

MyInvoice



Defense Finance and Accounting Service

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Customer Care Office



MyInvoice

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



MyInvoice - Benefits

Contractor/vendor and Government/Military entities may utilize myInvoice to:

- ▶ Research the status of recently submitted and processed invoices.
- ▶ Determine when payment is scheduled.
- ▶ Determine if something is lacking for payment processing.
- ▶ Obtain information associated with an Electronic Funds Transfer (EFT) or check received.
- ▶ Determine the applicable payment office/processing site.
- ▶ Research status based on Contract number; invoices covered; interest or freight included in the payment; or tax or discount withheld.
- ▶ Reduce the need to call Customer Care for invoice status.
- ▶ Invoice must be received at the DFAS pay office in order for there to be any invoice status.



Pay DoDAAC that update invoice status in MyInvoice

- ▶ CAPS-W Pay DoDAAC : HQ0131, HQ0303, HQ0304, HQ0105, HQ0347, HQ0302, M67443, HQ0431, HQ0301, HQ0300, HQ0104
- ▶ DAI Pay DoDAAC : HQ0492, HQ0624, HQ0690, HQ0748, HQ0750, HQ0751, HQ0650, HQ0684
- ▶ DEAMS Pay DoDAAC : F87700
- ▶ EBS Pay DoDAAC : SL4701
- ▶ FABS Pay DoDAAC : HQ0252
- ▶ FAMIS Pay DoDAAC: HQ0810
- ▶ GFEBS Pay DoDAAC : HQ0490
- ▶ IAPS Pay DoDAAC : F03000, F67100, F78900
- ▶ MOCAS Pay DoDAAC : HQ0337, HQ0338, HQ0339
- ▶ MOCAS Interest Payments
- ▶ Navy ERP/STARS-One Pay: Pay DoDAAC starting with an “N”
- ▶ SAVES: Standard Automated Voucher Examination System



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

Consent Required

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WARNING!

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

I have read and understand the terms and conditions for use of this website.

Accept



https://wawf.eb.mil

Procurement Integrated Ent...



PIEE

5.12.2 Procurement Integrated Enterprise Environment

New Federal Customer Register Help/Training

Certificate Login

Certificate Login

CAC Help?

User ID Login

User ID

Password

Login

Forgot your User ID? | Forgot your Password? | Who's my Organization's GAM/CAM?

System Messages

(2019-MAY-07 00:00 MDT) System: All Subject: Attention Vendors Action
Required! Critical! Message For: All Users

ATTENTION VENDORS!!! In order to ensure timely payment you must review your Electronic Funds Transfer (EFT) information in System for Award Management (SAM.gov) **before** submitting an invoice for payment.

Incorrect EFT information will **significantly** delay your payment.

(2019-MAY-01 04:50 MDT) System: All Subject: Notice to Small Business Vendors in Regards to DLA **Critical! Message For: All Users**

Effective May 6, 2019, DLA will discontinue its 2-day accelerated payments. It is DLA's intent to minimize any disruption by continuing to accelerate payments ahead of the contract payment terms. Small businesses should begin to receive 15-day accelerated payments after May 6, 2019.

(2019-MAR-19 00:00 MDT) System: All Subject: 2019 Fiscal Yearend Processing for DFAS - MOCAS **Message For: All Users**

Certain appropriations will cancel on September 30, 2019, in accordance with Public Law 101-510. To ensure all invoices against these appropriations are paid before the funds cancel, we request these invoices be received at the Defense Finance and Accounting Service (DFAS) Columbus, MOCAS

WAWF EDA myInvoice IUID CORT TOOL eMIPR MRS NCCS Contract Closeout CDR CCM Data Lake USbank



The screenshot shows a web browser window with the URL <https://wawf.eb.mil/html/auth/home/home.html>. The page header includes the **PIEE** logo (Procurement Integrated Enterprise Environment 5.12.2) and navigation links for "My Account" and "Help". A user profile is visible with a "Logout" button. Logon status is displayed: "Last Successful Logon Date: 2019/05/22 06:43:10 MDT" and "Last Unsuccessful Logon Attempt: 2016/07/14 14:07:10 MDT".

