



# Accounts Payable Overview – DFAS/CO

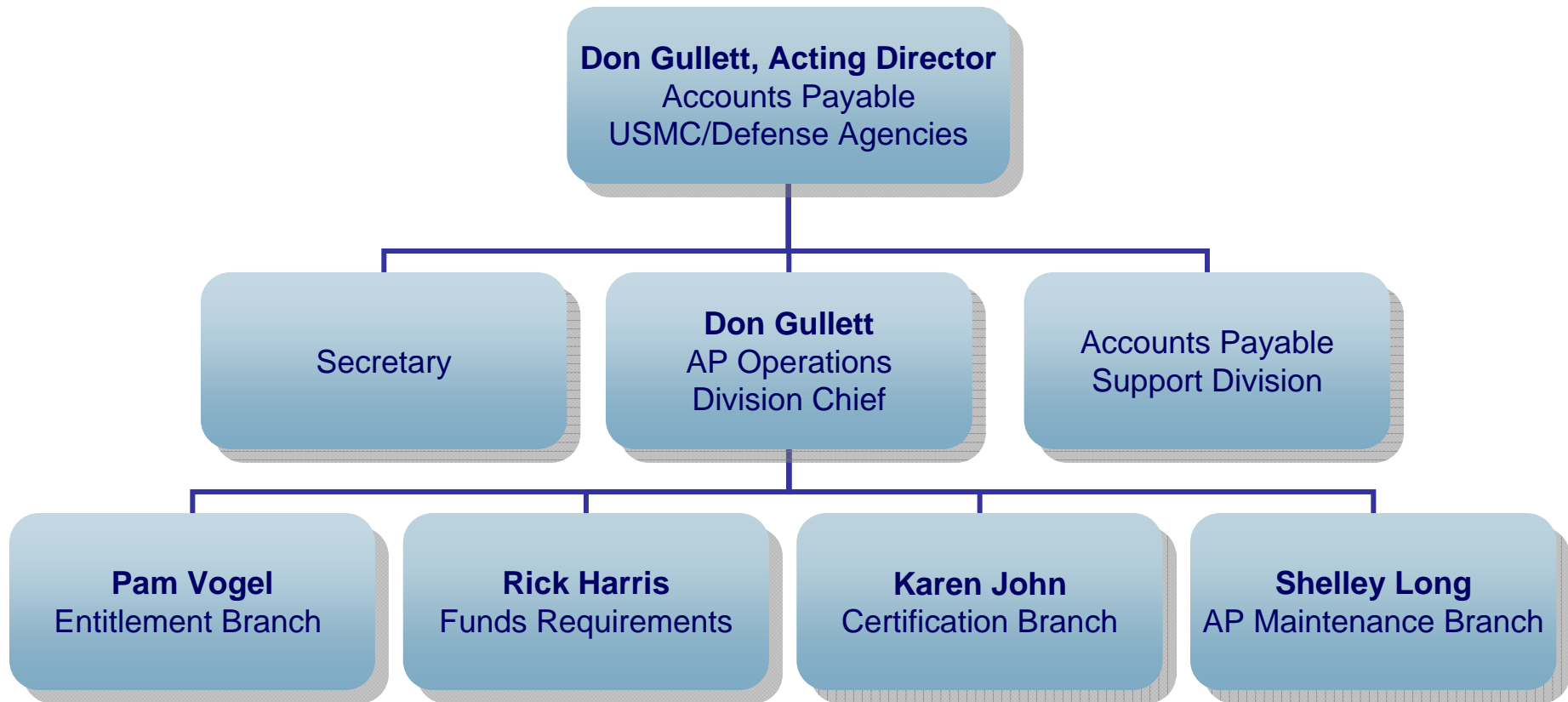
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Defense Finance and Accounting Services  
Accounts Payable, EBS Entitlements Supervisor  
August 18, 2009



