DCMA Manual 4301-05, Volume 2

Financial Systems and Interfaces: Procure to Pay

Office of Primary Responsibility:	**Stewardship Capability**
Effective:	June 24, 2019
Releasability:	Cleared for public release
Implements:	DCMA Instruction 4301, "Stewardship," July 18, 2018
Internal Control:	Process flows and key controls are located on the Resource Page
Labor Codes:	Located on Resource Page
Resource Page:	https://360.dcma.mil/sites/policy/ST/SitePages/4301-05v2r.aspx
Approved by:	David H. Lewis, VADM, USN, Director

Purpose: This Manual is composed of several volumes, each containing its own purpose. In accordance with the authority in DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)", this Manual implements policies and defines procedures as defined in DCMA Instruction 4301.

TABLE OF CONTENTS

TABLES

SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This issuance applies to DCMA Financial and Business Operations Directorate (FB) and all its employees, contingent workers, and contractors of DCMA.

1.2. POLICY. Accurate and responsive procurement and payment processes are a fundamental responsibility of all DCMA Commanders/Directors, supervisors, and employees. All DCMA employees have a fiduciary responsibility as stewards of government resources and must comply with guidance set forth in this Manual. It is DCMA policy that:

   a. Scope. The Defense Agencies Initiative (DAI) Procure to Pay (P2P) module is the approved Agency tool used for contract procurement, intergovernmental procurement, and varying smaller purchase avenues as outlined in this issuance.

   b. Usage. DAI is the official data entry and repository system for DCMA and provides centralized procurement data for DCMA personnel.

   c. Execution. Employees execute this Manual in a safe, efficient, effective, and ethical manner.

1.3. EXECUTIVE SUMMARY.

   a. Background. DAI is a critical DoD effort to modernize financial management capabilities. Developed by DoD to comply with DoD transformation goals to modernize the Defense Agencies' systems, DAI is also the name of the Enterprise Resource Planning (ERP) tool which provides the basis for an integrated enterprise level resource for all defense Agencies. The goal of an ERP is to allow an Agency to manage internal and external resources including tangible assets, financial resources, materials, and human resources, and to facilitate the flow of information between all business functions inside the boundaries of the organization, and manage the connections to outside stakeholders. One of six modules in DAI is the P2P module. The P2P process encompasses the initial request for goods or services through the payment for those goods and services. There are several purchasing business scenarios that DAI supports including:

      (1) Contract Procurement involving the procurement of goods and services through the award of a contract or purchase order (PO).

      (2) Intergovernmental procurement involving the purchase of goods and services through other Agencies. This process is usually accomplished through the Military Interdepartmental Purchase Requests (MIPR), Reimbursable Work Authorizations (RWAs), Security Work Authorizations (SWAs) and Project Orders.

      (3) Miscellaneous reimbursements for items such as fitness memberships, transportation fringe benefits, personal protective equipment (PPE), and tuition reimbursements.

(4) Purchase cards are used by DoD Agencies to support departmental and small dollar purchases.

(5) Financial accounting events associated with travel including temporary duty (TDY) and permanent change of station (PCS).

b. The DAI System for Award Management Interface. DAI interfaces with the System for Award Management (SAM) and supports registered vendors. The Defense Finance and Accounting Service (DFAS) is responsible for Accounts Payable Maintenance activities. The P2P entitlement processing involves the entire payment management process from identifying a need for goods and/or services to the final accounting of the transaction.

c. The DAI Effort. DAI is a critical DoD effort to modernize financial management capabilities. DAI is an ERP tool that compiles the budget, finance, and accounting operations of DoD Agencies to:

(1) Achieve accurate and reliable financial information.

(2) Deploy a standardized system to improve overall financial management and comply with the Department's Business Enterprise Architecture (BEA) including Standard Financial Information Structure and Office of Federal Financial Management requirements.

(3) Attain Chief Financial Officer (CFO) compliant business environments with accurate, timely, authoritative financial data.

(4) Facilitation of vendor payment.

1.4. SYSTEM ASSUMPTIONS/CONSTRAINTS. The DCMA DAI P2P is based on assumptions and constraints which are:

a. DCMA utilizes a contract writing system for contracts written by the DCMA Procurement Center using Purchase Request Data Standard (PRDS) and the Procurement Data Standard (PDS) interfaces.

b. DCMA performs miscellaneous pay transactions to include civilian employee fitness reimbursement, personal protective equipment, and legal settlements.

SECTION 2: RESPONSIBILITIES

2.1. OVERVIEW. This chapter defines the roles and responsibilities of the individuals who are primarily responsible for the execution of the policy implemented in this Manual. This section identifies the key officials who must carry out the practices and also lists the overarching obligations and associated duties that each individual must perform within the P2P process.

2.2. DIRECTOR, DCMA. The Director has the overall responsibility to ensure the Agency complies with all laws, regulations, and policies for executing financial transactions on DoD financial systems.

2.3. EXECUTIVE DIRECTOR, FINANCIAL AND BUSINESS OPERATIONS DIRECTORATE. The Executive Director, Financial and Business Operation (FB) is responsible for overseeing the use of the DCMA P2P module. This includes:

    a. Documenting the P2P functional processes in compliance with BEA 10.0.

    b. Identifying the system and process owners.

    c. Confirming the systems and interfaces that are in place to support P2P functions.

    d. Validating source documents that support creating, maintaining, and reporting DCMA P2P.

    e. Verifying regulations that support the P2P function.

2.4. DIRECTOR, CHIEF FINANCIAL OFFICER COMPLIANCE DIVISION. The Director, Chief Financial Officer (CFO) Compliance Division (FBL) oversees the requirements and qualifications of suppliers to be entered into DAI. The Director is responsible for determining the data and reporting requirements within the P2P process.

2.5. DIRECTOR, CONTRACTS EXECUTIVE DIRECTORATE PROCUREMENT AND ACQUISITION PROCUREMENT CENTER. The Procurement Center Director oversees development of the Purchase Request (PR) creation and award process. The responsibilities of the DCMA Procurement Center are documented and defined in DCMA-MAN 4301-03, Volume 1, "Acquisitions."

2.6. DIRECTORs, INTERNATIONAL AND FEDERAL BUSINESS DIVISION AND BUDGET DIVISIONs. The Directors of International and Federal Business (FBR), and FB Budget Division (FBB) are responsible for the agreement and consensus of the requirements authorizing the support of intergovernmental procurement processes.

2.7. DIRECTOR, FB FINANCIAL BUSINESS ACCOUNTING OPERATIONS. The Director, Financial Business and Accounting Operations (FBLAO) oversees the requirements and qualifications of miscellaneous payments to be issued via the P2P process. The Director is

responsible for the determination of invoicing and Accounts Payable (AP) actions performed within DAI.

2.8. DIRECTOR, REPORTING AND ANALYSIS BRANCH. The Director, Reporting and Analysis Branch (FBLA) oversees the requirements and qualifications of travel related data interfaced into DAI for P2P purposes.

2.9. DIVISION CHIEF, CONTRACTS EXECUTIVE DIRECTORATE STRATEGIC ENGAGEMENT AND TALENT MANAGEMENT DIVISION. The Division Chief manages the requirements and use of the Government Purchase Card (GPC) for use as a contract payment vehicle.

2.10. DCMA COMPONENT HEADS. The DCMA component heads and P2P Procurement Officers/Initiators will enter direct purchase orders as necessary.

2.11. DCMA TRAVEL TEAM. The responsibilities of the DCMA Travel Team are defined and can be found in DCMA-MAN 4301-08, Volume 1, "Official Travel Business Rules."

2.12. DCMA GOVERNMENT PURCHASE CARD HOLDERS. The responsibilities of the DCMA Government Purchase Card Holders can be found in DCMA-MAN 4301-03, Volume 2, "Government Purchase Cards."

2.13. FUNDS CONTROL OFFICER. The Funds Control Officer FCO is responsible for the accuracy and legality of obligations and payment of a voucher and has pecuniary liability for improper payments. The FCO shall have a valid Defense of Department (DD) Form 577, "Appointment/Termination Record - Authorized Signature" that denotes the appointment as a Departmental Accountable Official.

SECTION 3: PROCESS FOR P2P

3.1. SUPPLIER INFORMATION. Vendors are identified within DAI as suppliers for billing purposes. DAI has the capability of maintaining data for multiple supplier types to include federal, commercial, and employee/payee data. This supplier data is brought into DAI through the SAM interface, Certified Electronic Funds Transfer interface and by Manual entry. The request to add new suppliers is submitted to the DAI Support Team (DST). A process overview of adding a Supplier can be found on the Resource Page.

