



**Defense Finance and Accounting Service (DFAS)
Web Invoicing System (WInS)
United States Army Corps of Engineers (USACE)
User Manual
Volume 10 (USACE)**

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1. OVERVIEW

The Defense Finance and Accounting Service (DFAS)

DFAS is the financial and accounting branch of the U.S. Department of Defense (DoD). DFAS currently employs approximately 22,000 people in 22 locations. Its monthly business operations average more than 12 million disbursements amounting to \$22 billion.

In addition to managing all DoD financial and accounting resources, the DFAS mission is to reduce costs and improve the quality of DoD financial management through the consolidation, standardization, and integration of procedures, operations, and systems. DFAS is under federal mandate to reduce costs and improve customer service through the use of electronic commerce. A key component of the DFAS electronic commerce strategy is to replace paper invoices and vouchers with electronic invoices and vouchers.

DFAS Web Invoicing

Electronic submission of invoices and vouchers requires the use of electronic data interchange (EDI), the computer-to-computer exchange of routine business information in a standard format. EDI is the equivalent of paper documents when doing business with the DoD. Vendors using EDI for invoicing benefit from reduced processing time, reduced supply and postage expense, fewer errors and omissions, increased data accessibility, and reduced submission/payment cycle time.

Using EDI, however, has typically required costly investments in translation software and the services of a value-added network (VAN). Concurrent Technologies Corporation (*CTC*) was tasked with developing a cost-effective EDI solution to enable small-to medium-sized enterprises (SMEs) to submit electronic invoices/vouchers to DFAS.

CTC has developed invoice/voucher entry applications, forming the whole of the Web Invoicing System (WInS). This system is accessed easily through the World Wide Web.

An Overview of the DFAS Web Invoicing System (WInS)

To access DFAS WInS, an Internet Service Provider (ISP) and Internet client software (a “browser”) are required. Once online, a vendor enters the DFAS Web address (<https://ecweb.dfas.mil>) into their browser to access the DFAS Web site. The vendor enters invoice information into the screens provided and then submits the invoice to the US Army Corps of Engineers (USACE).

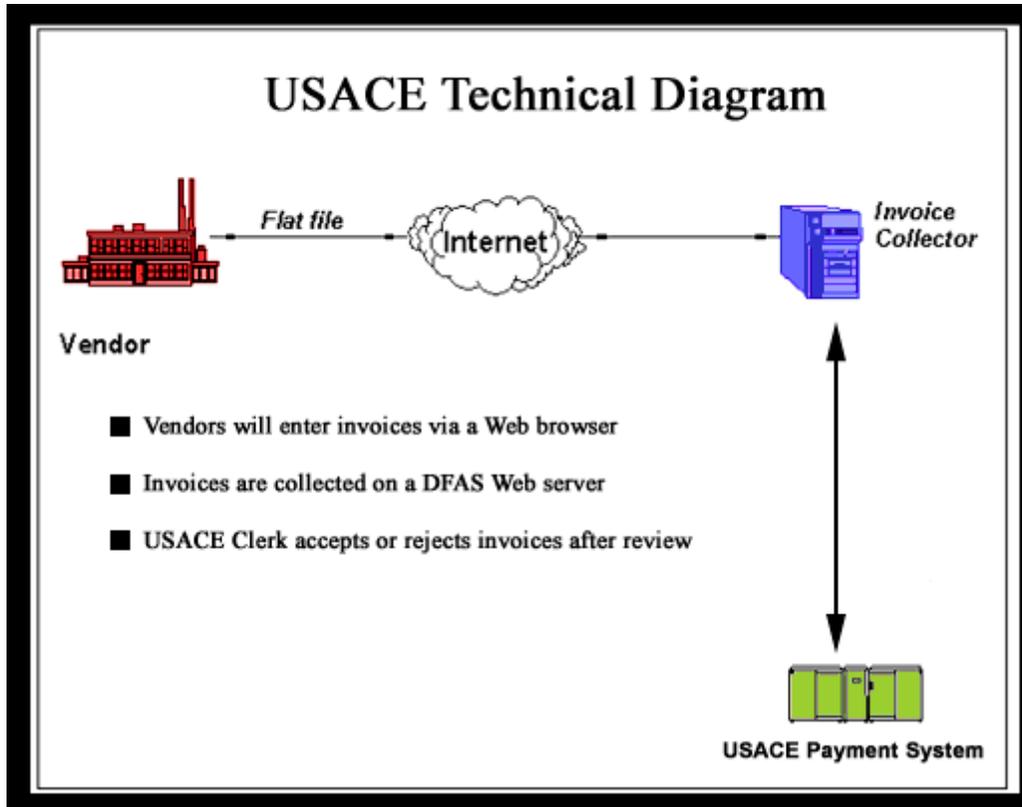


Figure 1: USACE Technical Diagram

The USACE Module of DFAS WInS is administered by the Air Force. The Customer Service number is (901) 874-8556.

United States Army Corps of Engineers (USACE)

USACE pays invoices for the Army Corps of Engineers Vendors. Table 1 contains USACE Activities that currently use USACE as their payment system. Vendors currently doing business with USACE payment offices can now submit invoices through the USACE Module of DFAS WInS.

Table 1: USACE Payment Offices

FOA Code	District Name	Contract Number	USACE Payment Office DoDAAC
A0-HNC	HUNTSVILLE ENGINEERING CENTER	DACA/DACW87	W31RYO
B0-MVD	MISSISSIPPI VALLEY DIVISION	DACA/DACW38	W90CF5
B1-MVM	MEMPHIS DISTRICT	DACA/DACW66	W38XGR
B2-MVN	NEW ORLEANS DISTRICT	DACA/DACW29	W42HEM
B3-MVS	ST. LOUIS DISTRICT	DACA/DACW43	W81C8X
B4-MVK	VICKSBURG DISTRICT	DACA/DACW38	W807PM
B5-MVR	ROCK ISLAND DISTRICT	DACA/DACW25	965147
B6-MVP	ST. PAUL DISTRICT	DACA/DACW37	W81G67
E0-NAD	NORTH ATLANTIC DIVISION	DACA/DACW61	W81GJN
E1-NAB	BALTIMORE DISTRICT	DACA/DACW31	W81W3G
E2-WAD	WASHINGTON AQUEDUCT	DACA/DACW31	96311M
E3-NAN	NEW YORK DISTRICT	DACA/DACW51	W16ROE
E4-NAO	NORFOLK DISTRICT	DACA/DACW65	W26GLG
E5-NAP	PHILADELPHIA DISTRICT	DACA/DACW61	W25PHS
E6-NAE	NEW ENGLAND DISTRICT	DACA/DACW33	W13G86
E7-NAU	EUROPE DISTRICT	DACA/DACW90	W23D06
G0-NWD	NORTHWESTERN DIVISION	DACA/DACW45/57	W81THP
G2-NWP	PORTLAND DISTRICT	DACA/DACW57	W66QK7
G3-NWS	SEATTLE DISTRICT	DACA/DACW67	W68MD9
G4-NWW	WALLA WALLA DISTRICT	DACA/DACW68	W68SBV
G5-NWK	KANSAS CITY DISTRICT	DACA/DACW41	W58XUW
G6-NOW	OMAHA DISTRICT	DACA/DACW45	W59XQG
H0-LRD	GREAT LAKES & OHIO RIVER DIVISION	DACA/DACW27	W24G87
H1-LRH	HUNTINGTON DISTRICT	DACA/DACW69	W81F8E
H2-LRL	LOUISVILLE DISTRICT	DACA/DACW27	W22W9K
H3-LRN	NASHVILLE DISTRICT	DACA/DACW62	W38XDD
H4-LRP	PITTSBURGH DISTRICT	DACA/DACW59	W81ET4
H5-LRB	BUFFALO DISTRICT	DACA/DACW49	W81EU6
H6-LRC	CHICAGO DISTRICT	DACA/DACW23	W81G66
H7-LRE	DETROIT DISTRICT	DACA/DACW35	W56MES
J0-POD	PACIFIC OCEAN DIVISION	DACA/DACW83	W90WMT
J1-POF	KOREA DISTRICT	DACA/DACW81	WT4KCL
J2-POJ	JAPAN DISTRICT	DACA/DACW79	WT5J02
J3-POH	HONOLULU DISTRICT	DACA/DACW83	WX3JR9
J4-POA	ALASKA DISTRICT	DACA/DACW85	WC1JUW
K0-SAD	SOUTH ATLANTIC DIVISION	DACA/DACW01	W80YH2
K2-SAC	CHARLESTON DISTRICT	DACA/DACW60	W81D4A
K3-SAJ	JACKSONVILLE DISTRICT	DACA/DACW17	W32CS5

