CPN RECIPIENT)
** MUST ENTER CPN CREATION DATE ONLY

###  ##############################################################

*************************************************************************
```

FIGURE 7-16

c. INPUT INSTRUCTIONS

DATA ELEMENT	SPECIAL INSTRUCTIONS
CBUD	COMPUTER BASED USER DOCUMENTATION (30 A/N) - Depress PF5 to go to the CBUD field. Type data element exactly as it appears on the screen and depress ENTER. To get information about the screen, type screen number.
RGS CODE	READING GROUP SPECIALIST CODE (8A/N) - Personal log on code assigned to individual user. This field is system generated and protected.
FUNCTION	FUNCTION (1A) - Enter the corresponding letter for Inquiry to be performed (A, B, C, or D).

DATA ELEMENT	SPECIAL INSTRUCTIONS
CPN CREATION DATE	CONTRACT PAYMENT NOTICE CREATION DATE (6N) - Enter the Creation (voucher) date of the CPN sets you wish to inquire on. Enter in a YYMMDD format, where YY is 00-99, MM is 01-12, and DD is 01-31.
DSSN	DISBURSING STATION SYMBOL NUMBER (4A/N) - This is an optional field. Enter a valid DSSN if you wish to limit your inquiry to a particular DSSN.
CPN RECIPIENT	CONTRACT PAYMENT NOTICE RECIPIENT (6A/N) This is an optional field. Enter a valid CPN recipient if you wish to limit your inquiry to a particular CPN Recipient. Do not enter both DSSN and CPN Recipient at the same time.

7.3.4.1.3 UNAB22 - OUT-OF-BALANCE/UNROUTABLE CPN SETS INQUIRY

a. GENERAL - This screen will list all the CPN sets (represented by PIIN/SPIIN, ACRN, VOUCHER NUMBER) that prevent transmission for a specific CPN Creation Date (voucher date). The status code of O means the CPN set is out-of-balance; the rest of the Codes R, A, and C, represent unroutable CPN sets. These conditions must be corrected before the CPN sets can be transmitted. To correct a particular CPN set, enter an X in the Select field and depress ENTER. The correction screen will be generated and changes can be made.

b. SCREEN FORMAT - Figure 7-17 is a sample screen format for UNAB22. It is generated from entry of function A and a CPN Creation Date in scren UNAB21.

```
**********************************************************************
  UNAB22            OUT OF BALANCE/UNROUTABLE CPN SETS INQUIRY
  CBUD: ##############################                RGS CODE: ########
  CPN RECIPIENT: ######     DSSN: ####       CPN CREATION DATE: ## ## ##
 SELECT   CPN REC  DSSN  STAT CD           PIIN       SPIIN ACRN VOUCHER
    #     ######   ####      #      ###### ## #####  ####   ##  ######
    #     ######   ####      #      ###### ## #####  ####   ##  ######
    #     ######   ####      #      ###### ## #####  ####   ##  ######
    #     ######   ####      #      ###### ## #####  ####   ##  ######
    #     ######   ####      #      ###### ## #####  ####   ##  ######
    #     ######   ####      #      ###### ## #####  ####   ##  ######
    #     ######   ####      #      ###### ## #####  ####   ##  ######
    #     ######   ####      #      ###### ## #####  ####   ##  ######
    #     ######   ####      #      ###### ## #####  ####   ##  ######
    #     ######   ####      #      ###### ## #####  ####   ##  ######
    #     ######   ####      #      ###### ## #####  ####   ##  ######
    #     ######   ####      #      ###### ## #####  ####   ##  ######
    #     ######   ####      #      ###### ## #####  ####   ##  ######
    #     ######   ####      #      ###### ## #####  ####   ##  ######
    #     ######   ####      #      ###### ## #####  ####   ##  ######
  ####
  TOTAL OUT-OF-BALANCE/UNROUTABLE CPN SETS: ####
  ###  ##############################################################

**********************************************************************
```

FIGURE 7-17

c. INPUT INSTRUCTIONS

DATA ELEMENT	SPECIAL INSTRUCTIONS
CBUD	COMPUTER BASED USER DOCUMENTATION (30 A/N) - Depress PF5 to go to the CBUD field. Type data element exactly as it appears on the screen and depress ENTER. To get information about the screen, type screen number.
RGS CODE	READING GROUP SPECIALIST CODE (8A/N) - Personal log on code assigned to individual user. This field is system generated and protected.

DATA ELEMENT	SPECIAL INSTRUCTIONS
CPN RECIPIENT	CONTRACT PAYMENT NOTICE RECIPIENT (6A/N) - This field will be system generated from the CPN Inquiry Menu (UNAB21). This is a protected field.
DSSN	DISBURSING STATION SYMBOL NUMBER (4A/N) - This field will be system generated from the CPN Inquiry Menu. This is a protected field.
CPN CREATION DATE	CONTRACT PAYMENT NOTICE CREATION DATE (6N) - This field will be system generated from the CPN Inquiry Menu screen. This is a protected field.
SELECT	SELECT INDICATOR (1A) - Enter an X or leave blank. Enter an X and depress ENTER to go to the correction screen for the selected CPN set. (Only one record can be selected).
CPN RECIPIENT	CONTRACT PAYMENT NOTICE RECIPIENT (6A/N) - This field will be system generated from the CPN Files. This field will not be printed when the CPN Recipient is the same for all the records (except for 000000 Recipients). This is a protected field.
DSSN	DISBURSING STATION SYMBOL NUMBER (4A/N) - This field will be system generated from the CPN Files. This field will not be repeated if there is only one DSSN. This is a protected field.
STAT CD	CPN STATUS CODE (1A) - This field will be system generated from the CPN Files. The following is an explanation of the codes: O - Out-of-Balance CPN - Either the PV2/PV3 is out of balance or the PV2/PV5 is out of balance. R - Unroutable CPN - Accounting Station entered in the Supplemental Accounting Classification in the PV1 record does not match TB0092 (Accounting Station/CPN Recipient Table). A - Unroutable CPN - CPN Recipient is not in Address (ADRS) File. C - Unroutable CPN - CPN Recipient does not have a COMMRI Code in the Address File.
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N) - This field will be system generated from the CPN Files. This is a protected field.
SPIIN	SUPPLEMENTAL PIIN (4A/N) - This field will be system generated from the CPN Files. This is a protected field.

DATA ELEMENT	SPECIAL INSTRUCTIONS
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER (2A/N) - This field will be system generated from the CPN Files. This is a protected field.
VOUCHER	VOUCHER NUMBER (6A/N) - This field will be system generated from the CPN Files. This is a protected field.
MORE/END	MORE/END (4A/N) - This field is system generated and it indicates if there are more out-of-balance/unroutable CPN sets for thisdate. END will mean that the end of the file has been reached. If there is more than one screen, you will be able to go back to the first screen by depressing ENTER from the last screen.
TOTAL OUT OF BALANCE/ UNROUTABLE CPN SETS	TOTAL OUT-OF-BALANCE/UNROUTABLE CPN SETS (4N) - This field will be a system generated total of CPN sets that are out of balance and/or unroutable for the specificied CPN Creation Date.

7.3.4.1.4 UNAB23 - TRANSMITTED CPN SETS HISTORY

a. GENERAL - This screen will allow user to see all the PV records for all the CPN sets transmitted on the specified date on screen UNAB21 (CPN Inquiry Menu). You can see CPN sets up to 90 days old. All the information in these fields will be system generated and protected. For more information on these fields, see explanations on 7.3.3.2.2, Screens 7.3.3.2.3, 7.3.3.2.4, and 7.3.3.2.5 in this manual.

b. SCREEN FORMAT - Figure 7-18 is a sample screen format for UNAB23. It is generated from entry of function B and a CPN Creation Date in Screen UNAB21.

```
*********************************************************************
 UNAB23                  TRANSMITTED CPN SETS' HISTORY
 CBUD: ##############################              RGS CODE: ########
  CPN CREATION DATE: 210210 210210 210210            TRANSMISSION DATE: ## ## ##
              DSSN: ####                    CPN RECIPIENT: ######

PN: ##### ## #### SP: ####  ACRN: 210210  VO: #####  CPN R: #####  DSSN:####
PV1 APROP ######## L/SBH ## S/ACT/C ####################################
PV2 VO DT  PAYM/TP  CONTRY/CD  ORIG VO TP/CL  GROSS AMT  NET PD/COL  R/T
 ## ### ##   #        ##       ######    #   #######.## ########.##   #
 ## ### ##   #        ##       ######    #   #######.## ########.##   #
PV3 CL/EL D/CD  DED AMT  P/M 2D/CD 2D DED AMT  P/M 3D/CD 3D DED AMT  P/M
 ## ### ##   #        ##       ######    #   #######.## ########.##   #
 ## ### ##   #        ##       ######    #   #######.## ########.##   #
 ## ### ##   #        ##       ######    #   #######.## ########.##   #
PV4 CL/EL    VAR    VAR AMT    P/M   2D CL/EL   2D VAR  2D VAR AMT  P/M
 ## ### ##   #        ##       ######    #   #######.## ########.##   #
 ## ### ##   #        ##       ######    #   #######.## ########.##   #
PV5  SHP NO  SHIP TO  LN ITM IND  QUANTITY   CL/EL    ITM GRS AMT    R/T
 ## ### ##   #        ##       ######    #   #######.## ########.##   #
 ## ### ##   #        ##       ######    #   #######.## ########.##   #
 ## ### ##   #        ##       ######    #   #######.## ########.##   #
 ### ##################################################################

*********************************************************************
```

FIGURE 7-18

NOTE 1: Depress ENTER to see more records.

NOTE 2: Depress PA2 to go to the Inquiry Menu, Screen UNAB21.

NOTE 3: Depress PF5 to go to CBUD field and inquire on a data element.

7.3.4.1.5 UNAB24 - DAILY CPN SERVICE SUMMARY

a. GENERAL - This screen will allow user to see the updated Total Net Disbursement/Collections for each service for the specified date on the Inquiry Menu, Screen UNAB21. The totals in this report should equal the totals in hard copy Report UNAB620D (Daily CPN Service Summary) before any online changes are made to that dates CPN sets. After CPN addi-tions, changes and deletions through the online screen, the totals in this screen will reflect all the online corrections. The information in these fields will be system generated and protected.

b. SCREEN FORMAT - Figure 7-19 is a sample screen format for UNAB24. It is generated from entry of function C and a CPN Creation Date in Screen UNAB21.

```
**********************************************************************
  UNAB24                  DAILY CPN SERVICE SUMMARY
  CBUD: ##############################              RGS CODE: ########
                            SYSTEM DATE: ## ## ##         TIME: ######
                                           TRANSMISSION DATE: ## ## ##

                        CPN CREATION DATE: ## ## ##

              SERVICE                 TOTAL NET DISB/COLL

              ARMY                     ##,###,###.##

              AIR FORCE                ##,###,###.##

              DLA                      ##,###,###.##

              NAVY                     ##,###,###.##


  ###  ##########################################################

**********************************************************************
```

FIGURE 7-19

7.3.4.1.6 UNAB25 - ADDED/CORRECTED CPN SETS INQUIRY

SCREEN FORMAT: UNAB25 is generated by selecting function D on Screen UNAB21. Figure 7-20 is a sample screen format for UNAB25.

```
*********************************************************************
  UNAB25            ADDED/CORRECTED CPN SETS INQUIRY
  CBUD: ##############################                RGS CODE: ########
  CPN RECIPIENT: ######       DSSN: ####     CPN CREATION DATE: ## ## ##
 SEL CPN REC DSSN A/C    PIIN       SPIIN ACRN VOUCHER PV2 NET PD/C  D/C
  #  ######  ####  #  ##### ## ###### #####  ##  ######  ########.##  #
  #  ######  ####  #  ##### ## ###### #####  ##  ######  ########.##  #
  #  ######  ####  #  ##### ## ###### #####  ##  ######  ########.##  #
  #  ######  ####  #  ##### ## ###### #####  ##  ######  ########.##  #
  #  ######  ####  #  ##### ## ###### #####  ##  ######  ########.##  #
  #  ######  ####  #  ##### ## ###### #####  ##  ######  ########.##  #
  #  ######  ####  #  ##### ## ###### #####  ##  ######  ########.##  #
  #  ######  ####  #  ##### ## ###### #####  ##  ######  ########.##  #
  #  ######  ####  #  ##### ## ###### #####  ##  ######  ########.##  #
  #  ######  ####  #  ##### ## ###### #####  ##  ######  ########.##  #
  #  ######  ####  #  ##### ## ###### #####  ##  ######  ########.##  #
  #  ######  ####  #  ##### ## ###### #####  ##  ######  ########.##  #
  #  ######  ####  #  ##### ## ###### #####  ##  ######  ########.##  #
  #  ######  ####  #  ##### ## ###### #####  ##  ######  ########.##  #
  #  ######  ####  #  ##### ## ###### #####  ##  ######  ########.##  #
  ####

  ###  ##############################################################

*********************************************************************
```

FIGURE 7-20

c. INPUT INSTRUCTIONS

DATA ELEMENT	SPECIAL INSTRUCTIONS
CBUD	COMPUTER BASED USER DOCUMENTATION (30 A/N) - Depress PF5 to go to the CBUD field. Type data element exactly as it appears on the screen and depress ENTER. To get information about the screen, type screen number.
RGS CODE	READING GROUP SPECIALIST CODE (8A/N) - Personal log on code assigned to individual user. This field is system generated and protected.
CPN RECIPIENT	CONTRACT PAYMENT NOTICE RECIPIENT (6A/N) - This field will be system generated from the CPN Inquiry Menu (UNAB21). This is a protected field.
DSSN	DISBURSING STATION SYMBOL NUMBER (4A/N) - This field will be system generated from the CPN Inquiry Menu. This is a protected field.
CPN CREATION DATE	CONTRACT PAYMENT NOTICE CREATION DATE (6N) - This field will be system generated from the CPN Inquiry Menu Screen. This is a protected field.

DATA ELEMENT	SPECIAL INSTRUCTIONS
SELECT	SELECT INDICATOR (1A) - Enter an X or leave blank. Enter an X and depress ENTER to go to the correction screen for the selected CPN set. (Only one record can be selected.)
CPN RECIPIENT	CONTRACT PAYMENT NOTICE RECIPIENT (6A/N) - This field will be system generated from the CPN Files. This field will not be printed when a CPN Recipient was entered in Screen UNAB21 (except for 000000 Recipients). This is a protected field.
DSSN	DISBURSING STATION SYMBOL NUMBER (4A/N) - This field will be system generated from the CPN Files. This field will not be repeated a DSSN was entered in Screen UNAB21. This is a protected field.
A/C	UPDATE INDICATOR (1A) - This field will be system generated from the CPN Files. The following is an explanation of the codes: A - Added CPN Sets - Indicates the CPN sets created through the online CPN subsystem. C - Corrected CPN Sets - indicates the CPN sets that were corrected through the online CPN subsystem.
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N) - This field will be system generated from the CPN Files. This is a protected field.
SPIIN	SUPPLEMENTAL PIIN (4A/N) - This field will be system generated from the CPN Files. This is a protected field.
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER (2A/N) - This field will be system generated from the CPN Files. This is a protected field.
VOUCHER	VOUCHER NUMBER (6A/N) - This field will be system generated from the CPN Files. This is a protected field.
PV2 NET PD/C	PV2 NET PAID/COLLECTED (10N) - Total PV2 net paid or collected.
D/C	Fund Reporting Code (1A) - Reporting code indicator. The following are the codes: D - Disbursement C - Collection

DATA ELEMENT	SPECIAL INSTRUCTIONS
MORE/END	MORE/END (4A/N) - This field is system generated and it indicates if there are more out-of-balance/unroutable CPN sets for this date. END will mean that the End-Of-File (EOF) has been reached. If there is more than one screen, you will be able to go back to the first screen by depressing ENTER from the last screen.

7.3.4.1.7 UNAB30 - CONTRACT SUPPORT HISTORY INQUIRY

a. GENERAL - To access the Contract Obligation and Disbursement Inquiry Menu - UNAB30, the user must sign-on to the on-line system (TIS) and select MANTIS USER YCPM, Password COMBINE. (NOTE: Detailed instructions are in the USERMAN manual) Screen UNAA10 will now appear, select Function 7. The system will then display Screen UNAA20 - Financial Data Entry Menu (Figure 7-5), select Function 7 from this menu. Next, the system will display Screen UNAB01 - Contract Payment and Reporting Menu (Figure 7-6). The user will select Function C - Contract Obligation and Disbursement Inquiry Menu . The system will then display Screen UNAB30 (Figure 7-7). From this screen the user can access the Delayed or Online History Inquiries.

b. SCREEN FORMATS:

(1) Figure 7-21 is a sample format of the Financial Data Entry Menu - UNAB20. The user will select Function 7.