3.2. PURCHASE REQUISITION CREATION.

   a. Overview. Excluding GPC micro purchases and training payments, DCMA utilizes the Purchase Request (PR) to begin the process of acquiring supplies and services from commercial vendors. The PR process is completed via proper approvals where the final approval is made by a DCMA FCO. The DCMA FCO shall have a valid DD Form 577, which denotes the appointment as a Departmental Accountable Official. The DD Form 577 shall contain language in the responsibilities that cite "Functions as the Primary (or Alternate) Resource Manager or Fund Holder and responsible for the assignment of proper funding citations on obligating documents before obligations are incurred and maintain a system of funds control. This is a certification of fund availability and not a certification for payment." The FCO will establish a commitment on the General Ledger (GL). The FCO must ensure that legal documents received in DAI are posted within 10 business days. A process overview of the PR process can be found on the Resource Page.

   b. Administrative. Administrative and/or monetary changes are accomplished through modification utilizing the initial PR. There are two major types of PRs, Planning and Funded, which can be generated within DAI.

      (1) A Planning PR is referred to as a Subject to Availability of Funds (SAF) PR. DAI will consider a PR as an SAF whenever the funded value is equal to $0.00. An SAF PR must be amended whenever funding becomes available and de-committed when funds remain unused.

      (2) A Funded PR has a value more than $0.00.

   c. Process.

      (1) The PR is processed via DAI iProcurement. The initiator creates the PR and related details for submission. Related details include address, delivery, billing, and review of approval information. The address details include the Requesting, Issuing, Suggested Contracting Officer's Technical Representative, and Suggested Property Administration Offices. The Requesting Office DoD Activity Address Code (DoDAAC) is the code of the requiring activity (i.e., S5121A for DCMA Procurement Center). The Issuing Office DoDAAC of S5121A is entered into DAI, which allows the PRDS to initiate the automated process of transmission of PRs, subsequent amendments, and its attachments to the P2P's contract writing system of record. Using DoDAAC S5121A as the Requesting and Issuing Office automatically sends the PR to the Procurement Center for processing. When using DoDAAC S5102A (i.e. the DoDAAC for Head

quarters (HQ) DCMA), the approved PR must be emailed to the Procurement Center for action. The delivery details are composed of the Period of Performance (POP), Need-by Date, and Requester. Billing details provide the DCMA Project Organization Expenditure Type (POET) structure for the line of accounting (LOA). Approval details identify the individuals the document will flow through for approval. The initiator is required to record details for each of these related data elements and submit for approval.

(2) Upon receipt of submission, DAI initiates a funds check validation which confirms sufficient funds are available when the initiator submits the PR for approval. If funds are available, DAI routes the PR to the next Approving Official (AO) referred to as a Project Manager. After the Project Manager reviews and approves the document it will automatically route to the FCO. If the document does not pass the funds check, the initiator must consult with the FCO to reconcile the funds issue. PRs that are unfunded or do not have available funds may be saved in an incomplete status until funds are available.

(3) The FCO reviews the PR to verify if the purpose, POET, and amount on the document are all correct. As part of the approval process, the FCO is required to verify the distinct goods or services requested, the estimated price or cost, the need-by date or POP, the accounting line, and any supporting documentation. If funds are available and the amount is correct, the FCO approves and digitally signs the PR.

(4) DAI requires a minimum of two approvals - an organizational approval and a final approval from the FCO. The initiator can manage approvers and reviewers prior to submitting the PR. The initiator and the FCO cannot be the same person. The user assigned with the DCMA Requisition Approval role and the FCO are determined by each component. The approval routing of the document is determined by the Project and Task identified on the PR. Key members for each organization/project who will approve the PRs are identified and established in DAI by FBB. FBB is responsible for making changes to DAI Key Members.

(5) After a PR is approved and the funds check has passed successfully, a commitment accounting transaction is posted in the GL and DAI Projects.

(6) The approved PR is ready for distribution to the Procurement Center for processing:

(a) If the Issuing Office is identified as DoDAAC S5121A, distribution to the Procurement Center is automatic via the PRDS.

(b) If the Issuing Office is other than DoDAAC S5102A, then the PR must be emailed to the Procurement Center.

(c) Once the contract is awarded:

<u>1</u>. The initiator will receive notification from the Electronic Document Access system and the Procurement Center.

2. All Unit Identification Code (UIC) FCOs are responsible for ensuring the contract award is entered into DAI within 10 Business days.

a. An obligation posts in the GL upon award approval in DAI.

b. The UIC FCOs receive a DAI approval notification when the award has been approved by the applicable funds holder.

3.3. INTERGOVERNMENTAL PROCUREMENT.

a. Overview. Once a PR commitment is accepted, the DCMA Procurement Center takes action to place it on contract. The contract award/modification establishes an obligation on the GL.

b. Process.

(1) Through the PRDS interface, the Procurement Center receives PR documents. The Procurement Center will use the approved PR as a source document for creation of the awarded contract within the Contract Writing System (CWS).

(2) The contract award details will flow into DAI using the PDS interface to record the contract award, which is an obligation. Contracts sent via DCMA's CWS or contract obligations from Direct Cite MIPRs are recorded inside DAI with an obligation type of "Contract (Other)."

c. Contract Award Creation.

(1) The PDS interface will create the obligation according to the contract information indicated in the PDS file including Informational Contract Line Item Number (CLIN)/Subcontract Line Item Number (SLIN) for funding. This is a significant change from the previous method of entry. The funded amount and total amount can be different depending on whether the contract is fully funded.

(2) A Contract Identification Number (CIN) on the contract must match the DAI PR number and each PR line is required for creation of DAI obligation. If the identified DAI PR only has one line then it will be used for linking to the original requisition. The Project, Task and Object Class in the PDS Extensible Markup Language (XML) LOA must match the Project, Task and Expenditure Type (first three) of the associated DAI PR line. Option Lines and Not Separately Priced lines will not be created in DAI as they have no financial impact.

(3) Once Option Lines have been exercised via contract modification, they will be created in DAI when the modification is imported via the PDS into DAI. Blanket Purchase Agreements (BPA) and Indefinite Delivery Indefinite Quantities (IDIQs) will not be created, as funding is not associated with those documents. BPA Calls and Delivery Orders will be created; clauses will be removed.

d. PDS Inbound Files to DAI.

(1) The government data exchange interface will only accept awards and modifications that have passed the data exchange validation map.

(2) The DCMA CWS issuing office must produce the PDS version 2.5 Extensible Markup Language files.

(3) The PDS resource only impacts contract awards and modifications.

(4) The approved DAI PR must be present in the PDS within the CIN field (and match DAI requisition and line number) for the award to be created/approved.

(5) If DAI PR lines and contract line structure do not match (i.e., one line on the PR to many CLINs on the contract award), the CIN number will need to be repeated by the Procurement Center in CWS to associate the CLINs to the single PR line. A process overview of DAI PDS process can be found on the Resource Page.

   e. The PDS Interface Exceptions.

(1) PDS interface exceptions are monitored by DST utilizing the PDS Summary Report (a core report that resides in DAI). Corrective actions to resolve these exceptions may require Defense Travel System (DTS), FCO, or Procurement Center action. The FCO of the award must ensure the contract award obligation records and executes properly within three business days.

(2) In the event of data corruption via interface transmission, contract awards can be manually created using required data obtained from the Procurement Center. The FCO will manually enter data into DAI in-lieu of the PDS interface for contracts and Direct-Cite MIPRs.

(a) Before manually creating a contract award, the FCO must verify the document has not already been recorded.

(b) The PDS interface exceptions are manually recorded in DAI by the responsible FCO for applicable contract modifications. Examples include the following categories:

- Addition of a new contract line item
- Incremental funding on an existing line item
- De-obligation of funds
- Administrative modification
- Correction modifications – required for erroneously recorded awards/ modifications

3.4. INTERAGENCY PROCUREMENT.

   a. Overview. DCMA utilizes MIPRs, RWAs, SWAs and Project Orders to acquire goods and services from DoD and non-DoD Federal Government Agencies. The MIPR process is

completed via proper approvals where the final approval is made by the FCO. The FCO's signature will establish a commitment on the GL.

b. MIPR Utilization. DCMA utilizes the automated DD Form 448, "Military Interdepartmental Purchase Request," to acquire goods or services from servicing entities. The servicing entity in return provides an Acceptance of MIPR (DD Form 448-2) identifying the acceptance as direct or reimbursable. A process overview of the Outgoing MIPR process can be found on the Resource Page.

c. Administrative. Administrative and/or monetary changes can be accomplished through modification of the initial MIPR.

d. MIPR Process.

(1) The initiator will manage/monitor the MIPR from commitment until it is closed and finalized. The initiator will attach any supporting documentation to the MIPR. The MIPR must include:

(a) Acquisition Authority: A Determination and Findings (D&F) report is required, stating that use of an interagency acquisition represents the best procurement approach. This document should be signed by the requiring FCO and General Counsel before the MIPR is submitted.