FOA Code	District Name	Contract Number	USACE Payment Office DoDAAC
K5-SAM	MOBILE DISTRICT	DACA/DACW01	W31XNJ
K6-SAS	SAVANNAH DISTRICT	DACA/DACW21	W33SJJ
K7-SAW	WILMINGTON DISTRICT	DACA/DACW54	W81LJ8
L0-SPD	SOUTH PACIFIC DIVISION	DACA/DACW07	W81F6W
L1-SPL	LOS ANGELES DISTRICT	DACA/DACW09	W81EYN
L2-SPK	SACRAMENTO DISTRICT	DACA/DACW05	W62N6M
L3-SPN	SAN FRANCISCO DISTRICT	DACA/DACW07	W62A2B
L4-SPA	ALBUQUERQUE DISTRICT	DACA/DACW47	W81G69
M0-SWD	SOUTHWESTERN DIVISION	DACA/DACW63	W81G68
M2-SWF	FT. WORTH DISTRICT	DACA/DACW63	W45XMA
M3-SWG	GALVESTON DISTRICT	DACA/DACW64	W45VAK
M4-SWL	LITTLE ROCK DISTRICT	DACA/DACW03	W41XDE
M5-SWT	TULSA DISTRICT	DACA/DACW56	W44XGQ
N0-TAC	TRANSATLANTIC PROGRAMS CENTER	DACA/DACW78/75	W26WKS
Q0-IWR	INSTITUTE FOR WATER RESOURCES	DACA/DACW72/05	W26HM4
S0-HQ	HQUSACE	DACA/DACW72	W74RDV
T0-UFC	USACE FINANCE CENTER	DACA/DACW31	964145
U1-TEC	TOPOGRAPHIC ENGINEERING CENTER	DACA/DACW72	W26HAJ
U2-CRL	COLD REGIONS LABORATORY	DACA/DACW89	W14GQK
U3-CERL	CONSTRUCTION ENGINEERING RES LAB	DACA/DACW57/88	W52EU2
U4-WES	WATERWAYS EXPERIMENT STATION	DACA/DACW42	W81EWF
W2-HEC	HUMPHREYS ENGINEER CENTER	DACA/DACW72	W802Y9
W3-249	249TH ENGINEER BATALLION	DACA/DACW72	W906EE

Getting Started with USACE

The following outline describes the preliminary steps for using DFAS WInS.

Prerequisites: A vendor must:

1. Have a current contract with the DoD.
2. Have delivered products or services to the DoD that require payment.
3. Conduct business with a DFAS paying office that has WInS templates.
4. Have knowledge of the Internet and its use.
5. Have a computer with an Internet connection. Mostly any computer sold today far exceeds the minimum requirements to effectively operate DFAS WInS; more powerful and faster computers will enhance system performance. For questions regarding computer requirements, contact *CTC* at 814-269-2618 or the WInS System Administrators at 334-416-5845 or 334-416-2992.

6. Have a browser that is JavaScript capable and supports Secure Sockets Layer (SSL) with 128 bit encryption. DFAS recommends the use of Microsoft®¹ Internet Explorer version 5.0 or higher and Netscape® Navigator² version 4.61 or higher.

If using Microsoft® Internet Explorer, it is important to do the following to ensure correct use of the system. From Internet Explorer, select **Tools - Internet Options**. Select the **General** Tab. Then select **Settings**. Here, make sure that Internet Explorer will check for newer versions of stored pages on every visit to the page. Click the radio button next to this option and be sure to select OK to save the changes. The Settings menu is shown in Figure 2. Note: The settings for your browser may be different. Only make the change explained above.

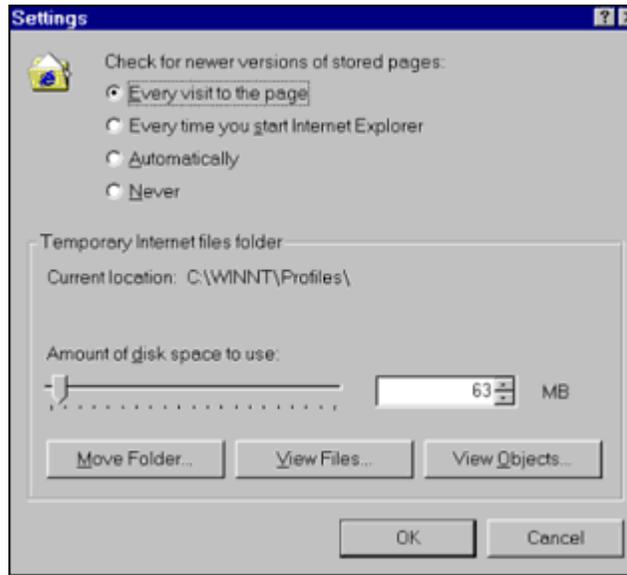


Figure 2: Microsoft Internet Explorer Settings

¹ Microsoft® Internet Explorer is either a registered trademark or trademark of Microsoft Corporation in the United States and/or other countries.

² Netscape and Netscape Navigator are registered trademarks of Netscape Communications Corporation in the United States and other countries.

If using Netscape®, it is important to do the following to ensure correct use of the system. From Netscape®, select **Edit - Preferences**. Select the **Advanced** Category. Then select **Cache**. Here, make sure that Netscape® will compare document in cache to document on network every time a document is loaded. Check the radio button next to **Every time** and be sure to select OK to save the changes. The **Cache** menu is shown in Figure 3. Note: The settings for your browser may be different. Only make the change explained above.

