NETPDC N81 BRIEF

Naval Service Training Command (NSTC)
NROTC iRAPT Invoice and Receipt

16 March 2017

Purpose & Contents

- **Purpose: NETPDC invoice processing function**

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Prompt Payment Act

- Prompt Payment Act was enacted to ensure the federal government makes timely payments

- Bills are to be paid within 30 days after receipt and acceptance of material and/or services - or - after receipt of a proper invoice whichever is later

- When payments are not made timely, interest should be automatically paid

Proper Invoice

- **A proper invoice must include the following items (except for interim payments on cost reimbursement contracts for services):**
  - (1) Name and address of the vendor/contractor
  - (2) Invoice date and invoice number (Contractors should to date invoices as close as possible to the date of mailing or transmission.)
  - (3) Contract number or other authorization for supplies delivered or services performed (including order number and contract line item number)
  - (4) Description, quantity, unit of measure, unit price, and extended price of supplies delivered or services performed
  - (5) Shipping and payment terms (e.g., shipment number and date of shipment, discount for prompt payment terms). Bill of lading number and weight of shipment will be shown for shipments on Government bills of lading.
  - (6) Name and address of contractor official to whom payment is to be sent (must be the same as that in the contract or in a proper notice of assignment)
  - (7) Name (where practicable), title, phone number, and mailing address of person to notify in the event of a defective invoice
  - (9) Taxpayer Identification Number (TIN). The contractor must include its TIN on the invoice only if required by agency procedures (See 4.9 TIN requirements).
  - (10) Electronic funds transfer (EFT) banking information

Proper Receipt for Misc. Payments

- **Required Supporting Documentation (receipt):**
  - The following information from receiving reports, delivery tickets, and evaluated receipts is required as payment documentation:
  - (1) Name of Vendor/Contractor
  - (2) Contract or other authorization number
  - (3) Description of goods or services
  - (4) Quantities received, if applicable
  - (5) Date(s) goods were delivered or services were provided
  - (6) Date(s) goods or services were accepted
  - (7) Signature (or electronic alternative when supported by appropriate internal controls), printed name, telephone number, mailing address of the receiving official, and any additional information required by the agency
  - (8) Except in situations where the EFT requirement is waived under 31 CFR 208.4. The contract will stipulate that banking information must be submitted no later than the first request for payment.
  - (9) If using Fast Payment, the proper FAR clause stipulating Fast Payment is required.

B1 File – CDMIS download

- Typically, the files received, from CDMIS, on Monday morning will be for transactions entered by the user on Friday, Saturday and Sunday [1]

- If the scheduled process does not run, the next scheduled process will pick up all transactions entered by the user on the previous day as well as any transactions which were not processed in the previous scheduled runs. [1]

- Two separate emails with attached text files are received by NETPDC Fin Analyst, who uploads these B1 Files via FastData to STARS-FL (official accounting record)

(1) Teri Bulger, Senior Portal Integrator, NETC ITSS Contract
Office: (DSN) 753-6214 Commercial: (850) 473-6214 teri.bulger.ctr@navy.mil

B1 File - Discrepancies

- Will delay obligation of funds

- User entered incorrect information via CDMIS, i.e. – wrong ACRN

- Transactions may default to both FastData and STARS-FL suspense
  - System generates "N" for new when previously established, and should have been a "T"

- **Invoicing, Receipt, Acceptance, and Property Transfer (formerly WAWF)**

- **Web based training - https://wawftraining.eb.mil/wbt/:**

  - iRAPT: the iRAPT application enables electronic form submission of Invoices, government inspection, and acceptance documents in order to support DoD's goal of moving to a paperless acquisition process
  - myInvoice: myInvoice interactively provides information on invoices submitted and processed against Department of Defense (DoD) contracts paid by Defense Finance and Accounting Service (DFAS)

Local Processing Office (LPO) Function

- **Process invoice by acceptance date**

- **Review STARS-FL - Obligation is established by corresponding document number and ACRN as listed in iRAPT**

- **Validate documentation and receipts support invoice amount**

- **Certify invoice - document number, ACRN and line of accounting are valid for payment**
  - Invoice is electronically forwarded to DFAS for issuance of payment

LPO Function

- **Missing CAGE Code/Tax ID Number**
- **Incorrect Misc. Pay Type Code**
- **No obligation in STARS-FL**
- **Discrepancy with supporting documentation**

