



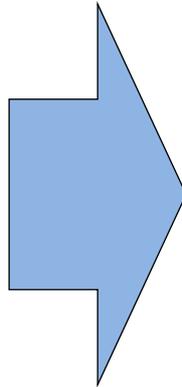
# Accounts Payable Entitlement Defense Agencies/Marine Corps Overview

*Defense Finance and Accounting Service*

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## What is Vendor Pay?



**Payment for Day to Day  
Goods and Services**

**Uses Multiple Systems**

**Deployed Across Multiple  
Locations Worldwide**

**Encompasses Entitlement  
Determination for:**

- ✓ Non-DCMA Administered Contracts  
(some exceptions)
- ✓ Transportation Payments
- ✓ Miscellaneous Payments to  
Businesses and Individuals





Entitlement Systems	
SAVES	FABS
CAPS-W	DAI
EBS	

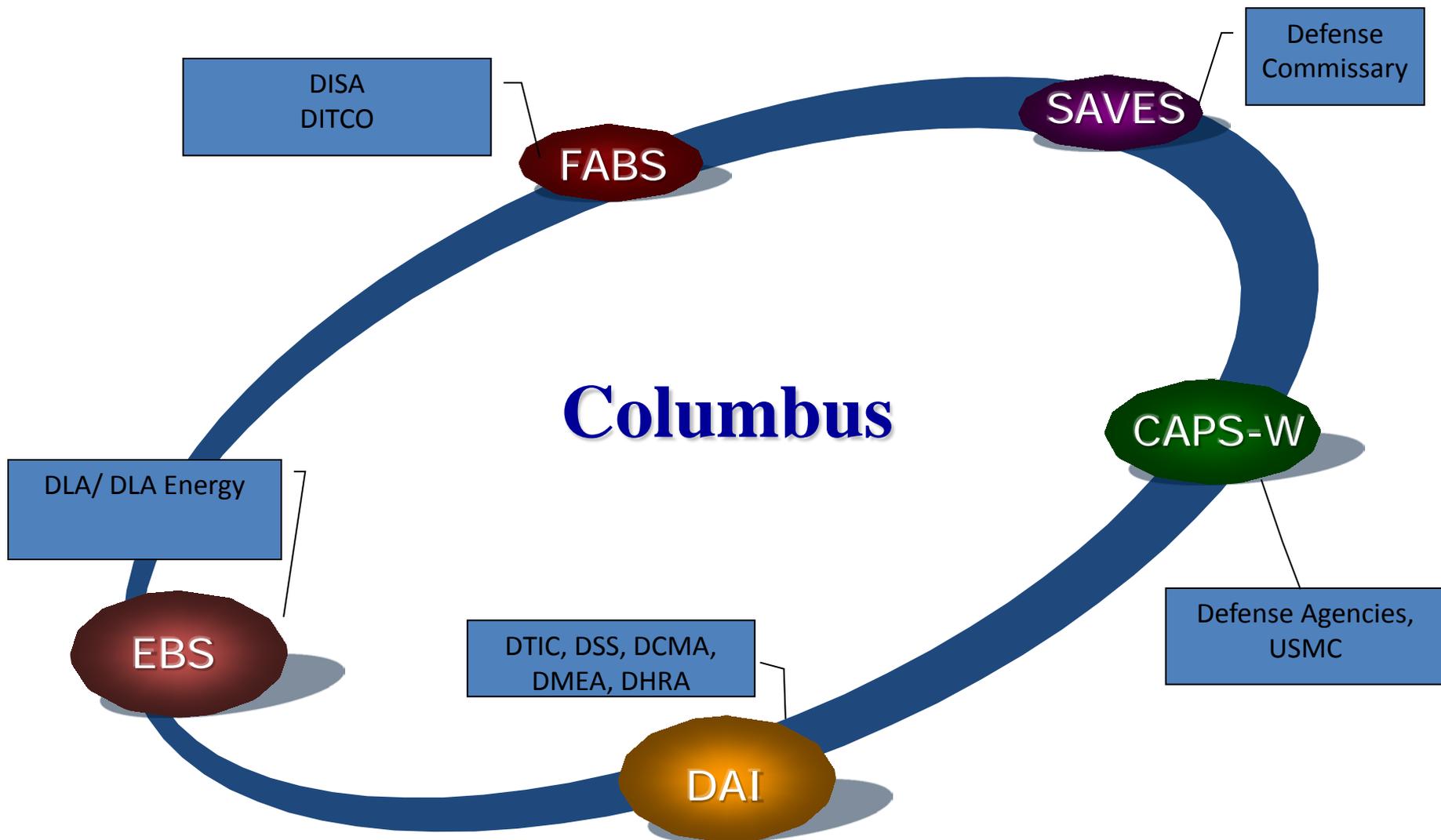
Supporting Systems	
SAM/BEIS	Powertrack
EDA	WAWF
EDI	ADS
EDM	