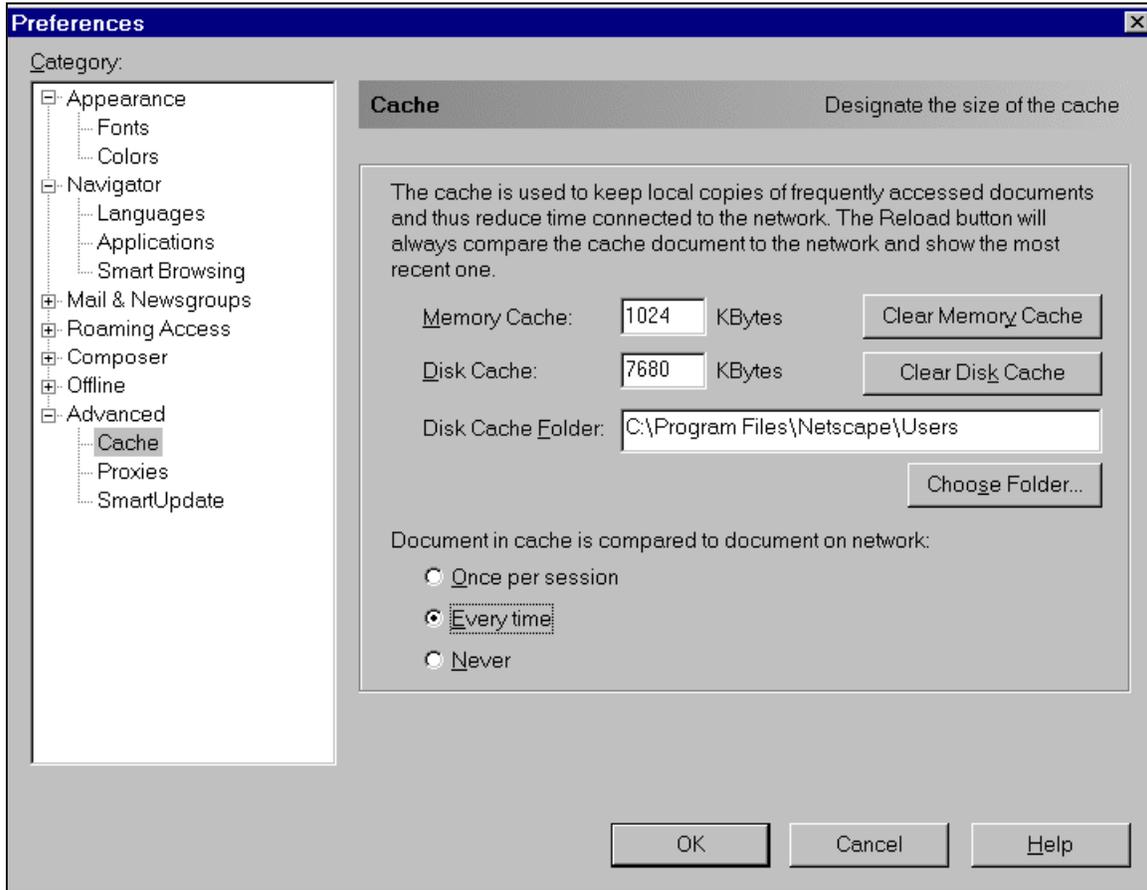


Figure 3: Netscape Settings

Procedures:

Step 1: Access the DFAS WInS Web site (<https://ecweb.dfas.mil>) to:

- a. View WInS startup information, testing procedures, sample invoice and voucher application screen layouts, and download the USACE Module of DFAS WInS User Manual. This startup/test information is accessed by clicking the **Help** Button on the **WInS Home Page** (Figure 5).
- b. Obtain a username and password by establishing a New User Account using the **New Account Request Form Screen** (Figure 7) accessed from the **New Account Button** on the **WInS Home Page** (Section 2). The DFAS WInS System Administrator will send you a Username and password via email, usually within two business days.

Step 2: Contact DFAS WInS testers as identified in Step 1(a) and begin testing.

Step 3: On completion of successful testing, enter and submit invoices, vouchers, and/or progress payment requests to DFAS. Paper copies of invoices and vouchers are no longer required by the paying office(s).

Using DFAS WInS

DFAS WInS uses standard database management systems and Web browser features that facilitate data input and navigation through the system. These include:

- Keyboard data entry
- Defined data field types and lengths
- Field-to-field and screen-to-screen mouse navigation
- Populated select list data fields
- Online user help
- Error messages (JavaScript Alerts) for incomplete or incorrect data

All users should understand these capabilities prior to using the system.

Note: Although textual information (e.g., alpha characters) used by the DFAS WInS manual data entry templates is not case sensitive, it is preferred that you enter alphabetic characters in UPPERCASE to ensure integrity in interpretation. New Account Registration and Vendor Profile updates should be entered in mixed case (e.g., 123 Main Street)

Security in DFAS WInS

The primary security mechanisms for DFAS WInS are vendor authentication and Secure Sockets Layer (SSL) Encryption. Vendor authentication requires that you input a valid user identification code (username) and password. Once established, the unique username and password combination prevents unauthorized parties from viewing or tampering with confidential vendor information. Once the username and password are entered at login, DFAS WInS checks for the validity of this information before displaying each screen or Web page. This prevents unauthorized users from circumventing the login screen and gaining access to the system.

In addition, DFAS WInS Web servers reside in a secure physical location that restricts access to unauthorized personnel. System backup and recovery procedures and mechanisms are in place to ensure the safety and integrity of information should a system failure occur.

Mandatory, Optional, and Conditional Data Fields

Each data field in DFAS WInS is categorized as mandatory, optional, or conditional. Mandatory fields on any screen must be completed with appropriate data prior to continuing to a subsequent screen. Failure to complete all mandatory fields will result in JavaScript Alert messages (see Figure 4). Optional fields may be completed at your discretion. Conditional fields must be completed only if your contract requires the information; otherwise, these fields are treated as optional.

Defined Data Field Types and Lengths

Each data field in DFAS WInS has a defined type and length. The type of field determines what data the field may contain; e.g., a numeric field may only contain numeric data—alpha characters are not allowable. The length of any data field on a screen can be determined by reviewing the data dictionary table corresponding to that screen. Although the on-screen appearance of some data entry fields may appear to accommodate more data than what is defined in the data dictionary for that field, the system will not allow the field to be completely filled. Failure to complete all mandatory fields with the appropriate type and length of data will result in a JavaScript Alert (see Figure 4). Each WInS Application Screen has a **Help Button**, which calls a data definition table that explains each screen's data entry field requirements.

Selection List Data Selection Fields

Certain data fields in DFAS WInS provide dropdown selection lists. These data fields can be identified by the **Down Arrow Button** that appears to the immediate right of the data field, which, when clicked on, accesses the dropdown list.

Online User Help

Many of the screens in DFAS WInS contain context-sensitive user help. The help can be accessed by clicking on the **Help Button** for that screen.

JavaScript Alert

A JavaScript Alert is a message that reports an error condition when mandatory information on a screen is not provided or when mandatory, conditional, or optional data is incorrectly entered. Figure 4 depicts an example of a WInS JavaScript Alert. This alert is for the USACE Commercial Invoice Header Screen.

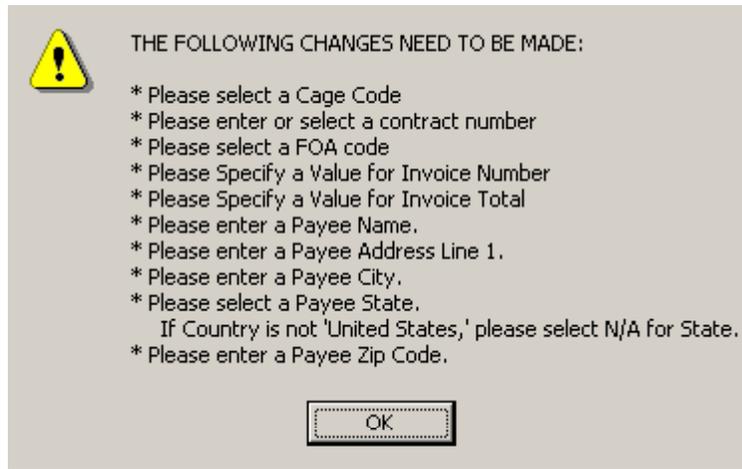


Figure 4: Example of a USACE Commercial Invoice Header JavaScript Alert Message

The JavaScript Alert indicates the data fields that require user attention. The JavaScript Alert can be closed by clicking on the **OK** Button.

System Warnings

DFAS WInS warns you about various inconsistent conditions that exist in your input data. For example, a warning message appears when a system-calculated total does not correspond to a user-entered total. Warning messages can be closed by clicking on the **OK** Button.

2. DFAS WEB INVOICING SYSTEM (WINS) HOME PAGE

The initial screen in DFAS WInS is the **DFAS WInS Home Page**. To access the system, a valid username and password must be entered, followed by a single click on the **Login** Button. Before accessing any of the invoice templates, a username and password request must be submitted to DFAS by clicking on the **New Account** Button and completing the **New Account Request Form** screens (Section 4). The DFAS WInS System Administrator will provide you with your username and password via email, usually within two business days. You will be required to change your password upon initial login to WInS. After receiving your username and password, you must initiate testing with DFAS for each invoice type you wish to submit before you may submit live invoices. Test instructions and test partners may be found by clicking on the **Help** Button on this screen.

Defense Finance and Accounting Service
Web Invoicing System (WInS)

This site is hosted by the Defense Finance and Accounting Service Electronic Commerce Office and is intended to provide vendors an electronic means of submitting invoices. DFAS WInS meets the federal government's overall goal to streamline information flow while increasing speed and quality.

Click on the Help Button to access WInS startup and test procedures.

