IMCOM Accounts Payable Support in GFEBS and Legacy

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Agenda

- Legacy Systems Compared to GFEBS
- Legacy Payment Process
- GFEBS Payment Process
- Paradigm Shifts
- GFEBS deployment schedule to present
- Questions
Legacy Systems Compared to GFEBS

- **Legacy (STANFINS and CAPS-W)**
  - Non-integrated
  - External Commitment Accounting
  - Obligation-matching, prevalidation
  - Post-pay accruals, distribution, error corrections

- **GFEBS**
  - Integrated
  - Procure-to-Pay
  - Auditability
Legacy Payment Process

Mr. Erik Burton
The Front End

Front end submission process (Customer and Vendor)

- Storefront (DFAS Europe)
  - Email transferred or scanned into EDM
- Wide Area Work Flow (WAWF)
  - Hard Copy scanned into EDM
- Electronic Document Interface
EDM and Other Manual Processes

- Item has been scanned or transferred into EDM
  - Document transferred to EDM queue for indexing by a technician
    - Document indexed and flows to a tech's EDM workbasket for input into the CAPS-W system
  - Rerouted back to storefront for issues with the Document or Documents
    - Received by DFAS Europe storefront in the EDM “Hold” queue and prepared for return back to the vendor or customer
- Faxed with return letter to vendor or customer
- Emailed with return letter to vendor or customer
- Regular mail with return letter to vendor or customer
EDM to CAPS-W Process

Document is input by a Technician from EDM into CAPS-W

- If there is a good 3-way match between the contract, invoice, and receiving report, the Technician computes the payment.
  - A payment voucher is produced and sent forward to the Pre-validation Team if the dollar amount is greater than $2,500. Once prevalidated, it will move to the Certification Team.
  - A payment voucher is produced and sent forward to the Certification Team if the dollar amount is less than $2,500.

- If the document cannot be loaded due to missing contract/mod – or - the documents do not match, the EDM case is sent to the lead for further review.
  - The lead reviews the documents for accuracy. If there is an error the document will be returned to the tier II Indexing Team to be returned to the DFAS Europe store front for further action.
The Narrative For Manual Submission

The document is submitted via Fax, Email, or Mailed Hard Copy

- Fax is transferred into EDM and is waiting to be indexed by a technician.
- Email (printed) and other hard copies are reviewed by a technician at the DFAS Europe storefront. If the document passes the cursory review, it is scanned into EDM to be indexed by a technician. If document does not pass it is returned to the submitter for correction.

The document is indexed into EDM

- The document is reviewed by the technician at the pay office (DFAS Indianapolis, Rome, Columbus, or Limestone). If document does not pass, it is returned to the DFAS Europe storefront and prepared for return to vendor or customer.
- If document passes cursory review, it is indexed to the technician's EDM workbasket and is ready to be input into the CAPS-W entitlements system.

The document is in the technician’s workbasket

- The technician reviews and inputs document in to CAPS-W for payment processing. If the document has errors, it is sent to the lead basket. The lead reviews the document and make the decision to return to Tier II for the journey back to the submitter for correction, or send back to the technician's workbasket for processing.
- If the 3-way match between the contract, invoice, and receiving report is good, the technician can successfully post data into CAPS-W. match the contract.
Wide Area Work Flow (WAWF)

WAWF document interfaces with CAPS -W

If the contract, invoice and receiving report matches then the invoice is computed. If there is a discrepancy or missing contract, an auto-response is prepared.

If all items match, the document is computed and sent to pre-validation team to confirm the line of accounting is obligated.

If all documents do not match or data missing, WAWF generates a suspend notice and cites cause for suspension.

Corrective action is taken by submitter and sent to the next person in line. Once complete is sent back to DFAS.

After DFAS review, the WAWF document can be rejected, made available for recall, or processed. If the document shows a status of Submitted, DFAS cannot touch the WAWF document (usually requires action from vendor or acceptor).
The Narrative For WAWF Submission

WAWF Documentation notification (E-doc) is sent to DFAS EDM system

The E-doc case automatically flows into the tech EDM workbasket.
- The technician reviews the E-doc suspended cases to determine cause for error.
- If the error is “Missing contract or mod”, DFAS works to either obtain the missing documents or load failed SPS interface contract documents into CAPS-W.
- If there is no contract document in EDA, DFAS Europe storefront is notified of the missing documentation necessary to input the invoice.

Technician updates WAWF status
- After the tech review, the tech will update the WAWF status by rejecting an erroneous submission, sending back for Recall, Regenerate/Process (if CAPS-W errors were made).
- The technician’s explanation for rejection should outline the cause for rejection and help provide possible solution.
Pre-Validation to Certification.

Printed computed voucher is taken to the Prevalidation team.

- Prevalidation team does not approve voucher for payment:
  - Prevalidation team holds the voucher while working to obtain obligation. Once received, if voucher needs to be recomputed, the tech will re-compute and forward to Certification team.
  - Prevalidation team identifies input error and returns to input tech for correction. Once correction is made, invoice is recomputed and voucher taken to Certification team.

- Prevalidation team approves voucher for payment:
  - Certification team receives approved voucher and completes certification within CAPS-W or disapproves for correction and sends back to tech to re-start process.
The Narrative for Pre-Validation to Certification.

