Accounts Payable Entitlement Defense Agencies/Marine Corps Overview

Defense Finance and Accounting Service

Agenda

- **Vendor Pay**
- **Entitlements: What we do**
- **Accounts Payable Process: 3-Way Match**
- **AP Systems**
- **Prompt Payment Terms**
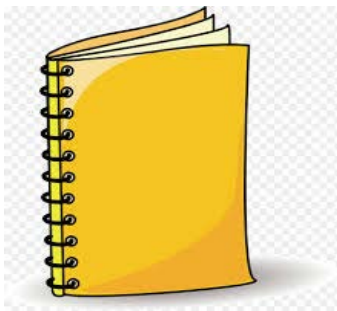- **Establishing Invoice Due Date**
- **Top Reasons for Inquiry**

Vendor Pay

Payment for Day to Day Goods & Services

Less complicated, shorter duration, lower dollar amount, less administration

Often one time payments & rarely financing, progress, performance payments

Includes misc. payments like tuition assistance, utilities

Entitlements

What we do:

- **Review contracts, invoices, and receiving reports for validity**

- **3 way match (certification)**

- **Research invoice holds and contract mods**

- **Communicate invoice issues to Customer Care**

- **Verify vendor SAM registration and banking info**

- **Process payments into entitlement systems**

- **Manage EFT rejects**

- **Assist with system conversions**

Accounts Payable Process – 3 Way Match

DoD
- Awards contract to Vendor
- Forwards contract to DFAS

Vendor
- Provides Goods and Services
- Submits receiving report for the goods and services to DoD
- Can also submit the invoice along with the receiving report (Combo and Invoice 2 in 1)

DoD
- Receives goods and services
- Forwards signed receiving report to DFAS

Vendor
- Submits invoice to DFAS if not already submitted with the receiving report.

DFAS Entitlement
- Using a 3 way match between the Contract, invoice, and Receiving Report, validates, entitles and then prevalidates the invoice
- Sends payment file to Disbursing office

Disbursing office
- Sends Check/EFT to Vendor
- Updates MyInvoice
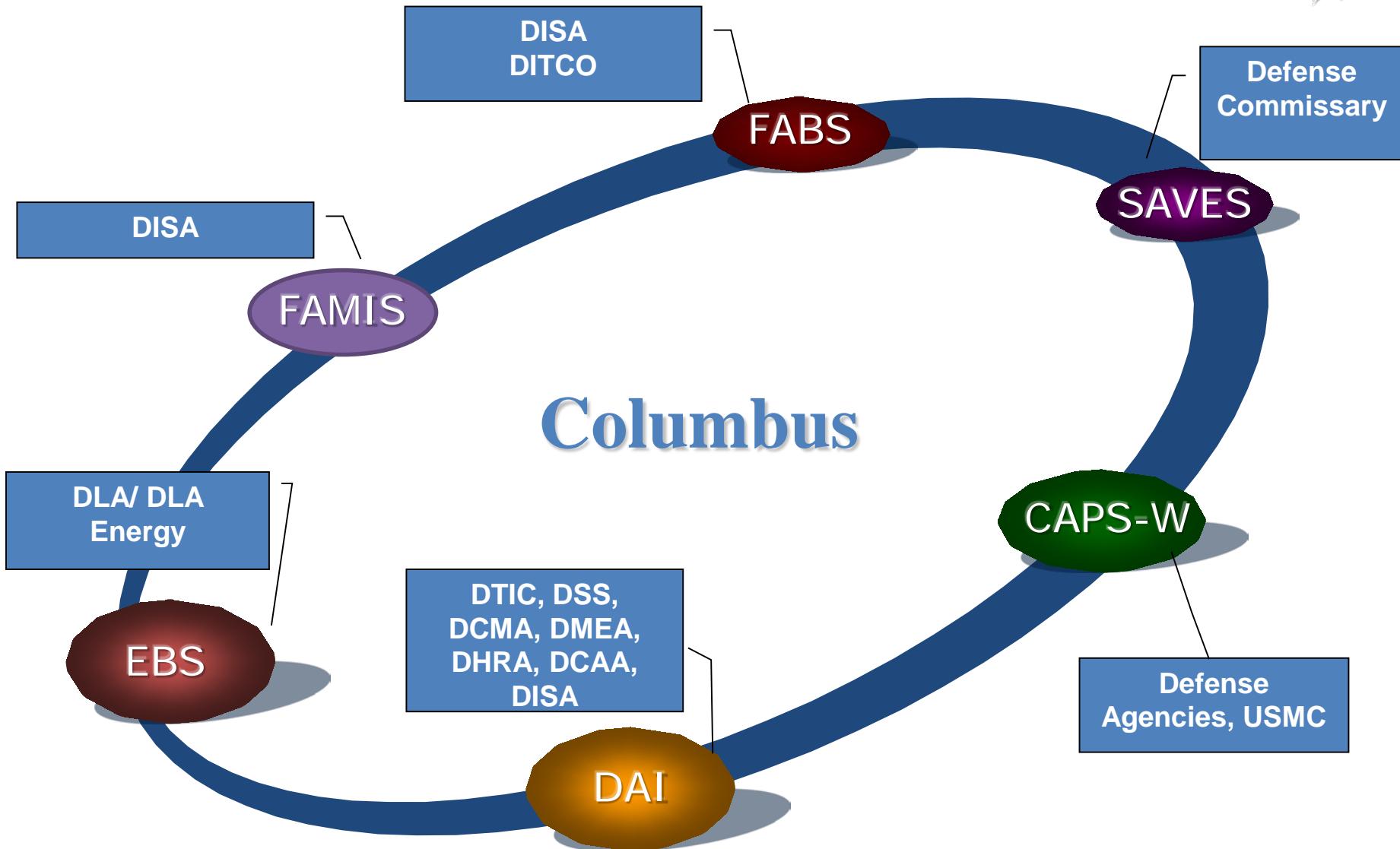- Sends disbursement data back to the Accounting systems.

