Accounts Payable - Defense Agencies/USMC
DSCC Business Conference

Accounts Payable Overview

Cheri Bundy
Defense Agencies/USMC
Defense Finance and Accounting Services
ACCOUNTS PAYABLE OPERATIONS DIVISION

- **Accounts Payable Operations Division**
  - Entitlements Branch
  - Funds Requirements Branch
  - Certifications/Audit Branch
  - Accounts Payable Maintenance Branch

- **Multiple Entitlement and Accounting Systems**
- **Diverse Customer Base**
ENTITLEMENT PROCESSING BRANCH

Systems used:
- EBS/BSM
- CAPS-W
- CAPS CLIPPER
- AVEDS
- FAS
- SRD-1
- EDA
- EDM
- EDI
- WAWF
- WInS
- POWERTRACK

Functions:
- Perform entitlement/computation actions necessary to generate payments to vendors and/or individuals for services performed and/or goods/materials received
- Review contracts, invoices, and receiving reports for propriety, verifying CCR/CEFT registration
- Process payments into the applicable entitlement system, ensure payments are computed and forwarded to the certification team timely to prevent interest penalty accruals
- Process Powertrack invoices within the 15 day Prompt Payment deadline to prevent interest penalty accruals
CERTIFICATION AUDIT BRANCH

Systems Used:
- CAPSW
- CAPS CLIPPER
- AVEDS
- FAS
- SRD1
- EBS/BSM
- SABRS
- EDA
- EDM
- BOSS
- ACL
- WAWF
- EDI

Functions:
- Payment Certification:
  ✓ Duly Appointed Certifying Officials’
  ✓ Ensure Accuracy of Entitlement Prior to Disbursement
  ✓ Ensure entitlement is Legal, Proper and Correct
- Performs Pre-Pay & Post Pay Audits
- Manage EFT/Reject Process
- Initiate Governments Claims for Erroneous Payments
FUNDS REQUIREMENT BRANCH

Systems Used:
- DBMS
- E-BIZ
- WAAS
- EBS/BSM
- FAS/DFAMS
- IAPS
- DWAS
- SABRS
- DIFMS
- STARS
- BOSS

Functions:
- Researches and corrects prevalidation reports generated each night
- Resolve prevalidation issues referred by Entitlement Section personnel as outlined by the DoDFMR and recording accounts payables in supported accounting systems
ACCOUNTS PAYABLE MAINTENANCE BRANCH

Systems Used:
• EBS/BSM
• DBMS
• WAAS
• FAS
• DWAS

Functions:
• Responsible for expenditure processing, clearing undistributed transactions, intransits, researching and clearing problem disbursements
• Research and monitor travel advances, research and post refund receivables
• Accruing and recognizing liabilities, establishing payables, reconcile and post payrolls
• Participates in joint reviews with customers
• Accounts Payable/Eliminations Entries
INTRAGOVERNMENTAL PAYMENT AND COLLECTION (IPAC)

Systems Used:
- IPAC
- DBMS
- E-BIZ
- WAAS
- EBS/BSM
- FAS/DFAMS
- IAPS
- DWAS
- SABRS
- DIFMS
- STARS

Functions:
- Transfer funds from government to government consolidating this process for both incoming and outgoing transactions.
Vendor Pay Magnitude of Operations

- **Vendor Pay Network**
  - 20 Vendor Pay Sites
  - 150,000 Contractors / Vendors
  - 12.7 Million Total Invoices Paid in FY06
  - $98.8 Billion PPA $ Disbursed in FY06

- **Vendor Pay Service Breakdown**
  - $77.1 Billion PPA Dollars Disbursed (1st, 2nd, & 3rd Qtr., FY07)
  - 10.3 Million Invoices Paid (1st, 2nd, & 3rd Qtr., FY07)
Magnitude of Operations – Columbus Center Accounts Payable