Invoice Computed, Printed, and taken to Preval Team

Prevalidation team approves/disapproves payment
- Prevalidation team holds the voucher while working to obtain obligation. Once received, if voucher needs to be recomputed, the tech will re-compute and forward to Certification team.
- Prevalidation team identifies input error and returns to input tech for correction. Once correction is made, invoice is recomputed and voucher taken to Certification team.

Certification Team approves/disapproves payment
- If acceptable, certification team will certify within CAPS-W and file will be sent to disbursing.
- If an error is found, the voucher is altered and returned to technician for correction and movement through the pay cycle again.
Mrs. Kimberly Hadley
GFEBS Miscellaneous Pay Process

- **Miscellaneous Payments exempt from Prompt Payment Act Interest**
  - The Army acceptor/certifier records the obligation and enters the invoice into GFEBS
  - The Army certifier provides DFAS with the signed, certified, miscellaneous payment document (SF1034) via fax
  - Payments are placed on a pay proposal by the DFAS payment processor
  - The DFAS certifier ensures that the Army invoice processor has properly transcribed the data from the document into GFEBS and selected the proper payment path (non-PPA vs. PPA)
  - The DFAS certifier validates the SF1034 against DD577 on file with the Disbursing Office (via Electronic Document Access)

- **Miscellaneous Payments subject to Prompt Payment Act Interest**
  - The Army acceptor/certifier enters the PR/PO transactions into GFEBS
  - The Army certifier provides DFAS with the signed, certified, miscellaneous payment document (SF1034) via fax
  - Upon receipt, DFAS ensures the misc pay is getting processed in the proper payment path (non-PPA vs. PPA), then enters the invoice receipt (MIRO) and goods receipt (MIGO) transactions against the PR/PO number listed on the miscellaneous payment document
  - Payments are placed on a pay proposal by the DFAS payment processor
  - The DFAS certifier ensures that the DFAS IR/GR processors have properly transcribed the data from the document into GFEBS
  - The DFAS certifier validates the SF1034 against DD577 on file with the Disbursing Office (via Electronic Document Access)
GFEBS Contract Payment Process

Key Purchase Order Tips

* BREAKPOINT! DFAS cannot enter an invoice until the contract or mod is loaded correctly into GFEBS. Those failing to electronically post are now posted by the Army PO Processors.

* Ensure the PO Item Category is set as a service ('D') and the unit of measure is lump sum/lot 'AU' for all service contracts (this sets up the Service Entry Sheet (SES) process which allows for multiple payments.

* If payment is to be made within GFEBS, it is not an outbound MIPR. Outbound MIPRs are for contracts entitled outside of GFEBS and do not require a Goods Receipt.

WAWF Goods Receipts

- No idoc is currently created for 2n1 GRs as they are not interfacing at this time.
- No idoc is currently created for construction and progress pay documents that are not interfacing at this time.

WAWF Invoices

- Currently, all failed WAWF idoc cases are manually entered by DFAS until recycle feature available for the invoice monitor role.
- Manual Positive/Negative acknowledgement completed by DFAS technician to update WAWF status for vendor.
- When WAWF fails for missing contract/mod, DFAS must contact Army/O&S for manual load.
GFEBS Contract Pay - Key Items

- DFAS can no longer input contracts and modifications that do not pass the SPS electronic interface - nor - post those that are not sent via electronic interface. This is now an Army role within GFEBS.

- When DFAS receives a WAWF invoice and the contract or mod is missing or was manually loaded with errors in the CLIN lines, it will create a failed GFEBS invoice iDOC. All failed invoice iDOCs have to be manually entered within GFEBS at this time. There is currently no regeneration/recycle feature for the DFAS technician to perform a hands-free role.

  ✓ DFAS notifies the proper Army budget office per the funding on the contract/mod when obligations are not in GFEBS and an outstanding invoice has been received. For DFAS Europe issues, inquiries will route to the DFAS Europe storefront to assist with resolution.

  ✓ If the Army budget office does not resolve the issue, a GFEBS Remedy trouble ticket will be sent to the GFEBS/Accenture team to assist with loading the missing contractual data.

  ✓ DFAS is attempting to manage failed invoices with an off-line database.

- There have been some vendor frustrations as we continue to work the change in the roles between Army and DFAS.
Paradigm Shifts

- DFAS has NO obligation capability
- Disbursements must = obligation & accruals to post
- Miscellaneous Payments input by activity
- WBS (Work Breakout Schedules) created by activity
- DCPS payroll corrections by activity
- Terminology (Purchase Requests, Purchase Orders)
- No More
  - Obligation-matching, obligations, adjustments by DFAS
  - Post-payment distributions/redistributions
  - NULOs
GFEBS Deployments to Present

- October 2008
  IMCOM Ft. Jackson

- April 2009
  Ft. Jackson, Ft. Benning, Ft. Stewart

- January 2010
  MEDCOM HQ

- April 2010

- October 2010
GFEBS Deployments to Present (continued)

- January 2011

- April 2011
  IMCOM Europe, USAREUR, EUCOM, AFRICOM, Ft. Lewis, Ft. Richardson, Ft. Wainwright, Japan, Korea, Hawaii, Redstone, ARNG IN, HQ ARNG, Ft. McCoy