

**DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
FINANCE CENTER
5722 INTEGRITY DRIVE
MILLINGTON TENNESSEE 38054-5005**

CEFC-FP
SOP No. UFC-13

01 Jun 2001

**STANDING OPERATING PROCEDURE
ACCOUNTS PAYABLE**

1. **PURPOSE:** This Standing Operating Procedure (SOP) defines the USACE Finance Center's (UFC) and Supported Activities' responsibilities and procedures related to accounts payable.
2. **APPLICABILITY:** The provisions of this SOP apply to the USACE Finance Center and activities supported by the UFC.
3. **REFERENCES:**
 - a. 5 CFR 1315: Prompt Payment; *formerly OMB Circular A-125, "Prompt Payment"*
 - b. Federal Acquisition Regulation (FAR); Defense Federal Acquisition Regulation Supplement (DFARS); Army Federal Acquisition Regulation Supplement (AFAR)
 - c. DoD Financial Management Regulation (DoDFMR), DoD 7000.14-R
 - d. DFAS-IN 37-1, Finance and Accounting Policy Implementation, Chapter 2, Accounting Organizations, Documentation, and Records, paragraph 0205, and Chapter 9, Vendor Pay.
 - e. Memorandum of Understanding (MOU), Appendix A, Support Agreement between the UFC and the Supported Activity, paragraph 1.c., page A-6.
4. **DEFINITIONS:**
 - a. Accounts Payable – Amounts owed by the United States government to others for goods and services rendered.
 - b. ENG Form 93 – Pay Estimate used for construction and architectural-engineering contracts.
 - c. Standard Form 44 (SF 44) – Purchase Order-Invoice-Voucher. This form is designed primarily for over-the-counter purchases while away from the contracting office.
 - d. Standard Form 1034 (SF 1034) – Public Voucher for Purchases and Services Other Than Personal. This form is designed primarily as an invoice for payment purposes, normally for cost reimbursement contracts.
 - e. Blanket Purchase Agreements (BPAs) – A simplified method of filling repetitive needs for supplies or services by establishing “charge accounts” with qualified sources of supply or services.
 - f. Supported Activity – Those Corps of Engineer divisions, districts, laboratories, or field operating activities whose secondary accounting operation functions are supported by the UFC.

g. Automated Visual Image (AVI) and Web-Track – AVI is the imaging software program used at the UFC to index and store documents. Invoices are scanned and indexed so the Supported Activities via the Internet may retrieve them through Web-Track. Query, view and print options are available through Web-Track. This service is available on line at: <http://www.fc.usace.army.mil> then click on the ADV M Web button.

5. **TRANSMITTAL LETTERS (FORM UFC-AO-2):**

a. **Supported Activity's Responsibilities:**

(1) Provide separate transmittals for each of the following:

- (i) SF 1080s
- (ii) Vendor Invoices
- (iii) Recruiting/Real Estate invoices (accepted on spreadsheets by e-mail as well)
- (iv) Travel/PCS vouchers
- (v) Checks
- (vi) Other documents

(2) As a minimum, each transmittal will contain the following:

- (i) A sequential control number by month. The last transmittal of each month should be marked “**FINAL**” on the top of the form.
- (ii) Date the transmittal was prepared.
- (iii) Vendor Name, obligation number, invoice number and amount
- (iv) POC name, telephone number and return address.

(3) Verify or ensure all items/information listed on the transmittal is supported by attached documentation.

(4) Hold copy of transmittal pending receipt of returned copy by UFC.

b. **UFC's Responsibilities:**

- (1) Verify the transmittal with documents received, noting any discrepancies on transmittal.
- (2) Immediately contact the transmittal POC for receipt of missing documents.
- (3) Sign and annotate the date of receipt of the transmittal and documents
- (4) Return the signed transmittal letters to the Supported Activity biweekly.

6. **RECEIVING REPORTS:**

a. **Supported Activity's Responsibilities:**

- (1) Enter receiving reports in CEFMS as soon as the goods/services have been received and accepted. Refer to DFAS-IN 37-1, Chapter 9.
- (2) Ensure the actual receipt and acceptance dates are correct when preparing the receiving report in CEFMS
- (3) Generate and review the report "Invoices Without Matching Receiving Reports" to identify outstanding invoices at the UFC waiting on the processing of a receiving report.

b. **UFC's Responsibilities:**

- (1) Ensure invoices created in CEFMS are in accordance with the receiving reports.
- (2) Generate and review the report "Receiving Reports Without Matching Invoices" to identify outstanding receiving reports. Contact Supported Activity for copies of the applicable invoices.