- Organization Structure
- Entitlement Processing Branch
- Certification and Audit Branch
- Funds Requirement Branch
- Accounts Payable Maintenance Branch
- IPAC
- Entitlement System Overview
- Magnitude of Operations
- Payment Process
- Invoicing Requirements



# Accounts Payable Operations Division





## Entitlement Systems

AVEDS	FABS
CAPS-W	FAS
EBS	SAVES

## Supporting Systems

CCR/BEIS	Powertrack
EDA	SRD-1
EDI	WAWF
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 CCR 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)



## Accounting Systems

BOSS	FAMIS
DBMS	FAS
DFAMS	IAPS
DIFMS	SABRS
DWAS	STARS
EBS	WAAS

## Functions:

- **Ensure obligations are recorded prior to disbursement of funds**
- **Research and correct prevalidation reports generated each night.**
- **Resolve prevalidation issues referred by Entitlement Section personnel as outlined by the DoDFMR.**

## Entitlement Systems

AVEDS	FABS
CAPS-W	FAS
EBS	SAVES

## Supporting Systems

ACL	EDM
CCR/BEIS	Powertrack
EDA	SRD-1
EDI	WAWF

## Functions:

- **Payment Certification:**
  - ✓ **Duly Appointed Certifying Officials.**
  - ✓ **Ensure accuracy of entitlement prior to disbursement.**
  - ✓ **Ensure entitlement is legal, proper, and correct.**
- **Perform pre-pay & post pay audits.**
- **Manage EFT reject process.**



Supporting Systems	
DBMS	EBS
DFAMS	FAMIS
DO22D	FAS
DWAS	WAAS

## Functions:

- Responsible for expenditure processing, clearing undistributed transactions, intranets, researching and clearing problem disbursements.
- Research and monitor travel advances, research and post refund receivables.
- Accrue for and recognize liabilities, establish payables, reconcile and post payrolls.
- Participate in joint reviews with customers.
- Accounts Payable/Eliminations Entries.