```
**********************************************************************
UNAA20                    FINANCIAL DATA ENTRY MENU

BATCH STATUS INQUIRY...............B   MODE XC...............X
INVOICE DATA ENTRY MENU............1   TRANSACTIONS FOR OTHERS:
                                 .      DETAIL RECORD.............8
MAAPR REQUEST/DELETE DATA ENTRY....2   MAJOR HEADER AND DELETE...9
DISBURSEMENT DATA ENTRY MENU ......3   302 REPORT:
                                         STATEMENT OF
                                           TRANSACTIONS.........10
AF C-147 & 1341, SF 1219, DD 1329..4   STATEMENT OF
                                         ACCOUNTABILITY.........11
AIR FORCE C-146 DATA ENTRY.........5   DD FORM 1195 DATA ENTRY
                                         MENU...................12
ACCRUED EXPENDITURE DATA               CASH MANAGEMENT/
ENTRY MENU                        6      PROMPT PAY MENU........13
                                       COST AND FEE HISTORY
                                         UPDATE.................14
CONTRACT PAYMENT & REPORTING.......... ACCOUNTING.
MENU                              7      CLASSIFICATION MENU....15
                                       IBOP TRANSACTIONS........16

                         FUNCTION: ###
                     BATCH-ID: ######
               ### ##################################################

**********************************************************************
```

FIGURE 7-21

(2) The Contract Payment and Reporting Menu - UNAB01 will be displayed (Figure 7-22). The user will select Function B.

```
*********************************************************************
UNAB01              CONTRACT PAYMENT AND REPORTING MENU

                    COMPUTER BASED USER DOCUMENTATION.............A

                    CONTRACT PAYMENT NOTICE MENU..................B

               CONTRACT OBLIGATION AND
                    DISBURSEMENT INQUIRY MENU.....................C

                    ACCOUNTS RECEIVABLE MENU......................D

                    TERMINATE THIS FACILITY.....................PA2


                         FUNCTION: #


  ### ##############################################################

*********************************************************************
```

FIGURE 7-3-22

(3) The Contract Obligation and Disbursement Inquiry Menu will now be displayed.(Figure 7-7) Listed below are the available inquiry functions for UNAB30:

(a) Function A - Contract Obligation History, the user must enter a valid PIIN/SPIIN and may enter, the corresponding data for any of following optional inquiry levels: DATE, ACCTG STATION, and ACRN.

(b) Function B - Contract Disbursement History, the user must enter a valid PIIN/SPIIN and may enter the corresponding data for any of the optional inquiry levels on the menu.

(c) Function C - Delayed Contract History Inquiry, when selected and a valid Batch ID has been entered, will allow the user to request a delayed inquiry via Screen UNAA84 - Contract Support Obligations and Disbursement Inquiry Request (Figure 7-10).

(d) C1 - Batch Status Inquiry, when selected will allow the user to inquire on existing batches via Screen UNAA66 - Batch Status Inquiry (Figure 7-11).

(e) Function X - Mode XC, when selected and a valid Batch ID was entered, will allow the user to completed/closed out a previously entered batch. (NOTE: This function is performed directly on the menu.)

A general explanation of this menu is available to the user via CBUD. To access the CBUD field depress PF5 and type the screen identi-fication number exactly as it is displayed. To terminate input or to return to the previous screen, depress PA2.

```
**********************************************************************
  UNAB30          CONTRACT OBLIGATION AND DISBURSEMENT INQUIRY MENU
  CBUD: ##############################                RGS CODE: ########

             *  CONTRACT OBLIGATION HISTORY..................A
                CONTRACT DISBURSEMENT HISTORY................B
            **  DELAYED CONTRACT HISTORY INQUIRY ............C
                BATCH STATUS INQUIRY........................C1
              ** MODE XC...................................X

                              FUNCTION: ##

           PIIN: ###### ## #####  SPIIN: ####    BATCH ID: ######

      OPTIONAL INQUIRY LEVEL  (SELECT ONE OR MORE LISTED BELOW)

       DATE BEGINNING: ## ## ##     DATE ENDING : ## ## ##

ACRN: ##  ACCTG STATION: ###  TYPE PAYMENT CD: 217217  SHIPMENT NO: ####

 * May select optional level: Date, Acctg Station and/or ACRN
** Must enter BATCH-ID for this function.
###  ##############################################################

**********************************************************************
```

FIGURE 7-23

c. INPUT INSTRUCTIONS - Entries available/required are as follows:

DATA ELEMENT	SPECIAL INSTRUCTIONS
CBUD	COMPUTER BASED USER DOCUMENTATION (30 A/N) - If entered, must match a data element on the screen.
RGS-CD	READING GROUP SPECIALIST CODE (8 A/N) - This field will be system generated from the sign-on screen. This is a protected field.
FUNCTION	FUNCTION (2A/N) - Enter the letter/and or number of the process to be performed.
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13 A/N) - Enter the desired contract number for the inquiry function selected. Contract number entered must be on the Contract History File. If Function C, C1, or X is selected, input in this field isnot required.
SPIIN	SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFIC-NUMBER (4 A/N) - Enter a four position call/ number if applicable. This field must contain data when the ninth position of the PIIN is an A, D, G, or H.

DATA ELEMENT	SPECIAL INSTRUCTIONS
BATCH ID	BATCH IDENTIFICATION NUMBER (6A/N) Must enter the locally assigned batch number when Function C or C1 is selected.
DATE BEGINNING	DATE BEGINNING (6N) - May enter the beginning date (YY MM DD) of the timeframe specified for the inquiry.
DATE ENDING	DATE ENDING (6N) - May enter the ending date (YY MM DD) of the timeframe specified for the inquiry.
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER - If entered, must be a valid 2 position alpha/ numeric on the Contract History File for the specified PIIN inquiry.
ACCTG STATION	ACCOUNTING STATION NUMBER (6A/N) - If entered, must contain a valid Fiscal Accounting Station number.
TYPE PAYMENT CD	TYPE PAYMENT CODE (2A/N) - If entered, this field is a combination of a valid collection code (1 or 2) and a valid type payment code from the list below: 1 - Final Payment. 2 - Partial Payment. 3 - Progress Payment. 4 - Advance Payment. 8 - Cash Collection or manual/manual for Navy only. 9 - For other services Cash Collection for adjustments, corrections, and payments involving IBOP memo entries. .
SHIPMENT NO	SHIPMENT NUMBER (8A/N) - If entered, entry in this field must be, pos. 1-3 alpha, Positions 4-7 alphanumeric and pos. 8 must be an alpha Z. The shipment number entered must be on the Contract History File .

7.3.4.1.8 UNAB31 - CONTRACT OBLIGATION HISTORY INQUIRY

a. GENERAL - This screen will be displayed when the user selects Function A from the Contract Obligation and Disburse ment Inquiry Menu - UNAB30. This inquiry allows the user to view the Contract Obligation records for PIIN/SPIIN and/or PIIN/SPIIN/ACRN. If specific parameters (optional inquiry levels) were entered on UNAB30, the inquiry data displayed will be at the level(s) requested. A general explanation of this inquiry is available to the user by entering UNAB31 in the CBUD field. Explanations (definitions) of all other data elements except CBUD, can be accessed by entering the data element name in the CBUD field.

b. SCREEN FORMAT - Figure 7-24 is a sample format of Screen UNAB31 - Contract Obligation History Inquiry .

```
*****************************************************************************
UNAB31                  CONTRACT OBLIGATION HISTORY INQUIRY
CBUD:  ################################                   RGS CODE:  ########
             PIIN: ###### ## #####  SPIIN: ##### ACRN: ##
CONTRACT OBLIGATION: -#############.##      ACRN OBLIGATION: -#############.##

BATCH ID:  ###### SVC CD: # ACRN: ## LMT: #### FND CD: ##  APPROP: ##########
ACCT CLASS: ####################################  ACTG STAT: ###### DOC: ######
TRNS DT: ## ### ##   TC: ##   FT: #   AMT: -#############.##  CNCLD-FND-IND: #

BATCH ID: ###### SVC CD: # ACRN: ## LMT: ####  FND CD: ##  APPROP: ##########
ACCT CLASS: ####################################  ACTG STAT: ###### DOC: ######
TRNS DT: ## ### ##   TC: ##   FT: #   AMT: -#############.##  CNCLD-FND-IND: #

BATCH ID: ###### SVC CD: # ACRN: ## LMT: ####  FND CD: ##  APPROP: ##########
ACCT CLASS: ####################################  ACTG STAT: ###### DOC: ######
TRNS DT: ## ### ##   TC: ##   FT: #   AMT: -#############.##  CNCLD-FND-IND: #

BATCH ID: ###### SVC CD: # ACRN: ## LMT: ####  FND CD: ##  APPROP: ##########
ACCT CLASS: ####################################  ACTG STAT: ###### DOC: ######
TRNS DT: ## ### ##   TC: ##   FT: #   AMT: -#############.##  CNCLD-FND-IND: #

####
### ##########################################################################

*****************************************************************************
```

FIGURE 7-24

c. INPUT INSTRUCTIONS - Data for the RGS-CD, PIIN, SPIIN, and/or ACRN are carried forward from the inquiry menu screen. All other fields are protected except for CBUD.

d. DATA ELEMENT DESCRIPTIONS - The following are the data element descriptions which correspond with the above screen format.

DATA ELEMENT	DESCRIPTION
CBUD	COMPUTER BASED USER DOCUMENTATION - This field is used to request data elements or screen definitions.
RGS-CD	READING GROUP SPECIALIST CODE - The User ID of the person performing the inquiry, system generated from the sign-on screen.

DATA ELEMENT	DESCRIPTION
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - This is the contract number for the inquiry function selected.
SPIIN	SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - If applicable, this is the number used in conjunction with the basic PIIN .
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER - If displayed, this is a control number which related the Long Line Accounting Classification Citation Number to the Detail Line Item Schedule information.
ACCTG STATION	ACCOUNTING STATION NUMBER - This element identifies the office which performs the Financial Accounting functions relative to appropriations made available by HQ DLA.
CONTRACT OBLIGATION	CONTRACT OBLIGATION - The amount stated at a contract or call/order level which a Government agency will eventually disburse for goods or services under the contract or call/order.
ACRN OBLIGATION	ACCOUNTING CLASSIFICATION REFERENCE NUMBER OBLIGATION - The amount stated above, however at a specific ACRN level.
BATCH ID	Up to six position alpha/numeric controlled number.
SVC CODE	SERVICE CODE - A one position code designating the agency or service for funding.
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER - A two position code which identifies a Long Line Accounting Classification Citation number.
LMT	LIMIT/SUBHEAD - A breakdown of an appropriation for a specified purpose.
FND CD	FUND CODE - A two position code that specifies the type of funds including FMS, that the monies are appropriated.
APROP	APPROPRIATION - The ten position code established by the Treasury Department to account for funds made available for obligations.
ACCT CLASS	ACCOUNTING CLASSIFICATION - A code to identify and report on financial and budgetary transactions as they relate to appropriations and funds made available.
ACTG STAT	ACCOUNTING STATION NUMBER - A code that identifies the Funding Station that has been allocated the funds being obligated.

DATA ELEMENT	DESCRIPTION
DOC	DOCUMENT REFERENCE - This field will identify the document type received that initiated the obligation transaction.
TRNS DT	TRANSACTION DATE - The process date of the transaction.
TC	TRANSACTION CODE - A code assigned to the Accounting Classification which indicates the type of transaction; e.g., T – Transportation, D – Discount, Q – Quantity Variance, W – Progress Payments, etc.
FT	FORCE-THRU - A identifier code of Y indicates that a transaction was forced thru in order to override system default and force the transaction to update the system.
AMT	TRANSACTION AMOUNT - The amount of the obligation transaction.
CNCLD-FND-IND	CANCELED FUND INDICATOR – An alpha character in this field indicates that the transaction was processed after the funds were canceled.

7.3.4.1.9 UNAB32 - CONTRACT DISBURSEMENT HISTORY INQUIRY

a. GENERAL - This screen will be displayed when the user selects Function B from the Contract Obligation and Disburse ment Inquiry Menu - UNAB30. This inquiry allows the user to view the Contract Disbursement records for a PIIN/SPIIN and/or PIIN/SPIIN/ACRN. If specific parameters (optional inquiry levels) were entered on UNAB30, the inquiry data dis-played will be at the level(s) requested.

b. SCREEN FORMAT - Figure 7-25 is a sample format of Screen UNAB32- Contract Disbursement History Inquiry.

```
*****************************************************************************
UNAB32                  CONTRACT DISBURSEMENT HISTORY INQUIRY
CBUD:  ##############################                    RGS CODE:  ########
            PIIN:  ###### ## #####  SPIIN:  ####  ACRN:  ##
CONTRACT OBLIGATION:    -#############.##    ACRN OBLIGATION:  -############.##
CONTRACT DISBURSEMENTS: -#############.##  ACRN DISBURSEMENTS: -############.##

DISB AMT: -#############.## SV: # ACRN: ## LMT: #### FC: ## APPROP: ##########
ACCT CLASS: ##################################### ACTG STAT: ######   PP: ###
TR CD: ## CC: # TY PMT: # DOV: ###### SHP NO: ######## FT: #  DATE: ## ## ##
CLIN:  ###### SHP-TO:  ###### QTY:  ######  CNCLD-FND-IND: # BATCH ID ######

DISB AMT: -#############.## SV: # ACRN: ## LMT: #### FC: ## APPROP: ##########
ACCT CLASS: ##################################### ACTG STAT: #####    PP: ###
TR CD: ## CC: # TY PMT: # DOV: ###### SHP NO: ######## FT: #  DATE: ## ## ##
CLIN:  ###### SHP-TO:  ###### QTY:  ######  CNCLD-FND-IND: # BATCH ID ######

DISB AMT: -############.## SV: #  ACRN: ## LMT: #### FC: ## APPROP: ##########
ACCT CLASS: ##################################### ACTG STAT: #####    PP: ###
TR CD: ## CC: # TY PMT: # DOV: ###### SHP NO: ######## FT: #  DATE: ## ## ##
CLIN:  ###### SHP-TO:  ###### QTY:  ######  CNCLD-FND-IND: # BATCH ID ######

#### ##########################################################################

*****************************************************************************
```

FIGURE 7-25

c. INPUT INSTRUCTIONS - Data for the RGS-CD, PIIN, SPIIN, and/or ACRN are carried forward from the Inquiry Menu screen. All other fields are protected except for CBUD.

d. DATA ELEMENT DESCRIPTIONS - The following are those data element descriptions which correspond with the above screen format.

DATA ELEMENT	DESCRIPTION
CBUD	COMPUTER BASED USER DOCUMENTATION - The field used to request data element or screen defini-tions.
RGS-CD	READING GROUP SPECIALIST CODE - The User ID of the person performing the inquiry is system generated from the sign-on screen.

DATA ELEMENT	DESCRIPTION
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - This contract number for the inquiry function selected.
SPIIN	SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER - If applicable, this is the number used in conjunction with the basic PIIN .
CONTRACT OBLIGATION	CONTRACT OBLIGATION - The amount stated at a contract or call/orderLevel which a agency will eventually disburse for goods or services under the contract or call/order.
ACRN OBLIGATION	ACCOUNTING CLASSIFICATION REFERENCE NUMBER OBLIGATION - The amount stated above however at a specific ACRN level.
CONTRACT DISBURSEMENTS	CONTRACT DISBURSEMENTS - The total amount of funds disbursed at the contract level.
ACRN DISBURSEMENTS	ACCOUNTING CLASSIFICATION REFERENCE NUMBER DISBURSEMENTS - The total amount of funds disbursed for a specific ACRN .
DISB-AMT	DISBURSEMENT AMOUNT - The dollar value of the disbursement transaction.
SV	SERVICE CODE - A one position code designating the agency or service for funding.
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER - A two position code which identifies a Long Line Accounting Classification Citation Number.
LMT	LIMIT/SUBHEAD - A breakdown of an appropriation for a specified purpose.
FC	FUND CODE - A two position code that specifies the type of funds including FMS, that the monies are appropriated.
APROP	APPROPRIATION - The ten position code established by the Treasury Dept. to account for funds made available for obligations.
ACCT-CLASS	ACCOUNTING CLASSIFICATION - A code to identify and report on financial and budgetary transactions as they relate to appropriations and funds made available.
ACTG-STAT	ACCOUNTING STATION NUMBER - A code that identifies the funding station that has been allocated the funds being obligated.
PP	PARTIAL PAYMENT - This field will identify the partial payment number for the disbursing voucher .

DATA ELEMENT	DESCRIPTION
TR-CD	TRANSACTION CODE - The code assigned to an accounting classification which is designated for a specific purpose; e.g., T – Transportation, D – Discount, Q – Quantity Variance, W – Progress Payments, etc.
CC	COLLECTION CODE - The one position code identifying the transaction as a collection/deduction: 1 - Adjustments involving external reporting. 2 - IBOP
TY-PMT	TYPE PAYMENT CODE - The one position code that identifies a payment as final, partial, progress payment etc.
DOV	DISBURSING OFFICE VOUCHER NUMBER - The six position serial sequence number that is assigned during financial processing to a voucher. In MOCAS, this number is a five position code for Navy transactions.
SHIPMENT NO	SHIPMENT NUMBER - This is the shipment number referenced for the payment transaction.
FT	FORCE THRU - An code of Y is used to denote that a transaction was forced thru in order to override the system default and force the transaction to update the system.
DATE	DATE - The date of the disbursement transaction.
CLIN	CONTRACT LINE ITEM – Exhibit line item – The line item associated with the ACRN on the transaction.
SHP-TO	SHIP-TO – The DoDAAC of the activity where the shipment was sent to.
QTY	QUANTITY – The quantity of the line item included in the shipment.
CNCLD-FND-IND	CANCELED FUND INDICATOR – An alpha character in this field indicates that the transaction was processed after the funds were canceled.
BATCH ID	Up to six position alpha/numeric controlled number.

7.3.5 OUTPUT PRODUCTS

7.3.5.1 REPORTS

7.3.5.1.1 UNAB620A - DAILY CPN LISTING FOR GOOD RECIPIENTS

a. Data Summary

PURPOSE:	To provide daily Contract Payment Notices for Good (all routable CPN sets) Recipients, PV1 through PV5, for transactions in the disbursement process.
TYPE/MEDIUM:	Output paper.
FREQUENCY:	Daily
TOTALS:	Total PV2 Gross Disbursement Amount, Total PV2 Net Paid, Total PV2 Collections, and Difference between Total PV2 Gross Disbursement and PV2 Net Paid. Total PV3 Deductions, Total PV4 Variances and Total PV5 Item Gross Amount and difference between PV5 Gross and PV2 Gross. Also, total Good Recipient Totals: Total Disbursement, Total Coll and Total Net Disbursement/Collection.
SORT SEQUENCE:	The primary sort will be by CPN Recipient. Within recipient, sort by PIIN terminal digit/voucher number.
OUT-OF-BALANCE MSG	Out-of-Balance CPN sets will prevent transmission of a Day's CPNs. When a CPN set is Out-of-Balance, one or both ofthe following messages will be displayed: a. PV2/PV3 Out-of-Balance - Displayed when the following balancing requirement is not met: PV2 Gross Amount minus PV2 Net Paid must equal PV3 Deductions. b. PV2/PV5 Out-of-Balance - Displayed when the following is not met: PV5 Total Gross Amount plus PV4 Total Variance amount (except for P and Q variance amounts) must equal PV2 Gross Amount.
PAGE BREAK:	Full Page.

b. Sample Report - UNAB620A Daily CPN List for Good Recipients