TDD
Sent directly to Treasury and disbursed

DISA
DITCO

DISA

Defense
Commissary

FABS

SAVES

FAMIS

Columbus

DLA/ DLA
Energy

CAPS-W

DTIC, DSS,
DCMA, DMEA,
DHRA, DCAA,
DISA

EBS

Defense
Agencies, USMC

DAI

Prompt Payment Terms

- **Cash Management: Invoices to be paid as close to due date as possible**

- **Net 30 Days = Normal Payment Terms**

- **Accelerated Pay (All Vendors)**
  - ✓ Goal to pay in 15 days
  - ✓ Interest can be calculated on 31st day

- **Verification of valid and matching documents still needed prior to release of payment**

- **Missing, invalid, non-matching documents could result in delays**

- **EBS and FAMIS still use cash management**

Establishing Invoice Due Date

▶ Clock starts on latter of 2 dates:

INVOICE RECEIVED

AND

ACCEPTANCE

OR

CONSTRUCTIVE ACCEPTANCE

* **Must be sent to proper pay office**

* **If the difference between Delivery and Acceptance exceeds 7 days, then Constructive Acceptance is used in place of Acceptance Date. Constructive Acceptance = 7 days after delivery date.**

EXAMPLE

Invoice Date: FEB 3

Delivery: Feb 3

Acceptance: Feb 28

INV Received: FEB 4

Constructive: Feb 10

Clock Starts: Feb 10

Payment Due: March 11

*Assuming Net 30 Terms

Top Reasons for Inquiry

PAY STATUS

MyInvoice- https://wawf.eb.mil to register.
Reach out to customer service/contracting officer/Government receiving activity POC if no status update within 5 business days.

HOW TO BILL

Invoicing should mirror your contract CLIN/SLIN layout, including Qty/Unit Price/Unit of Measure.
https://wawftraining.eb.mil/wbt/xhtml/wbt/wawf/index.xhtml

SAM REGISTRATION

Annual requirement. If expired/suspended, you will NOT get paid!
https://www.sam.gov/portal/SAM/#1.
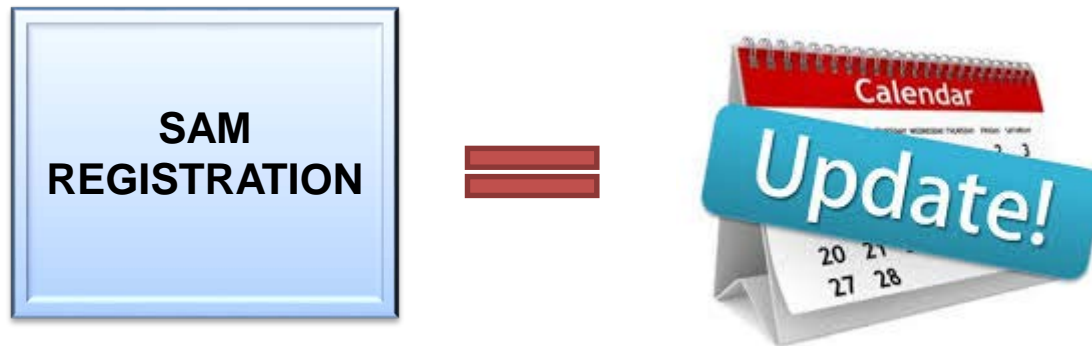
MISSING RECEIVING REPORT

You must contact your Government receiving Activity POC or your contracting officer.

Contact DFAS Customer Service or Use Self-Service
1-800-756-4571

Summary

CONTRACT = **RECEIVING REPORT** = **INVOICE**

SAM REGISTRATION = Calendar Update!

Integrity   Service   Innovation

Resources

◗ **Important Websites/Links**

- ✓ DFAS Home Page
  - https://www.dfas.mil/contractorsvendors.html
    - One-Stop Shop for ALL your payment questions and links to valuable resources

- ✓ WAWF
  - Electronic Invoicing Tool
    - https://wawf.eb.mil/
      - Includes training tutorials, how to, and additional reference material
      - https://wawftraining.eb.mil/wbt/xhtml/wbt/wawf/index.xhtml
  - MyInvoice Tutorial (YouTube) (Payment Status Online)
    - https://www.youtube.com/watch?v=sbYi85oRH5o

- ✓ System for Award Management (SAM)
  - https://www.sam.gov/portal/SAM/#1

- ✓ Prompt Payment Act
  - http://comptroller.defense.gov/Portals/45/documents/fmr/current/10/10_07.pdf

- ✓ United States Treasury – Prompt Payment Calculator
  - https://www.fiscal.treasury.gov/fsservices/gov/pmt/promptPayment/promptPayment_home.htm

Questions