The main content area is titled "Welcome to the Procurement Integrated Enterprise Environment" and features several functional categories:

- Award**: Solicitation
- Post Award Admin**: CDR (Contract Deficiency Reports), EDA (Electronic Document Access), PCM (Purpose Code Management)
- Payment**: WAWF (Wide Area Workflow), myInvoice
- Other**: WBT (Web Based Training)

A "Custom Messages" section is partially visible at the bottom left.



https://wawf.eb.mil/ - myInvoice - Internet Explorer provided by DoD

myInvoice Reports Info Preferences Exit User: [REDACTED]

System Messages

(2019-MAY-07 00:00) System: **All** Subject: Attention Vendors **Action Required! Critical!** Message For: All Users

ATTENTION VENDORS!!! In order to ensure timely payment you must review your Electronic Funds Transfer (EFT) information in System for Award Management (SAM.gov) before submitting an invoice for payment.

Incorrect EFT information will significantly delay your payment.

(2019-MAY-01 04:50) System: **All** Subject: Notice to Small Business Vendors in Regards to DLA **Critical!** Message For: All Users

Effective May 6, 2019, DLA will discontinue its 2-day accelerated payments. It is DLA's intent to minimize any disruption by continuing to accelerate payments ahead of the contract payment terms. Small businesses should begin to receive 15-day accelerated payments after May 6, 2019.

(2019-MAR-19 00:00) System: **All** Subject: 2019 Fiscal Yearend Processing for DFAS - MOCAS Message For: All Users

Certain appropriations will cancel on September 30, 2019, in accordance with Public Law 101-510. To ensure all invoices against these appropriations are paid before the funds cancel, we request these invoices be received at the Defense Finance and Accounting Service (DFAS) Columbus, MOCAS Division (DFAS-JAL), by Monday, August 5, 2019.

[2019 MOCAS FYE Memorandum](#)

(2019-JAN-17 00:00) System: **All** Subject: Browser Compatibility **Action Required! Critical!** Message For: All Users

Internet Browser Compatibility Required, Update before Version 6.0

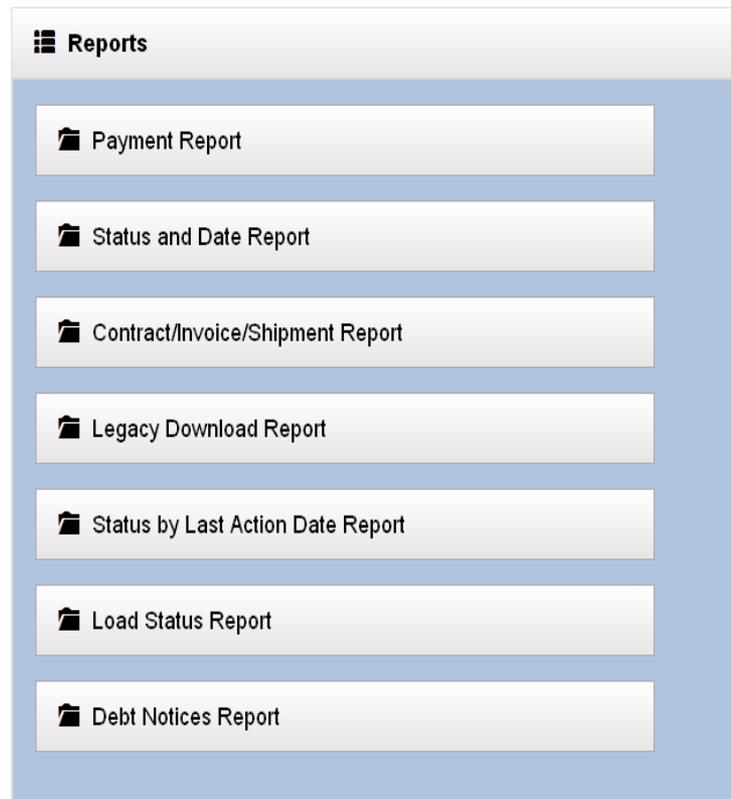
ALL USERS: PIEE will launch a new version (v6.0), and it REQUIRES specific browsers for PIEE site usage. An update may be required to avoid a work stoppage.