Username:

Password:

[Login](#) [New Account](#) [Help](#)

[U.S. Government Computer System Security Notice](#)

[DFAS Home](#)

Send e-mail comments to: diana.buttrey@dfas.mil

Figure 5: DFAS WInS Home Page

DFAS WInS Home Page Field Definitions

The data dictionary for each field on the DFAS WInS Home Page is listed in Table 2. Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must be completed only if your contract requires the information; otherwise, those fields are treated as optional.

Table 2: DFAS WInS Home Page Field Definitions

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
Username	Identifies a unique user	DFAS	Mandatory	Alphanumeric
Password	Access code that coincides with username	DFAS, Vendor	Mandatory	Alphanumeric

The Login, New Account, and Help Buttons

Login The **Login** Button allows you to access the commercial invoice, public voucher, and progress pay submission capabilities of DFAS WInS. A username and password are required to use these capabilities. Clicking on the **Login** Button directs you to the **WInS Payment System Picklist Screen** (Figure 14).

New Account The **New Account** Button allows a first-time user to register with DFAS for access to one or more available payment systems. Clicking on the **New Account** Button directs you to the **New Account Request Form Screen** (Figure 7). A username and password are not required to access the **New Account Request Form Screen**. Vendor changes to registration information, to include requests for access to additional payment systems are made using the **Vendor Information Screen** (Figure 15) **NOT** by submitting an additional **New Account Request Form**.

Help The **Help** Button directs you to the WInS startup information, testing procedures, sample invoice, voucher, and progress payment application screen layouts, and the Users Manuals.

The Version Number may be clicked to display a write-up of the significant changes incorporated with the two most recent releases beginning with the current release.

Also accessible from the **DFAS WInS Home Page** are the **U.S. Government Computer System Security Notice** (Figure 6), the DFAS Home Page (<http://www.dfas.mil>), and an email address to the DFAS Electronic Commerce Office.

3. WINS COMPUTER SYSTEM SECURITY NOTICE SCREEN

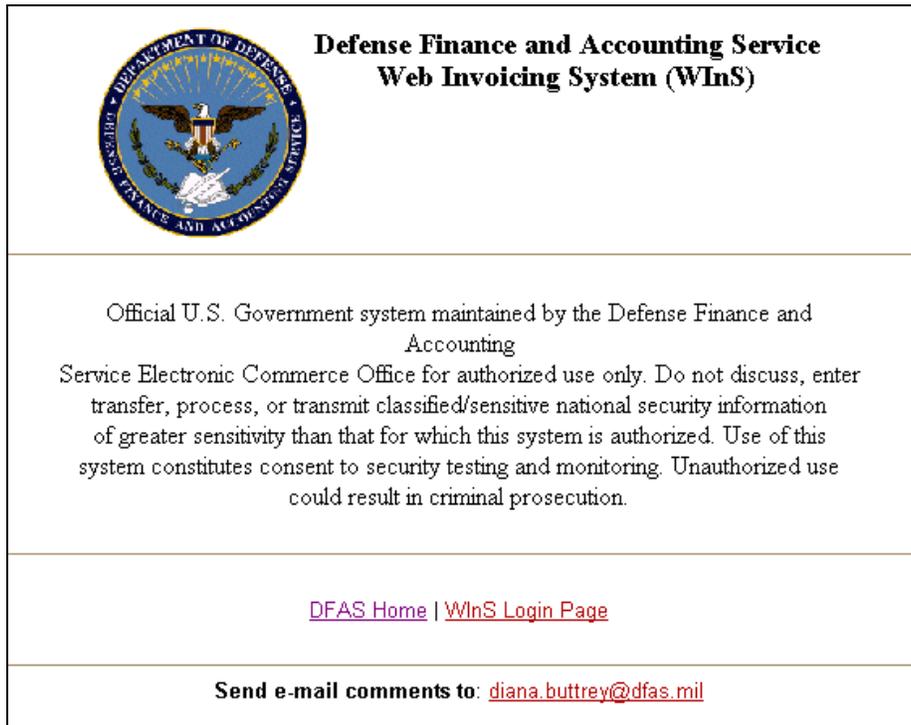


Figure 6: WInS Computer System Security Notice Screen

This screen presents you with three interfaces:

- (1) DFAS Home Page: Directs you to the DFAS Home Page (URL: <http://www.dfas.mil>).
- (2) WInS Login Page: Directs you to the DFAS WInS Home Page.
- (3) Email address to the DFAS Electronic Commerce Office.

4. NEW ACCOUNT REQUEST FORM SCREEN

The **New Account Request Form Screen**, accessed by clicking on the **New Account** Button on the DFAS WInS Home Page (Figure 5), allows you to enter general information—a “vendor profile”—about your organization and requests access to at least one of the identified DFAS Payment Systems or USACE. WInS uses this information to create a vendor profile. You will receive your username and password via email usually within two business days of submitting your New Account Request registration.

REGISTER FOR THE SYSTEMS YOU WISH TO INVOICE

[MOCAS](#) [SAMMS](#) [STARS](#) [IAPS](#) [CAPS](#) [DISMS](#) [USACE](#)

Click on Payment System name to display associated Payment Offices.

NEW ACCOUNT REQUEST FORM

Enter either a CAGE Code or DUNS/DUNS+4 code and click the continue button.

CAGE Code

OR

DUNS/DUNS+4

Figure 7: Initial New Account Request Form Screen

Select the Payment System(s) for which you would like to register, enter your CAGE Code or DUNS, and click on Continue. You will then be able to enter your vendor information as shown in Figure 8.

REGISTER FOR THE SYSTEMS YOU WISH TO INVOICE

[MOCAS](#) [SAMMS](#) [STARS](#) [IAPS](#) [CAPS](#) [DISMS](#) [USACE](#)

Click on Payment System name to display associated Payment Offices.

NEW ACCOUNT REQUEST FORM

All data elements may be edited except CAGE Code and DUNS/DUNS+4

Company Information

*Cage Code

*Duns/Duns+4 Code

*Company Name

Company Division

*Address1

Address2

*City

*State

*Country

*Zip Code

Point of Contact Information

*First Name

*Last Name

*Phone Number Extension

Fax Number

*Email

Interested in batch submission?

TACOM WEB_EC direct vendor delivery user?

*How did you discover WInS?

**Field is required*

You may enter more Cage codes after you click continue

You may enter more Duns codes after you click continue

[Continue](#)

[Go Back](#)

Figure 8: New Account Request Form Screen

The MOCAS, SAMMS, STARS, CAPS, IAPS, DISMS, and USACE Payment System Selection Checkboxes

The **MOCAS, SAMMS, STARS, CAPS, IAPS, DISMS, and USACE Payment System Selection Checkboxes** allow you to register for one or more payment systems. Simply select the checkbox for each applicable payment system(s).

Clicking on a payment system link displays the system’s payment offices. Again, only select payment systems for which you have active contracts. If, in the future, you are awarded contracts paid by other DFAS payment systems with WInS templates, you may request access to the new payment system(s) by updating your profile through the **Vendor Information Screen** (Figure 15). Data Fields identified by asterisks are mandatory and must be provided before WInS will accept the new account registration.

New Account Request Form Screen Field Definitions

Table 3 lists the data dictionary for each field on the **New Account Request Form Screen**. Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must be completed only if your contract requires the information; otherwise, those fields are treated as optional.