**Interest $ Per Million**
- FY05: $74
- FY06: $75
- FYTD07: $92

**Prompt Pay Act $ Disbursed**
- FY05: $168.8
- FY06: $185.1
- FYTD07: $150.1

**Interest Paid**
- FY05: $12.5
- FY06: $13.8
- FYTD07: $13.9

**Overage Invoice Percentage**
- FY05: 2.22%
- FY06: 1.08%
- 6/30/2007: 1.19%

FY07 Goal: $125
FY07 Goal: 2%

FYTD07 Data as of EOM Jun07, unless otherwise noted.
Magnitude of Operations – Columbus Center Vendor Pay

**Interest $ Per Million**
- FY05: $160
- FY06: $166
- FYTD07: $235

**Prompt Pay Act $ Disbursed**
- FY05: $34.7
- FY06: $37.1
- FYTD07: $32.8

**Interest Paid**
- FY05: $5.6
- FY06: $6.2
- FYTD07: $7.7

**Overage Invoice Percentage**
- FY05: 2.53%
- FY06: 1.11%
- 6/30/2007: 1.25%

FYTD07 Data as of EOM Jun07, unless otherwise noted.

Integrity - Service - Innovation
Vendor Pay

- Payment for Day to Day Goods and Services
- Encompasses Entitlement Determination For
  - Non-DCMA Administered Contracts (Some Exceptions)
  - Transportation Payments
  - Miscellaneous Payments to Businesses and Individuals
- Uses Multiple Systems
- Deployed Across Multiple Locations Worldwide
Accounts Payable Process - 3 Way Match

Legal Agreement for purchase of goods or services.

Vendor Invoice submitted when goods are shipped or services rendered.

Receipt document completed by government official when goods or services are received.

Disbursement voucher created; Electronic Funds transfer to bank account.
Accounts Payable Systems - Columbus

Defense Logistics Agency

AVEDS

Fuels

Commodities

BSM/EBS

Commissary

Columbus

SAVE

DTI MS

Defense Agencies USMC

CAPS

Making Every Day Count

Integrity - Service - Innovation
Non-Contractual Payments

Miscellaneous Categories

• Training
  ✓ Individual
  ✓ College/University

• Utilities
  ✓ Water
  ✓ Gas
  ✓ Telephone

• Transportation
  ✓ Moving & Storage
    • Handling In
    • Handling Out
    • Temporary Storage
  ✓ Freight
  ✓ Personal Property
Proper 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.
Proper Invoice (CONT.)

- Contact name (where practicable) of person to be notified in event of a defective invoice
- Name, title, phone number and address
- 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.
Vendor Pay

Areas of Emphasis

- Increase Electronic Commerce
- Customer Service - Provide Best Value
- Overage NTE 2% (In FY07)
- Reduce Interest
- Increase Discounts Taken
- Eliminate Duplicate and Erroneous Payments
- Streamline and Standardize Processes

Challenges

- Receipt and Acceptance Documents
- Electronic Solutions
- Creating Efficiencies
  - Minimizing Re-work
  - Standardized Processes
- Maximize Resources
Common Problems With Invoices

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

• An invoice is returned under the following conditions:
  • An invoice is received prior to a service period
  • There is no contract
  • The invoice is not a proper invoice

• An invoice will not be returned when:
  • There is destination acceptance and no receiving report
  • An incorrect line of accounting data
Vendor Pay

What Can You Do To Help?

- Know Terms and Conditions of Your Contract
  - Bill Accordingly

- Invoice Electronically (WAWF, WInS, EDI)
  - Track Receipt of Invoice

- Receive Payment Electronically
  - Update/Validate your CCR Registration

- Utilize My Invoice

Keys to Success

- On-going communication
- Employee dedication
- Team effort

Can Do! -- Will Do!
Wide Area Workflow Advantages

- Improves cash flow management
- Eliminates lost documents
- Reduces operating cost by saving postage
- Provides 100% invoice status visibility
- Electronic submission of invoices and receiving reports (DD250s)
- Global accessibility of documents & audit capability
- Free-of-charge web-based system
MOCAS Operations Overview

DFAS Columbus
Accounts Payable Acquisition - MOCAS
August, 2007
DFAS Structure – 2005 BRAC Law

Site Closed by BRAC
Remaining Site
Site Not Affected by BRAC

* FTEs effective EOM August 2005 (Geographic Location Report, Military Personnel Report)
NOTES:
1. Backup for Travel Pay will reside in Columbus until DTS is fully implemented
2. Arlington Liaison, Bratenahl, Texarkana and OCONUS locations also continue mission operations
What is MOCAS?