## Functions:

- Review contracts, invoices, and receiving reports for propriety IAW regulatory requirements.
- 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 & post pay audits.
- Manage EFT reject process.



# AP Systems – Defense Agencies/USMC





Accounting Systems	
DBMS	FAMIS
DFAMS	WASS
DAI	EBS
IPAC Wizard	

## Functions:

- **Responsible for expenditure processing, clearing undistributed transactions, in-transits, researching and clearing problem disbursements.**
- **Research and monitor travel advances.**
- **Account for and recognize liabilities and payrolls.**
- **Participate in Joint Reviews with customers.**
- **Accounts Payable/Elimination Entries.**
- **Manage Intragovernmental Transactions (IPAC).**
- **Work with Customers and other DFAS Function areas on system conversions.**
- **Assist customers with accounts payable questions and issues.**



# 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.



# Prompt Payment Terms



- ▶ **Net 30 Days = Normal Payment Terms**
- ▶ **Net 7 Days**
  - ✓ Meat, Meat Food Products, including Poultry, Fresh Eggs, Seafood or Shellfish
- ▶ **Net 10 Days**
  - ✓ Perishable Agricultural commodities, Fresh Baked Goods, Dairy Products, Fats and Oils
- ▶ **Net 14 Days**
  - ✓ Construction Contracts
- ▶ **Fast Pay 15 Days**
  - ✓ Based on inclusion of the FastPay FAR clause in the contract
- ▶ **Accelerated Pay (All Vendors)**
  - ✓ Paid as soon as possible (15 days)
  - ✓ Per memorandum dated 8-1-2014



# Calculation of Interest



## ► 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: 12/14/15**

**Inv Date: 12/12/15**

**RR Rcvd: 12/20/15**

**Mdse Del: 12/12/15**

**Mdse Acpt: 12/20/15**

**\*Constructive Acceptance is 12/19/15**



**Interest would be calculated off of 1/18/16 due date**

**Prompt Pay and Discount calculators can both be found at this site:**

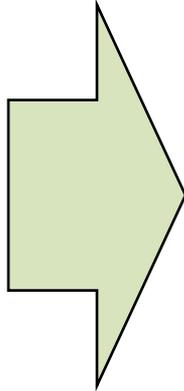
**[https://www.fiscal.treasury.gov/fsservices/gov/pmt/promptPayment/promptPayment\\_home.htm](https://www.fiscal.treasury.gov/fsservices/gov/pmt/promptPayment/promptPayment_home.htm)**



# Proper Manual Invoice



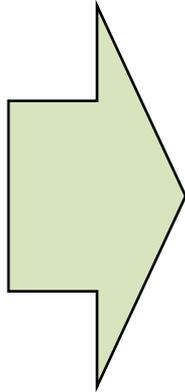
**A proper invoice must have the following:**



✓	Invoice Date
✓	Name and Address of the vendor
✓	Invoice number, Account number, and/or any other identifying number agreed to by contract
✓	Contract Number or other authorization for delivery
✓	Description, Price and Quantity
✓	Shipping, Payment, and Discount Terms
✓	Taxpayer Identifying Number (TIN), unless agency procedures provide otherwise
✓	Contact Name (where practicable) of person to be notified in event of a defective invoice
✓	Banking information, unless agency procedures provide otherwise, or except in situations where the EFT requirement is waived under 31 CFR 208.4
✓	Other substantiating documentation or information required by the contract