Table 3: New Account Request Form Screen Field Definitions

Field	Definition	Data Source	Data Requirement	FIELD TYPE
Company Name	Company name	Vendor	Mandatory	Alphanumeric
First Name	Vendor POC	Vendor	Mandatory	Alphanumeric
Last Name	Vendor POC	Vendor	Mandatory	Alphanumeric
CAGE Code	Commercial and Government Entity Code	DLIS	Mandatory	5 characters, Alphanumeric (No letter ‘O’)
DUNS/DUNS+4 Code	DUNS Code (Required for STARS registrations)	Vendor	Conditional	9 or 13 digit numeric (no special characters)
Address1		Vendor	Mandatory	Alphanumeric
Address2		Vendor	Optional	Alphanumeric
City		Vendor	Mandatory	Alphanumeric
State		Vendor	Mandatory	Select from list
Country		Vendor	Mandatory	Select from list
Zip Code		Vendor	Mandatory	Alphanumeric
Phone Number		Vendor	Mandatory	Alphanumeric
Fax Number		Vendor	Optional	Alphanumeric
Email		Vendor	Mandatory	Alphanumeric
Interested in batch submission?	Provides a URL address for the WInS Batch Layouts and supporting	Vendor	Optional	Select ‘Yes’ or ‘No’

Field	Definition	Data Source	Data Requirement	FIELD TYPE
	notes.			
TACOM WEB_EC direct vendor delivery user?	Army TACOM has a Web site for their DVD vendors that feeds the batch MOCAS commercial invoice data directly to WInS.	Vendor	Optional	Select 'Yes' or 'No'

The Continue and Go Back Buttons

Continue The **Continue** Button directs you to the **Vendor CAGE Code/DUNS Code Selection Screen** (Figure 9).

Go Back The **Go Back** Button directs you to the **DFAS WInS Home Page** (Figure 5).

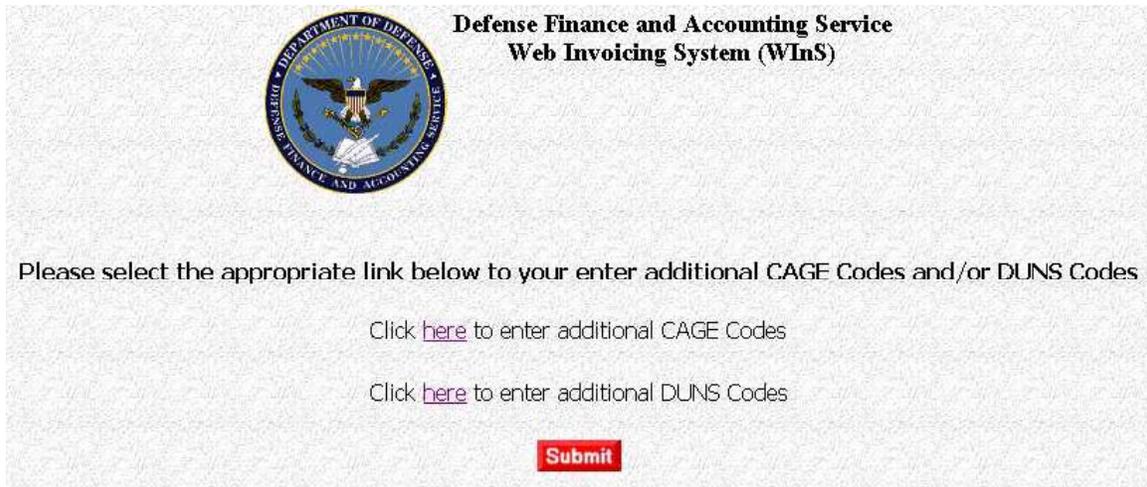


Figure 9: Vendor CAGE Code/DUNS Code Selection Screen

The first option, **Click here to Enter CAGE Codes**, directs you to the **Vendor CAGE Code Registration Screen** (Figure 10). Additional CAGE Codes may be entered from this screen as necessary.

The second option, **Click here to Enter DUNS Codes**, directs you to the **Vendor DUNS Code Registration Screen** (Figure 11). Additional DUNS Codes may be entered from this screen as necessary.

The Submit Button

Submit The **Submit** Button submits the **New Account Request** to DFAS WInS for MOCAS, SAMMS, CAPS, IAPS, DISMS, and/or USACE only requests.

EDIT	CAGE CODE
Click Here	LKJUY

Figure 10: Vendor CAGE Code Registration Screen

The CAGE Code Add, Clear, and Go Back Buttons

Add The **Add** Button adds the CAGE Code to the initial registration.

Clear The **Clear** Button clears data from the CAGE Code data field before it has been submitted to the Vendor Information.

Go Back The **Go Back** Button returns you to the **Vendor CAGE Code/DUNS Code Selection Screen** (Figure 9) where you can submit the **New Account Request**.

The “**Click Here**” hyperlink allows an individual CAGE Code line item to be edited. At least one CAGE Code must remain on the **CAGE Code Registration Screen**.

EDIT	DUNS CODE
Click Here	123659874

Figure 11: Vendor DUNS Code Registration Screen

The DUNS Code Add, Clear, and Go Back Buttons

Add The **Add** Button adds the DUNS Code to the initial registration.

Clear The **Clear** Button clears data from the DUNS Code data field before it has been submitted to the Vendor Information.

Go Back The **Go Back** Button returns you to the **Vendor CAGE Code/DUNS Code Selection Screen** (Figure 9) where you can submit the **New Account Request**.

The “**Click Here**” hyperlink allows an individual DUNS Code line item to be edited. At least one DUNS/DUNS+4 must remain on the **DUNS Code Registration Screen**.



Figure 12: Account Request OK Screen

The OK Button

OK The **OK** Button directs you to the **DFAS WInS Home Page** (Figure 5).

Note: On receipt of a username and password, and prior to submission of actual invoices and vouchers, test transactions must be successfully processed.

5. WINS INVOICE ENTRY WARNING NOTIFICATION SCREEN

When an invoice has not been successfully submitted to DFAS WInS (incomplete invoice), the **WInS Invoice Entry Notification Warning Screen** appears as you log in. This screen appears only when incomplete invoices, vouchers, or progress payment requests are present. This warning will continue to appear after logging in until you either delete the invoice or complete and submit it to WInS. You also will receive this incomplete invoice information via email as a reminder until the invoice request is completed and successfully submitted to WInS.

WInS Invoice Entry Notification

The following invoices were not completed or could not be processed. Please resubmit these invoices. An email will also be sent to you to confirm this error. Listed below is the available invoice data from the incomplete invoices. If you have any questions please contact the administrator at ecwebadmin@gunter.af.mil.



INCOMPLETE USACE INVOICES (8)

(These invoices may be modified in the Invoice Log section of the application)

Invoice Number	Invoice Date	CAGE Code	Contract Number	Delivery Order/Call Number	Total Amount
00017069	03/06/2002	67677	DACW57-01-C-0012		32855.56
F5018532	03/07/2002	56958	DACW47-00-P-0016		3598.31
00017068	02/21/2002	89898	DACW57-01-C-0012		32866.56
123456789	04/03/2002	67677	DACA01-FF-F-FFFH	2310	500.00
125JK	04/02/2002	89899	DACA01-FF-F-FFFH	12AA	99.02
1212121	04/08/2002	89898	DACA01-FF-F-FFFH		1.00
Q313A	04/08/2002	89898	DACA05-01-P-0023		231.00
2056	04/16/2002	89898	DACA01-FF-F-FFFH		300.00

Figure 13: WInS Invoice Entry Notification Warning Screen

Continue

Clicking on the **Continue** Button directs you to the **WInS Payment System Picklist Screen** (Figure 14).

WInS Payment System Picklist Screen

Once in WInS, you must select an accessible payment system for entering an invoice, voucher, or progress payment request by clicking on the **Payment System** Button in the left margin. Accessible payment systems are color-coded Green. If you have active contracts with a payment system that is not currently accessible (color-coded Red), you may request access by clicking on the **Vendor Profile** Button in the left margin and following the directions for access request.

**Defense Finance and Accounting Service
Web Invoicing System (WInS)**

■ Payment System accessible
■ Payment System is NOT accessible.
 To request access to additional payment systems, click the Vendor Profile Button

The DFAS payment offices listed below identify the payment systems, which may be invoiced via WInS.

To activate the WInS data entry screens for payment systems for which your company has been granted access (coded green), click a payment system button in the left margin of this screen.