Mechanization Of Contract Administration Services

- Integrated system supporting post award contract administration
- Used by:
  - DCMA Contract Administration Offices
  - DFAS Contract Pay
  - Procurement Offices
  - Funding Stations (Prevalidation Business Partners)
- Pays More Complex Contracts
  - High Dollar
  - Multiyear Contracts
  - Multiple Deliverables
- Makes Financing Payments
Contract Pay Magnitude of Operations

- **Contract Pay - FY 06**
  - 302,269 Active Contracts
  - 16,198 Active Contractors
  - 1,162,319 invoices processed
  - $130.6 Billion Disbursed

- **Contract Pay – FY 07 YTD**
  - 329,922 Active Contracts
  - 17,342 Active Contractors
  - 836,524 Invoices Processed
  - $117.3 Billion Disbursed
    - As of 6/30/07
Contract Management

Contract Award

EDA

EDI

EDM Contract Input

Establish Contract in MOCAS

Problems?

Hard Copy

Contract Discrepancy (DD 1716)
Current Payment Process

Contract

Electronic Invoice
  • Commercial
  • DD250
  • Financing
  • Cost Vouchers

Acceptance (WAWF)

Valid Payment Request

Payment Initiated

Entitlement
  • CLR
  • Provision File
  • Master Invoice
  • Accounts Payable

Entitlement

Research / Reconciliation

Verify

Obligation

Disbursement

MOCAS System

Prevalidation

CPN to Accounting Station

EFT Payment to Contractor

Current Payment Process
Requirements for a Proper Invoice

Vendor’s Name - As stated on invoice

Government Contract Number

Invoice Date - Calculate discounts

Shipment Number

Registered in CCR - Taxpayer ID - Banking Info

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

Contact Name and Phone Number, where Practical

Shipping Terms (if included in Contract)

Payment Terms (Including Discount, if Offered)

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

- **Thresholds**
  - Nov 1, 2006 reduced to $5000
  - Anticipated drop to $2500 in FY 07
  - FY05 and future contract disbursements $0
  - Vendor Pay is currently at $0

- **Five Calendar Day Standard**
What is Contract Reconciliation?

Contract Reconciliation Division:

✓ To identify and correct errors and out of balance conditions related to obligations and disbursements
✓ For Contract Management
  • Workload divided by geographic region and org code
  • East and West
✓ Services billed by the hour
✓ Priorities
  • Unpayable Invoices
  • WYNNE list
  • Canceling Funds
  • Findings from outside audit agencies (GAO, DoDIG, DCAA)
  • Reduction Modifications (resulting in negative ULO’s)
  • Audits (close out, problem disbursements, NULO’s, WIP issues)
Reasons for Reconciliation

- Input Errors
- Payment Errors
- Canceling Funds
- Contract and Modification Errors
- Contract Closeout
- Contractor Billing Errors
- Contract Administration Actions
  - Price / quantity changes, financing methods, etc.
Ways to Assist the Reconciliation Process

- Monitor contracts to ensure obligations/disbursements are correct. Early detection and correction of problems
- Clear, concise payment and billing instructions
  - 1 CLIN : 1 ACRN relationship
- Canceling Funds Requests
  - Ensure funds are truly at risk
- Submit 1797 with all requests
  - Give specific reason for reconciliation
  - Provide obligation audit
## Reconciliation Directorate Points of Contact