7. **PROCESSING INVOICES:**

a. **Supported Activity's Responsibilities:**

- (1) When invoices are sent directly to the Supported Activity determine whether the payee is entitled to payments under the applicable Federal Code, U.S. Government regulation and under the authorizing document/contract.
- (2) Review payment history files through CEFMS and other automated systems.
- (3) Send the invoices to the UFC utilizing the UFC-AO-2, Transmittal Form. This form is available on line at: <http://www.fc.usace.army.mil/adobe/pub/transmit2.pdf>. Copies of invoices are acceptable. Invoices should be faxed if mailing them would result in an interest penalty payment, lost discount or interruption in service. **Do not mail the invoices to the UFC if copies have been faxed.** The invoices must contain the following information. If any of these items are missing/omitted, the invoice may be returned to the Supported Activity or vendor as an improper invoice:
 - (i) Obligation Number.
 - (ii) Delivery Order Number if applicable.
 - (iii) FOA (EROC).
 - (iv) Obligation line item number(s) noted on the actual invoice or a CEFMS print screen of the receiving report attached to the invoice.
 - (v) Stamped date of receipt at the Supported Activity.

(vi) Correct remittance address

(vii) Signature of approving official if applicable (i.e., SF 44s, SF 1034s, IMPAC (Visa) billing accounts statements, Power-Track invoices).

If the invoice reflects an incorrect obligation number – pen and ink the correct obligation number on the invoice – and ***notify the vendor of the correct contract number.***

(4) IMPAC (Visa), ENG 93, and Bank of America (GTS) invoices will be created in CEFMS and reconciled by the Supported Activity.

(i) IMPAC/Bank of America: If the amount to be paid is different from the invoiced amount on the IMPAC or Bank of America invoices, the approving official should annotate why there is a difference and indicate the amount to be paid in the proper location on the statement. Only the blue copy of the IMPAC statements with the approving official's signature should be forwarded to the UFC. No additional backup is required.

(ii) ENG 93s: ENG93s should only be used for progress payments of construction and architectural-engineering contracts. They should not be used for regular contract payments such as utility bills, copiers, etc. The Contracting Officer Representative (COR) is responsible for ensuring the correct *remit to* address is selected for mailing payments.

(5) Utilities/Federal Agencies: Contracts for utility services or to other Federal Agencies should be established in CEFMS as Prompt Payment Exemption “Y” in screen 2.40, *Obligation Create/Update Screen.*

(i) Utility Payments: The Supported Activity or responsible employee will receive invoices and enter receiving report information into CEFMS. Invoices with print screen copies of the receiving reports or the obligation and receiving report numbers written on the invoice(s) will be forwarded to the UFC.

(ii) Cellular Telephone Service: Invoices will be sent to the Supported Activity's POC on the purchase orders. Receiving reports will be entered in CEFMS and then the invoice with the print screen of the receiving report or the obligation number written on the invoice will be forwarded to the UFC.

(iii) General Services Administration (GSA) Bills: all GSA bills are to be paid within **15** days of receipt.

(a) General Supply Funds: Supported Activities will receive the invoice directly from GSA; ensure the funds are obligated and received; and forward the invoice with a copy of the receiving report or obligation number annotated on the bill to the UFC. **The Supported Activity must absorb damages or discrepancies less than \$50 per line and quality deficiencies less than \$25 per line item.**

(b) Fleet Management Services: Supported Activities will receive the invoice directly from GSA; ensure the funds are obligated and received and forward the invoice with a copy of the receiving report or obligation number annotated on the bill to the UFC.

(c) Automatic Data Processing: Supported Activities will receive the invoice directly from GSA; ensure the funds are obligated and received and forward the invoice with a copy of the receiving report or obligation number annotated on the bill to the UFC.

(d) Federal Telecommunications (FT) Billings: Supported Activities are responsible for getting their invoices on-line through the Telecommunications Ordering and Pricing (TOPS) system. This site is available at: <http://www.finance.gsa.gov/tops/default.asp> Upon getting the bills, the Supported Activities will ensure the funds are obligated and received and forward the invoice with a copy of the receiving report or obligation number annotated on the bill to the UFC.

(e) Work Performed by GSA for the Corp of Engineers: Supported Activities will receive the invoice directly from GSA; ensure the funds are obligated and received and forward the invoice with a copy of the receiving report or obligation number annotated on the bill to the UFC.

(f) Printing/Photographic Services: Supported Activities will receive the invoice directly from GSA; ensure the funds are obligated and received and forward the invoice with a copy of the receiving report or obligation number annotated on the bill to the UFC.

(g) Training: Supported Activities will receive the invoice directly from GSA; ensure the funds are obligated and received and forward the invoice with a copy of the receiving report or obligation number annotated on the bill to the UFC.