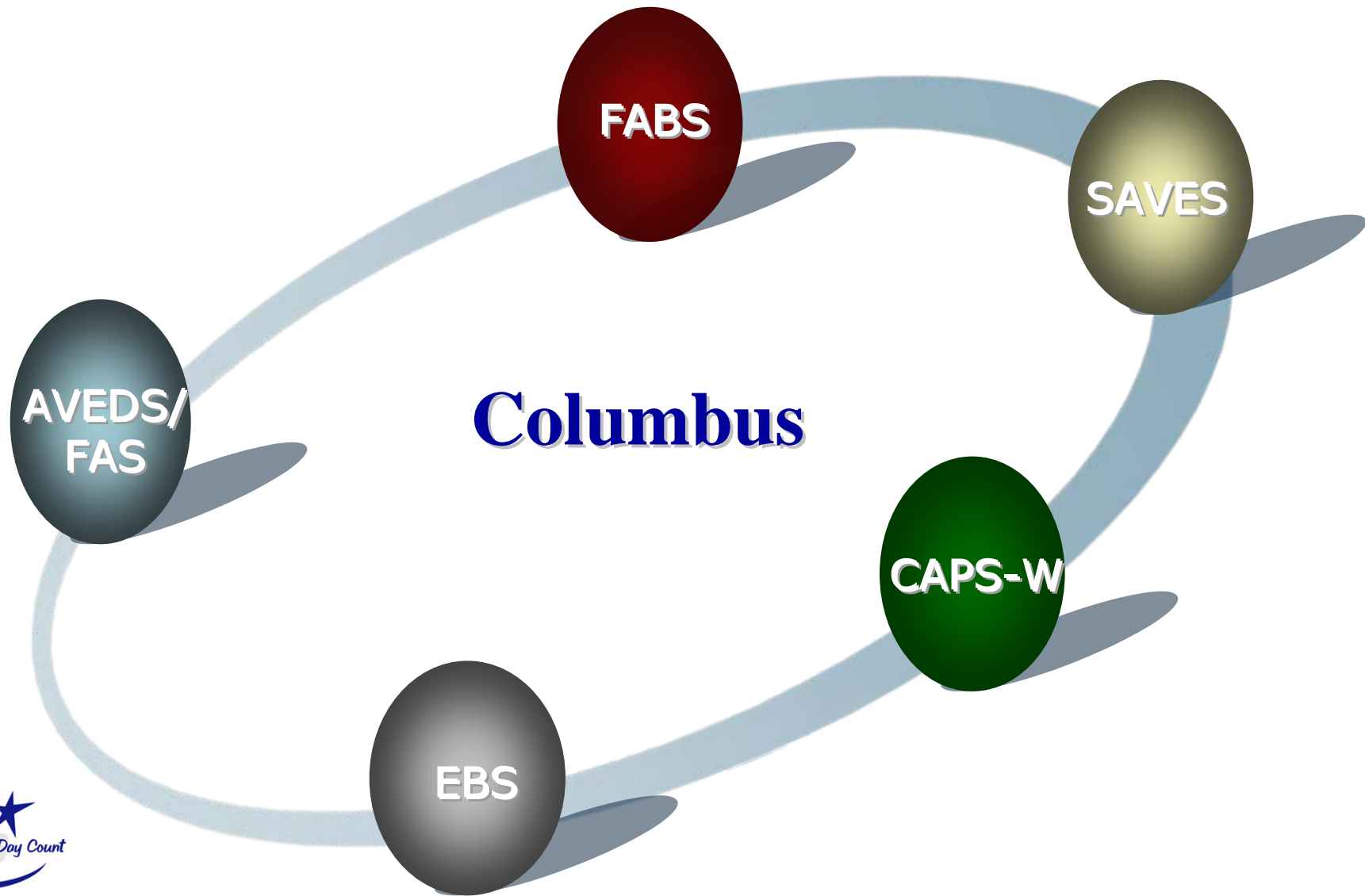
Supporting Systems	
DBMS	IAPS
DFAMS	IPAC
DIFMS	SABRS
DWAS	STARS
EBS	WAAS
FAS	

## Functions:

- **Transfer funds from government to government consolidating this process for both incoming and outgoing transactions.**