<table>
<thead>
<tr>
<th>POC</th>
<th>Phone (614-693-)</th>
<th>FAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reconciliation Director</td>
<td>John McGee</td>
<td>8549</td>
</tr>
<tr>
<td>MOCAS Accounts Receivable</td>
<td>Vic Rivard</td>
<td>5576</td>
</tr>
<tr>
<td>Central 1797 email address:</td>
<td><em><a href="mailto:cco-reconciliation-maillog@dfas.mil">cco-reconciliation-maillog@dfas.mil</a></em></td>
<td></td>
</tr>
<tr>
<td>Mail log fax #: 614-693-2596</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract Input fax #:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>X2433 - South</td>
<td></td>
<td></td>
</tr>
<tr>
<td>X2427 - North</td>
<td></td>
<td></td>
</tr>
<tr>
<td>X2440 - West</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Contract Closeout

Part A
- Over $100K
- Some Firm-Fixed Price
- Cost Contracts

Part B
- Firm-Fixed Price Contracts
- Under $100K

Final Disbursement

CAR Sect. 2
Interim PK9

Final (Z)
Shipment

Contract Close-out
& Reconciliation
Group

CAR Section 5
Final PK9

Balanced

Not Balanced?

ACO

DFAS
Contract Progression in MOCAS

- Reflects the Contract’s Progress or stage of performance in MOCAS
- Section 1 Active
- Section 2 Physically completed
- Section 3 Dormant (Bankruptcy, termination or litigation
- Section 4 DFAS-CO Financial Reconciliation and adjustments
- Section 5 Closed during the current month
- Section 8 Closed in the prior month (CLR & CLIN data drop from MOCAS)
- Section 9 Closed two or more months prior.
Returned / Recycled Invoices

- An average of 7,600 Invoices Returned Monthly in FY 07
- Represents Rework for Us and You
  - Resubmission of Invoices
  - Reprocessing of Invoices
- Causes Delays in Payment
  - Slows Cash Flow
Top 5 Reasons for Returned / Recycled Invoices

- **Input Error (E-16)**
  - Internal Training

- **Non-Distribution to Terminal (E-12)**
  - The contractor must ensure proper distribution of the DD250 is made to the CAO terminal prior to resubmitting the invoice for payment.

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

- **Recycled: Invoice not returned to the contractor (E-18)**
  - DFAS has removed the invoice from the MOCAS system. The invoice will be re-input, having corrected the problem unique to the invoice.

- **Shipment Number Missing/Incorrect (E-06)**
  - The contractor must annotate the invoice with a correct shipment number. The invoice may then be resubmitted for payment.
## Returned Code Variables

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-01</td>
<td>DFAS Not the Paying Office</td>
</tr>
<tr>
<td>E-02</td>
<td>Awaiting a Definitizing Modification</td>
</tr>
<tr>
<td>E-03</td>
<td>Contract Number on Invoice is Missing or Invalid</td>
</tr>
<tr>
<td>E-05</td>
<td>Duplicate Invoice/Shipment Number</td>
</tr>
<tr>
<td>E-06</td>
<td>Shipment Number is Missing or Incorrect</td>
</tr>
<tr>
<td>E-07</td>
<td>Evidence of Shipment Required</td>
</tr>
<tr>
<td>E-08</td>
<td>Invoice Requires Approval</td>
</tr>
<tr>
<td>E-09</td>
<td>Per Instructions of TO/ACO/PCO</td>
</tr>
<tr>
<td>E-10</td>
<td>Item Number Requires Verification</td>
</tr>
<tr>
<td>E-11</td>
<td>Invoice Not Billed IAW the Contract</td>
</tr>
<tr>
<td>E-12</td>
<td>Error on DD250</td>
</tr>
<tr>
<td>E-13</td>
<td>Inspection/Acceptance Problem</td>
</tr>
<tr>
<td>E-14</td>
<td>Unauthorized Overshipment</td>
</tr>
<tr>
<td>E-15</td>
<td>Miscellaneous</td>
</tr>
<tr>
<td>E-16</td>
<td>Input Error</td>
</tr>
<tr>
<td>E-17</td>
<td>Transportation</td>
</tr>
<tr>
<td>E-18</td>
<td>Invoice Not Returned to Contractor</td>
</tr>
<tr>
<td>E-19</td>
<td>All Other Reasons for Return to Contractor</td>
</tr>
<tr>
<td>E-20</td>
<td>No Active Central Contract Registration (CCR)</td>
</tr>
<tr>
<td>E-21</td>
<td>Hard Copy Invoice Submission Unauthorized</td>
</tr>
</tbody>
</table>
Contract Pay Statistics – June 07