MOCAS Payment System

Payment Office Name	Payment Office	DoDAAC
Bunker Hill	DFAS-CO-JNB	SC1016
Minuteman	DFAS-CO-JNC	SC1032
New Dominion	DFAS-CO-JNF	SC1018
Southeast	DFAS-CO-JSA	SC1020
Capitol	DFAS-CO-JSC	SC1034
Chesapeake	DFAS-CO-JSD	SC1030
Gulfcoast	DFAS-CO-JWA	SC1024
Gateway	DFAS-CO-JWB	SC1028
DPRO West	DFAS-CO-JWD	SC1002
Santa Ana	DFAS-CO-JWT	SC1006
South Entitlements	DFAS-CO-JS	HQ0338
West Entitlements	DFAS-CO-JW	HQ0339

Figure 14: WInS Payment System Picklist Screen

If you are uncertain about which payment system pays your invoice, voucher, or progress payment request, scroll down the page and review the tabular data for the currently available payment systems (MOCAS, SAMMS, STARS, CAPS, IAPS, DISMS, and USACE) shown in Figure 14. Once you have identified the correct payment system, select the appropriate WInS data entry screens by clicking on a payment system identified in the left margin of this screen.

The Vendor Profile and Exit System Buttons

A red rectangular button with the text "Vendor Profile" in white, stacked vertically.

The **Vendor Profile** Button directs you to the **Vendor Information Screen** (Figure 15) where you may change your vendor registration information. This includes changing your company information, your password, or requesting access to additional DFAS payment systems.

A red rectangular button with the text "Change Password" in white, stacked vertically.

The **Change Password** Button directs you to the **Change Password Screen** where you may change the password for your WInS Account.

A red rectangular button with the text "Exit System" in white, stacked vertically.

The **Exit System** Button directs you to the **WInS Home Page** (Figure 5).

6. VENDOR INFORMATION SCREEN

The **Vendor Information Screen** allows you to view and modify your vendor information as maintained by DFAS WInS. All data fields may be edited except the username, which is assigned by the application to be vendor-unique. WInS forwards your vendor profile update to the appropriate DFAS payment office(s), and you are sent a copy of this email message as confirmation that the change was accepted. The **Account Status** column indicates the status of your account for each payment system. You may request access to additional DFAS payment systems serviced by WInS by clicking on the appropriate hyperlink in the Account Status column of the desired payment system.

Company Information

Company Name: Concurrent Technologies Corporation
Company Division: Global Division
Address 1: 100 CTC Drive
Address 2: PO BOX 2322z
City: Johnstown
State/Territory: Pennsylvania
Country: United States
Zip: 15905

Point of Contact Information

First Name: Kamal
Last Name: Gella
Phone: 814-269-6291 Extension:
Fax: 814-262-2326
Email: gella@ctcgsc.org

Interested in batch submission? No
TACOM WEB_EC direct vendor delivery user? Yes

USERNAME:

tc123

Click [here](#) to view/edit your system Cage codes

Click [here](#) to view/edit your system Duns codes

Click [here](#) to view/edit your STARS contract and invoice certification information

System	Payment Offices	Account Status
MOCAS	Offices	You have access
SAMMS	Offices	You have access
STARS*	Offices	You have access
LAPS*	Offices	You have access
CAPS*	Offices	You have access
DISMS*	Offices	You have access
USACE*	Offices	You have access

* Please click link in System column above to view your access to individual modules.

[Update](#) [Reset](#) [Go Back](#)

Figure 15: Vendor Information Screen

Vendor Information Screen Field Definitions

Table 4 lists the data dictionary for each field on the **Vendor Information Screen**. Mandatory fields must be completed, optional fields may be completed at your discretion, and conditional fields must be completed only if your contract requires the information; otherwise, those fields are treated as optional.

Table 4: Vendor Information Screen Field Definitions

Field	Definition	Data Source	Data Requirement	Field Type
Company		Vendor	Mandatory	Alphanumeric
First Name	Vendor POC	Vendor	Mandatory	Alphanumeric
Last Name	Vendor POC	Vendor	Mandatory	Alphanumeric
Address1		Vendor	Mandatory	Alphanumeric
Address2		Vendor	Optional	Alphanumeric
City		Vendor	Mandatory	Alphanumeric
Country		Vendor	Mandatory	Alphanumeric
State		Vendor	Mandatory	Alphanumeric
Zip		Vendor	Mandatory	Alphanumeric
Phone		Vendor	Mandatory	Alphanumeric
Fax		Vendor	Optional	Alphanumeric
Email		Vendor	Mandatory	Alphanumeric
Interested in batch submission?		Vendor	Optional	Select 'Yes' or 'No' from list
TACOM WEB_EC direct vendor delivery user?		Vendor	Optional	Select 'Yes' or 'No' from list
Username	WInS Generated	Vendor	Mandatory	Alphanumeric
Password		Vendor	Mandatory	Alphanumeric
Confirm Password		Vendor	Mandatory	Alphanumeric

The Update, Reset, and Go Back Buttons

Update

After you modify any vendor information, the **Update** Button saves the new information.

Reset

The **Reset** Button clears any vendor-entered changes that have not yet been submitted via the **Update** Button and restores the original information.

Go Back

The **Go Back** Button directs you to the **WInS Payment System Picklist Screen** (Figure 14).

View/Edit Links

Clicking on the “[here](#)” hyperlink in “Click [here](#) to view/edit your system CAGE Codes” will take you to Vendor CAGE Code Registration Screen, but with added options. You can add CAGE Codes in the same way as described with figure 10, or you may update an existing code by clicking on that code, making the changes, and then clicking on the **Update** Button. The item can be deleted by clicking on the code to be deleted and then clicking on the **Delete** Button.

Clicking on the “[here](#)” hyperlink in “Click [here](#) to view/edit your system DUNS Codes” will take you to Vendor DUNS Code Registration Screen, but with added options. You can add DUNS Codes in the same way as described with figure 11, or you may update an existing code by clicking on that code, making the changes, and then clicking on the **Update** Button. The item can be deleted by clicking on the code to be deleted and then clicking on the **Delete** Button.

Once information on the Vendor Information Screen has been updated, the Vendor Information Update Submission OK Screen, shown in Figure 16, appears as verification.



Figure 16: Vendor Information Update Submission OK Screen

The OK Button

Ok The **OK** Button returns you to the **WInS Payment System Picklist Screen** (Figure 14).

Additional Payment System Access Requests

You may also request access to additional DFAS payment systems serviced by WInS by clicking on the “**Request Access**” hyperlink in the **Account Status** column on the **Vendor Information Screen** (Figure 15). **DO NOT** request access to additional payment systems via the **New Account Request Form** (Figure 7).

7. USACE INVOICE HEADER SCREEN

The **USACE Invoice Header Screen** is used to manually enter general and summary information concerning a particular invoice. By entering a contract number, the FOA code and district name dropdown list is populated. You may also enter a contract number by selecting it from a drop-down list of previously entered contract numbers. Then, by selecting the FOA code and district name, the payment office field is populated. The payment office field cannot be edited manually. The cage code field dropdown list contains cage codes from your vendor profile. The rest of the data fields should be filled in according to their respective data field definitions (See Table 5).

Invoice type can be selected using the dropdown list that has three selections: Debit, Credit, and Corrected. Debit is an invoice that needs to be paid by USACE. Credit is an amount that will be returned to USACE (i.e. for a return). Corrected is for changing an incorrect amount on an invoice.

Transaction type also can be selected from a dropdown list. Transaction types include original, replace, and test. An original transaction is the first transaction entered for an invoice. A replacement transaction is used to correct a previously submitted invoice. Test is used for validation purposes.

A vendor may enter Remittance Address information quickly by clicking the *Use Vendor Profile* button.