Please start by selecting an option from the menu above.

Help



iRAPT Vendor Role



MyInvoice - Report

Status and Date Report

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

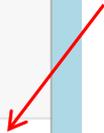
Search **Download (txt)** **E-Mail** **Back** **Help**



Status and Date Report

Record Count: 16

Record	Status	Payment Date	CAGE Code	Contract Number	Order Number	Invoice Number	CLIN	Invoice Amount	Total Amount	Total Payment Amount	Action
1	PAID	28-SEP-15	[REDACTED]			UEC001Z	0001	1,950.00	1,950.00	1,950.00	Details
2	PAID	02-SEP-15	[REDACTED]		0002	SER0007	Interest	.00	.00	83.84	Details
3	PAID	02-SEP-15	[REDACTED]		0002	SER0008	Interest	.00	.00	360.16	Details
4	PAID	26-AUG-15	[REDACTED]		0002	SER0007	2001	23,080.49	23,080.49	183,566.05	Details
5	PAID	26-AUG-15	[REDACTED]		0002	SER0008	2001	160,485.56	160,485.56	183,566.05	Details
6	PAID	17-AUG-15	[REDACTED]		0002	SER0009	2001	177,665.49	177,665.49	177,665.49	Details
7	PAID	14-AUG-15	[REDACTED]			UEC0017	0001	59,089.45	59,089.45	59,089.45	Details



Detail Report

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



Detail report

Detail Report

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



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



Detail report

Detail Report

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

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



Email Assistance

- ▶ Email assistance is available with myInvoice reports
 - Exclusion applies to the following reports:
 - ✓ Load Status Report
 - ✓ Debt Notices Report
- ▶ Please use AskDFAS for the following Sites:
 - ✓ Cleveland
 - ✓ Columbus
 - ✓ Indianapolis

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

- Search in ***: A dropdown menu with "Active Database" selected.
- Search by ***: A dropdown menu with "CAGE Code" selected.
- Search results ***: A dropdown menu with "20 records per page" selected.
- Payment Type ***: A dropdown menu with "EFT" selected.
- EFT Trace Number**: An empty text input field.
- Invoice Amount**: An empty text input field.
- Total Payment Amount**: An empty text input field.
- CAGE Codes ***: An empty text input field.

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



Downloading Results

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

Link on how to view a txt file in excel format:

<https://www.youtube.com/watch?v=sbYi85oRH5o&spfreload=10>



Information Menu

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

myInvoice Reports Info Preferences Exit User ID: IFbxMNF4

Information

Reference Codes

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

External Systems

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

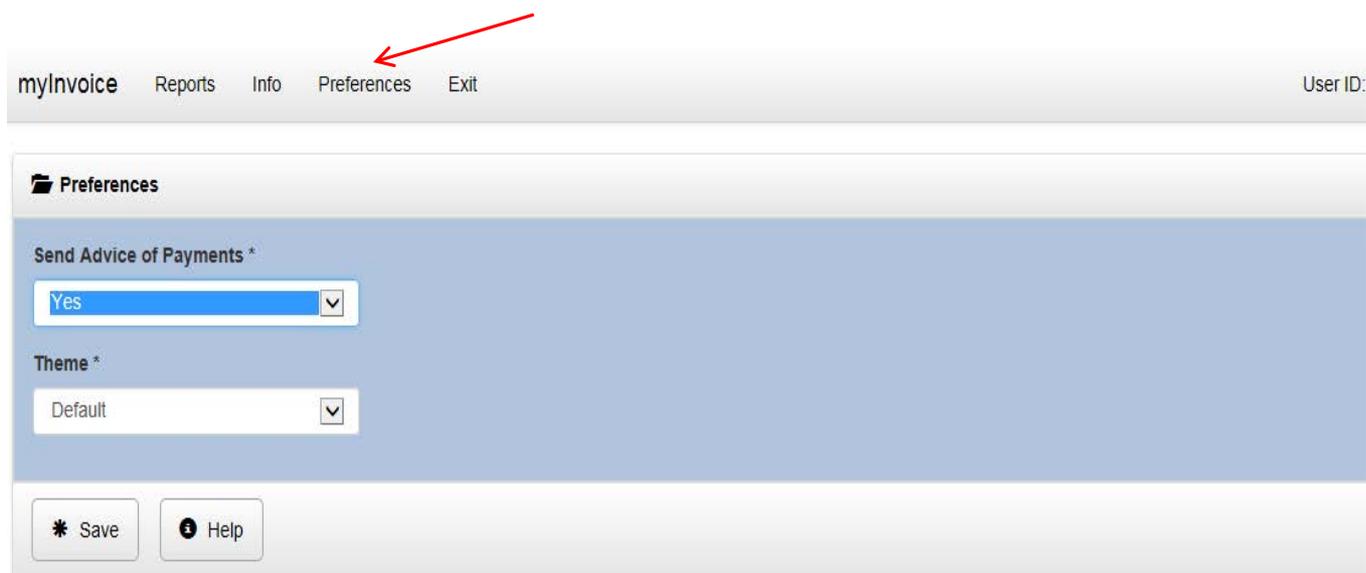
Use this page to view reference codes or navigate to external websites.

Trusted sites | Protected Mode: Off 125%



Preferences Menu

- myInvoice allows users to select a color Theme and select if they want to receive Advice of Payments



myInvoice Reports Info Preferences Exit User ID:

Preferences

Send Advice of Payments *

Yes

Theme *

Default

* Save ⓘ Help



Paid Information Retention Timeframes

Paid invoice data may be available for up to 120 days after payment.

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



MyInvoice - assistance

- ▶ For assistance with your **invoice status** or with requests to **take action on your invoice** please contact DFAS Customer Service:
 - ✓ by submitting your request via AskDFAS at the following link:
<https://corpweb1.dfas.mil/askDFAS/custMain.action?mid=5300>
 - ✓ by calling a telephone number listed at the following link:
<https://www.dfas.mil/dfas/AskDFAS/DoDAAC.html>
To find your paying DODAAC please refer to the 6 character alphanumeric code in on your contract in the box labeled: PAYMENT WILL BE MADE BY CODE.
- ▶ For assistance with **accessing myInvoice**, please contact your Group Administrator (GAM). To find your GAM please use the following link:
<https://wawf.eb.mil/xhtml/unauth/lookup/gamLookup.xhtml>
- ▶ If you need **further technical assistance** please contact Ogden Help Desk
Tel: 801-605-7095; 866-618-5988
Fax: 801-605-7453.
Email: disa.ogden.esd.mbx.cscassig@mail.mil



MyInvoice - assistance

- ▶ You can review a video titled Checking Invoice Status in MyInvoice on YouTube: <https://www.youtube.com/watch?v=sbYi85oRH5o>
- ▶ For training materials please access Web Based Training (WBT): <https://wawftraining.eb.mil/wbt/>
- ▶ If you observe irregularities in myInvoice performance, please send an email to DFAS ESS Business Integration Services dfas.dsc.jjh.mbx.cco-esolutions-myinvoice@mail.mil



Questions

Proudly Serving
DFAS
America's Heroes