```
*****************************************************************************************************************************
REPORT NUMBER UNAB620A                          DATE ## ## ##                                                  PAGE  ####

                                  DAILY CPN LIST FOR - GOOD RECIPIENTS
RECIPIENT
            DI       PIIN      SPIIN  ACRN  VOUCHER        APPROP     LIM/SUB     SUPPL ACCOUNTING CLASSIFICATION
  ######    PV1  ############  ####   ##    ######       ##########    ####       ##################################
                                                          RECPNT  DISB O  VCHR DT    PT  CC  ORIG V  CT   GROSS     NET PD/COLL R
            PV2  ############  ####   ##    ######       ######  ######  ## ### ##  #   ##  ######   # ###########  ###########
                                                         CLIN/E  DED   DED AMT    P/M  DED   DED AMT    P/M  DED   DED AMT    P/M
            PV3  ############  ####   ##    ######       ######   #   ###########   #   #    ########### #    #    ########### #
                                                         CLIN/E  VAR  NET VAR AMT P/M  CLIN/E  VAR  NET VAR AMT   P/M
            PV4  ############  ####   ##    ######       ######   #   ###########   #  ######    #  ##########     #
                                                          SHP NO    SHP TO  L/S  QUANTITY  CLIN/E   ITEM GROSS  R/T
            PV5  ############  ####   ##    ######       ########   ######   #   ########  ######   ##########    #
                 PV2  DISB--GROSS ########.##  NET ########.##  DIFF ########.##CR     COLL--########.##
                 PV3                                          NET  ########.##CR
                 PV4                          NET ########.##
                 PV5  DISB--------########.##  DIFF########.##
                  (#######################)       (#######################)
            DI       PIIN      SPIIN  ACRN  VOUCHER        APPROP     LIM/SUB     SUPPL ACCOUNTING CLASSIFICATION
  ######    PV1  ############  ####   ##    ######       ##########    ####       ##################################
                                                          RECPNT  DISB O  VCHR DT    PT  CC  ORIG V  CT   GROSS     NET PD/COLL R
            PV2  ############  ####   ##    ######       ######  ######  ## ### ##  #   ##  ######   # ###########  ###########
                                                         CLIN/E  DED   DED AMT    P/M  DED   DED AMT    P/M  DED   DED AMT    P/M
                 PV2  DISB--GROSS ########.##  NET ########.##  DIFF ########.##CR     COLL--########.##
      RECIPIENT TOTALS                  DISB      $ZZZ,ZZZ,ZZZ.99    COLL   $ZZZ,ZZZ,ZZZ.99      NET DISB/COLL   $ZZZ,ZZZ,ZZZ.99

            DI       PIIN      SPIIN  ACRN  VOUCHER        APPROP     LIM/SUB     SUPPL ACCOUNTING CLASSIFICATION
  ######    PV1  ############  ####   ##    ######       ##########    ####       ##################################
                                                          RECPNT  DISB O  VCHR DT    PT  CC  ORIG V  CT   GROSS     NET PD/COLL R
            PV2  ############  ####   ##    ######       ######  ######  ## ### ##  #   ##  ######   # ###########  ###########
                                                          SHP NO    SHP TO  L/S  QUANTITY  CLIN/E   ITEM GROSS  R/T
            PV5  ############  ####   ##    ######       ########   ######   #   ########  ######   ##########    #
                 PV2  DISB--GROSS ########.##  NET ########.##  DIFF ########.##CR     COLL--########.##
                 PV5  DISB--------########.##  DIFF########.##
      RECIPIENT TOTALS                  DISB      $ZZZ,ZZZ,ZZZ.99    COLL   $ZZZ,ZZZ,ZZZ.99      NET DISB/COLL   $ZZZ,ZZZ,ZZZ.99

      GOOD RECIPIENTS REPORT TOTALS     DISB    $Z,ZZZ,ZZZ,ZZZ.99    COLL $Z,ZZZ,ZZZ,ZZZ.99      NET DISB/COLL $Z,ZZZ,ZZZ,ZZZ.99

*****************************************************************************************************************************
```

FIGURE 7-26

7.3.5.1.2 UNAB620B - DAILY CPN LISTING FOR ZERO RECIPIENTS

a. Data Summary

PURPOSE:	To provide daily Contract Payment Notices for Zero Recipients, PV1 through PV5, for transactions in the disbursement process.Zero Recipients are those that have zeroes in the recipient field in TB0092, Accounting Station/CPN Receivable Table, because they do not want to receive CPN transmissions.
TYPE/MEDIUM:	Output paper.
FREQUENCY:	Daily
TOTALS:	Total PV2 Gross Disbursement Amount, Total PV2 Net Paid, Total PV2 Collections and Difference between Total PV2 Gross Disbursement and PV2 Net Paid. Total PV3 Deductions, Total PV4 Variances and Total PV5 Item Gross Amount and difference between PV5 Gross and PV2 Gross. Also, total Zero Recipient Totals: Total Disbursement, Total Collection, and Total Net Disbursement/Collection.
SORT SEQUENCE:	The primary sort will be by CPN Recipient.Within recipient, sort by PIIN terminal digit/voucher number.
OUT-OF-BALANCE MSG	Out-of-Balance CPN sets will prevent transmission of a Day's CPNs. When a CPN set is Out of Balance, one or both of the following messages will be displayed: a. PV2/PV3 Out-of-Balance - Displayed when the following balancing requirement is not met: PV2 Gross Amount minus PV2 Net Paid must equal PV3 Deductions. b. PV2/PV5 Out-of-Balance - Displayed when the following is not met: PV5 Total Gross Amount plus PV4 Total Variance amount (except for P and Q variance amounts) must equal PV2 Gross Amount.
PAGE BREAK:	Full page.

b. Sample Report - UNAB620B Daily CPN List for Zero Recipients

```
*****************************************************************************************************************************
 REPORT NUMBER UNAB620B                    DATE ## ## ##                                                  PAGE  ####

                                  DAILY CPN LIST FOR - ZERO RECIPIENTS
RECIPIENT
            DI      PIIN       SPIIN  ACRN  VOUCHER        APPROP     LIM/SUB     SUPPL ACCOUNTING CLASSIFICATION
  ######    PV1  ############  ####   ##    ######       #########    ####       ##################################
                                                          RECPNT  DISB O  VCHR DT    PT  CC  ORIG V  CT   GROSS     NET PD/COLL R
            PV2  ############  ####   ##    ######       ######  ######  ## ### ##  #   ##  ######   # ###########  ###########
                                                         CLIN/E  DED   DED AMT    P/M  DED   DED AMT    P/M  DED   DED AMT    P/M
            PV3  ############  ####   ##    ######       ######  #   ###########  #   #    ########### #    #    ########### #
                                                         CLIN/E  VAR  NET VAR AMT P/M  CLIN/E  VAR  NET VAR AMT   P/M
            PV4  ############  ####   ##    ######       ######  #   ###########  #  ######    #  ##########     #
                                                          SHP NO    SHP TO  L/S  QUANTITY  CLIN/E   ITEM GROSS  R/T
            PV5  ############  ####   ##    ######       ########  ######   #   #######  ######   ##########    #
                 PV2  DISB--GROSS ########.##  NET ########.##  DIFF ########.##CR     COLL--########.##
                 PV3                                            NET  ########.##CR
                 PV4                              NET ########.##
                 PV5  DISB--------########.##  DIFF########.##
                  (######################)      (######################)
            DI      PIIN       SPIIN  ACRN  VOUCHER        APPROP     LIM/SUB     SUPPL ACCOUNTING CLASSIFICATION
  ######    PV1  ############  ####   ##    ######       #########    ####       ##################################
                                                          RECPNT  DISB O  VCHR DT    PT  CC  ORIG V  CT   GROSS     NET PD/COLL R
            PV2  ############  ####   ##    ######       ######  ######  ## ### ##  #   ##  ######   # ###########  ###########
                                                         CLIN/E  DED   DED AMT    P/M  DED   DED AMT    P/M  DED   DED AMT    P/M
                 PV2  DISB--GROSS ########.##  NET ########.##  DIFF ########.##CR     COLL--########.##
      RECIPIENT TOTALS                  DISB      $ZZZ,ZZZ,ZZZ.99    COLL   $ZZZ,ZZZ,ZZZ.99      NET DISB/COLL   $ZZZ,ZZZ,ZZZ.99

            DI      PIIN       SPIIN  ACRN  VOUCHER        APPROP     LIM/SUB     SUPPL ACCOUNTING CLASSIFICATION
  ######    PV1  ############  ####   ##    ######       #########    ####       ##################################
                                                          RECPNT  DISB O  VCHR DT    PT  CC  ORIG V  CT   GROSS     NET PD/COLL R
            PV2  ############  ####   ##    ######       ######  ######  ## ### ##  #   ##  ######   # ###########  ###########
                                                          SHP NO    SHP TO  L/S  QUANTITY  CLIN/E   ITEM GROSS  R/T
            PV5  ############  ####   ##    ######       ########  ######   #   #######  ######   ##########    #
                 PV2  DISB--GROSS ########.##  NET ########.##  DIFF ########.##CR     COLL--########.##
                 PV5  DISB--------########.##  DIFF########.##
      RECIPIENT TOTALS                  DISB      $ZZZ,ZZZ,ZZZ.99    COLL   $ZZZ,ZZZ,ZZZ.99      NET DISB/COLL   $ZZZ,ZZZ,ZZZ.99

      ZERO RECIPIENTS REPORT TOTALS     DISB    $Z,ZZZ,ZZZ,ZZZ.99    COLL $Z,ZZZ,ZZZ,ZZZ.99      NET DISB/COLL $Z,ZZZ,ZZZ,ZZZ.99
*****************************************************************************************************************************
```

FIGURE 7-27

7.3.5.1.3 UNAB620C - DAILY CPN LISTING FOR UNROUTABLES

a. Data Summary

PURPOSE:	To provide daily Contract Payment Notices for PV1 through PV5, for transactions in the disbursement process.
TYPE/MEDIUM:	Output paper.
FREQUENCY:	Daily
TOTALS:	Total PV2 Gross Disbursement Amount, Total PV2 Net Paid, Total PV2 Collections and Difference between Total PV2 Gross Disbursement and PV2 Net Paid. Total PV3 Deductions, Total PV4 Variances and Total PV5 Item Gross Amount and difference between PV5 Gross and PV2 Gross. Also, total Zero Recipient Totals: Total Disbursement, Total Collection and Total Net Disbursement/Collection.
SORT SEQUENCE:	The primary sort will be by CPN Recipient. Within recipient, sort by PIIN terminal digit/voucher number.
OUT-OF-BALANCE MSG	Out-of-Balance CPN sets will prevent transmission of a Day's CPNs. When a CPN set is Out-of-Balance, one or both of the following messages will be displayed: PV2/PV3 Out-of-Balance - Displayed when the following balancing requirement is not met: PV2 Gross Amount minus PV2 Net Paid must equal PV3 Deductions.
UNROUTABLE MESSAGEThe	Unroutable CPN sets will prevent transmission of that day's CPN sets. Every CPN set in this listing will have to be corrected prior to transmission. Each CPN set will have one of these messages: a. NO MATCH ON TB0092 - (CPN STATUS CODE OF R) - This means that the accounting station (ACCTG STA) entered

in the Supplemental Accounting Class-field of the PV1 record was not a valid ACCTG STA for that PIIN/SPIIN.

b. CPN REC NOT IN ADRS - (CPN STATUS CODE OF A) - The CPN Recipient Code was not found in the Master Address File.

c. NO COMMRI ON ADRS - (CPN STATUS CODE OF C) - CPN Recipient Code does not have a communications routing identifier code in the Master Address File.

PAGE BREAK: Full page.

b. Sample Report - UNAB620C Daily CPN List for Unroutables

```
*****************************************************************************************************************
 REPORT NUMBER UNAB620C                    DATE ## ## ##                                    PAGE  ####

                                  DAILY CPN LIST FOR -  UNROUTABLES
RECIPIENT
          DI      PIIN      SPIIN  ACRN  VOUCHER        APPROP     LIM/SUB     SUPPL ACCOUNTING CLASSIFICATION
  ######  PV1  ############  ####   ##    ######       ##########    ####       ####################################
                                                       RECPNT  DISB O  VCHR DT    PT  CC  ORIG V  CT   GROSS     NET PD/COLL R
          PV2  ############  ####   ##    ######       ######  ######  ## ### ##  #   ##  ######   # ###########  ###########
                                                      CLIN/E  DED   DED AMT    P/M  DED   DED AMT    P/M  DED   DED AMT    P/M
          PV3  ############  ####   ##    ######       ######   #   ###########   #   #    ########### #    #    ########### #
                                                      CLIN/E  VAR  NET VAR AMT P/M  CLIN/E  VAR  NET VAR AMT   P/M
          PV4  ############  ####   ##    ######       ######   #   ###########   #  ######    #  ##########     #
                                                       SHP NO    SHP TO  L/S  QUANTITY  CLIN/E   ITEM GROSS  R/T
          PV5  ############  ####   ##    ######       ########   ######   #   ########  ######   ##########    #
               PV2  DISB--GROSS ########.##  NET ########.##  DIFF ########.##CR     COLL--########.##
               PV3                                            NET  ########.##CR
               PV4                          NET ########.##
               PV5  DISB--------########.##  DIFF########.##
                (#######################)      (#######################)                          (#######################
          DI      PIIN      SPIIN  ACRN  VOUCHER        APPROP     LIM/SUB     SUPPL ACCOUNTING CLASSIFICATION
  ######  PV1  ############  ####   ##    ######       ##########    ####       ####################################
                                                       RECPNT  DISB O  VCHR DT    PT  CC  ORIG V  CT   GROSS     NET PD/COLL R
          PV2  ############  ####   ##    ######       ######  ######  ## ### ##  #   ##  ######   # ###########  ###########
                                                      CLIN/E  DED   DED AMT    P/M  DED   DED AMT    P/M  DED   DED AMT    P/M
               PV2  DISB--GROSS ########.##  NET ########.##  DIFF ########.##CR     COLL--########.##
                                                                                                          (#######################
          DI      PIIN      SPIIN  ACRN  VOUCHER        APPROP     LIM/SUB     SUPPL ACCOUNTING CLASSIFICATION
  ######  PV1  ############  ####   ##    ######       ##########    ####       ####################################
                                                       RECPNT  DISB O  VCHR DT    PT  CC  ORIG V  CT   GROSS     NET PD/COLL R
          PV2  ############  ####   ##    ######       ######  ######  ## ### ##  #   ##  ######   # ###########  ###########
                                                       SHP NO    SHP TO  L/S  QUANTITY  CLIN/E   ITEM GROSS  R/T
          PV5  ############  ####   ##    ######       ########   ######   #   ########  ######   ##########    #
               PV2  DISB--GROSS ########.##  NET ########.##  DIFF ########.##CR     COLL--########.##
               PV5  DISB--------########.##  DIFF########.##
                                                                                                          (#######################
     RECIPIENT TOTALS                 DISB     $ZZZ,ZZZ,ZZZ.99    COLL   $ZZZ,ZZZ,ZZZ.99     NET DISB/COLL   $ZZZ,ZZZ,ZZZ.99

