



# Accounts Payable (VP)

*Defense Finance and Accounting Service*

Supervisor  
AP Acquisitions Air Force/Army  
DFAS-Columbus  
March 11, 2020





- Functions will include providing functional guidance and procedures for payment of vendors; and handling all non-DCMA administered contracts and all miscellaneous commercial payments (e.g. power track, transportation payments, corporate CBA payments)
- Uses IAPS, DEAMS, and CAPSW, as the pay system (see Customer Service briefing for listing of all Vendor Pay office codes).



## Support the Army & Air Force

- ✓ DFAS Pay Office should be determined by accounting station based on preponderance of the funds on the original contract

## Miscellaneous Payments

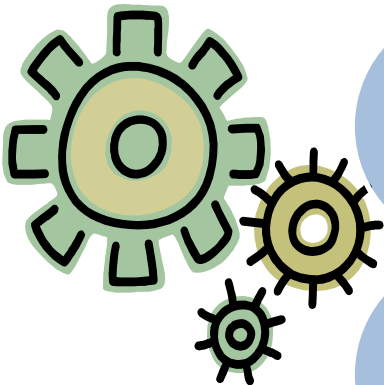
- ✓ Should follow the DOD and/or AF Misc Pay Guide

## Entitlement Systems

- ✓ IAPS/DEAMS for Air Force
- ✓ CAPS-W for Army

## Obligations

- ✓ IAPS/DEAMS for Air Force
- ✓ CAPS-W Army





## ENTITLEMENT SYSTEMS:

**CAPS-W** — Computerized Accounts Payable System

**IAPS** — Integrated Accounts Payable System

**DEAMS** — Defense enterprise Accounting and Management Systems

## SUPPORTING SYSTEMS:

**SAM** — System for Award Management

**BEIS** — Business Enterprise Information System

**EDA** — Electronic Data Access

**CEDMS** — Corporate Electronic Document Management System

**EDI** — Electronic Data Interchange

**EDM** — Electronic Document Management System

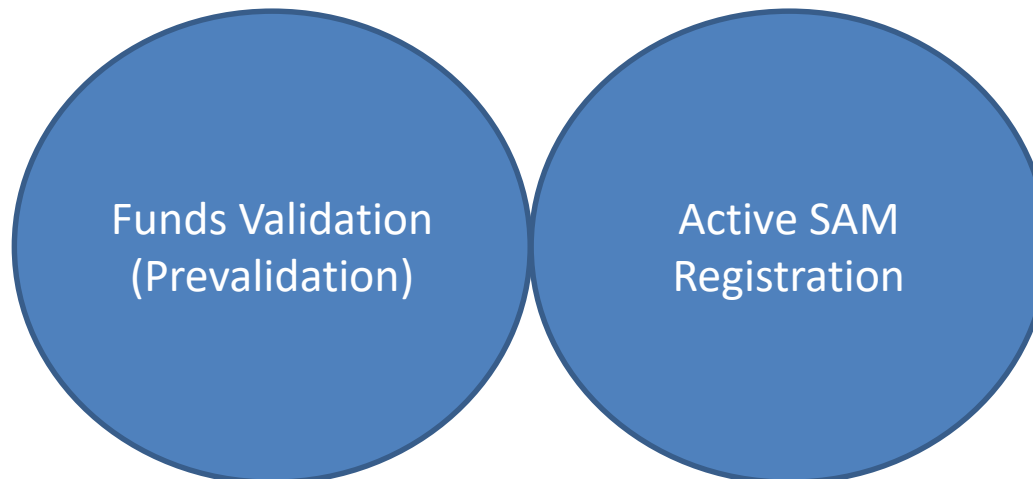
