Contract Pay (MOCAS) Operations Overview

Defense Finance and Accounting Service

Accounts Payable MOCAS
DFAS Columbus
Our Foundation

- We Are…
  - The world's largest finance and accounting operation.

- Our Mission…
  - To lead DoD in finance and accounting by ensuring the delivery of efficient, exceptional quality pay and financial information.

- Our Vision…
  - To be a recognized leader in DoD's financial management by consistently delivering first-class service and products.

- Our Core Values…
  - **Integrity:** Doing What is Right
  - **Service:** Striving to be a Trusted Financial Partner
  - **Innovation:** Creating New Ways to do Business
What is MOCAS?

WHAT IS MOCAS?
> Integrated system supporting post-award administration

WHO USES MOCAS?

M ECHANIZATION
O F
C ONSTRACT
A DMINISTRATION
S ERVICES

WHY MOCAS?
> Pays More Complex Contracts
  ✓ High Dollar
  ✓ Multi-Year Contracts
  ✓ Multiple Deliverables

Makes Financing Payments
  ✓ Progress Payments
  ✓ Performance-Based Payments
  ✓ Commercial Item Financing
  ✓ Interim Cost Payments

DCMA  DFAS  Procurement Offices
DCAA  DTRA  WHS
Funding Stations
Payment Process: Contract Management

- Contract Award
- EDA
- EDI
- Hard Copy
- EDM Contract Input
- Establish Contract In MOCAS

PROBLEMS?
Contract Discrepancy (CDR)
Payment Process: Invoice Entitlement

- **Valid Payment Request**
  - Payment Initiated | G-Coded Invoices

- **Prevalidation**
  - Verify Obligations | G-AREQ Invoices

- **Entitlement**
  - Accounts Payable

- **Disbursement**
  - MOCAS Payment | F-Coded Invoices

3-Way Match

Problems?

Reconciliation for Research (J-Coded Invoice)
## Invoice Status/Reason Codes

### A & B code
- **A** = No Source Acceptance
- **B** = No Destination Acceptance

### C Code
- **C** = No contract in system

### D Code
- **D-CDR1** = CDR General
- **D-CDR2** = CDR Funding
- **D-MACT** = Cancelled Funding

### E code
- **E** = Invoice

### F code
- **F** = Invoice Rejected
- **F** = Paid

### G Code
- **G** = Payable
- **G-AP** = Payable API
- **G-AREQ** = Preval

### H Code
- **H-STOP** = Hold on funding
- **H-FMS** = No FMS funding

### I Code
- **I** = Invoice and Receiving Report do not match

### J Code
- **J-AREQ** = Funding problem
- **J-AUD** = In Recon for audit
- **J-CERT** = Awaiting Funds Certification

### S Code
- **S** = Transferring from another system to MOCAS

---

**Note:** This information is found within MyInvoice for each shipment, along with an explanation for each code.
Top Reasons for Invoice Rejects

- E11: Not Billed IAW Contract
- E09: Returned per Instructions
- E12: Error on DD 250 Invoice
- E10: Item Number Requires Verification
- E06: Shipment Number is Missing or Incorrect
- E01: DFAS is Not the Paying Office
- E19: Other
- E13: Inspection/Acceptance Problem
- E18: Duplicate of an Unpaid Invoice
- E14: Unauthorized Over Shipment
The DFARS (PGI 204.7108) requires special payment instructions to be added to contracts that contain:

- multi-funded line items
- cost-reimbursement
- time-and-materials/labor-hour line items, or
- authorize financing payments.

Payment instructions are to be added to Section G (Contract Administration Data) of the contract.

**Note:** Instructions have been found in Section B.

There should not be contract level and CLIN level payment instructions.
**CLIN versus Contract Wide**

- **Contract Wide:**
  - The payments are at a level that affects the entire amount of the contract for ACRNs related to the reason for the payment instruction.

- **CLIN Level:**
  - The payments will be made at the CLIN level for the CLIN’s related to the reason for the payment instruction.

- **Reasons for Pay Instruction:**
  - multi-funded line items
  - cost-reimbursement
  - time-and-materials/labor-hour line items, or
  - authorized financing payments
## Special Payment Instructions

<table>
<thead>
<tr>
<th>Code</th>
<th>Clause</th>
<th>Screen</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>252.204-0001 Line Item Specific: Single Funding. (SEP 2009)</td>
<td>Line Item Detail</td>
</tr>
<tr>
<td>002</td>
<td>252.204-0002 Line Item Specific: Sequential ACRN Order. (SEP 2009)</td>
<td>Line Item Detail</td>
</tr>
<tr>
<td>003</td>
<td>252.204-0003 Line Item Specific: Contracting Officer Specified ACRN Order. (SEP 2009)</td>
<td>Line Item Detail</td>
</tr>
<tr>
<td>004</td>
<td>252.204-0004 Line Item Specific: by Fiscal Year. (SEP 2009)</td>
<td>Line Item Detail</td>
</tr>
<tr>
<td>005</td>
<td>252.204-0005 Line Item Specific: by Cancellation Date. (SEP 2009)</td>
<td>Line Item Detail</td>
</tr>
<tr>
<td>006</td>
<td>252.204-0006 Line Item Specific: Proration. (SEP 2009)</td>
<td>Line Item Detail</td>
</tr>
</tbody>
</table>
Payment Process: Prevalidation

7. Initial Request
8. Response
9. Disbursement

Accounting
Disbursing
5 Day Calendar Standard

Thresholds
- Funding LOA after FY 05 > $0
- Funding LOA prior FY 05 < $5,000
Common vendor questions – Top 5

- Returned invoices
- Prevalidation issues
- Paid/payable
- Awaiting Destination acceptance/receiving report
- Short pay