     UNROUTABLE REPORT TOTALS         DISB    $Z,ZZZ,ZZZ,ZZZ.99    COLL $Z,ZZZ,ZZZ,ZZZ.99     NET DISB/COLL $Z,ZZZ,ZZZ,ZZZ.99
*****************************************************************************************************************
```

FIGURE 7-28

7.3.5.1.4 UNAB620D - DAILY CPN SERVICE SUMMARY

a. Data Summary

PURPOSE:	To provide Total Net Disbursement/Collection amount per service (Army, Air Force, DLA, and Navy) for a CPN Creation date.
TYPE/MEDIUM:	Output paper.
FREQUENCY:	Daily
TOTALS:	Total Net Disbursement/Collection for Good Recipients per service and a grand total for all services; Total Net Disbursement/Collection for Zero Recipients per service and a grand total for all services; Total Net Disbusement/Collection for Unroutables per service and a grand total for all services and a Total Net Disbursement/Collection for each service and a Grand Total Net Disbursement/Collection for all.
SORT SEQUENCE:	Army will be first, then Air Force, DLA, and Navy.
PAGE BREAK:	This will be a one page report.

b. Sample Report - UNAB620D Daily CPN Service Summary

****

REPORT NUMBER UNAB620D DATE ## ## ## PAGE ####

DAILY CPN SERVICE SUMMARY

SERVICE	NET DISB/COLL GOOD RECIPIENTS	NET DISB/COLL ZERO RECIPIENTS	NET DISB/COLL UNROUTABLES	TOTAL NET DISB/COLL
ARMY	$ZZ,ZZZ,ZZZ,ZZZ.99CR	$ZZ,ZZZ,ZZZ,ZZZ.99CR	$ZZ,ZZZ,ZZZ,ZZZ.99CR	$ZZ,ZZZ,ZZZ,ZZZ.99CR
AIR FORCE	$ZZ,ZZZ,ZZZ,ZZZ.99CR	$ZZ,ZZZ,ZZZ,ZZZ.99CR	$ZZ,ZZZ,ZZZ,ZZZ.99CR	$ZZ,ZZZ,ZZZ,ZZZ.99CR
DLA	$ZZ,ZZZ,ZZZ,ZZZ.99CR	$ZZ,ZZZ,ZZZ,ZZZ.99CR	$ZZ,ZZZ,ZZZ,ZZZ.99CR	$ZZ,ZZZ,ZZZ,ZZZ.99CR
NAVY	$ZZ,ZZZ,ZZZ,ZZZ.99CR	$ZZ,ZZZ,ZZZ,ZZZ.99CR	$ZZ,ZZZ,ZZZ,ZZZ.99CR	$ZZ,ZZZ,ZZZ,ZZZ.99CR
TOTALS	#ZZ,ZZZ,ZZZ,ZZZ.99CR	$ZZ,ZZZ,ZZZ,ZZZ.99CR	$ZZ,ZZZ,ZZZ,ZZZ.99CR	$ZZ,ZZZ,ZZZ,ZZZ.99CR

LAST PAGE

****

FIGURE 7-29

c. REPORT ELEMENT DESCRIPTIONS for UNAB620

REPORT ELEMENT	ELEMENT DESCRIPTION
CREATION DATE	CREATE-DT - Voucher date.
RECIPIENT	RCPNT-DODAAC - Code which identifies the Contract Payment Notice Recipient.
PV1	
DI	DOC-ID-CD - Document Identifier = PV1.
PIIN	PIIN - Procurement Instrument Identification Number. Contract number.
SPIIN	SPIIN - Supplemental Procurement Instrument Identification Number - The call or order number of the contract.
ACRN	ACRN - Accounting Classification Reference Number. A code which identifies a long line accounting classification citation number.
VOUCHER	VCHR-NO - The voucher serial number assigned to the payment/collection.
APPROP	APROP - Appropriation. Combination of numbers established by the Treasury Department to account for funds made available for obligation and disbursement from the Treasury.
LIM/SUB	LMT-SUBH - Limitation/Subhead.
SUPPL ACCOUNTING CLASSIFICATION	SUPPL ACCTG CLSN - Supplemental Accounting Classification.
PV2	
PIIN	PIIN - Procurement Instrument Identification Number. Contract number.
SPIIN	SPIIN - Supplemental Procurement Instrument Identification Number - The call or order number of the contract.
ACRN	ACRN - Accounting Classification Reference Number. A code which identifies a long line accounting classification citation number.
VOUCHER	VCHR NO - The voucher serial number assigned to the payment/collection.
RECPNT	CPN REC - Contract Payment Notice Recipient.
DISB O	DISB OF - Disbursement Officer or DSSN.

REPORT ELEMENT	ELEMENT DESCRIPTION
VCHR DT	VCHR-DT - Date of the voucher related to the CPN.
PT	CONTR PAYMT TY - Contract Payment Type. Code which identifies the kind of payment being made.
CC	CNTRY CD - Country Code. Code entered when transaction is an International Balance of Payments Transaction (IBOP).
ORIG V	ORIG VCHR NO - Original Voucher number of a previous transaction being corrected by SF 1081 or other document in the reversed and corrected CPN.
CT	TY CLCTN CD - Code which identifies the type of collection.
GROSS	GRS AMT - Dollar Amount applicable to the payment before deductions.
NET PD/COLL	NET PD/CLCTN AMT - Net Paid/Collected Amount. Dollar amount of the amount paid after deductions, if a payment. Amount collected if a collection.
R/T	FD RPTG CD - Contract Fund Reporting Transaction. Code which identifies the CPN as a disbursement or a collection.
PV3	
PIIN	PIIN - Procurement Instrument Identification Number. Contract number.
SPIIN	SPIIN - Supplemental Procurement Instrument Identification Number - The call or order number of the contract.
ACRN	ACRN - Accounting Classification Reference Number. A code which identifies a long line accounting classification citation number.
VOUCHER	VCHR NO - The voucher serial number assigned to the payment/collection.
CLIN/E	CLIN/ELIN - Contract Line Item Number or Exhibit Line Item Number.
DED	DEDN CD - Contract Payment Deduction. Code which identifies a reason for deduction, i.e., difference between gross amount and net amount in the disbursement/collection record.

REPORT ELEMENT	ELEMENT DESCRIPTION
DED AMT	DEDN AMT - Deduction Amount. Dollars and cents of the deduction.
P/M	P/M - Plus/Minus. The code which defines a deduction (M) or a refund (P) or a reverse deduction (P).
DED	2ND DEDN CD - Second deduction code.
DED AMT	2ND DEDN AMT - Second deduction amount.
P/M	P/M - Plus/Minus. Code applicable to the second deduction/refund/reverse deduction amount, if any.
DED	3RD DEDN CD - Third deduction code.
DED AMT	3RD DEDN AMT - Third deduction amount.
P/M	P/M - Plus/Minus. Code applicable to the third deduction/refund/reverse deduction amount, if any.
PV4	
PIIN	PIIN - Procurement Instrument Identification Number. Contract number.
SPIIN	SPIIN - Supplemental Procurement Instrument Identification Number - The call or order number of the contract.
ACRN	ACRN - Accounting Classification Reference Number. A code which identifies a long line accounting classification citation number.
VOUCHER	VCHR NO - The voucher serial number assigned to the payment/collection.
CLIN/E	CL/EL - Basic Exhibit Line Item Number or basic Contract Line Item Number right-justify and prefix with zeroes.
VAR	OBL VAR CD - Contract Obligation Variance Code which identifies the reason for variance between the gross amount and the comparablecontract amount.
NET VAR AMT	NET VAR AMT - Net Variance Amount. Dollars and cents of the net variance.
P/M	P/M - Plus/Minus. Code which indicates whether the variance is an addition to the contract obligation amount plus or a subtraction therefrom minus.

REPORT ELEMENT	ELEMENT DESCRIPTION
CLIN/ELIN	CL/EL - Contract Line Item Number or Basic Exhibit Line Item Number.
VAR	2ND OBLIG VAR CD - Second Obligation Variance Code.
NET VAR AMT	2ND VAR AMT - Second Variance Amount.
P/M	2ND P/M - Second P/M Indicator.
PV5	
PIIN	PIIN - Procurement Instrument Identification Number. Contract number.
SPIIN	SPIIN - Supplemental Procurement Instrument Identification Number - The call or order number of the contract.
ACRN	ACRN - Accounting Classification Reference Number. A code which identifies a long line accounting classification citation number.
VOUCHER	VCHR NO - The voucher serial number assigned to the payment/collection.
SHP NO	SHP NO - Shipment Number. Contractor shipment serial number (and suffix code) shown on the acceptance document covering the items for which payment is being made.
SHP-TO	SHP-TO - Ship-To Code. Code that identifies where items that are being paid were shipped to.
L/S	LI STAT IND - Line Item Status Indicator.
QUANTITY	QTY - Quantity.
CLIN/E	CL/EL - Contract Line Item Number or Exhibit Line Item Number.
ITEM GROSS	ITM GRS AMT - Item Gross Amount.
R/T	FD RPTG CD - Fund Reporting Code.

7.3.5.1.5 UNAB640A - UPDATES TO DAILY CPN SETS AND SERVICE SUMMARY

a. Data Summary

PURPOSE:	To provide updates (final additions and corrections made through the online system) to the daily Contract Payment Notice Reports prior to transmission. The report will also have Service Summary totals of the updates and total transmitted Net Disbursement/Collection.
TYPE/MEDIUM:	Output paper.
FREQUENCY:	At transmission time.
TOTALS:	1. Total PV2 Gross Disbursement Amount, Total PV2 Net Paid, Total PV2 Collections and Difference between Total PV2 Gross Disbursement and PV2 Net Paid. Total PV3 Deductions, Total PV4 Variances, Total PV5 Item Gross Amount. Total Recipient totals and total Report total. 2. The Service Summary will have a column of Total Updates Net Disbursement/Collection for each Service and a column of Total Transmitted Net Disbursement/Collection for each Service.
SORT SEQUENCE:	The primary sort will be by CPN Recipient. Within recipient, sort by PIIN terminal digit/voucher number.
PAGE BREAK	Full page.
ADDITIONAL INFO:	Report UNAB640A, Updates to Daily CPN Sets, will be generated for each CPN Creation Date at the time transmission of that dates' CPN sets occurs. If no online changes were made, only the final page with the Service Summary will be generated; the column with total updates will have zeroes and the Total Transmitted Net Disbursement/Collection will be the same as the Total Net Disbursement/Collection for the CPN Creation Date in Report UNAB620D, CPN Service Summary.

b. Sample Report - UNAB640A Updates to Daily CPNS

```
************************************************************************
REPORT NUMBER UNAB640A              DATE ## ## ##           PAGE  ####

                  UPDATES TO DAILY CPN SETS CREATED ## ## ##

                         SERVICE SUMMARAY

SERVICE    TOTAL UPDATED NET DISB/COLL   TOTAL TRANSMITTED NET DISB/COLL

ARMY          $ZZ,ZZZ,ZZZ,ZZZ.99CR          $ZZ,ZZZ,ZZZ,ZZZ.99CR

AIR FORCE     $ZZ,ZZZ,ZZZ,ZZZ.99CR          $ZZ,ZZZ,ZZZ,ZZZ.99CR

DLA           $ZZ,ZZZ,ZZZ,ZZZ.99CR          $ZZ,ZZZ,ZZZ,ZZZ.99CR

NAVY          $ZZ,ZZZ,ZZZ,ZZZ.99CR          $ZZ,ZZZ,ZZZ,ZZZ.99CR

TOTALS        $ZZ,ZZZ,ZZZ,ZZZ.99CR          $ZZ,ZZZ,ZZZ,ZZZ.99CR

LAST PAGE

************************************************************************
```

FIGURE 7-30

7.3.5.1.6 UNAB640B - DAILY CPNS TRANSMITTED

a. Data Summary

PURPOSE:	To provide a listing of the transmitted CPNs for a CPN Creation Date. This report will also have Service Summary totals of the total transmitted Net Disbursement/Collection.
TYPE/MEDIUM:	Output paper.
FREQUENCY:	At transmission time.
TOTALS:	1. Total PV2 Gross Disbursement Amount, Total PV2 Net Paid, Total PV2 Collections, and Difference between Total PV2 Gross Disbursement and PV2 Net Paid. Total PV3 Deductions, Total PV4 Variances, Total PV5 Item Gross Amount. Total Recipient totals and total Report total. 2. The Service Summary will have a column of Total Updates Net Disbursement/Collection for each Service and a column of Total Transmitted Net Disbursement/Collection for each Service.
SORT SEQUENCE:	The primary sort will be by CPN Recipient. Within recipient, sort by PIIN terminal digit/voucher number.
PAGE BREAK	Full page.
ADDITIONAL INFO:	Report UNAB640B, Daily CPNs Transmitted, will be generated for each CPN Creation Date at the time transmission of that dates' CPN sets occurs. DFAS proposes to keep this report in microfiche to serve as a history for research purposes.

b. Sample Report - UNAB640B Daily CPNS Transmitted

```
*****************************************************************************************************************************
 REPORT NUMBER UNAB640B                        DATE ## ## ##                                          PAGE  ####

                                    DAILY CPNS TRANSMITTED    CREATED ## ## ##
RECIPIENT
          DI      PIIN      SPIIN  ACRN  VOUCHER        APPROP     LIM/SUB     SUPPL ACCOUNTING CLASSIFICATION
  ######  PV1  #############  ####   ##    ######      ##########    ####       ####################################
                                                       RECPNT  DISB O  VCHR DT    PT  CC  ORIG V  CT   GROSS     NET PD/COLL R
          PV2  #############  ####   ##    ######      ######  ######  ## ### ##  #   ##  ######   # ###########  ###########
                                                      CLIN/E  DED   DED AMT    P/M  DED   DED AMT    P/M  DED   DED AMT    P/M
          PV3  #############  ####   ##    ######      ######   #   ###########   #   #    ########### #    #    ########### #
                                                      CLIN/E  VAR  NET VAR AMT P/M  CLIN/E  VAR  NET VAR AMT   P/M
          PV4  #############  ####   ##    ######      ######   #   ###########   #  ######    #  ##########     #
                                                       SHP NO    SHP-TO  L/S  QUANTITY  CLIN/E   ITEM GROSS  R/T
          PV5  #############  ####   ##    ######      ########   ######   #   ########  ######   ##########    #
               PV2  DISB--GROSS ########.##  NET ########.##  DIFF ########.##CR     COLL--########.##
               PV3                                          NET  ########.##CR
               PV4                          NET ########.##
               PV5  DISB--------########.##  DIFF########.##

          DI      PIIN      SPIIN  ACRN  VOUCHER        APPROP     LIM/SUB     SUPPL ACCOUNTING CLASSIFICATION
  ######  PV1  #############  ####   ##    ######      ##########    ####       ####################################
                                                       RECPNT  DISB O  VCHR DT    PT  CC  ORIG V  CT   GROSS     NET PD/COLL R
          PV2  #############  ####   ##    ######      ######  ######  ## ### ##  #   ##  ######   # ###########  ###########
                                                      CLIN/E  DED   DED AMT    P/M  DED   DED AMT    P/M  DED   DED AMT    P/M
               PV2  DISB--GROSS ########.##  NET ########.##  DIFF ########.##CR     COLL--########.##

          DI      PIIN      SPIIN  ACRN  VOUCHER        APPROP     LIM/SUB     SUPPL ACCOUNTING CLASSIFICATION
  ######  PV1  #############  ####   ##    ######      ##########    ####       ####################################
                                                       RECPNT  DISB O  VCHR DT    PT  CC  ORIG V  CT   GROSS     NET PD/COLL R
          PV2  #############  ####   ##    ######      ######  ######  ## ### ##  #   ##  ######   # ###########  ###########
                                                       SHP NO    SHP TO  L/S  QUANTITY  CLIN/E   ITEM GROSS  R/T
          PV5  #############  ####   ##    ######      ########   ######   #   ########  ######   ##########    #
               PV2  DISB--GROSS ########.##  NET ########.##  DIFF ########.##CR     COLL--########.##
               PV5  DISB--------########.##  DIFF########.##

     RECIPIENT TOTALS                  DISB      $ZZZ,ZZZ,ZZZ.99    COLL   $ZZZ,ZZZ,ZZZ.99     NET DISB/COLL   $ZZZ,ZZZ,ZZZ.99

     REPORT TOTALS                     DISB      $ZZZ,ZZZ,ZZZ.99    COLL   $ZZZ,ZZZ,ZZZ.99     NET DISB/COLL   $ZZZ,ZZZ,ZZZ.99