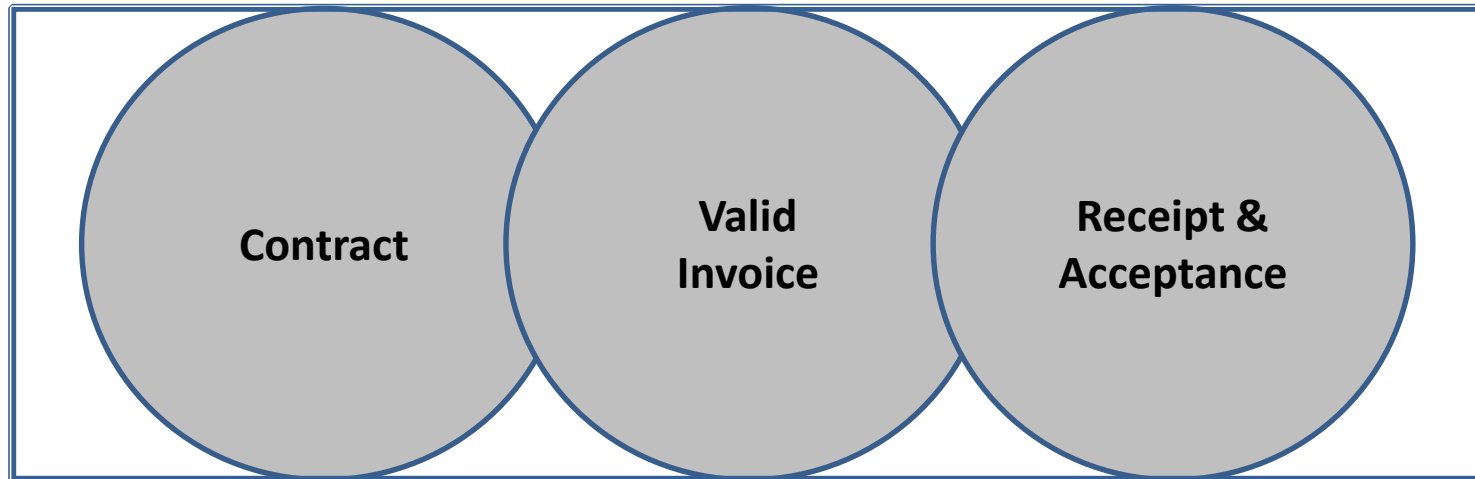
**WAWF** — Wide Area Workflow

## FUNCTIONS:

- Review contracts, invoices, and receiving reports for propriety IAW regulatory requirements.
- **Vendors need to include COR email information when submitting invoice for payment.**
- Match contract, invoice, and receiving report to initiate proper payment.
- **Verify vendor SAM registration and remittance data.**
- Perform entitlement/computation actions necessary to generate payments to vendors and individuals for services performed and/or goods/materials received.
- Process payments into the applicable entitlement system (Systems vary depending on customer)
- Payment Certification.
- Perform pre-pay and post-pay audits.
- Manage the EFT Reject process.



## THREE WAY MATCH





- ▶ **Net 30 Days = Normal Payment Terms**
  
- ▶ **Small Business**
  - ✓ **Paid as soon as possible (15 days)**
  - ✓ **Per memorandum dated 9-14-2011**
  
- ▶ **Net 14 Days**
  - ✓ **Construction Contracts**
  
- ▶ **Fast Pay - 15 Days (Limited Situations)**
  - ✓ **Based on inclusion of the “Fast Pay” FAR clause in the contract – FAR 52.213.1**



## Interest paid on LATTER of:

- ✓ Date Invoice Received at Proper Billing Office
- ✓ Acceptance Date
- ✓ Constructive Acceptance Date

\*Constructive acceptance = 7 days after delivery date

(If the difference between Delivery and Acceptance exceeds 7 days, then Constructive Acceptance is used in place of Acceptance Date).