(b) An Interagency Support Agreement signed by the servicing Agency and the requesting Agency is required for MIPR-assisted acquisitions greater than $3,000. In accordance with DoD Instruction (DoDI) 4000.19, "Support Agreements," DD Form 1144 "Support Agreement" is required to ensure reimbursement of funds unless the party providing the support has completed a memorandum of agreement (MOA) verifying the acceptance of a voluntary exchange reimbursement.

(c) If the acquisition is for building space or real property, a lease agreement must be provided. The DD Form 1144, MOA/Memorandum of Understanding (MOU), or lease agreement must be attached with the MIPR.

(d) The MIPR (DD Form 448-2) must denote whether funding is direct cite authority or reimbursement authority. The direct cite authority is the amount of funds from the annual operating budget that is immediately available to the servicing Agencies for commitment and obligation. Reimbursable MIPRs provide authority for another Agency to incur costs and present invoices for reimbursement. Reimbursement authority is available upon acceptance of orders.

(e) The initiator will need the Receiving Office DoDAAC before the MIPR can be submitted. The Receiving Office is the Agency name that appears in the "To:" (block 7) of the DD Form 448. If the DoDAAC cannot be found in DAI, a DAI Change Gear ticket must be submitted requesting a DoDAAC to be added.

(2) Upon submission of the MIPR, the document is routed to the Project Manager for approval.

(3) The DCMA Procurement Center Point of Contact (POC) receives a notification request via email for MIPR approval for action and executes:

(a) The Procurement Center POC ensures all required interagency acquisition supporting documentation is attached and completed prior to its approval.

(b) If the Procurement Center POC determines that a D&F is required, they will review and sign the D&F stating the interagency acquisition authority.

(c) If the MIPR is for contracted services, the Procurement Center POC will ensure DCMA Acquisition Review Board approval has been obtained and attached to the MIPR.

(d) Upon approval of the Procurement Center, DAI routes the MIPR to the FCO for review. The FCO will verify available funds, the correct MIPR project/task structure, the correct accounting data, and the correct amount of the MIPR.

(4) Upon FCO approval, the initiator receives notification. The initiator then proceeds to download and email the DD Form 448 to the accepting/servicing Agency.

(5) The initiator and FCO cannot be the same individual. In support of this approval format, DAI workflow defines the MIPR's approval levels automatically.

(6) If the MIPR is a Reimbursable MIPR the accepting/servicing Agencies are requested to accept and provide a signed copy of its Trading Partner/Treasury Account Symbol (TAS)/Business Event Type Code (BETC) and LOA information on the DD Form 448-2 within 15 business days of receipt of a completed DD Form 448. If the process takes longer than 15 business days, the FCO will notify the initiator of the expected completion date.

(7) It is the responsibility of the initiator to cancel MIPRs that have not been accepted exceeding 30 business days. Proper notification and documentation of conclusion or acceptance will be given to the FCO.

(8) If the MIPR was accepted as a direct cite, a copy of the contract will also be forwarded to the MIPR initiator.

(9) The initiator FCO will review the DD Form 448-2 for accuracy and perform MIPR Acknowledgement in DAI, attaching the DD Form 448-2 and the contract if applicable. If the MIPR is a Reimbursable MIPR, the initiator FCO should ensure the DD Form 448-2 lists the receiving Agency's Trading Partner and LOA information, or request the information from the receiving Agency before inputting into DAI.

(10) Upon recording a MIPR Obligation, the FCO will record the obligation by creating an Award in DAI.

3.5. MISCELLANEOUS OBLIGATIONS.

a. **Overview.** DCMA utilizes a Miscellaneous Obligation Reimbursement Document (MORD) to obligate funds for approved miscellaneous transactions. The FBLAO will establish an obligation on the GL with final approval of the MORD.

b. **Process.** A Miscellaneous Obligation is a valid obligation of the government having one or more attributes such as:

(1) Payment for arrangements other than a formal contracting arrangement. These arrangements may include special acts through legislative and Executive Orders.

(2) Payments authorized under formal contracting arrangements that necessitate subsequent funding arrangements.

(3) Payments and funding made by other federal Agencies under special authority that necessitates special billing/reimbursement conditions.

(4) Payments for non-recurring, non-contractual purchases.

c. **MORD.** Miscellaneous obligations not supported by a commitment are handled by MORD in DAI. These transactions include but are not limited to PCS Travel, Foreign National Agreements, TDY, and training.

(1) The FCO enters the MORD in DAI and attaches supporting documentation. Upon submission of the award, it is routed to the identified award approver.

(2) The FBLAO or UIC FCO Approver reviews/approves the MORD. When FBLAO approves the award in DAI, the funds check process is executed to confirm there is sufficient funding for the award.

d. **Miscellaneous Pay Process.** Miscellaneous payments for items such as fitness memberships, transportation fringe benefits, PPE, and tuition reimbursements are also handled through DAI's MORD process.

(1) The FCO is responsible for creation of the obligation document for the miscellaneous payment. The FCO ensures funding is available to support the obligation and creates the award for reimbursement. Upon submission of the award, the document is automatically routed to FBLAO via DAI workflow.

(2) Miscellaneous Pay processes are recorded and processed in accordance with DoD Financial Management Regulations.

(3) A workflow notification for approval of the award is received and is sent to each UIC POC for reassignment to appropriate FCO (the approving FCO should be different from the FCO

who created the MORD). The FCO approves and invoices the award, as indicated on the Resource Page. Upon invoice submission, payment processing normally occurs within two business days.

3.6. GOVERNMENT PURCHASE CARD PROCESS.

   a. Overview. GPC is used for Micro Purchases (Supplies/equipment <= $10,000; Services <= $2,500; Construction <= $2,000). The contract payment process within DAI is partially supported by the automatic interface with "Access Online," (AXOL) which is also referred to as Electronic Access System (EAS). An overview of the GPC process can be found on the Resource Page.

   b. GPC Card for Micro Purchases.

      (1) Overview. When GPCs are used for purchases, the obligations and invoices are automatically interfaced into DAI. Unless an error occurs, no Manual intervention is required to capture the accounting events in DAI for a card used for micro Purchases.

      (2) Process.

         (a) A requestor determines a requirement, obtains pricing, and sends the request to the GPC Cardholder. The Cardholder determines whether the requirement can be fulfilled with the GPC and completes a GPC Pre-approval form. The Cardholder sends the GPC pre-approval form to the Billing Official (BO) for approval.

         (b) If approved by the BO, the cardholder orders the supplies using a purchase card issued by the Credit Card Vendor (CCV) and creates an order record in AXOL.

         (c) The supplier receives an 'order' from the GPC cardholder and the authority to charge the GPC for the order.

         (d) Supplier's bank sends the invoice to the CCV.

         (e) The CCV pays the supplier's bank and posts transactions in AXOL.

         (f) As the transactions are posted in Access Online AXOL with a status of pending, transactions are matched to the "Order Record." The transaction status is changed to Approved, and LOA is assigned. When the cycle closes, the cardholder approves the statement.

         (g) The statement is routed to the BO for final approval and certification. When all statements are certified, the individual LOA are consolidated and the bank generates a file Electronic Data Interchange (EDI) 821, which is sent to DAI through the data exchange.

         (h) FBB monitors Access Online interface exceptions for review and resolution. The Program Management Office completes a recurring review of Access Online interface errors that

are communicated to DST. DST advises FBB of the errors that require resolution. FBB reviews the transaction for accuracy and updates data fields as required for successful processing.

(i) The file EDI 821 is imported into DAI as an approved PO/obligation (MORD).

(j) A separate PO is created for each LOA.

(k) Two days after receiving the EDI 821 file, DAI receives the invoice / EDI 810 file.

(l) In accordance with the Prompt Payment Act, Section 3903 of Title 10, United States Code (U.S.C.), and Prompt Payment Regulations at Part 1315 of Title 5, Code of Federal Regulations (CFR), DFAS entitles and disburses the funds to the CCV.

(m) CCV has the ability to send rebates or credits. However, DFAS and/or DAI cannot process either as a stand-alone credit. It must be netted against a charge or the same LOA.

c. GPC as a Contract Payment Method. The GPC may be used for contracts with indefinite quantities or applicable contracts that are obligated to the total amount. When the GPC is the method of payment on indefinite quantities, calls are made against charges accrued on contract. Contracts of indefinite quantities may include products such as packing or shipping and the charges are not incurred until utilization of the service. When the GPC is the method of payment against an obligation, the charges are obligated for the full amount and partially de-obligated based on actual use.

(1) Process Overview. The initiator creates a PR within DAI and identifies the Issuing Office as S5121A TAC1 and a valid Product Service Code for it to automatically go to the Procurement Center upon final approval via the Purchase PDS Interface. Upon final approval of by the FCO, the PR is automatically routed to the "DCMA's contract writing system of record" which is accessed by the Procurement Center. Once the contract has been awarded, the contract obligation is recorded within DAI utilizing the PDS interface. The cardholder is responsible for performing the statement reconciliation at the end of the monthly billing cycle.