The invoice is <u>REJECTED</u>.
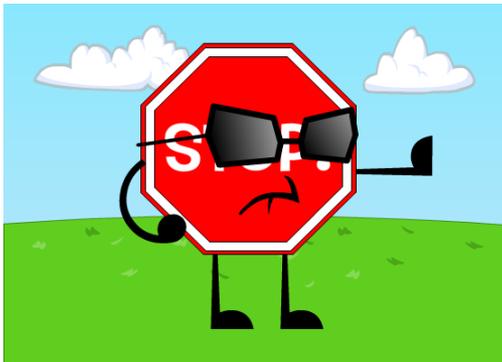
- **Obligation in place and supporting documentation is accurate; the Fin Tech proceeds with processing the invoice.**

DD1155 DISCREPANCIES

- **DD1155 Order for Supplies or Services Discrepancies**
  - Block 1 – incorrect contract number
  - Block 2 – missing or incorrect delivery order number
  - Block 6 – missing Unit address
  - Block 9 – missing the school address (often reversed with Block 14)
  - Block 15 – wrong DFAS address. It should be:

    Code: N68732

    DFAS-Cleveland Center

    1240 East 9th Street

    Cleveland OH 44199-2001

    Note: Do not use a PO Box for DFAS
  - Block 19 – missing WAWF E-clause information, period of performance, CAGE Code, DUNS, and all corresponding DoDAACs

SF1164 DISCREPANCIES

- **SF1164 Claim for Reimbursement for Expenditures on Official Business Discrepancies**
  - Wrong Expense Element - FASTSITE defaults to "E"; user must select the correct Expense Element
  - Missing Signature(s)
    - Block 8: Approving Official
    - Block 9: Authorized Certifying officer
    - Block 10: Claimant
  - Wrong Misc Pay Type Code Used; s/b as follow:
    - FLPE – Fees, Licenses, and Permits (PARKING FEES)
    - MWRE – Morale, Welfare, Recreation, and General Entertainment Expenses (Gym Fees)
    - TRNE – Training/Education Expenses – Non-Contract (Tuition, Books)
    - TRAE – Transportation Incentive Program (METRO, qualified vanpools, etc.)
    - MEDE – Medical Services Provided by Civilian Non-Federal Sources
    - CCAE – Civilian Clothing Allowance (Uniforms/Alternations)
  - Rejection must be <u>recalled</u> within 5 business days

iRAPT Recall/Rejected Invoice/Voucher

- **Rejected invoice 2-in-1 will go back to the Vendor/Initiator/Acceptor**
  - Comments and POC will be provided in the Misc. tab by LPO

- **Misc. Payment Voucher may be rejected/recalled**
  - LPO will mark the document available for recall due to discrepancy with invoice
  - The Acceptor must recall the invoice/document for corrective action and resubmission

Acceptor, if rejected recall the Misc. Payment Voucher within 5 business days.

Example: SF1164 with Multiple ACRN

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[-]Line Item Information

Item No.	AAI	Qty. Shipped	Unit of Measure	UofM Code	Unit Price ($)	Amount ($)
0001	068566	1	Each	EA	712.00	712.00

	Description					
	Reimbursement for staff parking fee					

Item No.	AAI	Qty. Shipped	Unit of Measure	UofM Code	Unit Price ($)	Amount ($)
0002	068566	1	Each	EA	492.00	492.00

	Description					
	Reimbursement for MWRE Fee.					

	Line Item Total ($):	1,204.00

- **Common Errors**
  - SF1164 with multiple ACRN, must have a Misc. Payment Voucher with multiple Line Items (0001, 0002, etc.)
  - Missing Document number in the "Invoice Number" field – results in:
    - Blank field creates a CLIN number which can not be identified by the Financial Technician
    - Delays payment processing
  - Wrong Zip Code is listed
  - Missing supporting documentation or part of the documentation
  - Missing required signature(s) and date(s) on attached supporting documentation

Example: SF1164 with Multiple ACRN

[-]LLA Information

LLA Level

Line

Item Number			CLIN Amount
0001			712.00

Document Record Reference ID		Agency Accounting ID	ACRN
N6322316RV27037		068566	AA