USACE



Edit Details

View Log

Exit USACE

USACE Commercial Invoice Header

Contract Number:* or Enter

Delivery Order Number:

Cage Code:*

FOA Code and District Name:*

Payment Office Name:

Invoice Number:* Invoice Total:*

Invoice Date:* BPA Call Number:

Invoice Type:* Transaction Type:*

Final Invoice:* Yes No

Remittance Address Information

Use Vendor Profile

Payee Name:

Payee Address:

Payee City:

Payee State:

Payee Zip Code:

Payee Country:

	Discount Percent	Discount Due Days	Discount Net Days
1.	<input type="text"/> %	<input type="text"/>	<input type="text"/>
2.	<input type="text"/> %	<input type="text"/>	<input type="text"/>
3.	<input type="text"/> %	<input type="text"/>	<input type="text"/>

* Required Field

Figure 17: USACE Invoice Header Screen

USACE Invoice Header Screen Field Definitions

The data dictionary for each field on the **USACE Invoice Header Screen** is shown in Table 5. Mandatory fields must be completed, Optional fields may be completed at the discretion of the user, and Conditional fields must only be completed if the user’s contract specifically requires the information; otherwise those fields are treated as optional.

Table 5: USACE Invoice Header Screen Field Definitions

AlphaNumeric: (A-Z, a-z, 0-9)

Free Text: Any typeable character except the Special Characters

The following Special Characters are not allowed in any field:

~ * > < ' "

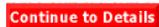
Field	DEFINITION	Data Source	Data Requirement	Field Type
Contract Number	Manually enter or select from display of previously entered/selected contract numbers	Vendor	Mandatory	16 Characters, Must be AlphaNumeric, the letter "O" is not allowed, must contain a hyphen in positions 7, 10, 12 (already fixed on screen), and must start out with "DACA" or "DACW"
Delivery Order Number	Manually enter delivery order number	Vendor	Conditional	4 characters, AlphaNumeric
CAGE Code	CAGE Code	Vendor Profile	Mandatory	Select from list
FOA Code And District Name	The FOA Codes associated with the contract number currently selected.	USACE	Mandatory	Select FOA code after entering a Contract Number
Payment Office Name	Payment office associated with the selected FOA Code	USACE	(Read Only)	Text- Populated for Vendor Reference one FOA Code is selected
Invoice Number	Vendor's invoice number	Vendor	Mandatory	1-22 Character AlphaNumeric, and hyphen
Invoice Total	Invoice Total	Vendor	Mandatory	12 Characters, Numeric. Up to 9 digits before the decimal and 2 digits after. Must be greater than zero.

Field	DEFINITION	Data Source	Data Requirement	Field Type
Invoice Date	Invoice date (Defaults to current date)	Vendor	Mandatory	Date in the format yyyy/mm/dd. Ex: Enter July 4, 1979 as 1979/07/04
BPA Call Number	BPA Call Number	Vendor	Conditional	1-5 Characters AlphaNumeric
Invoice Type	Debit Invoice needs to be paid by USACE Credit Amount that will be returned to USACE Corrected Changing an Incorrect amount on an Invoice	Vendor	Mandatory	Select from list
Transaction Type	Original First Transaction entered for an invoice Replace Used to correct a previously entered invoice Test Used for validation purposes	Vendor	Mandatory	Select from list
Payee Name	The name for the Remittance Address	Vendor or Vendor Profile	Mandatory	1-60 Characters, Free text
Payee Address	The Address Lines for the Remittance Address	Vendor or Vendor Profile	Mandatory	1-40 Characters Per Line, Free Text. Lines 2, 3 and 4 are optional
Payee City	The City for the Remittance Address	Vendor or Vendor Profile	Mandatory	1-20 Characters, Free Text
Payee State	The State for the Remittance Address	Vendor or Vendor Profile	Mandatory	Select From List
Payee Zip Code	The Zip Code for the Remittance Address	Vendor or Vendor Profile	Mandatory	1-9 Characters, Free Text

Field	DEFINITION	Data Source	Data Requirement	Field Type
Payee Country	The Country for the Remittance Address	Vendor or Vendor Profile	Mandatory	Select From List
Final Invoice	Select yes or no	Vendor	Mandatory	Radio button selection
Discount Percent	Discount percent	Vendor	Optional	6 Characters, Numeric, up to 2 digits before the decimal and 3 digits after
Discount Due Days	Discount due days	Vendor	Optional	3 Characters, Integer
Discount Net Days	Discount Net Days	Vendor	Optional	3 Characters, Integer

The Continue, Clear, and Help Buttons

The **Continue to Details** Button directs you to the **USACE Invoice Details Screen** (Figure 18).

 **Continue to Details**

 **Reset**

The **Reset** Button clears/deletes all existing entries on the screen.

 **Help**

The **Help** Button opens the online user help tool for the screen.

The View Log and Exit System Buttons



The **View Log** Button directs you to the **USACE Invoice Log** (Figure 20) to view, edit, or print previously submitted invoices.



The **Exit USACE** Button exits you from the USACE entry screen and directs you to the **WInS Payment System Picklist Screen** (Figure 14).

8. USACE INVOICE DETAILS SCREEN

The **USACE Invoice Details Screen** is depicted in Figure 18. Header information carried over from the **USACE Invoice Header Screen** assists the user by identifying the invoice number and invoice total. Freight charges should be added as a line item and described as “shipping.” As line items are added, the line total is dynamically calculated by summing the subtotals of each line (unit cost * quantity) and displayed in read-only format on the detail screen. Data should be added according to each field’s data definition.

USACE Commercial Invoice Details

CLIN/SLIN:* Quantity:* Unit of Measure Code:*

Unit Cost:* Description:*

Enter "Shipping" if freight charge.

* Required Field

Add Reset Edit Header Help

Header Information:		Invoice Number:	Invoice Total:		
		00017068	\$32,866.56		
CLIN/SLIN	Quantity	Unit of Measure	Unit Cost	Line Total	Delete
0001	1	EE	\$30,555.96	\$30,555.96	
0002	1	TT	\$2,310.60	\$2,310.60	
Calculated Total:				\$32,866.56	

Figure 18: USACE Invoice Detail Screen

USACE Invoice Details Screen Field Definitions

The data dictionary for each field on the **USACE Invoice Details Screen** is listed in Table 6. Mandatory fields must be completed, and optional fields may be completed at the discretion of the user.

Table 6: USACE Invoice Details Screen Field Definitions

AlphaNumeric: (A-Z, a-z, 0-9)

Free Text: Any typeable character except the Special Characters

The following Special Characters are not allowed in any field:

~ * > < ' “

FIELD	DEFINITION	DATA SOURCE	DATA REQUIREMENT	FIELD TYPE
CLIN/SLIN	Contract Line Item Number, Supplemental Line Item Number	Contract	Mandatory	4 or 6 AlphaNumeric characters, No letter ‘I’ or ‘O’, In one of these formats: NNNN NNNNAA where N= numeric, A = alpha
Quantity	Quantity being billed	Vendor	Mandatory	14 character numeric, up to 10 digits before the decimal and 3 digits after
Unit of Measure Code	Unit of Measure Code	Contract	Mandatory	Select from list or enter two character Alpha code in text box
Unit Cost	Cost of one unit	Contract	Mandatory	15 character numeric, up to 10 digits before the decimal and 4 digits after
Description	Product or Service description. Enter “Shipping” if freight charge	Contract	Mandatory	1-50 characters, Free Text

The More Products, Add, Clear, Help, and Edit Header Buttons

-  After line item information is entered into the data fields, the **Add** Button inserts the data on the data display matrix and resets the data fields.
-  The **Reset** Button clears/deletes all existing entries on the screen.
-  The **Edit Header** Button directs you to the **USACE View/Modify Invoice Header Screen** (Figure 17).
-  The **Help** Button opens the online user help tool for the screen.

To submit an invoice, you must have entered at least one line item and your calculated total must equal the invoice total. To delete a line item, click on the trash can icon in the delete column.

To edit a line item, click on the line item number hyperlink in the table on the Invoice Details screen. The information for the selected line item will appear on the screen and can be edited.

The Submit Invoice and Cancel Invoice Buttons



The **Submit Invoice** Button submits the invoice to DFAS and directs the user to the **USACE Invoice Submission Confirmation Screen** (Figure 19).

The **Cancel Invoice** Button cancels the active invoice prior to submission to DFAS WInS.