(2) Process.

(a) PR Entry and Approval.

1. For any request to be formally awarded by the Procurement Office, the PR initiator will utilize the work instructions for entry and approval of the PR funding type action.

2. The FCO provides final approval of the PR document. Upon approval, the PR is routed to the Procurement Center via "DCMA's contract writing system of record."

(b) PO Creation and Approval recognizes that upon award creation, the FCO will verify that these data elements are identified on the contract award:

    1. PO's Supplier has a GPC payment site.

    2. PO's contract Bill-to Site is DoDAAC credit card DCMA.

    3. Obligation Type is Contract (Other).

    4. Contract terms will specify GPC-appropriate information for invoicing and payment.

3.7. DEFENSE TRAVEL SYSTEM.

a. Overview. DTS processes travel authorizations and Travel Vouchers or Sub-vouchers (DD Form 1351-2) for DoD travelers. The DTS interface records the accounting transactions into DAI for financial processing. DTS, DAI, and the disbursing system will pass transactions to one another through the data exchange system in a predetermined format. A figure outlining DAI DTS PO creation process can be found of the Resource Page. Transactions processed by the DTS interface include:

- Initial Obligations
- Adjusting Obligations
- Supplemental Obligations
- Cancellations
- Invoices
- Accounts Receivables (AR)/Debt Management
- Centrally Billed Accounts

b. DTS Interface Assumptions.

(1) DAI is not responsible for any travel-related tax reporting and withholding.

(2) Files are either completely accepted or rejected by DAI. There is no partial acceptance (e.g., Individually Billed Account (IBA) portion cannot be accepted if the Centrally Billed Account (CBA) portion is rejected and or vice versa).

(3) All necessary configuration setups including creation of a Buyer, Buyer approval hierarchy, and Employee and Bank supplier will be completed in DAI.

(4) DTS interface will not create any commitment accounting in DAI.

(5) DTS captures the data of the debt collection process.

(6) DTS will only send invoices to DAI when it has received a positive acknowledgement that an obligation has successfully been created or updated in DAI.

(7) DTS adjustments will not interface into DAI without an initial obligation in DAI; likewise, cancellations will not interface without an initial obligation.

(8) Each DTS file will include a single record. Records defined as Travel Authorization Number (TANUM) transactions may include both CBA and individual traveler transactions, and may have multiple line items with multiple LOAs.

(9) DAI Purchase Orders Awards will use a line type of "DTS Travel."

(10) Defense Cash Accountability System (DCAS) will process all DD Form 1351-2, advance payments, and AR debt.

(11) In the event of the total expenditure exceeding the total obligation, the processing of payment would be rejected or the funds holder must modify the award to increase the obligation.

c. Process.

(1) The DTS process begins with the traveler creating a request for travel. When this request is authorized in DTS by the Authorizing Official, it triggers the transaction to interface into DAI. DAI systematically performs a data query to ensure there is an obligated amount entered in DAI.

(2) Based on the funding authorization in DAI, it will either return a positive acknowledgement (POSACK) or a negative acknowledgement (NEGACK) to the traveler.

(a) The receipt of a POSACK denotes the DTS travel authorization has successfully interfaced with DAI.

(b) The receipt of a NEGACK denotes an error in the DTS authorization. The traveler must update the authorization with valid data within DTS. Upon completion of error correction, the authorization will be retransmitted to DAI for data review and determination of POSACK status.

(3) DTS uses either IBA or CBA transactions to obligate funds.

(a) IBA. Travel charges that are incurred by government and military personnel and are reimbursed to the employee or paid to a government-sponsored individually issued credit card on behalf of the employee.

(b) CBA. Travel charges that are charged to and paid directly to a government sponsored, centrally billed credit card.

(4) DTS obligations fall into four categories: Initial, Cancelled, Adjusting, or Supplemental.

(a) <u>Initial</u>. An Initial obligation is received from DTS after approval is granted by the AO. Funds are checked and obligated in DAI. If funds are not available, a rejection notice is sent back to DTS and the traveler.

(b) <u>Cancelled</u>. A Cancelled obligation is received from DTS after AO approves the cancellation of an entire trip. Funds are de-obligated on DAI side and a notice to this effect is sent to DTS.

(c) <u>Adjusting</u>. An Adjusting obligation is received from DTS after an AO approves an amended authorization or a travel settlement claim. Adjustments occur when an amount or LOA related to an existing obligation is modified. Funds are checked and obligated /de-obligated according to the type of adjustment made on the DAI side.

(d) <u>Supplemental</u>. A Supplemental obligation is received from DTS after an AOs approval of a supplemental travel claim. Funds are checked and obligated/de-obligated according to the type of adjustment made in DAI and the traveler. A supplemental obligation will only come to DAI after the initial obligation is fully paid.

(5) Voucher Processing. After travel is completed, a voucher is submitted in DTS by the traveler.

(6) The Voucher is routed to the Supervisor for approval. The Supervisor verifies all items over minimum dollar threshold have a receipt and are authorized for payment. Mandatory receipts for travel and lodging must be attached.

(7) IBA Invoice Creation and PO Matching includes:

(a) Once the DD Form 1351-2 is approved, DTS will generate an invoice file and forward it to the data exchange. The data exchange forwards it to DFAS who performs functions to support consolidated disbursements. IBA transactions are passed to the disbursing system for payment. Once the disbursement is made, the disbursing system will generate an Advice of Payment transaction to DCAS. DCAS then passes the transaction to DAI.

(b) IBA invoices will be created through DAI interface and matched to a PO. The TANUM is used to identify the matching PO by looking for a PO number for that travel order. In the case of line matching, the line number will be matched based on the Line Item Identifier (LII).

(8) The CBA Invoice Creation and PO Matching process involves DTS support of travel expenses charged to a CBA. DCMA has multiple CBAs. Payment processing for CBAs requires Manual input to align each transaction to each correct CBA account. The payment process is:

(a) The CBA cardholder retains Manual record of transactions made during the month and aligns each transaction to a DAI obligating document (Award).

(b) In DAI, CBA cardholders manually create monthly invoices in DAI for each CCV statement.

(c) The CCV statement is reconciled and matched to DAI obligating document (Award) and submitted within DAI to DFAS for payment and processing.

(9) The CCV electronically sends an invoice to DTS. DTS performs a review of the invoice to ensure that it is a proper invoice and meets the Prompt Payment Act requirements.

(a) If the invoice does not pass either of these reviews, it is rejected and sent back to the CCV within seven business days, with the reason for rejection annotated.

(b) If the invoice passes these reviews, DTS performs an initial automatic reconciliation of the CCV invoice, annotating system classifications on the CBA invoice transactions based on the status of travel records in DTS. The invoice is sent to the Transportation Officer for review, acknowledgement, and certification. The certified CBA invoice is then sent electronically to the data exchange for translation and transmission to DAI.

(c) In DAI, the CBA invoice will be created using the CCV. The invoice will be created with multiple distribution lines, each representing a separate travel authorization. The TANUM on the CBA invoice line will be used to identify the matching PO by looking for a PO number for that travel authorization. In the case of line matching, the line number will be matched based on the LII contained in the CLIN/SLIN Descriptive Flexfield (PO_LINE_LOCATIONS Attribute 13) at the PO line level which will represent the travel order line number.

d. Employee Debt AR Invoice and Adjustments.

(1) Unspent dollar amounts associated with travel advance vouchers (prepaid AP invoice) are processed in the Receivables module as travel related transactions. DAI will accept and process various AR transaction types that are transmitted by DTS through a custom interface process. All transactions will go through a pre-validation process and be identified as an error transaction or proceed for further processing in DAI receivables module.

(2) The DTS Employee Debt (ED) AR Invoice and Adjustments automated interface resource will create an AR invoice, or apply credit/adjustments to an existing invoice and create the associated GL journals based on the transaction type received from DTS through the data exchange. Transactions are expected to be received in order to record employee reimbursement amounts paid back to an Agency such as:

(a) Initial. An Initial DTS receivables transaction is sent to DAI upon trip approval by the DTS AO. If the transaction passes validation, a new transaction will be manually created in Receivables using the information provided on the DTS transmittal.

(b) <u>Adjustment</u>. An Adjustment is sent from DTS when an AO approves supplemental transaction information regarding an existing transaction. If everything passes validation, DAI will apply the new amount to the transaction.

(c) <u>Waiver</u>. A Waiver is the relief of an employee's debt that may, if collected, cause hardship. A small waiver for a transaction is determined and issued by the DFAS Indianapolis Director, routed through the FBLA Supervisory Staff Accountant, and entered into DAI as assigned. Once it passes validation, the waiver will be applied to the transaction, adjusting the amount down. If the resulting amount is negative, a cash payment will be dispensed to the traveler.