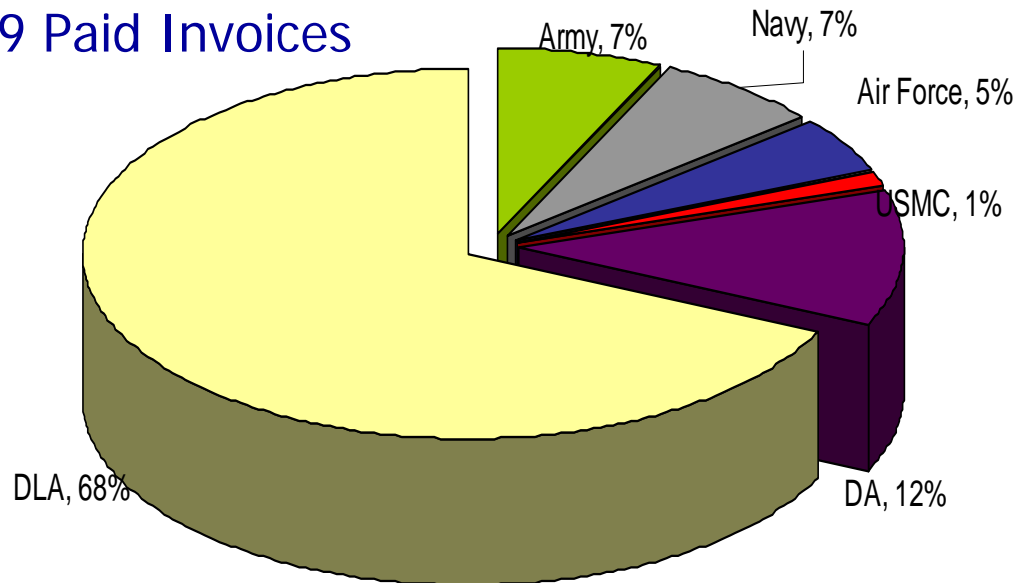
# Vendor Pay Magnitude of Operations



- **Vendor Pay Network**

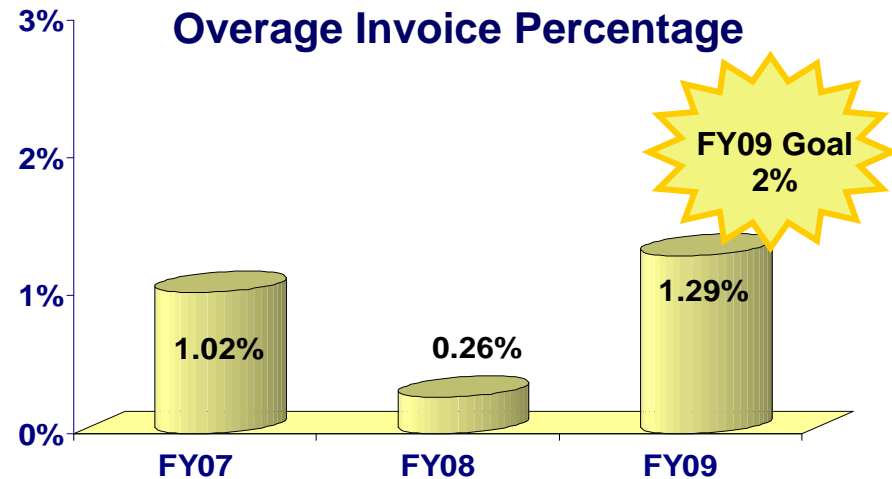
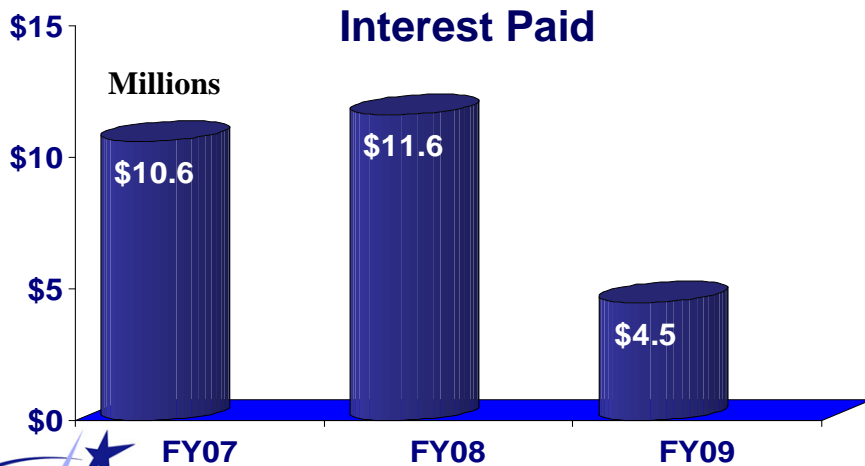
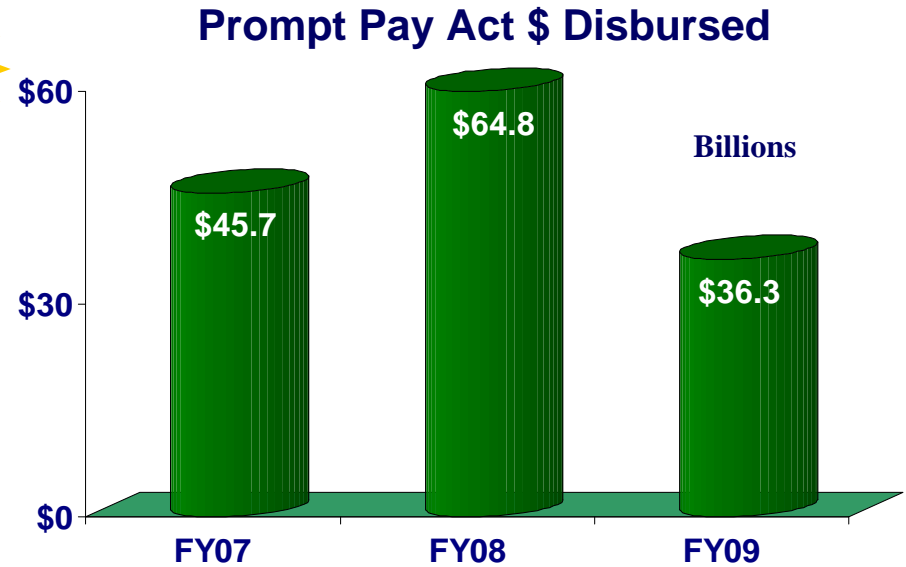
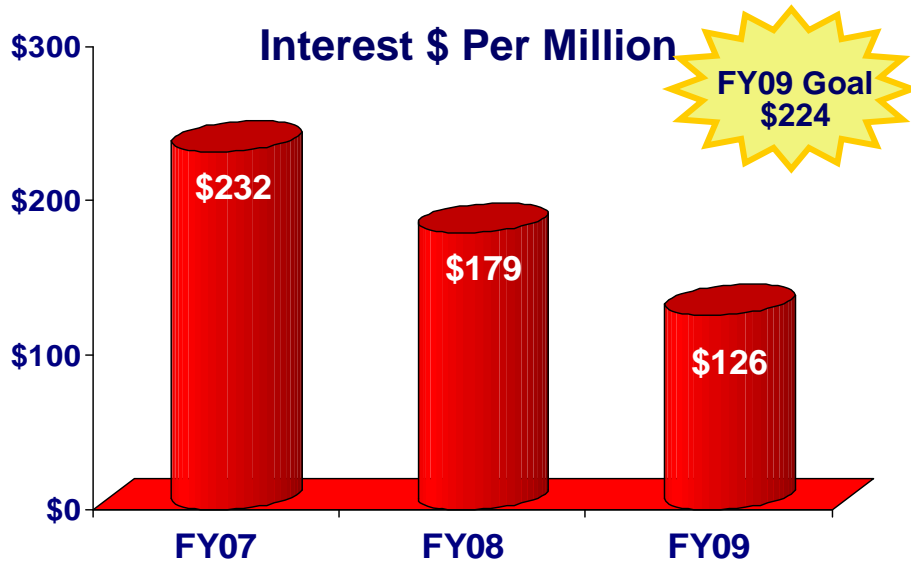
- ✓ 5 Vendor Pay Sites
- ✓ 150,000 Contractors / Vendors
- ✓ 13.6 Million Total Invoices Paid in FY08
- ✓ \$126.0 Billion PPA \$ Disbursed in FY08
- ✓ 4.8 Million Total Invoices Paid in FYTD Jan09
- ✓ \$42.0 Billion PPA \$ Disbursed in FYTD Jan09