*****************************************************************************************************************************
```

FIGURE 7-31

7.3.6 ERROR MESSAGES (FOR CPN MODULE) AND EXPLANATIONS

G01	INVALID FUNCTION-PLEASE RE-ENTER.	Can only enter one of the available options in the screen.
HKE	IF ENTERED, MUST BE NUMERIC.	Must be numeric or blank.
HM1	MUST BE X OR BLANK.	Enter an X or leave blank.
HM6	IF ENTERED, MUST BE ALPHABETIC.	Must be alpha or blank.
HP1	MUST BE ENTERED, CANNOT BE BLANK.	Field must be entered.
HXQ	IF ENTERED, MUST BE ALPHA/NUMERIC AND MUST BE FILLED.	Must be alphanumeric and the field must be filled (no blank spaces in between letters) or must be blank.
HXY	IF ENTERED, MUST BE NUMERIC AND MUST BE FILLED.	Must be numeric and the field must be filled (no blank spaces) or must be blank.
JA3	MUST BE ALPHA OR BLANK.	Must be alpha or blank.
JA4	MUST BE ALPHA.	Enter alphabetic data; cannot be blank.
JE2	MUST ENTER VALID DATE EQUAL TO OR LESS THAN CURRENT DATE.	Date entered must be a valid combination of year, month and day (YYMMMDD format, where YY (00-99), MMM (JAN - DEC) DD (01-31) and must not be greater than the system date.
JG3	MUST MATCH AN EXISTING PIIN IN THE DATA BASE.	PIIN entered must match an open contract in the database (contract file).
JG6	MUST BE ALPHANUMERIC OR BLANK.	Must enter data consisting of letters and/or numbers, or must leave blank.
JG7	MUST BE NUMERIC.	Must enter numbers, cannot be blank.
JJ2	MUST BE D OR C.	When entering a PV2 record, the REPTG FD CD (Contract Fund Reporting Transaction field) must be D, if the PV2 is a disbursement record, a C if it is a collection.
JJ4	MUST BE P OR M.	Enter a P (plus) for amounts to be added to the Gross amount or an M (minus) for amounts to be subtracted. Examples: For PV3 records, enter an M when deduction amount is to be subtracted from the PV2 Gross Amount to arrive to the

PV2 Net Paid Amount, otherwise,

		enter a P; for PV4 records, enter a P when variance amounts will be arrive to the PV2 Gross Amount paid; otherwise, enter an M.
JJ6	DATE FORMAT MUST BE YY (00-99) MM (01-12) DD (01-31). order.	Date must be a valid combination of year, month, and day, in that
JJ8	MUST BE C OR BLANK.	When changing a record in the correction screen, enter a C in the Action Code field; otherwise, leave blank.
JN1	SPIIN MUST BE ALPHA-NUMERIC IF ENTERED.	SPIIN must be a valid combination of letters and numbers or must be blank.
JY9	POS 1-3 ALPHA, 4 ALPHA OR NUMERIC, 5-7 NUMERIC, 8, Z, OR BLANK.	Shipment number must have a valid combination of 7 or 8 characters, the first three positions must be alphabetic, the fourth must be alphabetic or numeric, the fifth through seventh must numeric and the eightth must be Z (if a final shipment) or blank.
J12	DEDUCTION/COLLECTION CODE NOT FOUND ON TB4020.	Deduction/collection code entered in the PV2 TYPE COLL field or in the PV3 DED CD field is not a valid code (does not exist in the Deduction/Collection Table).
J14	DEDUCTION AMOUNT MUST BE BLANK WHEN DEDUCTION CODE IS BLANK.	Deduction amount must be blank. To enter a deduction amount, a deduction code must be entered first.
J15	DEDUCTION AMT MUST BE NUMERIC WHEN DEDUCTION CODE IS ENTERED.	A deduction amount must be entered when a deduction code is entered. To leave the deduction amount field blank,deduction cd field must be blank.
J81	COUNTRY CODE NOT VALID; DOES NOT MATCH TB0221.	Country code entered is invalid; check TB0221 for correct code.
J97	PIIN MUST BE ENTERED.	Enter a valid contract number for the function selected.
J99	MUST BE ALPHANUMERIC.	Must enter letters, numbers or a combination of letters and numbers. Can leave blank spaces in between letters/numbers. Field does not have to be filled.
KJ8	PV NUMBER MUST BE 4, 5, OR BLANK.	Enter a 4, a 5, or leave blank. From this point in this screen, you can only enter PV4 (Variance Records) or PV5(Line Item Report Records).

KM3	MUST MATCH EXACTLY A DATA ELEMENT ON THIS SCREEN.	Entry in the CBUD field cannot be identified by the system. Verify that data element entered is typed exactly as it appears on the screen.
KM9	PIIN/SPIIN, ACRN AND VOUCHER 245 MUST MATCH A RECORD IN THE CPN FILE.	No CPN record has been found in the data base for the information entered. Verify data entered.
KR3	AMT MUST BE BLANK OR NUMERIC GREATER THAN ZERO, WITH DECIMAL PT.	Amount field must be blank or must numeric, greater than zero, with a decimal point (no commas), e.g.: Enter 1000.00 when the amount is a thousand dollars.
KV1	PV NUMBER MUST BE 5 OR BLANK.	At this point, if the PV5 screen is full, enter a 5 to input more PV5 records, otherwise, leave blank.
KV2	DO YOU REALLY WANT TO DELETE THIS CPN SET?	Enter a Y to verify the delete action. Enter a N to cancel the delete action.
KV3	CPN HAS BEEN DELETED	This message will be generated when a Y is entered for message KV2.
KZ4	THIS CPN SET HAS BEEN TRANSMITTED; CANNOT CHANGE/DELETE.	This message will be generated when attempting to correct or delete a CPN set that has already been transmitted.
KZ5	PV2 GROSS AND PV2 NET ARE UNEQUAL; CORRECT, CONTINUE OR PA2.	This message will be generated when entering a PV1 and a PV2, or a PV1, PV2 and a PV4 and the Gross amount and the Net Paid for a disbursement (D in the FD RPTG CD field) was not the same. This condition will cause your CPN set to be out-of-balance, and it will have to be corrected prior to transmission.
KZ7	CPNS CREATED ON DATE ENTERED HAVE BEEN TRANSMITTED; CHANGE DATE.	The CPN Creation Date entered is not valid. To find out valid dates, enter Function D (CPN Transmission) from Screen UNAB10, CPN Menu.
KZ8	CONTRACT PAYMENT TYPE NOT VALID; DOES NOT MATCH TB4028.	The contract payment type is invalid; does not validate against the Contract Payment Type table; verify the code.
KZ9	PV NUMBER MUST BE 3, 4, 5, OR BLANK.	Enter a three to enter PV3 Deduction records, a four to enter PV4 Variance records, a five to enter PV5 Line Item Report Records, or leave blank.

K49	MUST BE A, B, C, D, OR E.	Enter a valid function only: A, B, C, D, or E.
K65	MUST BE M, P, OR BLANK.	Enter an M in the P/M field if amount entered is a minus, P if amount entered is a plus, or leave blank, if no amount is entered. See JJ4.
LD1	TY CLCTN CD MUST BE ENTERED WHEN FD RPTG BLANK WHEN D.	The type collection code field must have an entry if the transaction is a CD IS C, collection (C in the RPTG FD CD field). It must be blank when the transaction is a disbursement (D in the RPTG FD CD field).
LD2	GRS AMT MUST BE NUMERIC WHEN FD RPTG CD IS D, BLANK WHEN C.	The gross amount field must be entered when the transaction is a disbursement. It must be blank when the transaction isa collection.
LD3	CPN SET BALANCED AND HAS BEEN CREATED/ UPDATED; CONTINUE OR PA2.	This message will be displayed when a CPN has been created or corrected and is both in balance and routable, i.e., this CPN set will not stop transmission.
LD4	2ND DEDN AMT MUST BE NUMERIC WHEN 2ND DEDN CD IS ENTERED.	The 2nd Deduction Amount field must be entered when the 2nd DED field has an entry.
LD5	2ND DEDN AMT MUST BE BLANK WHEN 2ND DEDN CD IS BLANK.	The Second Deduction Amount field can only be entered when the Second DED field has been entered.
LD6	P/M FIELD MUST BE P OR M WHEN 2ND DEDN CD AND AMT ARE ENTERED.	The Second P/M field must be entered when the Second DEDN CD and Second DEDN AMT are entered. This field can be blank only when Second DEDN CD and amountt are blank.
LD7	P/M FIELD MUST BE BLANK WHEN DEDN CODE AND DEDN AMT ARE BLANK.	Leave the P/M field blank when DEDN CD and AMT are blank.
LD8	3RD DEDN AMT MUST BE NUMERIC WHEN 3RD DEDN CODE IS ENTERED.	The Third Deduction amount must be entered when the Third Deduction Code is entered.
LD9	3RD DEDUCTION AMT MUST BE BLANK WHEN 3RD DEDUCTION CD IS BLANK.	Leave Third Deduction amount field blank when the Third Deduction Code is blank.
LE1	P/M FIELD MUST BE P OR M WHEN 3RD DEDN CD AND AMT ARE ENTERED.	The Third P/M field must be entered when the Third Deduction Code and amount are entered.

LE2	PV2/PV3 OUT OF BALANCE; CORRECT, CONTINUE OR PA2.	The CPN set entered is not balanced. The following balancing requirement was not met: PV2 Gross minus PV2 Net Paid is not equal to the total PV3 Deductions. The CPN set will have to be corrected prior to transmission.
LE3	2ND VARIANCE AMT MUST BE ENTERED WHEN 2ND VARIANCE CD IS ENTERED.	If a 2nd variance code is entered, a 2ND VAR AMT must be entered. To leave the 2ND VAR AMT blank, 2ND VAR AMT blank, you must delete the 2ND VAR CD.
LE4	2ND VARIANCE AMT MUST BE BLANK WHEN 2ND VARIANCE CD IS BLANK.	Leave 2ND VAR AMT blank.
LE5	P/M FIELD MUST BE P OR M WHEN 2ND VARIANCE CD AND AMT ARE ENTERED.	The 2ND P/M field must be entered (P or M) because it relates to the 2ND VAR AMT entered.
LE6	P/M FIELD MUST BE BLANK WHEN 2ND VARIANCE CD AND AMT ARE BLANK.	The 2ND P/M field must be blank when there is no 2ND VAR AMT entered.
LE7	PV2/PV5 OUT OF BALANCE; CORRECT, DELETE, CONTINUE OR PA2 TO EXIT.	The CPN set entered is not balanced. The following balancing requirement was not met: PV5 total Gross Amount plus or minus total PV4 Variance amount is not equal to the PV2 Gross Amount. The CPN set will have to be corrected (balanced) prior to transmission.
LE8	PAYMT TY MUST BE ENTERED WHEN REPTG FD CD IS D, BLANK WHEN C.	The payment type field must have a valid entry when the transaction is a disbursment, it must be blank when it is a collection.
LE9	EARLIER DATES MUST BE TRANSMITTED FIRST.	CPN sets must be transmitted in date order. The older (earlier dated) CPN Creation Dates must be transmitted first. More than one date can be released for transmission at a time, as long as no older dates remain untransmitted.
LF3	OPTIONS: ENTER PV NUMBER OR DEPRESS PF3 TO SUMMARY EDIT.	Enter a PV number, 3 through 5, or depress PF3 to summary edit (to determine if CPN set is balanced).
LF5	DEPRESS PF3 FOR SUMMARY EDIT.	After adding or correcting a CPN set, you must hit the PF3 key. The system will determine if the CPN set is in balance or not. The CPN Menu screen will be generated and a

		message will inform you of the status of the CPN set. If the CPN set is out of balance, it must be corrected prior to transmission.
LF6	DEPRESS ENTER TO VERIFY TRANSMITTAL OR PA2 TO CANCEL.	You must depress ENTER to verify that you want to transmit the CPN sets with the CPN Creation Date you selected. To cancel the transmission, depress PA2. CPN sets released for transmission in this screen will be transmitted at night during the batch process.
LF7	CPNS WILL TRANSMIT.	You get this message after you have verified that you want to transmit the CPN sets with the CPN Creation Date that was released for transmission.
LF8	SELECT A RECORD, DEPRESS ENTER IF MORE OR PA2 TO EXIT.	Select a CPN set to correct by entering an X next to it; depress ENTER to continue seeing more screens of out of balance and unroutable CPN sets or depress PA2 to exit (go back to the CPN Inquiry Menu screen).
LF9	THIS FIELD MUST BE BLANK WHEN VAR CODE IS A, B, C, D, E, OR T.	The field where the cursor is on the screen must be left blank except when the Variable Code entered is P or Q.
LG1	CPNS FOR DATE BLANKED OUT WILL NOT TRANSMIT; DEPRESS ENTER OR PA2.	In the CPN Transmission screen, if the X that marked the CPN Creation dates for transmission is deleted, then the CPN sets will no longer be transmitted during the batch.
LG2	THERE ARE NO RECORDS FOR PARAMETER/S SPECIFIED.	When making inquiries, no records are available in the system for the data requested.
LG3	ENTER A CPN RECIPIENT OR A DSSN; ONLY ONE CAN BE ENTERED.	The CPN Recipient and the DSSN fields are optional fields; enter only one of them or none at all.
LG4	ONLY ONE RECORD CAN BE SELECTED (ENTER ONLY ONE X).	When selecting a CPN from the Out-of-Balance/Unroutable CPN Sets Screen,only one record can be selected at a time. Selecting a record and depressing ENTER, will cause that record to be generated on the screen for correction.
LG5	OUT OF BALANCE CPN SET; TRANSMISSION WILL NOT BE RELEASED.	This message will appear when an out-of-balance or unroutable condition is found in a CPN set

		entered or corrected for a date that had been released for transmission.
LG7	INVALID DATE; MONTH AND DATE INCOMPATIBLE WITH YEAR.	This message is generated when entering a February 29 for a year that only has28 days.
LG8	INVALID DATE; MONTH AND DAY INCOMPATIBLE.	This message is generated when entering an invalid day for a certain month (ex: April only has 30 days, so it would be invalid to enter 31 days for April).
LG9	DATE MUST BE NO MORE THAN 90 DAYS LESS THAN CURRENT SYSTEM DATE.	Date cannot be more than 90 days old from the system date.
LJ1	SELECT A RECORD, OR DEPRESS PA2 TO EXIT.	Select a record for transmission by entering an X next to it, or depress PA2 to exit the screen and go back toprevious screen (Inquiry Menu).
LJ2	NO TRANSMITTABLE CPN SETS; DEPRESS PA2 TO RETURN TO THE CPN MENU.	Everything has been transmitted already or the untransmitted CPN Creation Dates available, have CPN nontransmittable sets (out-of-balance and/or unroutable).
LM1	DATE MUST MATCH ONE ALREADY IN THE SYSTEM.	Date entered is invalid. (Select Function D (CPN Transmission) from the CPN Menu, Screen UNAB10 to see valid dates).
LM2	ENTER A C TO CHANGE AN ESTABLISHED RECORD.	To change an existing record, enter a C in the Action Code field.
LM3	ENTER AN A TO ADD A NEW RECORD.	To add a new PV card to an existing CPN set, an A must be entered in the Action Code field.
LM7	IF ENTERED, MUST BE A VALID CLIN (4 POSITION) OR CLIN/ ELIN (6 POSITION).	CLIN or ELIN must be 4 or 6 position and must be valid for the PIIN/SPIIN in the data base.
MB8	DEPRESS PA2 TO EXIT.	Depress PA2 to go exit your screen and go back to the previous menu screen.
MD5	P/M FIELD MUST BE P OR M WHEN DEDN CD AND DEDN AMT ARE ENTERED.	The P/M field must be entered when a deduction code and a deduction amount have been entered.
MD6	VARIANCE AMT MUST BE NUMERIC WHEN OBLIG VARIANCE CD IS ENTERED.	A variance amount must be entered when a variance code has been entered. You must delete the variance code if you do not have a variance amount.

MD7	VARIANCE AMT MUST BE BLANK WHEN OGLIG VARIANCE CD IS BLANK.	The variance amount field must be blank if the OBLIG VARIANCE CD is blank. Toenter an amount, you must also enter a variance code.
MD8	P/M FIELD MUST BE P OR M WHEN VARIANCE CD AND AMT ARE ENTERED.	The P/M field must be entered when the variance code and variance amount are entered.
MD9	P/M FIELD MUST BE BLANK WHEN VARIANCE CD AND AMT ARE BLANK.	Leave the P/M field blank when the variance cd and variance amt field are blank.
ME1	CANNOT ENTER DUPLICATE CONTRACT PAYMENT TYPE CODES.	Cannot enter the same contract payment type code twice for a CPN set.
ME2	CONTRACT PAYMENT TYPES OF A, B, C, F, Q, AND R ARE MUTUALLY EXCLUSIVE.	If you have entered one of these codes, A, B, C, F, Q, or R, then you cannot have a second disbursement record with one of the other codes in the group.
ME3	CPN SET CAN HAVE UP TO THREE PV2 CARDS (2 D & 1 C IN REPTG FD CD).	CPN set can have up to three PV2 records; a maximum of 2 disbursement records and one collection record.
ME4	ENTER A 3 IN THE PV NUMBER FIELD OR DEPRESS PF3 TO SUMMARY EDIT.	When entering a collection record, you can enter a 3 if you have to enter PV3 records or you can depress PF3 to summary edit.
ME5	DATE DOES NOT MATCH FILE DATE FOR THIS PIIN/SPIIN/ACRN/ VOUCHER NUMBER.	Date entered is incorrect; enter the correct date for this record.
ME6	THIS CPN IS UNROUTABLE.	CPN set entered or updated is not routable, therefore, not transmittable. (To see reason why CPN is unroutable, go to the Out-of-Balance/Unroutable Inquiry Screen UNAB22).
ME7	ACCOUNTING STATION MUST BE IN POS. 10-15 OF SUPPL ACCTG CLASS.	This is a Navy CPN and the Accounting Station must be entered in pos. 10-15 of the Supplemental Accounting Classification.
ME8	ACCOUNTING STATION MUST BE IN POS. 21-26 OF SUPPL ACCTG CLASS.	This is an Army CPN and the Accounting Station must be entered in pos. 21-26 of the Supplemental Accounting Classification.
ME9	ACCOUNTING STATION B MUST E IN POS. 31-36 OF THE SUPPL ACCTG CLASS.	This is either an Air Force or a DLA contract. Accounting Station must be entered in pos. 31-36 of the Supplemental Accounting Classification.

MF3	IF ITEM-GROSS-AMOUNT IS ENTERED, REPTG FD CD MUST BE C OR D.	If an amount is entered in the Item Gross amount field, then reporting fund code must have a valid entry.
MF4	IF ITEM GROSS AMOUNT IS BLANK, REPTG FD CD MUST BE BLANK.	REPTG FD CD must be blank when the item Gross Amount is blank.
MF5	MUST BE C, F, OR BLANK.	Line Item Status indicator must be C (Interim), F (Complete), or blank.
MF6	IF REPTG FD CD IS ENTERED, THIS FIELD MUST BE ENTERED.	The Net Paid/Collected amount field must be entered, whenever the REPTG FD CD is entered.
MF8	IF VOUCHER DATE IS ENTERED, THIS FIELD MUST BE C OR D.	REPTG FD CD must be entered when a voucher date has been entered.
MF9	IF VOUCHER DATE IS BLANK, THIS FIELD MUST BE BLANK.	REPTG FD CD must be blank when voucher date is blank. Voucher date must be entered whenever you wish to enter a PV2 record.
MG2	INVALID OBLIGATION VARIANCE CODE; DOES NOT MATCH TB4029.	The obligation variance code entered does not exist and it is not valid. Check your TB4029 for valid codes. See a copy of TB4029 in section 7.3.5.7.
S60	CBUD IS NOT AVAILABLE FOR THE REQUESTED ELEMENT.	Computer Based User Documentation (or help screen) is not available for the element entered from this screen. Verify that the element entered is one of the data elements on the screen and that it is input exactly as it appears on the screen.
RDG	THIS FIELD MUST BE AN A, C, OR BLANK.	To enter a new PV card for an existing CPN set, you must enter an A (add) in the Action Code field of the correction screen. To correct an existing PV card in an existing CPN set, you must enter a C in the Action Code field. If no corrections or additions are to be made,leave the Action Code field blank. When in the correction screen, you must enter the appropriate Action Code or your changes will not be recorded in the file.
XA4	CANNOT ADD, RECORD ALREADY ON DATA BASE.	A CPN set already exists for the PIIN/SPIIN, ACRN, Voucher Number entered. Cannot enter a duplicate CPN set.

XA6	DSSN MUST MATCH ENTRY ON TB4007.	Disbursement Station Symbol Number entered must be a valid DSSN. Check TB4007 for valid DSSN. See a copy of TB4007 in section 7.3.5.4.
XD0	MUST ENTER ALPHA-NUMERIC DATA AND FILL THE FIELD.	The field must be entered, and it must contain the amount of characters that it can hold.
XE1	MUST BE ALPHA MONTH JAN-DEC.	The second field in the date must have the first three letters of the pertinent month. JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, and DEC are valid entries.
XF1	MUST BE BLANK OR NUMERIC 01-31 AND VALID FOR MONTH.	The day field in the date must be a valid day for the month and year entered. When not entering a PV2 record, leave this field blank.
XG7	MUST ENTER A VALID YEAR, 00 THROUGH 99.	When entering a PV2 record, the year field must contain the last two digits of the year of the voucher. Enter 91 for 1991, 92 for 1992, 00 for 2000.
XG8	MUST ENTER A VALID DAY, 01 THROUGH 31 AND VALID FOR MONTH.	When entering a PV2 record, the day field entered must contain a valid day for the month and year entered.
XG9	MUST ENTER A VALID DAY FOR MONTH ENTERED.	The date entered is not valid. The following months only have 30 days, so do not enter 31: April, June, September, and November. Also, February regularly has only 28 days, unless it is leap year.
XK2	PIIN/SPIIN/ACRN NOT FOUND ON DATA BASE.	The combination of PIIN/SPIIN and ACRN entered does not exist in the data base; data entered is invalid.
XS8	MUST BE C, D, OR BLANK.	When entering a PV record, the FD REPTG CD must be D (if it is a disbursement transaction) or C (for a collection). If no record is being entered, leave this field blank.
XT5	MUST BE NUMERIC.	Must enter numeric data in the field where the cursor is, cannot be blank.
XW4	ALL FIELDS MUST BE ENTERED OR ALL BLANK.	If a PV2 card is being entered, all the fields of the voucher date, Year, Month, and Day, must be entered.

XW7	THIS FIELD MUST BE BLANK FOR FUNCTION SELECTED.	Enter only the information required (see information at bottom of screen with an asterisk-*) by the function selected.
334	ACCTG-STA UNMATCHED ON TB0092.	Accounting Station entered in the Supplemental Accounting Classification is not a valid entry on TB0092. Verify and/or update table. The Accounting Station for the Army is in pos. 21-26 of the Supplemental Accounting Classification, for the Navy its in pos. 10-15, for the Air Force and DLA, in pos. 31-36.

7.3.7 APPENDICES

7.3.7.1 TB4020 - CONTRACT PAYMENT DEDUCTION/COLLECTION CODES

CODE	EXPLANATION
D	Disbursement Reversal (other than Progress and Advance Payments).
E	Transportation Overpay Recovery.
F	Recovery of Overpayment for Unauthorized Quantity Variation.
G	Recovery of Previous Progress Overpayment/Erroneous Payment.
H	Recovery of Previous Advance Overpayment/Erroneous Payment.
J	Recovery of Previous Cost Overpayment/Erroneous Payment.
N	Price Redetermination.
P	Recovery of Previous Overpayment/Erroneous Payment (other than Progress, Advance and Cost).
Q	Voluntary Refund.
R	Cash Discounts.
S	Trade Discounts.
T	Trade-In Allowance.
U	Proceeds from Sale of Surplus Materiels.
V	Liquidated Damages.
W	Temporary Witholding of Funds.
X	Recoupment of Advance Payments.
Y	Recoupment of Progress Payments.
Z	Recoupment of other Contractor Indebtedness.

7.3.7.2 TB4028 - CONTRACT PAYMENT TYPE CODES

CODE	EXPLANATION
A	Advance.
B	Progress.
C	Partial (if not advance or progress). (Noncost type contract).
D	Collection reversal (other than progress payment and advance payment recoupments).
F	Final (noncost type contract).
H	Special tooling.
J	Value engineering.
K	Termination charges.
L	Escalating clause payments.
M	Price redetermination payments.
Q	Partial (cost type contracts).
R	Final (cost type contracts).
Z	Other lump-sum settlement (non-CLIN).

7.3.7.3 TB4029 - CONTRACT OBLIGATION VARIANCE

CODE	EXPLANATION
A	Packaging and handling charges.
B	Reusable containers.

C	State and local taxes.
D	Royalty payments.
E	Minimum guarantee payments.
P	Unit price variances.
Q	Quantity variances.
T	Transportation charges.

CHAPTER 4 ELECTRONIC FUNDS TRANSFER

7.4.1 CHAPTER OVERVIEW

7.4.1.1 PURPOSE OF THIS CHAPTER

a. The intent of this chapter is to enable contracts to be paid via Electronic Funds Transfer (EFT). There are two ways to establish EFT, by contract or by contractor.

b. Establishing EFT for an individual contract is done by use of the YEFT application. This will bring up Screen UNEF01, the Electronic Funds Transfer Master Menu, which is on page 7-4-2.

c. To establish EFT for all the contracts of a contractor use the YCU2 application. Choose Option 9, ADRS Master Update, on Screen CT0001. This will bring up Screen UNKM01, which is on page 7-4-11.

d. Screen UNEF01 allows the user to add EFT to an individual contract; change the ABA, account or lockbox number of an individual contract; delete the ABA, account or lockbox number of an individual contract; delete an EFT payment; or do an inquiry on the EFT data of a given contract.

e. Screen UNKM01 allows the user to add EFT to all the contracts of a contractor; delete EFT from all the contracts of a contractor; change the ABA, account or lockbox number of all the contracts of a contractor; or do an inquiry of the EFT data for a contractor.

f. If UNKM01 is used to add or change EFT for a contractor, any contracts for that contractor which are entered into MOCAS at a later time will automatically have EFT established for them.

7.4.2 ELECTRONIC FUNDS TRANSFER MASTER MENU

a. GENERAL - Screen UNEF01 is the initial screen in the YEFT application. It is used to add, change, and delete electronic funds transfer at the contract level.

b. SCREEN FORMAT - Figure 7-33 is a sample screen format for the Electronic Funds Transfer Master Menu.