(d) <u>Cancellation</u>. A Cancellation for a transaction is sent to DAI when the AO approves a trip that is eventually cancelled. Once it passes validations, DAI will cancel the transaction. This will be done by creating a credit memo with the current amount of the invoice and applying it to the invoice.

(e) <u>Write-Off</u>. A Write Off is the removal of a public delinquent debt from financial records and statements that has not been collected within two years of delinquency. A Write-Off for a transaction is received after an AO has approved the transaction for write-off and the AO's request has been approved by the FBLA Supervisory Staff Accountant. If the write-off request passes validation, DAI will process the write-off. The write-off amount should be charged to the selected account.

(f) <u>Authorization for Multiple LOA</u>. An Authorization for Multiple LOAs occurs when DTS sends a transaction that involves more than one LOA.

e. ED AR Invoice and Adjustments Process.

(1) DTS will process unspent travel dollar amounts. DTS will send the initial and adjustment receivable transactions to DAI via the data exchange.

(2) The data exchange will translate and send the DTS file to DAI.

(3) Upon receipt of the file from the data exchange, Business Process Execution Language (BPEL) will automatically load the DTS ED receivable transaction information into DAI custom staging table.

(4) BPEL will verify record count and any errors will be reported back to DTS via the data exchange.

(5) A successful BPEL load will initiate submission of the DTS ED AR Invoice and Adjustments Interface process.

(6) The process will retrieve all of the incoming transactions from DTS and pre-validate the data and further process the transactions in the DAI receivables module based on validations.

(7) Transactions that are successfully pre-validated will proceed for further processing to create a new invoice or apply a credit or adjustment to the existing invoice in DAI receivable module.

(8) Transactions that fail pre-validation or could not be processed will generate a NEGACK in DTS.

(9) All errors and transaction processing outcomes in DAI will be recorded in the concurrent log and output file as part of the interface run. POSACK and NEGACK status of transactions are on the P2P XXDAI DTS Interface Status Rep report. Users can review the concurrent log and output file of XXDAI DTS Interface Status Rep to review successfully processed and/or error transactions.

(10) Based on the outcome of interface processing, a success or failure notice will be generated such as:

(a) If a transaction is created successfully in Receivables, a success notice will be generated to initiate POSACK and the data exchange will translate DAI file and generate an 824P for DTS to update the trip record and debt management module.

(b) If a transaction could not be processed successfully in Receivables, a failure notice will be generated to initiate negative acknowledgement and the data exchange will translate DAI file and generate an 824R for DTS to update the trip record and debt management module.

3.8. INVOICES AND ACCOUNTS PAYABLE ACTIONS.

a. Overview. DCMA manages AP transactions and processes invoices with the DAI P2P module, including reporting, reconciliation, and manual invoicing. Invoices are submitted using a variety of systems, to include, Procurement Integrated Enterprise Environment (PIIE) and Wide Area Workflow (WAWF), and AXOL.

b. Invoices.

(1) DAI invoice documents are received through the WAWF application which automatically flows to DFAS.

(2) The P2P process supports validating the receiving document. This process involves the assurance that goods/services have been received and proper inspection has been performed when required. Approved and matched invoices are consolidated into a single Ready for Payment file that is sent to DFAS the Automated Disbursing System (ADS) for processing.

(3) Invoice Matching.

(a) Invoice processing involves ensuring the goods/services have been received so the invoice can be processed for payment.

(b) DAI performs either a two-way, three-way, or four-way match depending on the type of procurement and the contractual requirements.

    1. Two-way match means the invoice and PO information match and is used for FAST PAY and Miscellaneous payments.

    2. Three-way match means the Invoice, Purchase Order, and Receiving Report all match and is used with the purchase of goods and services.

    3. Four-way match means the Invoice, Purchase Order, Receiving Report from DAI, and Inspection/Acceptance Report from Mechanization of Contract Administration Services (MOCAS) all match. This method is usually used with contracts involving equipment or complex contracts.

(4) Foreign Currency Invoices.

    (a) Once a foreign currency invoice is authorized in WAWF, the file containing the invoice details and contract number interfaces into DAI. The invoice is processed into DAI invoice staging table where initial data validations take place. Invoices that fail validation remain on the staging table until corrections are made or manually entered into DAI.

    (b) The WAWF Interface Status report will display the foreign currency invoices interfacing from WAWF into DAI for a particular date, contract, and/or supplier.

    (c) Prior to entering the invoice into DAI, the Award Budget Rate must be identified. DAI identifies the Budget Rate as the Corporate Rate. This rate is assigned based on the Fiscal Year (FY) the award was created.

(5) WAWF Acceptance/Approval.

    (a) DAI is the financial record system that captures receipt and invoice transactions received from WAWF. DAI WAWF interface is used when DAI is the entitlement system. Vendors access WAWF and input invoices into the WAWF module; Agency users perform receipt and acceptance functions in WAWF. Once the invoice/receipt transaction is approved or accepted in WAWF, WAWF submits the information to the data exchange that further extracts invoice information for interface into DAI. This is designated by the pay office DoDAAC on the contract. The interface between DAI and WAWF systems forms an integrated receipt to invoicing process. The WAWF Interface Data Flow is outlined on the Resource Page of this Manual.

    (b) WAWF uses a data exchange for translations and transactions between DAI and WAWF. The data exchange also combines gateway and network entry point functions at a single location and for an enhanced transaction audit trail and end-to-end reliability and audibility.

c. Inbound WAWF Interface - Receipts.

(1) DAI receives accepted receipt transactions from WAWF as XML file. This file is created in WAWF and sent to the data exchange which translates the file and sends it to DAI staging table. An interface program runs validation on the records in the staging table and the validated records are sent to the Oracle standard open interface tables. When a standard import program performs additional Oracle logic on the transactions and successful transactions are loaded into the Oracle receiving tables. The Accepted Receipts Interface Process is located on the Resource Page.

(2) DAI receives shipment and acceptance information (receipts) from WAWF in the Standard Accept Approve Data format. DAI uses the information in the XML file to compare the receipt information in the file to the associated award and contract information that is already stored in DAI.

(3) If the records inserted into staging tables fail the validation logic, an error report listing the error condition is generated and sent to the WAWF AO for troubleshooting. These situations include:

(a) Contract Number is not found in DAI.

(b) Contract CLIN/SLIN is not found in DAI.

(c) The WAWF Accepted Receipt (861) Unit of Measure does not equal DAI Purchase Order Line Unit of Measure.

(d) The WAWF Accepted Receipt (861) Unit Price does not equal DAI Purchase Order Line Unit Price.

(e) The purchase order shipment line is closed.

(f) The purchase order shipment line is canceled.

(g) The WAWF 861 quantity shipped plus the quantity already received on the purchase order shipment line is greater than the quantity ordered on the purchase order shipment line.

(h) A duplicate WAWF 861 number is submitted by a vendor.

(i) The receipt requires Manual processing.

d. Inbound WAWF Interface - Invoices.

(1) When an invoice is authorized in WAWF, the file with the invoice details and contract number is interfaced to DAI via the data exchange. DAI scheduled BPEL processes the interfaced invoices file from WAWF 810 into the invoice staging table. Initial data validations

take place and the validated invoices are interfaced to Oracle standard AP open interface tables. The standard payables import program performs an additional Oracle logic on the transactions and successful transactions are loaded into the AP invoice tables. The Accepted Invoice Interface Process is located on the Resource Page.

(2) Invoice interface logic validates the award number, line, and distributions details to see if they are valid and derive all the required values based on the business rules defined for the interface. The CLIN/SLIN related to the award line and award distribution is stored in the inbound file. The necessary LOA information is based on the Code Combination Identification (ID) from the award. If the award cannot be matched to the invoice record errors are displayed in the error report with the appropriate messages. In addition, if the records inserted into staging tables fail the validation logic, an error report listing the error condition is generated and sent to the WAWF AO for correction to the WAWF record. Situations which will fail the validation logic and generate an error report include:

(a) Contract Number is not found in DAI.

(b) CLIN or SLIN is not found in DAI.

(c) Multiple Instances of Contract, CLIN or SLIN are found in DAI.

(d) The WAWF Invoice Unit of Measure does not equal DAI PO line Unit of Measure.

(e) The WAWF Invoice Unit Price does not equal DAI Purchase Order Line Unit Price.

(f) The PO shipment line is finally closed.

(g) The PO shipment line is cancelled.

(h) The PO is not approved in DAI.

(3) The invoice (WAWF 810) information is interfaced into DAI via Oracle Payables open interface. Once the invoice record is imported in DAI, it will be validated and approved for payment. The DCMA WAWF Administrator is responsible for communicating WAWF related validity errors. The Contract Officer Representative is responsible for coordination and correction WAWF related validity errors to include:

(a) A returned invoice is resubmitted by a vendor.

(b) A duplicate invoice number is submitted by a vendor.