Returned Invoices

- 92.28%invoices Recycled and Returned
- 7.72% invoices Recycled and Returned

Lost Discounts

- 95.6%
- 4.4% discounts lost

<table>
<thead>
<tr>
<th>Description</th>
<th>June</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoices Returned / Recycled</td>
<td>7,321</td>
</tr>
<tr>
<td>Invoices Processed</td>
<td>87,463</td>
</tr>
<tr>
<td>Invoices Paid</td>
<td>94,784</td>
</tr>
<tr>
<td>% Returned / Recycled</td>
<td>7.72%</td>
</tr>
<tr>
<td>Discounts Offered</td>
<td>2,137</td>
</tr>
<tr>
<td>Unavailable</td>
<td>216</td>
</tr>
<tr>
<td>Refused</td>
<td>654</td>
</tr>
<tr>
<td>Taken</td>
<td>1,174</td>
</tr>
<tr>
<td>Lost</td>
<td>93</td>
</tr>
<tr>
<td>% Lost</td>
<td>4.4%</td>
</tr>
</tbody>
</table>
DFAS/DCMA Tentative EOM Processing Calendar Year 2007

- Aug 29\textsuperscript{th} dated 30\textsuperscript{th}
- Sep 27\textsuperscript{th} dated 28\textsuperscript{th}
- Oct 29\textsuperscript{th} dated 30\textsuperscript{th}
- Nov 28\textsuperscript{th} dated 29\textsuperscript{th}
- Dec 27\textsuperscript{th} dated 28\textsuperscript{th}

* Please be advised that dates are subject to change and month-end transfers still need to be factored into this schedule.
Tips To Avoid Payment Delays

• Resolve Contract Term Questions Early
  ✔ Don’t be afraid to speak up!

• Submit Data Electronically

• Provide all Pertinent Information
  ✔ Contract
  ✔ Invoice
  ✔ Receiving Report

• Bill in Accordance with the Contract
Resources

- **www.dfas.mil**
  - Contractor Payment Information Booklet
  - My Invoice Information
  - Workload Statistics
  - Commercial Pay Corner Newsletter
  - E-Commerce Initiatives

- **Customer Information Guide (CIG)**
  - Available on the web at:
  - 1.800.756.4571, Option #6
Electronic Commerce & Wide Area Workflow Overview

Presented by:
Alan Ream
eSolutions Office
Defense Finance and Accounting Service
Topics

• DFAS EC Tools Overview

• What is WAWF
  ✓ Definition
  ✓ FAR Clause
  ✓ User Benefits
  ✓ User Roles

• How WAWF Works
  ✓ Document Routing
  ✓ Email Notification
  ✓ High Level Process
  ✓ Document Flow (Combo & 2-in-1)
  ✓ UID & RFID

• Tools and References
DFAS EC Tools Overview

1. Vendor registers in CCR, remittance data transmitted to EC systems/CEFT

2. Contracts/mods, vouchers are posted to EDA

3. Vendor enters invoice and shipment data into WAWF, or transmits invoices via WINS or EDI. Government performs acceptance of goods and services in WAWF transmitted to entitlement/accounting systems.

4. Vendor monitors invoice status and views AOP in MyInvoice.

5. Vendor receives payment via electronic funds transfer (EFT) and uses myInvoice to track their payment.
What is WAWF?

Purpose – FAR Clause - Benefits - Roles
WAWF Eliminates Paper from the Acquisition Process...