Inv Rcvd: 12/14/19

RR Rcvd: 12/20/19

Inv Date: 12/12/19

Mdse Delvd: 12/12/19

Mdse Acpt: 12/20/19

\*Constructive Acceptance is 1/19/20



Interest calculated off of 1/18/20

Prompt Payment Calculator: <http://fms.treas.gov/prompt/ppinterest.html>

Discount Calculator: Located in calculators link on the same site



## Invoice Requirements

- ✓ Name of vendor
- ✓ Invoice date
- ✓ Government contract number, or other authorization for delivery of goods or services Vendor invoice number, account number, and/or any other identifying number agreed to by contract
- ✓ Description (including, for example, contract line/subline number), price, and quantity of goods and services rendered
- ✓ Shipping and payment terms (unless mutually agreed that this information is only required in the contract)
- ✓ Taxpayer Identifying Number (TIN), unless agency procedures provide otherwise
- ✓ Banking information, unless agency procedures provide otherwise, or except in situations where the EFT requirement is waived under 31 CFR 208.4
- ✓ Contact name (where practicable), title and telephone number
- ✓ Other substantiating documentation or information required by the contract

*From 5 CFR 1315.9*

## Receiving Report Requirements

- ✓ Name of vendor
- ✓ Contract or other authorization number
- ✓ Description of goods or services
- ✓ Quantities received, if applicable
- ✓ Date(s) goods were delivered or services were provided
- ✓ Date(s) goods or services were accepted
- ✓ Signature (or electronic alternative when supported by appropriate internal controls), printed name, telephone number, mailing address of the receiving official, and any additional information required by the agency





# Why Is An Invoice Late or Rejected?



- Incorrect Contract Number/missing DO
- **Incorrect Contract Line Item Number (CLIN)**
- **Incorrect Paying Office**
- Missing/Incorrect Line of Accounting
- **Insufficient Funds on CLIN**
- **Incorrect Quantity or Unit Price**
- **Incorrect Unit of Measure**
- **Incorrect Submission Method**
- Missing Acceptance or Receiving Report (late)
- Prevalidation Issues (late)
- **SAM Registration Not Active (late)**



## *A few possible reasons why an invoice might be in **SUSPENSE** status:*

- ▶ **Contract not yet received or input into system**
  - ✓ For all Entitlement systems we will check EDA & EDM for contract.
- ▶ **Input error of contract information into system**
  - ✓ Could be incorrect unit price/unit measure or wrong CLIN
- ▶ **Have not received contract modification(s)**
  - ✓ If Contracting Officer Representative (COR) is using EDA, check to make sure it is in EDA, and notify the COR if it is not.
- ▶ **Shortage on Contract Line Item Number (CLIN)**
  - ✓ An audit may be necessary. Number of historical payments will affect how long the audit takes.





## Common Payment Issues

|   |   |
|---|---|
| ✓ | <b>Lapse of banking and/or address information in SAM</b> |
| ✓ | Erroneous EFTs/Checks                                     |
| ✓ | Non-receipt of Checks                                     |
| ✓ | Overpayment, Duplicate Payment, Wrong Vendor Payment      |
| ✓ | <b>Payment Offsets</b>                                    |



# Vendor Pay – Helpful Hints to Remember



Vendors are suggested to contact their contracting officer or COR when the receiving report is not accepted in iRAPT (WAWF) within 15 days

**Customer service should be the initial POC for all inquiries**

✓ Use the Order of Escalation to then reach upward elevations

**Understand the basics of the Prompt Pay Act**

✓ Interest starts accruing on the 31<sup>st</sup> day (on a 30 day pay), after the LATER of:

- The date a proper invoice is received at the Government agency designated in the contract OR
- The date the Government accepts the material/service

**Validate the type of WAWF invoice specified in the contract and validate the ship-to code is correct**

✓ Improper submissions may delay payments or require contract modification(s)

Ensure the banking information is proper and up to date in SAM (System for Award Management) and the cage code is correct



## PIEE Suite

- myInvoice
- EDA
- Can be accessed via a link on the DFAS website



## Ecommerce

- Can be accessed via a link on the DFAS website: [www.dfas.mil](http://www.dfas.mil)
- SAM



