MOCAS Entitlement Overview

Defense Finance and Accounting Service

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Agenda

• Payment (Entitlement) Process Overview
• Top Payment Challenges
• Top 5 Reasons for Invoice Rejection
• Helpful Hints
Payment Process Overview

3-Way Match

Contract

Invoice

Acceptance

Valid Payment Request
- Payment Initiated | G-Coded Invoices

Entitlement
- Accounts Payable

Prevalidation
- Verify Obligations | G-AREQ Invoices

Disbursement
- MOCAS Payment | F-Coded Invoices

Problems?
- Research
- J-Coded Invoices
- Reconciliation

3/27/2019

Integrity - Service - Innovation
Payment Process Overview

MOCAS Generated Entitlement Data (API)

Manual Payment Process - Technician Review of iRAPT Invoice and MAAPR

Prevalidation of Disbursements to Obligations

Approved

Disapproved

Cash Management

MAAPR Material Acceptance And Accounts Payable Report (MAAPR)

Contractor Payment Notice (CPN)

EFT/Checks Prepared

Match

Mismatch

Entitlement Division

Reconciliation Directorate

Non-API Payment Package

Payment Summary

Advice of Payment

Invoice Document MAAPR

OK
Top Payment Challenges

• Complex contracting arrangements
  ✓ Increases Erroneous Payment
  ✓ Increased Processing Costs – No API

• Frequent contract modifications

• Conflicting payment and billing instructions

• Large Transaction Line Invoice Submissions
  ✓ Creates challenges for manual entitlement
  ✓ Impacts prevalidation timeliness

• Frequent Billing (Cost) Reallocations
  ✓ Recurring debit/credit billings

• Canceling Funds

• Destination Acceptance
Top 5 Reasons for Returned Invoices

• Invoice Not Billed IAW Contract (E-11)
  ✓ Item Information/ACRN missing/Incorrect. The contractor must review contractual terms and submit a corrected invoice for payment.

• Invoice Returned per request (E-09)
  ✓ Invoice returned per request from Contractor, ACO/PCO instructions and/or DCAA.

• Error of DD250 Receiving Report (E-12)
  ✓ The contractor must ensure proper distribution of the DD250 is made to the CAO terminal prior to resubmitting the invoice for payment.

• DFAS Not Paying Office (E-01)

• Inspection/Acceptance Problem (E-13)
Helpful Hints

• Acceptance Process
  ✓ Understand contractual acceptance terms
  ✓ Request WAWF acceptor acknowledgement
  ✓ Ensure SHIP TO in section B and WAWF instructions matches

• Proper Invoice Submission
  ✓ Bill gross invoice amount *** Note Withhold Exception
  ✓ Adhere to Special Pay Instructions
  ✓ Use proper CLIN Structure
    1. Contract Section B
    2. Informational CLINS (i.e. 000101) are not billable

• Know Contract Appropriation Life Cycle
  ✓ Canceling Fund Invoice Submission Deadline – August 5

• Enroll in MOCAS Data Share Initiative (MDSI)
  ✓ Increases your awareness of contract activities
Questions
Appropriation Life Cycle

Appropriation Types

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<thead>
<tr>
<th>Appropriation Types</th>
<th>Available</th>
<th>Expired</th>
<th>Cancellation Date</th>
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<td>O &amp; M</td>
<td>1 Year</td>
<td>+</td>
<td>September 30th of the 6th year</td>
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<tr>
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<td>5 Year</td>
<td>+</td>
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Requirements for a Proper Invoice

- Vendor’s Name
  - As stated on contract

- Invoice Date
  - Calculate discounts

- Government Contract Number

- Shipment Number

- Description of Goods / Services (CLIN, QTY, Unit Price)

- Registered in SAM
  - Taxpayer ID
  - Banking Info

- Contact Name and Phone Number, where practical

- Payment Terms (Including Discount, if Offered)

- Shipping Terms (if included in Contract)

iRAPT/WAWF