(c) A voided invoice is submitted by a vendor.

3.9. FOREIGN CURRENCY.

   a. Overview. To support DAI handling of Foreign Currency transactions, daily foreign currency exchange rates will be loaded programmatically into DAI GL using the GL Daily Rates Application Programming Interface. The source of the foreign exchange rates used by DAI will be the International Treasury Service (ITS) who currently publish two-day, three-day, four-day, and five-day projected spot exchange rates. ITS is also responsible for processing all DAI foreign disbursement transactions, both U.S. Dollars and foreign currency, via DAI's ADS interface.

   b. Process. DCMA is not a part of the centrally managed account; a separate POET from the base obligation must be created for foreign currency gains and losses every FY. The concurrent programs and request sets to complete the process will be scheduled to run daily in DAI. The process of entering and maintaining exchange rates within DAI are established using automated steps to include:

      (1) ITS will generate a daily exchange rate data file daily and route this file to the Defense Enterprise Computing Center Mechanicsburg facility for distribution to DoD systems.

      (2) The data exchange will receive the ITS daily exchange rate data file, translate the data within into the data mappings, and route the resulting data to DAI for processing.

      (3) DAI will receive the daily exchange rate file from the data exchange, parse the daily exchange rates data, and interface the data into DAI GL Daily Rates Interface table.

      (4) DAI will automatically interface staged daily exchange rate data into DAI GL by initiating the Program - Daily Rates Import and Calculation concurrent program for review to ensure no errors occur.

      (5) DFAS will review the log and output files from the Program - Daily Rates Import and Calculation concurrent program to ensure successful completion.

      (6) DFAS will manage the error handling process by:

         (a) Contacting the Defense Logistics Agency DAI Help Desk to open an Incident or Service Request.

         (b) Coordinating with ITS to get the correct rate information.

         (c) Providing the correct rate information for the file, having the file corrected and reloaded by the technical support group.

      (7) Successfully loaded foreign currency daily exchange rates will automatically be used by the foreign currency transaction processes.

SECTION 4: DAI ROLE DESCRIPTIONS

4.1. ROLES AND RESPONSIBILITIES. Access to initiate, approve, or view any P2P related transaction or transaction details in DAI is restricted to only those individuals whose responsibilities are to initiate, approve, or view such information. This section lists DAI roles and responsibilities that support the P2P process area. The DCMA P2P roles and responsibilities are outlined in Table 1. Within this process area, DCMA and DFAS are responsible for functions including:

    a. Procurement of goods and services through the award of a contract or PO.

    b. Procurement of departmental and small dollar purchases obtained using the GPC.

    c. Intergovernmental procurements of goods and services from other Agencies.

    d. Financial accounting events associated with travel including TDY and PCS.

    e. DFAS is responsible for AP maintenance activities.

Table 1. DCMA DAI P2P Roles and Role Responsibilities

DAI Role / Responsibility	DCMA / DFAS Role	Role Responsibility Description
iProcurement Requisitions	DCMA	**Ability to:** • Enter Requisitions • Inquire on all Requisitions
P2P Inquiry	DCMA	**Ability to:** • Run Purchasing and Payables Reports **Inquire on:** • Invoices • Suppliers • SAM Vendors • Payments • Requisitions • Purchase Orders • Receiving Transactions • Document Cross Reference • Exceeded Price Tolerances • Pending Purchase Order Changes • Purchase Order Change History

Table 1. DCMA DAI P2P Roles and Responsibilities, Continued

DAI Role / Responsibility	DCMA / DFAS Role	Role Responsibility Description
P2P Procurement Officer	DCMA	**Ability to:** • AutoCreate a Purchase Order • Enter a direct Purchase Order • Run Purchasing and Payables Reports • Manage Deliverables Inquire on: • Invoices • Suppliers • Central Contractor Registration (CCR) Vendors • Requisitions • Purchase Orders • Exceeded Price Tolerances • Pending Purchase Order Changes • Purchase Order Change History
P2P Purchasing Operations	DCMA	**Ability to:** • Auto Create a Purchase Order • Enter a direct Purchase Order • Run Purchasing and Payables Reports • Manage Deliverables • Research commitments, obligations, and accruals sourced in the Purchasing Module in DAI **Inquire on:** • Invoices • Suppliers • CCR Vendors • Requisitions • Purchase Orders • Exceeded Price Tolerances • Pending Purchase Order Changes • Purchase Order Change History • Payments • Requisitions • Purchase Orders • The PDS Summary

Table 1. DCMA DAI P2P Roles and Responsibilities, Continued

DAI Role / Responsibility	DCMA / DFAS Role	Role Responsibility Description
P2P AP Technician	DCMA	**Ability to:** • Enter invoices • Assign Reason Codes for Interest, Credit and Rejected Invoices • Run Purchasing and Payables Reports **Inquire on:** • Invoices • Suppliers • CCR Vendors • Payments • Purchase Orders
P2P Unmatched Transaction By Others (TBO) Technician	DFAS	**Ability to:** • Research commitments, obligations and accruals that are sourced from DAI Purchasing Module • Record Manual Invoices with a 'Clearing' Payment Method • Enter in Manual Invoices with a Pay Group of 1080 or TBO Void Transactions Posted (Payments) and Cancel corresponding invoice
P2P DTS AXOL Procurement Officer	DCMA	**Ability to:** Modify DTS and Access Online interface obligations
P2P 1099 Inquiry	DFAS	**Inquire on:** • Invoices • Payments • Requisitions • Purchase Orders

Table 1. DCMA DAI P2P Roles and Responsibilities, Continued

DAI Role / Responsibility	DCMA / DFAS Role	Role Responsibility Description

P2P AP Manager	DFAS	**Ability to:**
		
		• Enter and validate invoices
		  o Assign Reason Codes for Interest, Credit and Rejected Invoices
		  o Load values via Web Applications Desktop Integrator
		  o Run Purchasing and Payables Reports
		
		Inquire on:
		
		• Invoices
		• Suppliers
		• CCR Vendors
		• Payments
		• Requisitions
		• Purchase Orders
		Document Cross Reference

P2P Payment Batch and Treasury Confirmation	DFAS	**Ability to:** • Create Payment Batches • Perform Treasury Confirmation • Run Purchasing and Payables Reports **Inquire on:** • Suppliers • CCR Vendors Payments
P2P Unmatched TBO Manager	DFAS	**Ability to:** • Research commitments, obligations and accruals that are sourced from DAI Purchasing Module • Record Manual Invoices with a 'Clearing' Payment Method • Enter in Manual Invoices with a Pay Group of 1080 or TBO • Void Transactions Posted (Payments) and Cancel corresponding invoice • Run the P2P DCAS APTBO Automatic Invoice Correction Process. Run the B2R DCAS Posting Results Outbound.

APPENDIX 4A: SYSTEMS

4A.1. In addition to DAI for P2P, Table 2 – DCMA DAI P2P Interfaces lists the applications that interface data to and from DAI to support the P2P process.

Table 2. DCMA DAI P2P Interfaces

System Name	System Full Name
Access Online (AXOL)	Access Online (AXOL)
ADS	Automated Disbursing System
BEIS-FR Budgetary	Business Enterprise Information Services Family of Systems – Financial Reporting
DCAS	Defense Cash Accountability System
DCPDS	Defense Civilian Personnel Data System
DCPS	Defense Civilian Payroll System
DPAS	Defense Property Accountability System
DTS	Defense Travel System
EDA	Electronic Data Access
EUD	Elimination of Unmatched Disbursements
IATS	Integrated Automated Travel System
IPAC	Intergovernmental Payment and Collection System
PBAS	Program Budget Accounting System
PRDS	Purchase Requisition data Standard
PDS	Procurement Data Standard
WAWF	Wide Area Work Flow

APPENDIX 4B: REPORTING

4B.1. P2P STANDARD REPORTS. Listed in Table 3 are P2P specific reports that have been identified to support DAI P2P resource.