```
**********************************************************************
UNEF01                    ELECTRONIC FUNDS TRANSFER
                                    MASTER MENU

ABA AND DEPOSITORY ACCOUNT NUMBERS AND EFT DISBURSEMENT DELETION

*ADD CONTRACTOR ACCOUNT..........1....*DELETE PAYMENT TO CONTRACTOR..5
*CHANGE CONTRACTOR ACCOUNT.......2     CONTRACTOR PRENOTIFICATION... 6
*DELETE CONTRACTOR ACCOUNT.......3
*CONTRACTOR ACCOUNT INQUIRY......4

             *THE PIIN/SPIIN/ORG MUST BE ENTERED FOR THESE FUNCTIONS

                           FUNCTION:             PIIN:
                                                SPIIN:
                                        CAO-ORG-CODE:
                                                 RGS:



**********************************************************************
```

FIGURE 7-33

c. INPUT INSTRUCTIONS:

DATA ELEMENT	SPECIAL INSTRUCTIONS
FUNCTION	FUNCTION (1N) - Enter 1, 2, 3, 4, 5, or 6.
PIIN/SPIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (17 A/N) - Enter the contract number.
CAO-ORG-CODE	CONTRACT ADMINISTRATION OFFICE ORGANIZATION CODE (2 A/N) - Must be entered.
RGS	READING GROUP SPECIALIST CODE (8 A/N) - System generated.

7.4.2.1 ABA AND DEPOSITORY ACCOUNT NUMBERS ADD FUNCTION

a. GENERAL - Screen UNEF05 is produced by input of Function 1 on Screen UNEF01. It is used to add contracts to the EFT File.

b. SCREEN FORMAT - Figure 7-34 is a sample screen format for the ABA and Depository Account Numbers Add Function.

```
**********************************************************************
UNEF05                ABA AND DEPOSITORY ACCOUNT NUMBERS
                                   ADD FUNCTION

               PIIN:

              SPIIN:

       CAO-ORG-CODE:

         ABA NUMBER:

     ACCOUNT NUMBER:

     LOCKBOX NUMBER:

      AUTHORIZED BY:

**********************************************************************
```

FIGURE 7-34

c. INPUT INSTRUCTIONS:

DATA ELEMENT	SPECIAL INSTRUCTIONS
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13 A/N) - System generated.
SPIIN	SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4 A/N) - System generated.
CAO-ORG-CODE	CONTRACT ADMINISTRATION OFFICE ORGANIZATION CODE (2 A/N) - System generated.
ABA NUMBER	AMERICAN BANKERS ASSOCIATION NUMBER (9N) - Must be entered.
ACCOUNT NUMBER	BANK ACCOUNT NUMBER (17 A/N) - Must be entered.
LOCKBOX NUMBER	LOCKBOX NUMBER (18 A/N) - Enter or leave blank.
AUTHORIZED BY	AUTHORIZED BY (6 A/N) - Enter or leave blank

7.4.2.2 ABA AND DEPOSITORY ACCOUNT NUMBERS CHANGE FUNCTION

a. GENERAL - Screen UNEF10 is produced by input of Function 2 on Screen UNEF01. It is used to change ABA, Account, and Lockbox Numbers for specific contracts.

b. SCREEN FORMAT - Figure 7-35 is a sample screen format for the ABA and Depository Account Numbers Change Function.

```
**********************************************************************
UNEF10              ABA AND DEPOSITORY ACCOUNT NUMBERS
                                CHANGE FUNCTION


                PIIN:

               SPIIN:

         CAO-ORG-CODE:

       CURRENT ABA NO:

   CURRENT ACCOUNT NO:

   CURRENT LOCKBOX NO:

           NEW ABA NO:

       NEW ACCOUNT NO:

       NEW LOCKBOX NO:

        AUTHORIZED BY:

**********************************************************************
```

FIGURE 7-35

c. INPUT INSTRUCTIONS:

DATA ELEMENT	SPECIAL INSTRUCTIONS
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13 A/N) - System generated.
SPIIN	SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4 A/N) - System generated.
CAO-ORG-CODE	CONTRACT ADMINISTRATION OFFICE ORGANIZATION (2 A/N) - System generated.
CURRENT ABA NUMBER	CURRENT AMERICAN BANKERS ASSOCIATION NUMBER (9N) - System genertaed.
CURRENT ACCOUNT NO	CURRENT BANK ACCOUNT NUMBER (17 A/N) - System generated.
CURRENT LOCKBOX NUMBER	CURRENT LOCKBOX NUMBER (18 A/N) - System generated.

DATA ELEMENT	SPECIAL INSTRUCTIONS
NEW ABA NO	NEW AMERICAN BANKERS ASSOCIATION NUMBER (9N) - Must be entered.
NEW ACCOUNT NUMBER	NEW BANK ACCOUNT NUMBER (17 A/N) - Must be entered.
NEW LOCKBOX NUMBER	NEW LOCKBOX NUMBER (18 A/N) - Enter or leave blank.
AUTHORIZED BY	AUTHORIZED BY (6 A/N) - Must be entered.

7.4.2.3 ABA AND DEPOSITORY ACCOUNT NUMBERS DELETE FUNCTION

a. GENERAL - Screen UNEF15 is produced by input of Function 3 on Screen UNEF01. It is used to delete specific contracts from the EFT File.

b. SCREEN FORMAT - Figure 7-36 is a sample screen format for the ABA and Depository Account Numbers Delete Function.

```
**********************************************************************
UNEF15             ABA AND DEPOSITORY ACCOUNT NUMBERS
                                DELETE  FUNCTION


                 PIIN:

                SPIIN:

          CAO-ORG-CODE:

        CURRENT ABA NO:

    CURRENT ACCOUNT NO:

    CURRENT LOCKBOX NO:

DO YOU WISH TO DELETE ?

     PRESS Y TO CONFIRM DELETE

       PA2 TO CANCEL DELETE

**********************************************************************
```

FIGURE 7-36

c. INPUT INSTRUCTIONS:

DATA ELEMENT	SPECIAL INSTRUCTIONS
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13 A/N) - System generated.
SPIIN	SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4 A/N) - System generated.
CAO-ORG-CODE	CONTRACT ADMINISTRATION OFFICE ORGANIZATION (2 A/N) - System generated.
CURRENT ABA NUMBER	CURRENT AMERICAN BANKERS ASSOCIATION NUMBER (9N) - System genertaed.
CURRENT ACCOUNT NO	CURRENT BANK ACCOUNT NUMBER (17 A/N) - System generated.
CURRENT LOCKBOX NUMBER	CURRENT LOCKBOX NUMBER (18 A/N) - System generated.
DO YOU WISH TO DELETE	DO YOU WISH TO DELETE (1A) - Enter a Y to delete this contract from EFT.

7.4.2.4 ABA AND DEPOSITORY ACCOUNT NUMBERS INQUIRY FUNCTION

a. GENERAL - Screen UNEF20 is produced by input of Function 4 on Screen UNEF01. It is used to inquire about the EFT data of specific contracts.

b. SCREEN FORMAT - Figure 7-37 is a sample screen format for the ABA and Depository Account Numbers Inquiry Function.

```
**********************************************************************
UNEF20                A AND DEPOSITORY ACCOUNT NUMBERS
                                INQUIRY FUNCTION


                 PIIN:

                SPIIN:

         CAO-ORG-CODE:

       CURRENT ABA NO:

   CURRENT ACCOUNT NO:

   CURRENT LOCKBOX NO:

        AUTHORIZED BY:

**********************************************************************
```

FIGURE 7-37

c. INPUT INSTRUCTIONS:

DATA ELEMENT	SPECIAL INSTRUCTIONS
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13 A/N) - System generated.
SPIIN	SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4 A/N) - System generated.
CAO-ORG-CODE	CONTRACT ADMINISTRATION OFFICE ORGANIZATION (2 A/N) - System generated.
CURRENT ABA NUMBER	CURRENT AMERICAN BANKERS ASSOCIATION NUMBER (9N) - System genertaed.
CURRENT ACCOUNT NO	CURRENT BANK ACCOUNT NUMBER (17 A/N) - System generated.
CURRENT LOCKBOX NUMBER	CURRENT LOCKBOX NUMBER (18 A/N) - System generated.
AUTHORIZED BY	AUTHORIZED BY (6 A/N) - System generated.

7.4.2.5 EFT DISBURSEMENT DELETION

a. GENERAL - Screen UNEF25 is produced by input of Function 5 on Screen UNEF01. It is used to delete a specific EFT disbursement.

b. SCREEN FORMAT - Figure 7-38 is a sample screen format for the EFT Disbursement Deletion.

```
**********************************************************************
UNEF25                  EFT DISBURSEMENT DELETION

                PIIN:

               SPIIN:

              DEPT CD:

                DSSN:

         TRACE NUMBER:

               RGS CD:

DO YOU REALLY WISH TO DELETE ?

     PRESS Y TO CONFIRM DELETE

      PA2 TO CANCEL DELETE

**********************************************************************
```

FIGURE 7-38

c. INPUT INSTRUCTIONS:

DATA ELEMENT	SPECIAL INSTRUCTIONS
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13 A/N) - System generated.
SPIIN	SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4 A/N) - System generated.
DEPT CD	DEPARTMENT CODE (1N) - Must enter 1-8.
DSSN	DISBURSING STATION SYMBOL NUMBER (4N) - Must be entered.
TRACE NUMBER	TRACE NUMBER (7N) - Must be entered.
RGS CD	READING GROUP SPECIALIST CODE (8 A/N) - Must be entered.
DO YOU REALLY WISH TO DELETE	DO YOU REALLY WISH TO DELETE (1A) - Enter a Y to delete this disbursement.

7.4.2.6 ABA AND DEPOSITORY ACCOUNT NUMBERS CONTRACTOR PRENOTIFICATION

a. GENERAL - Screen UNEF05 is produced by input of Function 6 on Screen UNEF01. It is used to test EFT transactions to the contractor's bank account.

b. SCREEN FORMAT - Figure 7-39 is a sample screen format for the ABA and Depository Account Numbers Contractor Prenotification.