FY09 Paid Invoices



# Magnitude of Operations

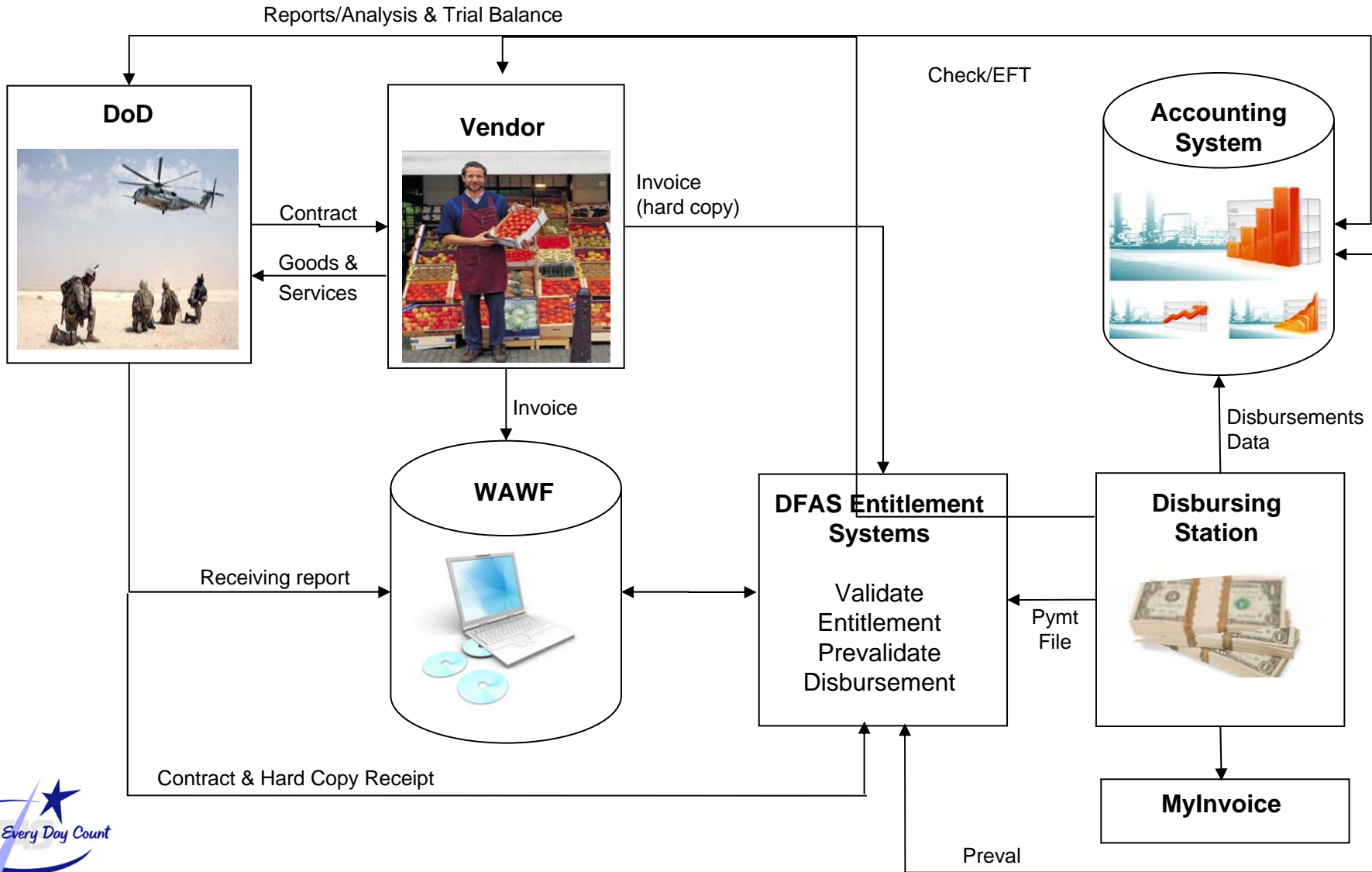
## COLUMBUS CENTER Vendor Pay, FY07-FYTD09



FY09 Data as of EOM Jan 09, unless otherwise noted.



# Accounts Payable Process



# 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 Bakes Goods, Dairy Products, Fats and Oils
- **Net 14 Days**
  - ✓ Construction Contracts
- **Fast Pay 15 Days**
  - ✓ Early Payment based upon the receipt of a valid invoice
  - ✓ FAR Clause 52.213-1