Table 3. DCMA DAI P2P Standard Reports

Report	Report Description
Requisition Summary	Requisition Summary is used to execute online queries. The Requisition Summary form provides detailed information about a given commitment. This online form presents real-time data and enables user-defined data presentation using DAI folder capability.
Purchase Requisition Status Report	This report provides: requisition status for specified requisition numbers, creation dates, preparer and "deliver-to" locations.
Requisition Activity Register	This report provides the requisition activity for a specified period of time, preparer and or type.
XXDAI P2P GLOBAL PR Report	This report displays the standard DAI Purchase Request form for submission to contracting.
XXDAI P2P MIPR Report	This report displays the standard MIPR form for submission to a servicing DoD Agency.
XXDAI P2P IAA Report	This report displays the standard Interagency Agreement (IAA) form for submission to a servicing non-DoD Agency.
XXDAI APS Workload Management Report	This report provides a list of all DAI purchase requisitions (PRs, MIPRs and IAAs) that will be or are approved for procurement and have not yet been created into a solicitation or award.
Purchase Order Summary	Purchase Order Summary is used to execute online queries. The Purchase Order Summary form provides detailed information about a given obligation. This online form presents real-time data.
Purchase Order Detail Report	This report provides detail information on purchase order transactions.
XXDAI Obligation Status by Project and Task	This report shows obligation details (ordered, cancelled, delivered, billed, and remaining amounts) by project and task.
XXDAI Access Online LOA Extract Report	This report is used to provide the bank with the appropriate project and task IDs

Table 3. DCMA DAI P2P Standard Reports, Continued

Report	Report Description
GPC Program Management Report	This report is used to validate the setup of the card for use as a payment method in DAI.
GPC Statement Reconciliation Details Extract	This report is used to reconcile invoices related to the GPC card program.
GPC Payment Reconciliation Details Extract	This report is used to reconcile payments related to the GPC card program.
XXDAI DTS Interface Status Report	This report is used by the Agency to identify and correct errors in the DTS interface.
WAWF Interface Status Report	This report provides the user with the WAWF invoices or receipts that require action to resolve. The report also provides which ones have passed validations in the interface table.
Unmatched Receipts Report	The Unmatched Receipts Report identifies all receipts without matched invoices. This report enables the Agency and DFAS to view what has been received and not shown paid.
XXDAI Payment Pre-Validation Report	This report identifies pre-validation errors and assists in the correction with Mechanization of Contract Administration Services and DFAS.
Invoices on Hold Report	This report provides details on the invoices that are on hold. DCMA uses this report to be aware of the invoices that are on hold. Collaboration between DCMA and DFAS is required to resolve the issues causing the hold status on the invoice. The primary reason the transaction is on hold is due to funding issues.
Invoice Aging Report	This report is useful for the purpose of viewing unpaid invoices, matched unpaid invoices, and incorrectly posted invoices. This report provides information about invoice payments due within four aging time periods that are specific in the Aging Periods parameters.
Invoice Approval Report	This report provides the status of any invoices pending certification or those that have been rejected by the certifier.
XXDAI Document Level Execution Report	Transaction level execution for budgets, commitments, obligations and expenditures
PRDS Status for a Requisition PRDS Status Matrix PRDS Error Matrix	Provides status of PR's outbound to Procurement (Contracting)
PDS Summary	Provides detailed status of the PDS awards inbound to DAI from Procurement into DAI.

4B.2. P2P DASHBOARD REPORTS. Table 4 represents a sample of the reports that are available in DAI. In addition to these reports delivered by the system, DCMA can utilize business intelligence reporting to run and save queries against data in the financial system to respond to ad hoc requests or other data calls.

Table 4. DCMA DAI P2P Dashboard Reports

Report	Report Description
Funds Status	This report shows funds status details for a single project or range of projects.
Open Commitments	This report shows all open commitments. Open commitments are either fully open or partially open based on obligation activity.
Obligation Status	This report shows all obligations for the Agency, regardless of status.
Labor Cost	This report shows labor summary data for a given project and organization. The project and organization data can be partially input to generate a broader result set.
DTS Travel	This report shows execution activity exclusively for DTS.
DTS and Access Online Tool	This report exposes the Project ID and Task ID used to build LOAs in DTS and Access Online. The report also shows a tab of valid object classes in DAI and the Access Online format for object class entry.
DCMA Suppliers	This report shows all valid government and commercial suppliers in DAI for DCMA. No employee suppliers are exposed in this report.
GPC Transactions	These reports highlight GPC statements and its overall status for obligation and payment.
FB Health Check	This page shows the following health metrics: • Default CLINS – PO lines still not assigned to a valid CLIN. • Default Suppliers – PO headers that do not have a valid supplier. • Gross Pay Defaults – Number of lines and dollar amounts still hitting overhead lines.
FBL Unmatched Disbursement (UMD) Performance	This report shows the overall UMD volume and clearing performance by DFAS.
FBL UMD Open	This report shows all unmatched disbursements. This invoice number and description shows data on where the UMD was trying to match.

Table 4. DCMA DAI P2P Dashboard Reports, Continued

Report	Report Description
FBL Access Online Payments	This report shows all Access Online statements that are in DAI that have not been paid.
FB Access Online Errors	This report shows any Access Online statements that are in error.
FBB – Defense Acquisition Workforce Development Fund (DAWDF)	This report shows the status of funds specifically for DAWDF by each DAWDF funding line.
FBB – Funds Distribution	This report shows by FY and UIC the overall amounts of allotments and suballotments.
FBB Summary Status of Funds	This report shows the UIC level summary for the Agency status of funds. This report can be exported to Excel to perform appropriate pivots. This report is designed for current year funds.
FBB Prior Year Allotments	This report shows the available amounts that can be suballotted in prior FYs.
FBL – Trial Balance	This report shows a full trial balance with prompts by FY, GL period and fund.
FLC Fringe Exceptions	This report highlights limit mismatches that require correction. These corrections allow for immediate Funds Balance with Treasury issue relief.
FBB Outgoing MIPRs	This report shows outgoing MIPRs to other service providers. The description field describes what is required.
FB PO Approval Status	This report shows all POs that are pending approval and the number of days the document has been outstanding.
FB Interest by FY	This report shows total interest by FY.
FB Organization Report	This report shows the organization structure by UIC and Contract Management Office.
DCMA_ALL_INVOICE_ACTIVITY	This report displays all invoices that are related to a contract or MIPR. The report displays contract, supplier, line details with all invoice and payment details.
DCMA_Access Online_STATUS	This report shows the status of all Access Online related obligations with payment status.
DCMA_CONVERTED_MODS	This report shows all modifications that were converted to DAI. This report shows potential deobligations since modifications frequently hold funds for bulk obligations.
DCMA_FB_MIPR_REPORT	This report shows MIPRs that are in the commitment phase. These MIPRs have been created but not necessarily obligated.
DCMA_FB_MIPR_OBLIGATIONS	This report shows all reimbursable obligations with DCMA trading partners with information on supplier and open obligation balance.

Table 4. DCMA DAI P2P Dashboard Reports, Continued

Report	Report Description
DCMA_FBB_FUNDS_STATUS_GL _BY_UIC	This report is used to show total obligation activity for DCMA for a given accounting period. This report is exclusively used by FBB.
DCMA_FB_TRIAL_BALANCE_EP_ RECON	This report is used to show detail beginning balances, activity, and ending balances for a specific fund and United States Standard General Ledger combination for a given accounting period.
DCMA_NONLABOR_EP	This report is used to extract non-labor for a given accounting period. This report can only be run after an accounting period has been closed.
DCMA_FB_LABOR_ACTUALS_EP	This report is used to extract labor records from the system for all labor activity for a given accounting period.
DCMA_FB_LABOR_RATES_EP	This report is used to show the average rate of labor for a given project and task. It is used to calculate hours for accrued labor costs.
DCMA_FB_LABOR_OVERHEAD	This report shows all labor cost records posted against the DCMA Overhead Project. This labor cost records are waiting assignment to the correct project and task.

APPENDIX 4C: WORK INSTRUCTIONS

4C.1. P2P WORK INSTRUCTION. This is a list of P2P work instructions that have been identified to support DAI P2P resource.

R12_WI_P2P Create an IAA
R12_WI_P2P Process a MIPR Acceptance
R12_WI_P2P Create a MIPR
R12_WI_P2P Create an (IAA - Services Billed By Amount).docx
R12_WI_P2P Manually Generate a MIPR Report
R12_WI_P2P Manually Generate and Attach a Draft Report in iProcurement
R12_WI_P2P Manually Generate a Global PR Document
R12_WI_P2P Creating a PR SAF
R12_WI_P2P Worklist Access and Vacation Rules
R12_WI_P2P Manage Workflow Notifications
R12_WI_P2P Query a PR
R12_WI_P2P Process a Requisition Amendment for Quantity Based Line
R12_WI_P2P Process a Requisition Amendment for Amount-Based Lines
R12_WI_P2P Cancel a Requisition (De-Commit Funding)
R12_WI P2P Buyer Workload Assignment
R12_Wi_P2P Research Funds Check Errors
R12_WI_P2P Enter an Invoice for Miscellaneous Pay
R12_WI_P2P_Create a Contract Lifecycle Management (CLM) Award from a MIPR
R12_WI_P2P_Create a CLM Award from a PR
R12_WI_P2P_Create a CLM Award from an IAA
R12_WI_P2P_Create a CLM Award Using Foreign Currency
R12_WI_P2P Manually Record a Miscellaneous Obligation
R12_WI_P2P Correct an Invoice
R12_WI_P2P Manually Record a PCS Award
R12_WI_P2P Manually Record a DTS Award
R12_WI_P2P_Modify an Award to De-obligate Funding
R12_WI_P2P_Create an Award Modification to add New Funding
R12_WI_P2P_Modify an Award to Un-Link a Requisition Line
R12_WI_P2P Research Available Funds
R12_WI_P2P Maintain WAWF Status Report
R12_WI_P2P Run DAI AP Invoice Variance Report
R12_WI_P2P View and Redirect Workflow Approval - Not Part of R12 CLM Solution
R12_WI_P2P Maintain Agent Attributes
R12_WI_P2P Change the Preparer on a PR
R12_WI_P2P_Manage Buyer Information
R12_WI_P2P Copy an Award
R12_WI_P2P Process a Receipt
R12_WI_P2P Process a Return
R12_WI_P2P_Document Cross Reference
R12_WI_P2P_Initiate Post Award Request (PAR) for Increment Funding and Admin Mod
R12_WI_P2P Set Purchasing Preferences