```
**********************************************************************
UNEF30             ABA AND DEPOSITORY ACCOUNT NUMBERS
                           CONTRACTOR PRENOTIFICATION


     CONTRACTOR NAME:

          ABA NUMBER:

      ACCOUNT NUMBER:



**********************************************************************
```

FIGURE 7-39

c. INPUT INSTRUCTIONS:

DATA ELEMENT	SPECIAL INSTRUCTIONS
CONTRACTOR NAME	CONTRACTOR NAME (16 A/N) - Must be entered.
ABA NUMBER	AMERICAN BANKERS ASSOCIATION NUMBER (9N) - Must be entered.
ACCOUNT NUMBER	BANK ACCOUNT NUMBER (17 A/N) - Must be entered.

7.4.3 ADDRESS MASTER DATA MENU

a. GENERAL - Screen UNKM01 is generated from input of Function 9 on Screen CT0001. It is used to add, change, delete, and do EFT inquiries at the contractor (CAGE) level.

b. SCREEN FORMAT - Figure 7-40 is a sample screen format for the Address Master Data Menu.

```
**********************************************************************
UNKM01                    ADDRESS MASTER DATA MENU
CBUD: ################


        FUNCTION

        CAGE NAME, ADDRESS AND PRIME ATTRIBUTES.........1
        CAGE MASS CHANGES...............................2
        CAGE QUALITY ASSURANCE ATTRIBUTE................3
        CAGE TRANSPORTATION DATA........................4
        CAGE INQUIRY....................................5
        DOD ACTIVITY ADDRESS AND PRIME ATTRIBUTES.......6
        DOD ACTIVITY DAR APPENDIX N ATTRIBUTE...........7
        DOD ACTIVITY TRANSPORTATION DATA................8
        DOD ACTIVITY INQUIRY............................9
        CANCEL OF PENDING CAGE DELETE...................10
        ELECTRONIC FUND TRANSFER......     .............11
        TERMINATE THIS APPLICATION..........  ..........PA2

FUNC-CD: ## CAGE-DODAAC: ## TRANSACTION-CD: # (A=ADD, C=CHNGE, D=DELETE)

### ##############################################

**********************************************************************
```

FIGURE 7-40

c. INPUT INSTRUCTIONS:

DATA ELEMENT	SPECIAL INSTRUCTIONS
FUNC-CD	FUNCTION CODE (2N) - Enter 11.
CAGE-DODAAC	CONTRACTOR AND GOVERNMENT ENTITY CODE (6 A/N) - Enter the contractor code.
TRANSACTION-CD	TRANSACTION CODE (1A) - Enter A, C, or D.

7.4.3.1 AMERICAN BANKERS ASSOCIATION AND DEPOSITORY ACCOUNT NUMBERS ADD FUNCTION

a. GENERAL - Screen UNKM22 is generated from input of Function 11 and Transaction Code A on Screen UNKM01. It is used to add EFT to all the contracts of the specified contractor.

b. SCREEN FORMAT - Figure 7-41 is a sample screen format for the ABA Depository Account Numbers Add Function.

```
*********************************************************************
UNKM22                ABA AND DEPOSITORY ACCOUNT NUMBERS

                                   ADD FUNCTION

CBUD: ################

                  CAGE: ######

       CONTRACTOR NAME: ########################################

            ABA NUMBER: #########

        ACCOUNT NUMBER: #################

        LOCKBOX NUMBER: ##################


### ##########################################################

*********************************************************************
```

FIGURE 7-41

c. INPUT INSTRUCTIONS:

DATA ELEMENT	SPECIAL INSTRUCTIONS
CAGE	CONTRACTOR AND GOVERNMENT ENTITY (6 A/N) - System generated.
CONTRACTOR NAME	CONTRACTOR NAME (29 A/N) - System generated.
ABA NUMBER	AMERICAN BANKERS ASSOCIATION NUMBER (9N) - Must be entered.
ACCOUNT NUMBER	BANK ACCOUNT NUMBER (17 A/N) - Must be entered.
LOCKBOX NUMBER	LOCKBOX NUMBER (18 A/N) - May be entered or left blank.

7.4.3.2 AMERICAN BANKERS ASSOCIATION AND DEPOSITORY ACCOUNT NUMBERS DELETE FUNCTION

a. GENERAL - Screen UNKM23 is generated from input of Function 11 and Transaction Code D on Screen UNKM01. It is used to delete EFT from the contractor (CAGE) shown. PA2 is used to get out of this screen without deleting the EFT data.

b. SCREEN FORMAT - Figure 7-42 is a sample screen format for the ABA Depository Account Numbers Delete Function.

```
*********************************************************************
UNKM23              ABA AND DEPOSITORY ACCOUNT NUMBERS
                                DELETE FUNCTION

CBUD: ################

CAGE: ######

CONTRACTOR NAME: ########################################

ABA NUMBER: #########

ACCOUNT NUMBER: #################

LOCKBOX NUMBER: ##################


### ##################################################################

*********************************************************************
```

FIGURE 7-42

c. INPUT INSTRUCTIONS:

No data entry/input is required; all data fields are system generated and protected.

7.4.3.3 AMERICAN BANKERS ASSOCIATION AND DEPOSITORY ACCOUNT NUMBERS CHANGE FUNCTION

a. GENERAL - Screen UNKM24 is generated from input of Function 11 and Transaction Code C on Screen UNKM01. It is used to change the EFT data for a given contractor (CAGE).

b. SCREEN FORMAT - Figure 7-43 is a sample screen format for the ABA Depository Account Numbers Change Function.

```
**********************************************************************
UNKM24              ABA AND DEPOSITORY ACCOUNT NUMBERS
                                 CHANGE FUNCTION

CBUD:  ################

                   CAGE:  ######

        CONTRACTOR NAME:  ########################################

             ABA NUMBER:  #########

         ACCOUNT NUMBER:  #################

         LOCKBOX NUMBER:  ##################


### ##################################################################

**********************************************************************
```

FIGURE 7-43

c. INPUT INSTRUCTIONS:

DATA ELEMENT	SPECIAL INSTRUCTIONS
CAGE	CONTRACTOR AND GOVERNMENT ENTITY (6 A/N) - System generated.
CONTRACTOR NAME	CONTRACTOR NAME (29 A/N) - System generated.
ABA NUMBER	AMERICAN BANKERS ASSOCIATION NUMBER (9N) - System generated, but may be changed.
ACCOUNT NUMBER	BANK ACCOUNT NUMBER (17 A/N) - System generated, but may be changed.
LOCKBOX NUMBER	LOCKBOX NUMBER (18 A/N) - System generated, but may be changed.

CHAPTER 5 PREVALIDATION OF DISBURSEMENTS

7.5.1 CHAPTER OVERVIEW

a. In the effort to eliminate unmatched disbursements and to satisfy legislative changes (Grassley Amendment, H.R. 4650-56, Sec 8137), the payment function requires prevalidation of the payment prior to the disbursement. The Grassley Amendment states the Secretary of Defense shall require each disbursement made by DoD be matched to a particular obligation before the disbursement is made.

b. The Prevalidation process will take place mainly outside MOCAS within a system called the Elimination of Unmatched Disbursements (EUD). This system has been developed by FSA Indianapolis and will be utilized as an interface between the disbursing office and the Account-ing Stations. The EUD System will require disbursement information from MOCAS to interface with the Accounting Stations. MOCAS has been changed to accommodate this interface.

c. After the entitlement process has been completed in the batch cycle, before the disbursement goes into the Cash Management Module, the disbursement will be captured and placed in a Payment Authorization Hold File within MOCAS. ***Screens have been created to establish the dollar threshold and fiscal year. These will be controlled by DFAS-Columbus. Prevalidation determination is at invoice level. If an invoice falls within the dollar threshold or fiscal year, all related disbursements will be captured in the hold file.*** This file will generate an Authorization Request (AREQ) transaction to the EUD System. This data will enable the EUD System to build and generate, to the appropriate Accounting Stations,an AREQ transaction.

d. MOCAS will hold the disbursement in the Payment Authorization Hold File until receipt of an Authorization to Disburse (ATD) transaction is received from the EUD System. Upon receipt of this transaction MOCAS will release the disbursement into Cash Management to continue normal processing.

e. If an invoice is E'd out of MOCAS after an AREQ has been transmitted, to the EUD system, MOCAS will delete the transaction from the Payment Authorization Hold file and send another transaction to the EUD system to cancel the AREQ.

f. If a disbursement has received ATD, and has been released into Cash Management, is then rejected for insufficient ULO, MOCAS will transmit a file to the EUD System, listing all rejected disbursements. The EUD system will then generate an alert to the appropriate Accounting Station to reobligate the funds.

g. After the funds have been disbursed and a check generated, MOCAS will transmit a file the following day containing Expenditure Data to the EUD System. This file will be used by the EUD System to build Expenditure Data to be transmitted to the Accounting Stations. This file will be held up for one working day to allow DFAS the option of deleting the expenditure data for any check which was voided.

h. MOCAS has been changed to reflect a unique invoice code G-AREQ at the invoice level while the disbursement is awaiting approval. This code will be reflected on the current invoice reports.

7.5.2 INPUT PROCEDURES

7.5.2.1 UNAA20 - FINANCIAL DATA ENTRY MENU

a. GENERAL - To access the Authorization Request Menu (UNAB60) the user must select Function 17 from this screen.

b. SCREEN FORMAT - Figure 1-1 is a sample screen format for the Financial Data Entry Menu (UNAA20).

```
**********************************************************************
UNAA20                    FINANCIAL DATA ENTRY MENU

BATCH STATUS INQUIRY................B  MODE XC..................X
INVOICE DATA ENTRY MENU.............1  TRANSACTION FOR OTHERS:
                                          DETAIL RECORD...............8
MAAPR REQUEST/DELETE DATA ENTRY......2    MAJOR HEADER AND DELETE.....9

DISBURSEMENT DATA ENTRY MENU.........3  302 REPORT:
                                          STATEMENT OF TRANSACTIONS...10
AF C-147 & 1341, SF 1219, DD 1329....4    STATEMENT OF ACCOUNTABILITY.11

AIR FORCE C-146 DATA ENTRY...........5  DD FORM 1195 DATA ENTRY MENU..12

ACCRUED EXPENDITURES DATA ENTRY MENU.6  CASH MANAGEMENT/PROMPT PAY
                                        MENU........................13
                                        COST AND FEE HISTORY UPDATE...14
CONTRACT PAYMENT & REPORTING MENU....7  ACCOUNTING CLASSIFICATION.....15
                                        IBOP TRANSACTIONS.............16
                                        AUTHORIZATION REQUEST MENU....17


                            FUNCTION:  17
                            BATCH-ID:
**********************************************************************
```

FIGURE 1-1

c. INPUT INSTRUCTIONS

DATA ELEMENT	INPUT INSTRUCTIONS
FUNCTION	FUNCTION (2A/N) - Select Function 17 to go access the Authorization Request Menu.
BATCH ID	BATCH IDENTITY (6A/N) - Leave blank.

7.5.2.2 UNAB60 - AUTHORIZATION REQUEST MENU

a. GENERAL - This screen is the introductory menu for the Authorization Request Menu. This screen may be accessed by choosing Function 17 from the Financial Data Entry Menu Screen (UNAA20).

b. SCREEN FORMAT - Figure 1-2 is a sample screen format for the Authorization Request Menu (UNAB60).

```
*******************************************************************
UNAB60                  AUTHORIZATION REQUEST MENU

CBUD:############################         RGS: ########

          COMPUTER BASED USER DOCUMENTATION.................A
        * AUTHORIZATION REQUEST INQUIRY.....................B
          INVOICE DOLLAR THRESHOLD..........................C
       ** VOID EXPENDITURE DATA.............................D
          PREVALIDATION FISCAL YEAR CRITERIA................E


                            FUNCTION: #


     DATE SUSPENDED: ## ## ##                  ACCTG STATION: ######
     PIIN: ###### ## #####  SPIIN: #####   SHIPMENT: ######## ACRN: ##

     * MUST ENTER DATE SUSPENDED OR ACCTG STATION OR PIIN/SPIIN OR
                   PIIN/SPIIN/SHIPMENT OR PIIN/SPIIN/SHIPMENT/ACRN
    ** MUST ENTER PIIN/SPIIN/SHIPMENT
*******************************************************************
```

FIGURE 1-2

c. INPUT INSTRUCTIONS

DATA ELEMENT	INPUT INSTRUCTIONS
CBUD	COMPUTER BASED USER DOCUMENTATION (30A/N) - Depress PF5 to go to the CBUD field. Key data element exactly as it appears on the screen, and depress ENTER.
RGS	READING GROUP SPECIALIST CODE (8A/N) - Personal logon code assigned to the user. System generated from initial sign-on.
FUNCTION	FUNCTION (1A/N) - Enter the letter of the process to be performed (A, B, C, or D).
DATE SUSPENDED	DATE SUSPENDED (6N) YYMMDD - Enter a date suspended only if you wish to see all disbursements suspended for that day.
ACCTG STATION	ACCOUNTING STATION (6A/N) - If entered, must be a valid Fiscal Accounting Station.

DATA ELEMENT	INPUT INSTRUCTIONS
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N) - Enter the contract number or leave blank.
SPIIN	SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4A/N) - Enter the call/order number. This field should be filled if PIIN position is an A, D, G, or H; otherwise leave blank.
SHIPMENT	SHIPMENT NUMBER (8A/N) - If entered, positions 1-3 must be alpha, positions 4-7 alphanumeric, and position 8 must be an alpha character.
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER (2A/N) - Enter the corresponding ACRN applicable to the Accounting Classification against which the disbursement is made.

7.5.2.3 UNAB61 - AUTHORIZATION REQUEST INQUIRY

a. GENERAL - This screen will be generated when the user selects Function B from the Authorization Request Menu (UNAB60). This inquiry allows the user to view disbursements awaiting Authorization to Disburse. The data displayed will be at the optional levels entered on Screen UNAB60.

b. SCREEN FORMAT - Figure 1-3 is a sample format for Authorization Request Inquiry Screen (UNAB61).

```
*********************************************************************
UNAB61          AUTHORIZATION REQUEST INQUIRY

CBUD: ##############################                RGS: ########

DATE SUSP: ## ## ## ACTG STAT:######  PIIN: ###### ## ##### SPIIN: ####

SHIPMENT NO:######## ACRN: ## PAY OFFICE: ###### DISB AMT: ############
AP: ########## LIMT: #### ACT CLAS: ####################################
TR CD: ## TY PMT: ## CLIN/ELIN: ###### QTY: ##########

DATE SUSP: ## ## ## ACTG STAT:######  PIIN: ###### ## ##### SPIIN: ####
SHIPMENT NO:######## ACRN: ## PAY OFFICE: ###### DISB AMT: ############
AP: ########## LIMT: #### ACT CLAS: ####################################
TR CD: ## TY PMT: # CLIN/ELIN: ###### QTY: ##########

DATE SUSP: ## ## ## ACTG STAT:######  PIIN: ###### ## ##### SPIIN: ####
SHIPMENT NO:######## ACRN: ## PAY OFFICE: ###### DISB AMT: ############
AP: ########## LIMT: #### ACT CLAS: ####################################
TR CD: ## TY PMT: # CLIN/ELIN: ###### QTY: ##########



  10 more
*********************************************************************
```

FIGURE 1-3

c. INPUT INSTRUCTIONS - The data for RGS, Date Suspended, Accounting Station, PIIN/SPIIN, Shipment, and ACRN are carried forward from the Authorization Request Menu depending on the optional level selected.

DATA ELEMENT	INPUT INSTRUCTIONS
CBUD	COMPUTER BASED USER DOCUMENTATION (30A/N) - Depress PF5 to go to the CBUD field. Key data element exactly as it appears on the screen, and depress ENTER.
RGS	READING GROUP SPECIALIST CODE (8A/N) - Personal logon code assigned to the user. System generated from initial sign-on.
DATE SUSP	DATE SUSPENDED (6N) YYMMDD - No entry required; system generated from the Authorization Request Menu Screen.

DATA ELEMENT	INPUT INSTRUCTIONS
ACCTG STAT	ACCOUNTING STATION (6A/N) - No entry required; system generated from Authorization Request Menu Screen.
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13AN) - No entry required; system generated from the Authorization Request Menu Screen.
SPIIN	SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4A/N) - No entry required; system generated from the Authorization Request Menu Screen.
SHIPMENT NO	SHIPMENT NUMBER (8A/N) - No entry required; system generated from the Authorization Request Menu Screen.
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER (2A/N) No entry required; system generated from the Authorization Request Menu Screen.
PAY OFFICE	PAYING OFFICE (6A/N) - No entry required; system generated from the Authorization Request Menu Screen.
DISB AMT	DISBURSEMENT AMOUNT (13N) - No entry required; system generated from the Authorization Request Menu Screen.
AP	APPROPRIATION (10A/N) - No entry required; system generated.
LIMT	LIMIT SUBHEAD (4A/N) - No entry required; system generated. Part of the Accounting Classification Number.
ACT CLAS	ACCOUNTING CLASSIFICATION (36A/N) - No entry required; system generated. This is the Supplemental Accounting Classification data.
TR CD	TRANSACTION CODE (2A/N) - No entry required; system generated. This is the subtran code assigned to identify the type of transaction as follows: A - Advance D - Discount H - Withhold L - Liquidated Damages Q - Variation in Quantity T - Transportation W - Progress Payment 6W - Navy WIP

DATA ELEMENT	INPUT INSTRUCTIONS
TY PMT	TYPE PAYMENT (4/N) - No entry required; system generated. 1 - Final Payment 2 - Partial Payment 3 - Progress Payment 4 - Advance Payment 8 - Cash Collection or Manual/ for Navy only 9 - Cash Collection, Adjustment, or Corrections
CLIN/ELIN	CONTRACT LINE ITEM NUMBER (6A/N) - No entry required; system generated. This field contains the line item associated with the ACRN.
QTY	QUANTITY (10N) - No entry required; system generated.

7.5.2.4 UNAB62 - INVOICE DOLLAR THRESHOLD

a. GENERAL - This screen will be generated when the user selects Function C from the Authorization Request Menu (UNAB60).

b. SCREEN FORMAT - Figure 1-4 is a sample format for Invoice Dollar Threshold (UNAB62).