- WAWF stands for **Wide Area Workflow**

- Department of Defense initiated WAWF to eliminate paper transactions from the acquisition process.

- An interactive web-based application that allows **Vendors** to electronically submit invoices and receiving reports, and the **Government** to inspect, accept, receive and pay electronically.
Users can be:
- Vendors
- Government Officials

Documents include:
- Contracts
- Invoices
- Receiving Reports

Documents are used to generate payments for goods and services
Why WAWF for Electronic Invoicing?

- Contractors must submit invoices electronically.

- It’s the Law

- It’s being enforced!
  - DFAS updated to include requirement for electronic invoicing, effective for contracts issued after Feb 28, 2003.

- DFARS Clause 252.232-7003 (DFARS 232.7004)
  - Requires electronic invoicing.
  - Requires electronic supporting documentation.
  - One of the three acceptable electronic forms for transmission of invoices (WInS, WAWF and EDI).

1. Purchases paid for with a government credit card
2. Awards made to foreign vendors for work performed outside of the United States
3. Classified contracts
4. Contracts awarded by deployed contracting officers
5. Purchases to support unusual or compelling needs in FAR 6.302-2
6. Undue burden by either the vendor or DoD, (See specifics under the DFAR clause)
The WAWF Benefits

- Ability to submit documents electronically in compliance with public law
- Global Accessibility
- Eliminates Lost or Misplaced Documents
- Accuracy of Documents
- Secure & Auditable Transactions
- Enables DoD to take Maximum Benefit of Discounts
- Enables Timely & Accurate Payments
- Decreases Interest Penalties
- Enables Capture of Unique Identifier (UID) and Radio Frequency Identifier (RFID) Data
- Track movement of Government Furnished Property (GFP)/Government Furnished Equipment (GFE)
Who is Using WAWF?

Specific DoD Components and other government offices using DoD WAWF include:

- DoD Vendors
- Air Force (USAF)
- Army (USA)
- Defense Finance and Accounting Service (DFAS)
- Defense Information Systems Agency (DISA)
- Defense Contract Audit Agency (DCAA)
- Defense Contract Management Agency (DCMA)
- Defense Logistics Agency (DLA)
- Marine Corps (USMC)
- Navy (USN)
- Other Defense Agencies
DFAS Payment Systems that link directly to WAWF

- **MOCAS** (Mechanization of Contract Administration Services); used by the Defense Contract Management Agency
- **One Pay**; used by the Navy
- **EBS** (Enterprise Business System) formerly called BSM
- **CAPS** (Computerized Accounts Payable System); used by the Army
- **IAPS-E** (Integrated Accounts Payable System - Electronic); used by the Air Force.
User Roles at a Glance

- **Vendor**
  - Contractor or Supplier

- **Inspector & Acceptor**
  - Requiring Activity, Contracting Officer Representative (COR), Quality Assurance Reviewer (QAR)

- **Local Processing Office (LPO)**
  - role used in situations where documents must be certified by a local office before forwarding to DFAS

- **Cost Voucher Reviewer/Approver**
  - DCAA

- **Pay Official**
  - DFAS Paying Office

- **Group Administration (GAM)**
  - role is used by an individual selected at the organization/location level, that is charged with the responsibility of maintaining the users of his/her assigned organizations. (Gate Keeper)

- **View Only**
  - roles are used by supervisors and administrators
WAWF Can Be Used to Create & Process a Number of Documents Electronically…

- Stand Alone Invoice - FAR 32.905
- Fast Pay Invoice - FAR 52.213-1
- Invoice 2-IN-1 - FAR 32.905
- Commercial Item Financing - FAR 32.202-1(b); FAR 52.232-29 & -30
- Performance Based Payment - FAR 32.1003; FAR 52.232-32
- Progress Payment - FAR 32.5; FAR 52.232-16
- Stand Alone Receiving Report - DFAR Appendix F, DFAS 52.246-7000
- Invoice and Receiving Report (Combo) - FAR 32.905; DFAR Appendix F
- Cost Voucher – FAR 52.216-7, -13, & -14; FAR 52.323-7
- Miscellaneous Payment
How does WAWF work?