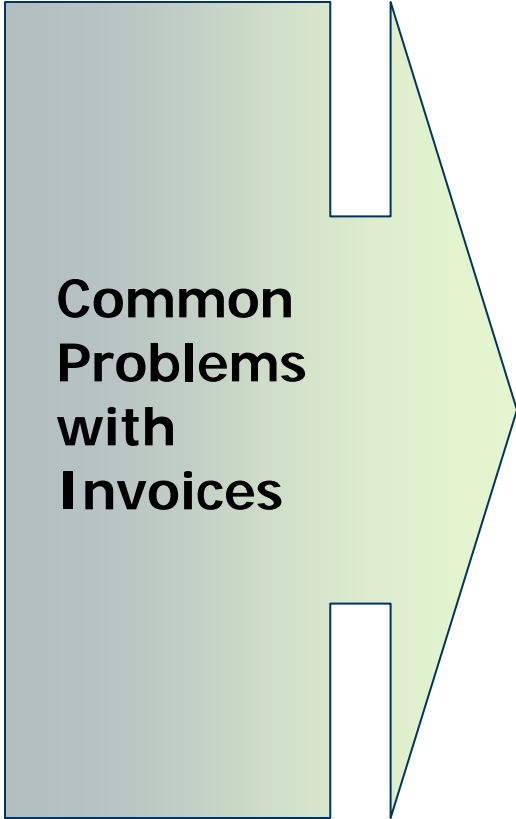
# Proper Invoice



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

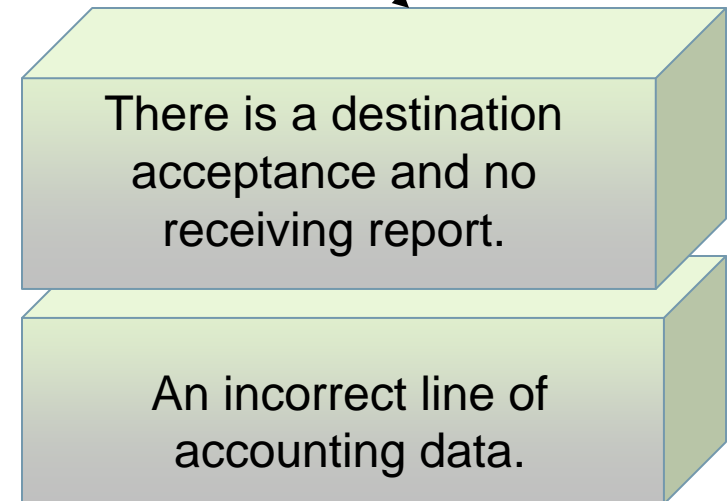
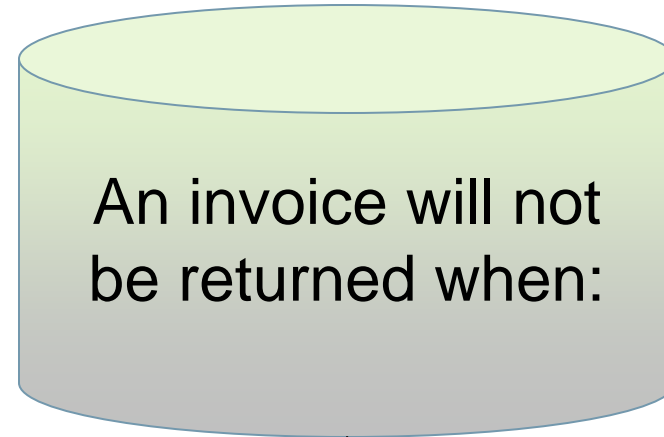
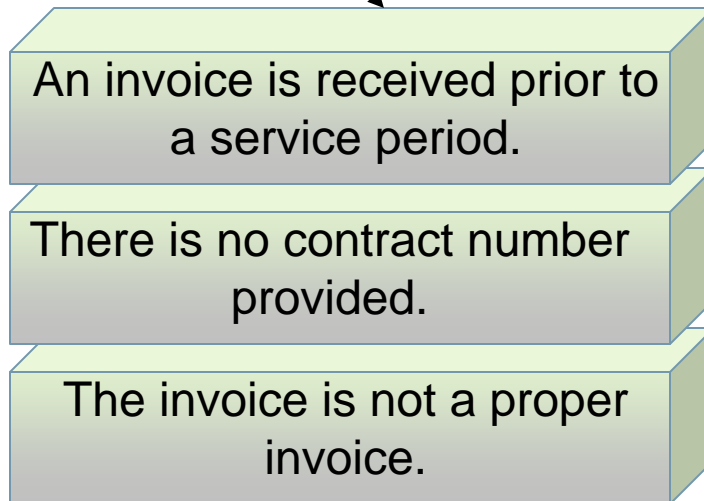
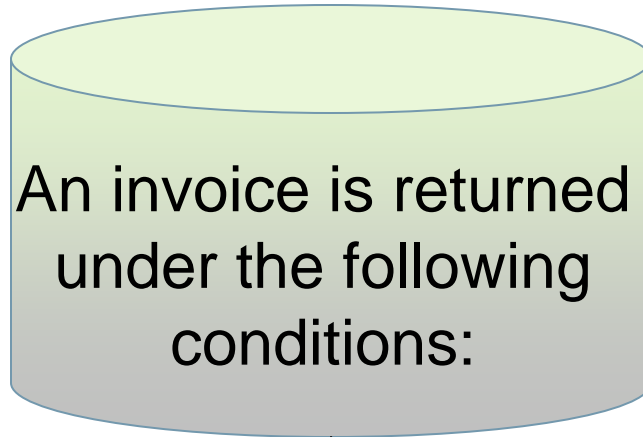
✓	Invoice Date
✓	Name and Address of the vendor
✓	Invoice number, Account number, and/or any other identifying number agreed to by contract
✓	Contract Number or other authorization for delivery
✓	Description, Price and Quantity
✓	Shipping, Payment, and Discount Terms
✓	Taxpayer Identifying Number (TIN), unless agency procedures provide otherwise
✓	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