9. USACE INVOICE SUBMISSION CONFIRMATION SCREEN

Once invoice information on both the **USACE Invoice Header Screen** and the **USACE Invoice Detail Screen** has been entered and verified as correct, the invoice is submitted to the DFAS WInS by clicking on the **Submit Invoice** Button on the **USACE Invoice Detail Screen** (Figure 18). Upon submittal, the **USACE Invoice Submission Confirmation Screen**, Figure 19, appears as verification.



Figure 19: USACE Invoice Submission Confirmation Screen

The New Invoice Button



The **New Invoice** Button directs you to the **USACE Invoice Header Screen** (Figure 17).



The **View Log Button** directs you to the **USACE View Log Screen** (Figure 20)



The **Exit USACE** Button return you to WInS.

10. USACE INVOICE LOG

The **USACE Invoice Log Screen** allows a user to view a list of all invoices that have been submitted to the DFAS payment system since the last DFAS archiving. DFAS will keep invoices available for a minimum of 120 days from submission. Submitted invoice data may be viewed and printed for all commercial invoices on the list by clicking on the individual Invoice Number and following the printing instructions contained in a note by figure 22. The **USACE Invoice Log Screen** (Figure 20) also provides options for deleting invoices, completing and submitting incomplete invoices, and correcting errors on previously submitted invoices, then allowing re-submission.

Status	Edit	Testing/Production	Invoice Number	Contract Number	Del Order No.	Date of Last Transaction	Transaction Status	Delete
	Edit	Testing	00017068	DACW57-01-C-0012		2002-04-25 04:20:52	Waiting	
	Edit	Testing	DAFDSAFDSF	DACA01-FF-F-FFFH		2002-04-23 01:00:46	Waiting	
	Edit	Testing	QUALITYICECREAM	DACW01-29-2-1232	1111	2002-04-23 01:00:33	Waiting	
	X	Production	WES-5	DACA42-01-P-0183		2002-04-23 12:47:33	Processed by Clerk	X
	X	Testing	1111	DACA42-01-P-0183		2002-04-23 12:47:33	Processed by Clerk	X

Figure 20: USACE Invoice Log

The USACE Invoice View Log has two components:

- A Data Sorting Box that allows the user to quickly find a specific invoice for editing, reviewing, or printing
- An Invoice Matrix which displays status information on each submitted invoice

Data Sorting

The topmost box in the **USACE Invoice Log** provides several functions to assist the user in isolating a specific invoice for viewing, editing, or printing. Table 7 describes the functionality.

Table 7: Data Sorting

SCREEN ELEMENT	DESCRIPTION
Sort Order	Choose Ascending to sort invoices showing the earliest invoices first. Choose Descending to sort them showing the most recent first.
Total Invoices	Gives the total number of un-archived invoices in your Invoice Log.
<input type="text"/>	Allows you to enter a new invoice. This button will take you to the USACE Invoice Header screen.
<input type="text"/>	Allows you to unlock all invoices in your Invoice Log. Invoices are locked when a user is editing them, and automatically unlocked when they are no longer being edited. Rather than using this button to unlock all invoices, it is recommended that you only unlock the invoice(s) that you need to work on and that you are certain no other person is editing. This can be done by clicking on the lock <input type="text"/> icon for each locked invoice.
Help	Accesses the USACE Commercial Invoice Log help screen.
<input type="text"/>	Displays the USACE Commercial Invoice Log Legend, which describes each of the status symbols and their meaning.
Search by Invoice Number	Allows you to search for an invoice in your invoice log by typing in the complete or partial invoice number. After typing the search parameter in the text field, use the <input type="text"/> button to initiate the search and filter the invoice log.
<input type="text"/>	Removes any Invoice Number search parameters and shows all invoices in the Invoice Log.

Invoice Matrix

The bottom portion of the **USACE Invoice Log** is the **Invoice Matrix** that displays a record of each invoice the user has submitted since the last DFAS archiving. This matrix posts 50 records for display at a time, and is defaulted to show the most current invoices (descending order) first. Table 8 describes the Invoice Matrix functionality.

Table 8: Invoice Matrix

TABLE HEADER	DESCRIPTION
Status	Displays an icon indicating the status of the invoice. See the Log Legend by clicking <input type="text"/> for information on the icons and their meaning.
Edit	If an invoice can be edited, the word “Edit” appears in this column and you may click on it to edit the invoice. Clicking “Edit” will take you to the USACE Invoice Header Screen. If the invoice locks immediately after you click “Edit,” then another person began editing the invoice before you did. Invoices that have been processed by the clerk may not be edited.
Testing/Production	Indicates whether the invoice was submitted in testing mode or production mode. Initially, all vendors are in testing mode. Once your testing partner confirms that USACE works correctly for you, your status will be changed and any invoices you submit will be production invoices. Once in production mode, you may edit and resubmit testing invoices as production invoices if you desire.
Invoice Number	Indicates the invoice number for the invoice.
Contract Number	Indicates the contract number for the invoice.
Del Order No.	Indicates the delivery order number for the invoice.
Date of Last Transaction	Provides the date that the last action was taken with the invoice. This can be the date the invoices was created, last modified, last submitted, or processed.
Transaction Status	Informs you when the Invoice has reached the final phase in WInS. For USACE, the final phase is “Processed by Clerk,” which indicates that the payment clerks have received the invoice and are reviewing it.
Delete	If the invoice can be deleted, you may click on the <input type="text"/> icon in this column to delete it. Invoices can be deleted at any time before they are processed by a clerk.

The **Log Legend**, (Figure 21) depicts the Status Column Icons, and is accessed by clicking the “View Log Legend” button.

USACE Invoice Log Legend

After you submit an invoice, it is processed and reviewed by a clerk.

	Invoice is currently being entered by another user OR encountered errors during user entry and could not be submitted. To complete or cancel the invoice, first clear the lock by clicking on the lock icon in the status column. To clear the locks for all of your locked invoices, click the 'Clear Locks' button.
	Invoice encountered errors during user entry OR is currently being entered by another user. This invoice is not submitted.
	Invoice has been submitted but has not yet been reviewed by the clerk.
	Invoice has been processed by the clerk.

Figure 21: USACE View Log Legend

The Help and New Invoice Buttons



The **Help** Button displays online help messages for USACE Invoice Screens.



The **New Invoice** Button directs the user to the **USACE Invoice Header Screen** (Figure 17).

11. USACE INVOICE REPORT SCREEN

The **USACE Invoice Report** displays header and line item information for an invoice submitted to DFAS. The report can be printed for the vendor’s archive record. Each invoice must be individually selected from the **USACE View Log** (Figure 20) for archive printing.

Submission Date/Time Stamp 2002-04-25 04:20:52 CST				
Company Information				
Company Name	Concurrent Technologies Corporation	POC Name	Kamal Gella	
POC Phone	814-269-6291	POC Email	corbett@ctcgsc.org	
Status				
Submitted and Awaiting Processing				
Remittance Address Information				
Payee Name	Doble Engineering Company			
Payee Address	85 Walnut Street			
Payee City	Watertown	Payee State	MA	
Payee Zip Code	02472	Payee Country	US	
Header				
FOA Code	G0-NWD	Payment Office	Millington	
District	NORTHWESTERN DIVISION			
Cage Code	89898	Contract Number	DACW57-01-C-0012	
Invoice Number	00017068	Delivery Order Number		
Invoice Date	2002-04-25	BPA Call Number		
Invoice Type	Debit	Transaction Type	Original	
Final Invoice	No	Invoice Total	\$32,866.56	
Discount Percent		Discount Due Days		
Details				
CLIN/SLIN	Quantity	Unit of Measure	Unit Cost	Line Subtotal
0001	1	EE	\$30,555.96	\$30,555.96
	Description: Quarterly Equipment Rental Fee			
0002	1	TT	\$2,310.60	\$2,310.60
	Description: Test Assistant Software			
Calculated Invoice Total			\$32,866.56	
Close				

Figure 22: USACE Invoice Report Screen

The Close Button



The **Close** Button closes the invoice report window.

Note: To print a copy of the invoice, click **“File”** on the Internet browser menu bar and select **“Print.”**