## Common Problems with Invoices



✓	Wrong or incomplete contract (PO) number
✓	Missing call/delivery order number
✓	Vendor sends statements and not invoice
✓	Billing for past due amounts on current charges instead of submitting original invoice where balance is due
✓	Missing invoice number and date
✓	Billing description is incomplete or incorrect
✓	Failure to mark DD250 as an original invoice
✓	Invoice is submitted by a vendor (sub contractor) other than the vendor named on the contract

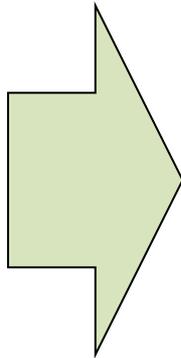
★ By using WAWF, most of these errors would be eliminated



# When things don't go as expected!



## Top Reasons for Inquiry



### Pay Status

MyInvoice- <https://wawf.eb.mil> to register

### Missing Receiving Report

This is NOT a DFAS role. You must contact your Govt' receiving Activity POC or your contracting officer

### Transportation

Did you attach a copy of your freight bill to your WWAF invoice submission?

### How to bill

Invoicing should mirror your contract CLIN/SLIN layout, including Qty/Unit Price/Unit of Measure

### Existing debt with federal agency

DFAS partners with the Treasury Department and the IRS to process offsets based on your TIN. These can and will include administrative fees, penalties, and interest.

### SAM registration

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

**Contact DFAS Customer Service or Use Self-Service**

**1-800-756-4571**



# Accounts Payable Defense Agencies – Pay Offices



## HQ0131

- Defense Agencies
- System = CAPSW
- Customer Service
  - ✓ Call 1-800-756-4571, option 2
  - ✓ Non-WAWF fax invoice submission:
  - ✓ 1-877-278-3106

## HQ0131

- MISC PAY
- System = CAPSW
- Customer Service
  - ✓ Call 1-800-756-4571, option 2
  - ✓ Non-WAWF fax invoice submission:
  - ✓ 1-877-278-3106

## M67443

- USMC
- System = CAPSW
- Formerly DFAS Kansas City
- Customer Service
  - ✓ 1-800-756-4571, option 5
- Non-WAWF fax invoice submission:
  - ✓ 1-866-217-6523

## HQ0252

- DITCO
- System = FABS
- Formerly DFAS Pensacola
- Customer Service
  - ✓ 1-800-756-4571, option 2
  - ✓ Non-WAWF fax invoice submission:
  - ✓ 1-866-451-1110





## HQ0104

- Some FUELS
- System = CAPSW
- Customer Service
  - ✓ Call 1-800-756-4571, option 2
- Non-WAWF fax invoice submission:
  - ✓ 1-614-693-2630

## SL4701

- EBS
- System = EBS
- Formerly BSM, also used for Fuels
- Customer Service
  - ✓ Call 1-800-756-4571, option 2
  - ✓ Non-WAWF fax invoice submission:
  - ✓ 1-866-313-2340

## HQ0131

- DeCA
- System = CAPSW/SAVES
- Customer Service
  - ✓ 1-800-756-4577, option 2
- Non-WAWF fax invoice submission:
  - ✓ 1-877-278-3106

## HQ0492/HQ0690/HQ0751

## HQ0748/HQ0790

- DAI
- System = DAI
- Customer Service
  - ✓ Call 1-800-756-4571, option 2
  - ✓ Non-WAWF fax invoice submission:
  - ✓ 1-877-326-8044





## ► Important Websites/Links

- ✓ DFAS Home Page
  - <http://www.dfas.mil/contractorsvendors.html>
    - One-Stop Shop for ALL your payment questions and links to valuable resources
  
- ✓ iRAPT/WAWF
  - Invoice, receipt, acceptance, property transfer & Wide Area Workflow (your electronic invoicing tool)
    - <https://wawf.eb.mil/>
      - Includes training tutorials, how to, and additional reference material
        - <http://www.dfas.mil/contractorsvendors/irapt/TrainingLinks.html>
    - 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](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](https://www.fiscal.treasury.gov/fsservices/gov/pmt/promptPayment/promptPayment_home.htm)



# Questions

Proudly Serving  
DFAS  
America's Heroes