```
*********************************************************************
UNAB62                  INVOICE DOLLAR THRESHOLD     RGS:  ########



            GROSS DOLLAR AMOUNT:  000000000000.01





*********************************************************************
```

FIGURE 1-4

c. INPUT INSTRUCTIONS - This screen allows the user to set the dollar threshold for the EUD System. This dollar threshold may be changed on the authority of DFAS-CO management only.

DATA ELEMENT	INPUT INSTRUCTIONS
GROSS DOLLAR	GROSS DOLLAR AMOUNT (14N) - This dollar amount sets

AMOUNT	the threshold for the invoice to be prevalidated.

7.5.2.5 UNAB64 - VOID EXPENDITURE DATA

a. GENERAL - This screen will be generated when the user selects Function D from the Authorization Request Menu (UNAB60).

b. SCREEN FORMAT - Figure 1-5 is a sample format for Void Expenditure Data (UNAB64).

```
*******************************************************************
UNAB64                      VOID EXPENDITURE DATA               RGS:
CBUD:

               PIIN:  ###### ##  #####

              SPIIN:  ####

           SHIPMENT:  ########

                VOID:  #
```

```
*******************************************************************
```

FIGURE 1-5

c. INPUT INSTRUCTIONS

DATA ELEMENT	INPUT INSTRUCTIONS
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N) - Enter the contract number or leave blank.
SPIIN	SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4A/N) - Enter the call/order number. This field should be filled if PIIN position 9 is an A, D, G, or H; otherwise leave blank.
SHIPMENT	SHIPMENT NUMBER (8A/N) - If entered, positions 1-3 must be alpha, positions 4-7 alphanumeric, and position 8 must be an alpha character.
VOID	VOID (1A) - Enter a V in this field to void expenditure data.

7.5.2.6 UNAB65 - PREVALIDATION FISCAL YEAR CRITERIA

a. GENERAL - This screen is generated from function E on screen UNAB60, Authorization Request Menu.

b. SCREEN FORMAT - Figure 1-6 is a sample screen format for Prevalidation Fiscal Year Criteria, UNAB65.

```
*******************************************************************************
*************************************************************
UNAB65           PREVALIDATION FISCAL YEAR CRITERIA        RGS:



                        FISCAL YEAR: ####



*******************************************************************************
*************************************************************
```

FIGURE 1-6

c. INPUT INSTRUCTIONS

DATA ELEMENT	INPUT INSTRUCTIONS
FISCAL YEAR	FISCAL YEAR (4N) - This year and all subsequent fiscal years will be subjected to Prevalidation.

7.5.3 OUTPUT PRODUCTS

7.5.3.1 UNFT010A - NEW DAILY AUTHORIZATION TO DISBURSE

a. Data Summary

PURPOSE:	This report provides a listing for the user of all disbursements that received an Authorization to Disburse.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Standard Paper
FREQUENCY:	Daily
SORT SEQUENCE:	PIIN/SPIIN, Shipment Number, ACRN
PAGE BREAK:	Page break when the page is full.
TOTALS:	District Level

b. Report Element Description

REPORT ELEMENT	ELEMENT DESCRIPTION
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N) - This is the Contract Number.
SPIIN	SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4A/N) - This number is the call/order under a Blanket Purchase Agreement (BPA), Basic Order Agreement (BOA), or indefinite delivery type contract.
SHIP-NO	SHIPMENT NUMBER (8A/N) - This is the Contractor's Shipment Number associated with the disbursement.
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER (2A/N) - This number relates the Long Line Accounting Classification Citation Number to the detail line item schedule information.
AUTH-TYPE	AUTHORIZATION TYPE - (1A) U - Underthreshold P - Prevalidated
DISB AMOUNT	DISBURSEMENT AMOUNT (13N) - This is the total dollar value of the disbursement.
ACCTG STA	ACCOUNTING STATION (6A/N) - The accounting activity responsible for maintaining the funds to be charged or credited with the transaction.
SUSP DATE	SUSPENDED DATE (6N) - This reflects the date the disbursement was suspended for Authorization.

	Date is a calendar date (YYMMDD).
SUSP-DAYS	SUSPENDED DAYS (3N) - This reflects the number of days the disbursement has been suspended awaiting Authorization to disburse.
CAO	CONTRACT ADMINISTRATING OFFICE (2A) - The two position code of the office which is administering the contract.
A/M	AUTOMATIC/MANUAL (1A) - This code identifies the disbursement as automatic or manual within MOCAS.

7.5.3.2 UNFT010B - REJECTED AUTHORIZATION TO DISBURSE (ATD)

a. Data Summary

PURPOSE:	This report provides a listing of ATDs received from the EUD System that did not contain a match in the Payment Authorization Hold File.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Standard Paper
FREQUENCY:	Daily
SORT SEQUENCE:	PIIN/SPIIN, Shipment Number, ACRN
PAGE BREAK:	Page break when the page is full.

b. Report Element Description

REPORT ELEMENT	ELEMENT DESCRIPTION
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N) - This is the Contract Number.
SPIIN	SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4A/N) - This number is the call/order number under a Blanket Purchase Agreement (BPA), Basic Order Agreement (BOA), or indefinite delivery type contract.
SHIP-NO	SHIPMENT NUMBER (8A/N) - This is the Contractor's shipment number associated with the disbursement.
AUTH-TYPE	AUTHORIZATION TYPE (1A) U - Underthreshold P - Prevalidated
ERROR	ERROR - The following error message will appear when an Authorization to Disburse has been rejected: NOT ON ATD FILE

7.5.3.3 UNFT010C - MANUALLY RELEASED PREVALIDATED DISBURSEMENTS

a. Data Summary

PURPOSE:	This report provides a listing of Authorization To Disburse (ATDs) that have been manually released by DFAS. *Note: Requires supporting documentation from the Accounting Station.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Standard Paper
FREQUENCY:	Daily
SORT SEQUENCE:	PIIN/SPIIN, Shipment Number, ACRN
PAGE BREAK:	Page break when the page is full.

b. Report Element Description

REPORT ELEMENT	ELEMENT DESCRIPTION
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N) - This is the Contract Number.
SPIIN	SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4A/N) - This number is the call/order number under a Blanket Purchase Agreement (BPA), Basic Order Agreement (BOA), or indefinite delivery type contract.
SHIP-NO	SHIPMENT NUMBER (8A/N) - This is the Contractor's Shipment Number associated with the disbursement.
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER (2A/N) - This number relates the Long Line Accounting Classification Citation Number to the detail line item schedule information.
DISB AMOUNT	DISBURSEMENT AMOUNT (13N) - This is the total dollar value of the disbursement.
SUSP DATE	SUSPENDED DATE (6N) - This reflects the date the disbursement was suspended for Authorization. Date is a calendar date (YYMMDD).
SUSP-DAYS	SUSPENDED DAYS (3N) - This reflects the number of days the disbursement has been suspended awaiting Authorization.

7.5.3.4 UNFT050A - CUMULATIVE PAYMENT AUTHORIZATION REQUEST (AREQ)

a. Data Summary

PURPOSE:	This report provides a cumulative listing for the user identifying all disbursements which are currently suspended in the Hold File awaiting Authorization to Disburse.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Standard Paper
FREQUENCY:	Daily
SORT SEQUENCE:	Service, Accounting Station, PIIN/ SPIIN, Shipment Number, ACRN.
PAGE BREAK:	Page break after each Accounting Station or when the page is full.
TOTAL:	Totals will be at Accounting Station and Service levels. Summary total information on disbursement amounts and average days suspended by Accounting Station by Service.

b. Report Element Description

REPORT ELEMENT	ELEMENT DESCRIPTION
ACCTG STATION	ACCOUNTING STATION (6A/N) - The accounting activity responsible for maintaining the funds to be charged or credited with the transaction.
PAYING OFFICE	PAYING OFFICE (6A/N) - The DoDAAC identifing the responsible pay office.
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N) - This is the Contract Number.
SPIIN	SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4A/N) - This number is the call/order number under a Blanket Purchase Agreement (BPA), Basic Order Agreement (BOA), or indefinite delivery type contract.
SHIPMENT NUMBER	SHIPMENT NUMBER (8A/N) - This is the Contractor's shipment number associated with the disbursement.
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER (2A/N) - This number relates the Long Line Accounting Classification Citation Number to the detail item schedule information.
DEPT	DEPARTMENT CODE (1A) - Code that identifies the number assigned by the Treasury Department to identify the Government department or agency to which an appropriation applies.
CLIN	CONTRACT LINE ITEM NUMBER (6A/N) - Identifies an item of supply or service listed on an exhibit or schedule.
SUBTRAN	SUBTRAN (4A/N) - Code indicating the type of disbursement. A - Advance D - Discount H - Withhold L - Liquidated Damages Q - Quantity Over/Underrun T - Transportation W - Progress Payment 6W - Navy WIP
TYPE PMT	TYPE PAYMENT CODE (1N) - This code identifies the type of payment being made to the contractor. 1 - Final Payment 2 - Partial Payment 3 - Progress Payment 4 - Advance Payment 8 - Cash Collection or Manual/Manual for Navy 9 - Cash Collection, Adjustment,or Correction

REPORT ELEMENT	ELEMENT DESCRIPTION
COLL CODE	COLLECTION CODE (1N) - This code isentifies the type of collection being made. 1 - Deduction, Cash Colletion, ADJ 2 - IBOP
DISB AMOUNT	DISBURSEMENT AMOUNT (13N) - This is the total dollar value of the disbursement.
DATE SUSPENDED	DATE SUSPENDED (7A/N) - This is the date the disbursement was suspended for Authorization to Disburse.
CAO ORG	CONTRACT ADMINISTRATING OFFICE (2A) - The two position code of the office which is administering the contract.
DAYS	DAYS (3N) - This reflects the number of days the disbursement has been suspended for Authorization to Disburse.

7.5.3.5 UNFT050B - NEW DAILY PAYMENT AUTHORIZATION REQUEST (AREQ)

a. Data Summary

PURPOSE:	This report provides a daily listing for the user identifying all disbursements which were suspended in the Hold File. These records represent all the Authorization Requests transmitted in the current cycle.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Standard Paper
FREQUENCY:	Daily
SORT SEQUENCE:	PIIN/SPIIN, Shipment Number, ACRN
PAGE BREAK:	Page break after each Accounting Station or when the page is full.
TOTAL:	Totals will be at Accounting Station and Service levels. Summary total information on disbursement amounts and average days suspended by Accounting Station by Service.

b. Report Element Description

REPORT ELEMENT	ELEMENT DESCRIPTION
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N) - This is the Contract Number.
SPIIN	SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4A/N) - This number is the call/order number under a Blanket Purchase Agreement (BPA), Basic Order Agreement (BOA), or indefinite delivery type contract.
SHIPMENT NUMBER	SHIPMENT NUMBER (8A/N) - This is the Contractor's shipment number associated with the disbursement.
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER (2A/N) This number relates the Long Line Accounting Classification Citation Number to the detail item schedule information.
DEPT	DEPARTMENT CODE (1A) - Code that identifies the number assigned by the Treasury Department to identify the Government department or agency to which an appropriation applies.
CLIN	CONTRACT LINE ITEM NUMBER (6A/N) - Identifies an item of supply or service listed on an exhibit or schedule.

SUBTRAN	SUBTRAN (4A/N) - Code indicating the type of disbursement. A - Advance D - Discount H - Withhold L - Liquidated Damages Q - Quantity Over/Underrun T - Transportation W - Progress Payment 6W - Navy WIP
TYPE PMT	TYPE PAYMENT CODE (1N) - This code identifies the type of payment being made to the contractor. 1 - Final Payment 2 - Partial Payment 3 - Progress Payment 4 - Advance Payment 8 - Cash Collection or Manual/Manual for Navy 9 - Cash Collection, Adjustment, or Correction
COLL CODE	COLLECTION CODE (1N) - This code identifies the type of collection being made. 1 - Deduction, Cash Colletion, ADJ 2 - IBOP

REPORT ELEMENT	ELEMENT DESCRIPTION
ACCTG STATION	ACCOUNTING STATION (6A/N) - The accounting activity responsible for maintaining the funds to be charged or credited with the transaction.
PAYING OFFICE	PAYING OFFICE (6A/N) - The DoDAAC code identifying the responsible pay office.
DISB AMOUNT	DISBURSEMENT AMOUNT (13N) - This is the total dollar value of the disbursement.
CAO	CONTRACT ADMINISTRATING OFFICE (2A) - The two position code of the office which is administering the contract.
A/M IND	AUTOMATIC/MANUAL INDICATOR (1A) - This code identifies the disbursement as automatic or manual within MOCAS.

7.5.3.6 UNFT050C - CUMULATIVE PAYMENT AUTHORIZATION REQUEST – TD SEQUENCE (AREQ)

a. Data Summary

PURPOSE:	This report provides a cumulative listing identifying all disbursements awaiting authorization to disburse.
SOURCE OF DATA:	Data Base
TYPE/MEDIUM:	Standard Paper
FREQUENCY:	Daily
SORT SEQUENCE:	PIIN/SPIIN, (Terminal Digit Sequence) Shipment Number, ACRN
PAGE BREAK:	Page break when the page is full.
TOTAL:	Totals will be by service.

b. Report Element Description

REPORT ELEMENT	ELEMENT DESCRIPTION
PIIN	PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (13A/N) - This is the Contract Number.
SPIIN	SUPPLEMENTAL PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER (4A/N) - This number is the call/order number under a Blanket Purchase Agreement (BPA), Basic Order Agreement (BOA), or indefinite delivery type contract.
SHIPMENT NUMBER	SHIPMENT NUMBER (8A/N) - This is the Contractor's shipment number associated with the disbursement.
ACRN	ACCOUNTING CLASSIFICATION REFERENCE NUMBER (2A/N) This number relates the Long Line Accounting Classification Citation Number to the detail item schedule information.
CLIN	CONTRACT LINE ITEM NUMBER (6A/N) - Identifies an item of supply or service listed on an exhibit or schedule.
SUBTRAN	SUBTRAN (4A/N) - Code indicating the type of disbursement. A - Advance D - Discount H - Withhold L - Liquidated Damages Q - Quantity Over/Underrun T - Transportation W - Progress Payment 6W- Navy WIP

TYPE PMT	TYPE PAYMENT CODE (1N) - This code identifies the type of payment being made to the contractor. 1 - Final Payment 2 - Partial Payment 3 - Progress Payment 4 - Advance Payment 8 - Cash Collection or Manual/Manual for Navy 9 - Cash Collection, Adjustment, or Correction
COLL CODE	COLLECTION CODE (1N) - This code identifies the type of collection being made. 1 - Deduction, Cash Colletion, ADJ 2 - IBOP
ACCTG STATION	ACCOUNTING STATION (6A/N) - The accounting activity responsible for maintaining the funds to be charged or credited with the transaction.
PAYING OFFICE	PAYING OFFICE (6A/N) - The DODAAC code identifying the responsible pay office.
REPORT ELEMENT	ELEMENT DESCRIPTION
DISB AMOUNT	DISBURSEMENT AMOUNT (13N) - This is the total dollar value of the disbursement.
CAO	CONTRACT ADMINISTRATING OFFICE (2A) - The two position code of the office which is administering the contract.
DAYS	DAYS (3N) - This reflects the number of days the disbursement has been suspended for Authorization to Disburse.

Filename:	1417Part7DisburseProcess.doc
Directory:	C:\Documents and Settings\awolak.000\Desktop
Template:	C:\Program Files\Microsoft Office\Office\Normal.dot
Title:	DLAM 7000.5 Part 7
Subject:	
Author:	Rick Tower
Keywords:	
Comments:	Created: 12/29/84
Creation Date:	07/14/03 6:30 AM
Change Number:	2
Last Saved On:	07/14/03 6:30 AM
Last Saved By:	awolak
Total Editing Time:	7 Minutes
Last Printed On:	07/14/03 7:16 AM
As of Last Complete Printing	
Number of Pages:	290
Number of Words:	319,273 (approx.)
Number of Characters:	1,819,860 (approx.)