Agency Qualifier Code	Defense Agency Allocation Recipient	Cost Code	Department Indicator
DD			
Job/Work Order Code	Cost Allocation Code	Transfer from Department	Sub-Allotment Recipient
Classification Code	Fiscal Year Indicator	Work Center Recipient	DoD Budget Accounting Classification Code
Basic Symbol Number	Major Reimbursement Source Code	Limit/Sub Head	Reimbursement Source Code
Fund Code	Customer Indicator/MPC	Fund Org Admin Code	Object Class
IFS Number	Allotment Serial Number	Government Public Sector ID	Transaction Type
Activity Address Code	Foreign Currency Code	Program/ Planning Code	Program Element Code
FMS Case Number (1-3)	FMS Case Number (4-5)	FMS Case Number (6-8)	Project Task/Budget Subline
Special Interest/Program Cost			

Item Number			CLIN Amount
0002			492.00

Document Record Reference ID		Agency Accounting ID	ACRN
N6322316RV27037		068566	AB

Agency Qualifier Code	Defense Agency Allocation Recipient	Cost Code	Department Indicator
DD			
Job/Work Order Code	Cost Allocation Code	Transfer from Department	Sub-Allotment Recipient
Classification Code	Fiscal Year Indicator	Work Center Recipient	DoD Budget Accounting Classification Code
Basic Symbol Number	Major Reimbursement Source Code	Limit/Sub Head	Reimbursement Source Code
Fund Code	Customer Indicator/MPC	Fund Org Admin Code	Object Class
IFS Number	Allotment Serial Number	Government Public Sector ID	Transaction Type
Activity Address Code	Foreign Currency Code	Program/ Planning Code	Program Element Code
FMS Case Number (1-3)	FMS Case Number (4-5)	FMS Case Number (6-8)	Project Task/Budget Subline
Special Interest/Program Cost			

Unclassified

Example: Invoice 2-in-1

Local Processing Office - Invoice 2-in-1

Expand All   Collapse All

[-]Document Information

Contract Number Type	Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date
DoD Contract (Non-FAR)	N0014006G0064	N6322017F0002		

Invoice Number	Invoice Date	Final Invoice?	Invoice Received Date
N6322017RQ03T02	2017/01/10	Y	2017/01/10

Summary of Detail Level Information	Total
1 CLIN/SLIN(s)	$ 432740.65
0 Miscellaneous Amount(s)	$ 0.00
Document Total:	$ 432,740.65

Shipment Number	Shipment Date	Final Shipment
N6322017RQ03T02	2017/01/10	Y

Billing/Account Number	Period of Performance From Date	Period of Performance To Date

- Invoice complies with slides 4 and 5 requirements
- DD1155 Contract must list: Contract Number, Delivery Order Number and all corresponding DoDAACs routing information
- Invoice Number – populate with correct number
- Shipment date - may be prior to or the same date as the invoice or invoice received date
- Ensure invoice and attachments are legible

Example: Invoice 2-in-1

Initiator

Name:	Date of Action / IRD:	Phone #:	DSN:
Inez Avena	2017/01/10 1108 MST / 2017/01/10 1108 MST	310-825-0143	
Email:		**Title:**	**Action(s):**
iavena@finance.ucla.edu		Student Accounts	[Submitted, Web, Stand Alone]
Org Email:			
jtang@finance.ucla.edu			
Attachments:			
InvoiceFall2016.pdf		View Attachment	
Fall2016.pdf		View Attachment	
Comments:			

Acceptor

Name:	Date of Action:	Phone #:	DSN:
Lisa Kavakelis	2017/01/11 0954 MST	213-740-1878	
Email:		**Title:**	**Action(s):**
lisa.kavakelis@rotc.usc.edu		Supply Technician	[Accepted]
Org Email:			
fmnavarro@ucla.edu			
Attachments:			
N6322017RQ03T02UCLAFALL2016TUITION.pdf		View Attachment	
Comments:			

- ▪ Place attachments in logical/corresponding order - Receipts which correspond to invoice should be upfront and clearly identified
- ▪ Verify that totals are correct – supporting documentation adds up
- ▪ Do not include unnecessary information

Unclassified

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Example: Invoice 2-in-1

- Acceptor received date and signature date must be after the invoice received date

- **NSTC ROTC Units Policies and Processes**
  - Program Manager
  - NSTC Comptroller Office

- **NSTC Logistics**
  - NSTC N4 Logistics Director: jerry.e.long@navy.mil
  - NSTC WAWF Group Area Manager (GAM) POC: patricia.woodhouse@navy.mil

- **NETPDC Rejected/Recalled Invoice**
  - Local processing official as listed on rejection