R12_WI_P2P Set Requisition Preferences

R12_WI_P2P Create a PR for Foreign Currency

R12_WI_P2P Process a Contract Novation - will be part of Supplier Maintenance Manual when EST completes solution

R12_WI_P2P Manage Sub_lines

R12_WI_P2P Create a PR with Partial Funding

R12_WI_P2P_Create an Award Modification to Increment Funding on an Existing Line

R12_WI_P2P_Create an Award Modification to Decrease Funding

R12_WI_P2P View Upgraded (CLMized) Requisitions

R12_WI_P2P View Upgraded (CLMized) Awards

R12_WI_P2P_Create an Administrative Modification

R12_WI_P2P_Create a New Modification using the Document Builder

R12_WI_P2P_Create a New Award (Utilizing the Linking Feature)

R12_WI_P2P_Funds Check Results by Period Report

R12_WI_P2P_Manage the Approval Process of an Award

R12_WI_P2P_Manage the Approval Process of a Requisition

R12_WI_P2P_Create a Modification to Increment a Partially Funded Award

R12_WI_P2P_Process an Incomplete Amendment

R12_WI_P2P_Create a CLM Award (Reimbursable) from a MIPR

R12_WI_P2P_Liquidate the Fund Balance on a Requisition

R12_WI_P2P Create a Request for Goods Billed By Amount

R12_WI_P2P Request a new Supplier in DAI

GLOSSARY

G.1. DEFINITIONS.

AO. Official with the authority to formally assume responsibility for operating an information system at an acceptable level of risk to Agency operations (including mission, functions, image, or reputation), Agency assets, or individuals.

BEA. A conceptual blueprint that defines the structure and operation of an organization. The intent of an enterprise architecture is to determine how an organization can most effectively achieve its current and future objectives.

BPA. One of many methods the contracting office has to meet the Customers' needs for goods and services. BPAs are a simplified method of filling anticipated repetitive needs for supplies or simple services by establishing charge accounts with qualified sources.

Business Process Execution Language. An XML-based language that allows Web services in a service-oriented architecture to interconnect and share data.

BETC. This code that the Central Accounting Reporting System (CARS, formerly the Government Wide Accounting system) uses for the type of activity you are reporting, such as payments, collections, investments, etc. The BETC must always accompany the TAS along with the dollar amounts in order to classify the transaction against the fund balance with Treasury.

CLIN. A part of a defense contracts that break the contract down by the commodities being procured (labor hours of services, funding for travel, quantity product A, etc.). They help identify the supplies or services to be acquired as separately identified line items on a contract that provides for accounting traceability.

DoDAAC. A six position code that uniquely identifies a DoD unit, activity, or organization that has the authority to requisition, contract for, receive, have custody of, issue, or ship DoD assets, or fund/pay bills for materials and/or services.

D&F. A special form of written approval by an authorized official that is required by statute or regulation as a prerequisite to taking certain contract actions.

Foreign currency transactions. Transactions denominated in a currency other than the local (domestic) currency of the country in which the banking office is located.

Government Wide Accounting. The Bureau of the Fiscal Service (Fiscal Service) has the critical responsibility of maintaining the federal government's set of accounts and serving as the repository of information about the financial position of the United States government.

IDIQ. A type of contract that provides for an indefinite quantity of supplies or services during a fixed period of time.

LOA. The funding associated with a defense organization's budget. By understanding the elements that comprise a LOA, you can determine the Service designator, FY, appropriation, subhead, object class, plant UIC, suballotment, authorized accounting activity, transaction type, and Work Breakdown Statement (WBS) element/cost element.

MOA. An MOA is a written document describing a cooperative relationship between two parties wishing to work together on a project or to meet an agreed upon objective that involves reimbursement.

MOU. An MOU is a nonbinding agreement between two or more parties outlining the terms and details of an understanding, including each parties' requirements and responsibilities that do not involve reimbursement.

MORD. Used to record obligations of a recurring and/or continuing nature, such as communications services, public utilities, and rent.

Trading Partner. An agreement drawn up by two parties that have agreed to trade certain items or information. The agreement outlines the terms of the trade or trading process.

TAS. The TAS is used in the Government Wide Accounting system to indicate the type of activity being reported, such as payments, collections, intragovernmental, borrowings, etc. The BETC must always accompany the TAS along with the dollar amounts in order to classify the transaction against the fund balance with Treasury.

UIC. A six character alphanumeric code that uniquely identifies each United States Department of Defense entity.

G.2. ACRONYMS.

ADS	Automated Disbursing System
AO	Authorizing Officer or Approving Official
AP	Accounts Payable
AR	Accounts Receivable
AXOL	Access Online
BEA	Business Enterprise Architecture
BETC	Business Event Type Code
BO	Billing Official
BPA	Blanket Purchase Agreement
BPEL	Business Process Execution Language
CBA	Centrally Billed Account
CCR	Central Contractor Registration
CCV	Credit Card Vendor
CFO	Chief Financial Officer
CIN	Contract Identification Number
CLIN	Contract Line Item Number
CLM	Contract Lifecycle Management
CWS	Contract Writing System
D&F	Determination and Findings
DAI	Defense Agencies Initiative
DAWDF	Defense Acquisition Workforce Development Fund
DCAS	Defense Cash Accountability System
DD Form 1144	Support Agreement
DD Form 1351-2	Travel Voucher or Subvoucher
DD Form 448	Military Interdepartmental Purchase Request (MIPR)
DD Form 448-2	Acceptance of MIPR
DD Form 577	Appointment/Termination Record – Authorized Signature
DFAS	Defense Finance and Accounting Service
DoDAAC	Department of Defense Activity Address Code
DoDI	Department of Defense Instruction
DST	DAI Support Team
DTS	Defense Travel System
ED	Employee Debt
EDI	Electronic Data Interchange
ERP	Enterprise Resource Planning
FB	DCMA, Financial and Business Operations Directorate
FBB	DCMA, Financial and Business Operations, Budget Division

FBL	DCMA, Financial and Business Operations, Compliance and Accounting Division
FBLA	DCMA, Financial and Business Operations, Reports and Analysis Branch
FBLAO	DCMA, Financial and Business Operations, Accounting Operations
FCO	Funds Control Officer
FY	Fiscal Year
GL	General Ledger
GPC	Government Purchase Card
IAA	Interagency Agreement
IBA	Individually Billed Account
ID	identification
IDIQ	Indefinite Delivery Indefinite Quantities
ITS	International Treasury Service
LII	Line Item identifier
LOA	Line of Accounting
MIPR	Military Interdepartmental Purchase Request
MOA	Memorandum of Agreement
MORD	Miscellaneous Obligations Reimbursement Document
MOU	Memorandum of Understanding
NEGACK	Negative Acknowledgement
P2P	Procure To Payment
PCS	Permanent Change of Station
PDS	Procurement Data Standard
PO	Purchase Order (Obligation)
POC	Point of Contact
POP	Period of Performance
POET	Project, Organization, Expenditure Type, Task
POSACK	Positive Acknowledgement
PPE	personal protective equipment
PR	Purchase Request (Commitment)
PRDS	Purchase Request Data Standard
RWA	Reimbursable Work Authorizations
SAF	Subject to Availability of Funds
SAM	System for Award Management
SLIN	Subcontract Line Item Number
SWA	Security Work Authorizations
TANUM	Travel Authorization Number

TAS   Treasury Account Symbol
TBO   Transaction by Others
TDY   Temporary Duty

UIC   Unit Identification Code
UMD   Unmatched Disbursement

WAWF   Wide Area Work Flow

XML   Extensible Markup Language

REFERENCES

Code of Federal Regulations, Title 5

DCMA-Manual 4301-03, Volume 1, "Acquisitions", September 30, 2019

DCMA-Manual 4301-03, Volume 2, "Government Purchase Cards", September 30, 2019

DCMA-Manual 4301-08, Volume 1, "Official Travel Business Rules", August 11, 2019

DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," January 10, 2013

DoDI Instruction 4000.19, "Support Agreements," November 30, 2017

United States Code, Title 10, Section 3903