Document Routing – Email Notification – Document Flow

Making Every Day Count
Documents are Routed Through WAWF According to DoDAACs Entered by Vendor
WAWF Allows Users to Send Multiple E-mail Notifications

- WAWF uses a unique e-mail system for notifying the various users within the workflow of actions to be taken and document status.

- Users have ability to send notifications to additional e-mail addresses following an action.

- E-mail addresses are saved for future use after submitted.
Sample Email Notification

From: cscassig@csd.disa.mil
To: 
Cc: 
Subject: GS23F0185K\HQ042305F0020\OBMB0\C2N\0028\S9217\HQ0359\Submitted

Action DoDAAC\Ext: HQ0359

Document Type: Invoice 2-in-1 (Services Only)

Status: Submitted

Acceptance Date:

Processed Date: 2007/02/20

Contract Number: GS23F0185K

Delivery Order Number: HQ042305F0020

Contract Issue Date: 2004/10/21

Vendor CAGE\Ext: OBMB0

Shipment Number: 0028

Shipment Date: 2007/02/02

Invoice Number: S9217

Invoice Date: 2007/02/02

Has been Submitted by on 2007/02/20. Status is Submitted.

THIS IS A SYSTEM GENERATED EMAIL MESSAGE, PLEASE DO NOT RESPOND TO THIS EMAIL.
How Does It Work? - WAWF Receipt & Acceptance Process

1. Vendor
   Creates/submits invoice and/or receiving report

2. Govt. Inspector
   Receives email notification of awaiting actions.
   Accepts or rejects using WAWF.

3. Govt. Acceptor
   Receives email notification of awaiting actions.
   Accepts or rejects using WAWF.

4. Local Processing Office
   Receives email notification of awaiting actions.
   Accepts or rejects using WAWF.

5. DFAS Payment Office
   Receives email notification of awaiting actions.
   Researches any suspended transactions or rejects document to the initiator.

6. Bank
   EFT

WAWF transmits payment actions EDI 810C, 856, & 861 via GEX to DoD pay systems.

WAWF transmits payment actions EDI 810C, 856, & 861 via DEBX to DoD pay systems.

DoD Pay Systems
DFAS entitlement system processes payments that match on invoice, receiving report, and contract. Authorizes transfer of funds via EFT to Vendors bank.

3 ways to input
1. Web Input
2. SFTP
3. EDI

Vendor
Edwards AFB
Department of Defense

Making Every Day Count

Integrity - Service - Innovation
Invoice 2-in-1 Workflow

Invoice and Receiving Report Travel as One Document
Invoice 2-in-1 Demonstration

Click for Demo
Create 2-in-1
Combo (Invoice/RR) Workflow

Invoice and Receiving Report Travel as 2 Separate Documents
Unique Identification (UID) is a system of distinguishing one object from another, allowing DoD to track identical objects separately.

WAWF is the single entry point for UID/RFID information on DoD procurement actions.

To date UID and RFID are not fully deployed throughout the DoD, projected to be completed by the end of 2007.

For additional information go to the DFAS EC End User’s Tool Box and click on the Unique Identification (UID) web site link.
Radio Frequency Identification (RFID)

- RFID technology is a means of identifying a unique object or a person using a radio frequency transmission.

- DFARS Clause 252.211-7006 The Contractor shall electronically submit advance shipment notice(s) with the RFID tag identification (specified in paragraph (d) of this clause) in advance of the shipment in accordance with the procedures at:
  

- WAWF is the current acceptable method for advanced shipment notice (ASN) submission.

- The ASN is not a new process/transaction. It is the same existing Material Inspection Receiving Report (MIRR) transaction being sent to WAWF with additional data (RFID data elements) added to the transaction.