# Acronyms from Pages 4-9



<b>ACL</b>	<b>Application Control Language</b>
<b>AVEDS</b>	<b>Automated Voucher Examination &amp; Disbursing System</b>
<b>BEIS</b>	<b>Business Enterprise Information Services</b>
<b>BOSS</b>	<b>Base Operating Support System</b>
<b>CAPS-W</b>	<b>Computerized Accounts Payable System-Windows</b>
<b>CCR</b>	<b>Central Contractor Registration</b>
<b>DBMS</b>	<b>Defense Business Management System</b>
<b>DFAMS</b>	<b>Defense Fuels Automated Management System</b>
<b>DIFMS</b>	<b>Defense Industrial Fund Management System</b>
<b>DOD22D</b>	<b>Missile Fuels Accounting System</b>
<b>DWAS</b>	<b>Defense Working Capital Accounting System</b>
<b>EBS</b>	<b>Enterprise Business System</b>
<b>EDA</b>	<b>Electronic Data (Document) Access</b>

# Acronyms from Pages 4-9



<b>EDI</b>	<b>Electronic Data (Document) Interchange</b>
<b>EDM</b>	<b>Electronic Data (Document) Management</b>
<b>FABS</b>	<b>Financial Accounting &amp; Budget System</b>
<b>FAMIS</b>	<b>Financial Accounting Management Information System</b>
<b>FAS</b>	<b>Fuels Automated System</b>
<b>IAPS</b>	<b>Integrated Accounts Payable System</b>
<b>IPAC</b>	<b>Intra-Governmental Payment and Collection</b>
<b>SABRS</b>	<b>Standard Accounting Budget Reporting System</b>
<b>SAVES</b>	<b>Standard Automated Voucher Examination System</b>
<b>SRD-1</b>	<b>Standard Finance System Redesign, Sub System-1</b>
<b>STARS</b>	<b>Standard Accounting and Reporting System (Navy)</b>
<b>WAAS</b>	<b>Washington Headquarters Services Allotment Acctg System</b>
<b>WAWF</b>	<b>Wide Area Workflow</b>