- For additional information go to the DFAS EC End User’s Tool Box and click on the Radio Frequency Identification (RFID) link.
Where Do I Go from Here?

Tools & References
WAWF Registration - https://wawf.eb.mil

System Messages:

(13 Feb 07) If you are experiencing difficulties displaying documents using admin by view only roles, a cage code and the 30 day create day date range, perform the following actions: Clear all cookies, delete temporary internet files and clear your history from your browser. Close the browser and reopen another instance and attempt a search again.

(12 Feb 07) If you are experiencing difficulties pulling up a document after typing the contract number in the search criteria screen in lower case, perform the following actions: Clear all cookies, delete temporary internet files and clear your history from your browser. Close the browser and reopen another instance and attempt a search again. For further guidance, go to How and why to clear your cache.

(11 Feb 07) Internet Explorer 7.0 (IE7.0) running on Windows Vista operating system is not supported for use with Wide Area Workflow. Windows Vista is under test and evaluation for compatibility with the application, please do not use it with WAWF until further notice. For guidance on how to set up IE7.0 running on Windows XP SP2, please go to setup instructions for IE7.0

If you are experiencing slow response times or system "hangs" and are using Internet Explorer 6.0 SP1, a patch (Q618506) may help to decrease your response time. To download the patch, go to the web site below and follow the instructions: http://www.microsoft.com/downloads/details.aspx?FamilyID=6a4d034b-22df-4100-b211-56f7e0ee5e1&displaylang=en

Attention:

Attention all DoD contractors - When shipping material to a DLA Distribution Depot, Shipment Number data must be annotated on the Shipping Documentation that accompanies your shipments. Failure to provide Shipment Number data on the Shipment Documentation could cause a delay in payment. For Shipping Documentation details see BSM website: http://www.dla.mil

Please check out the new enhanced Web Based Training (WBT) course covering all the new features of WAWF 3.0.11 and more. The WBT is now available for your use at http://www.wawftraining.com.

This system is unavailable during the following times to conduct Database system maintenance:
Oracle Gold Backup – SUN 0100 MTD300 ET - 0400 MTD0600 ET

Login to WAWF (Registered user only)
Self-Register to use WAWF (New users)
Help with registration for access to WAWF
EC End Users Tool Box

- Located on the DFAS public web-site

- Contents include:
  - WAWF Vendor “Getting Started” Guide
  - Interactive system demonstrations
  - Step-by-step user guides
  - Links to additional learning tools

http://www.dfas.mil/contractorpay/electroniccommerce/ECToolBox.html
WAWF Training Opportunities

- **WAWF Web-Based Training Site** - Go here to learn how to use WAWF via self paced, online training. This training is an excellent place to begin learning about WAWF. [http://www.wawftraining.com](http://www.wawftraining.com)

- **WAWF Vendor Classroom Training** - Go here to register for upcoming WAWF classroom training provided by DFAS. [http://www.dfas.mil/contractorpay/electroniccommerce.html](http://www.dfas.mil/contractorpay/electroniccommerce.html)

- **WAWF Training Practice Web Site** - Go here to practice using the WAWF application. [https://wawftraining.eb.mil](https://wawftraining.eb.mil)
For More Information…

- WAWF production web-site [https://wawf.eb.mil](https://wawf.eb.mil)
- **WAWF Customer Support**
  DISA WESTHEM – Area Command Ogden
  Customer Service Center
  CONUS ONLY: 1-866-618-5988
  COMMERCIAL: 801-605-7095
  DSN: 388-7095
  FAX COMMERCIAL: 801-605-7453
  FAX DSN: 388-7453
  [CSCASSIG@CSD.DISA.MIL](mailto:CSCASSIG@CSD.DISA.MIL)
- DFAS Customer Service: 1-800-756-4571
- Federal Acquisition Regulation Web Site [http://farsite.hill.af.mil](http://farsite.hill.af.mil)