(iv) Power-Track: Supported Activities are responsible for getting their invoices on-line through the US Bank PowerTrack System. This site is available at: <https://www.powertrack.usbank.com/powertrack/Client/PTFrame.htm>. Upon getting the bills, the Supported Activities will ensure the funds are obligated and received and forward the invoice with a copy of the receiving report or obligation number annotated on the bill to the UFC point of contact.

(v) Government Bills of Lading (GBL): If payment is not made through the Power-Track system, payment for property shipments will be made by Government Bill of Lading. Supported Activities are responsible for ensuring the complete package is submitted to the UFC for payment. The package will contain:

(a) Original SF 1113.

(b) Original SF 1105 or SF 1113 with completed delivery certificate.

(c) Print screen of the receiving report from CEFMS or annotate the obligation number and receiving report number on the SF 1113.

(vi) Gas Credit Card Tickets: Invoices will be sent to the Supported Activity's Logistics Management Office where the statements will be reconciled; receiving reports entered in CEFMS and then forwarded to the UFC with a copy of the receiving report or the obligation number annotated on the bill.

b. UFC's Responsibilities:

- (1) Determine whether the payee is entitled to payments under the applicable Federal Code, U.S. Government regulation and under the authorizing document/contract.
- (2) Review payment history files through CEFMS and other automated systems.
- (3) Date stamp all incoming invoices, marking faxed invoices as "duplicate original".
- (4) Scan and maintain invoices in the ADVM/Web-Track system.
- (5) Review and analyze documents for accuracy and propriety, returning improper invoices within 7 calendar days. Pen and ink the correct obligation number on the invoice and ***notify the vendor of the correct contract number*** if the obligation is incorrect on the invoice and it was received directly from the vendor.
- (6) Create invoices in CEFMS with the exception of ENG Form 93s and credit card invoices.
- (7) Ensure STAT.1, Obligation Status View Screen, has been checked for proper obligation/line item number and receiving reports.
- (8) Perform follow-up with the Supported Activity for receiving reports if the invoice is received directly from the vendor at the UFC.
- (9) Certification of Payments – The UFC will:
 - (i) Make payment only to the vendor noted on the obligation unless it has been assigned. Payments will not be made to a subcontractor.
 - (ii) Ensure the amount to be paid on the IMPAC Visa statement agrees with the CEFMS credit card receipt voucher certification screen.
 - (iii) Certify all payments in CEFMS upon verification the vendors are not on the "List of Contractors Indebted to the US Government"
 - (iv) Certify payments for utility bills, refunds and reimbursements and to other Federal Agencies as soon as possible.
- (10) Provide customer service.

8. ASSIGNMENTS:

a. Supported Activity's Responsibilities:

- (1) The Supported Activity is responsible for entering the assignment in the obligation portion of CEFMS. Examples of assignments are IRS Tax Levies and assignments by corporations or individuals.
- (2) Upon entering the assignment information in CEFMS, the Supported Activity will sign and forward the assignment documentation to the UFC for verification and signature by the disbursing officer.

UFC's Responsibilities:

signing the documentation.

information.

assignment information to Stat.1

(5) Return all but 1 copy of the assignment to the Supported Activity, maintaining file

9. _____

a.

(1) Forward to the UFC the appropriate documentation for processing the payment (i.e.,

(2) Provide the UFC a point of contact for invoice/receiving report problems.

b.

(1) Review the documents for accuracy and completeness.

(3) Ensure the payee's mailing address is correct.

10. _____

a.

(1) Complete and forward SF 1093,
Act

(2) Update CEFMS table 10.114, _____, ensuring payment address
and includes the vendor's name and contract number.

b.

(1) Receive and review the documents for accuracy and completeness.

- (3) Ensure the correct payment address is selected.
- (4) Certify the payment for the next available disbursing date.
- (5) Provide the Disbursing Office the SF 1093 to be included with the payment.
- (6) Provide the Supported Activity with a point of contact.

11. **INTEREST PENALTY PAYMENTS:**

a. **Supported Activity's Responsibilities:**

- (1) Each year the Supported Activity will provide two bulk PR&Cs, one civil and one military funded, for interest penalties.
- (2) Review these PR&Cs, ensuring sufficient funds are maintained in them.

b. **UFC's Responsibilities:**

- (1) The UFC will provide an SQL to the Supported Activity to generate a monthly report for distribution of interest penalty payments.
- (2) Interest penalty payment information is consolidated and posted to the UFC website on a monthly basis.

12. _____

a.

(1) _____ The Real Estate Division will enter receiving reports in CEFMS and provide a certified Excel spread sheet identified as "Leases" to the UFC no later than the 15th of each month using the following format:

L.I.	Obligation	D.O.	Payee	Address	Monthly Amt	Exp Date	Remarks
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(2) Service Contracts:

(i) If invoices are mailed directly to the UFC by the vendor the Supported Activity will enter the receiving reports in CEFMS.

(ii) If the invoices are mailed to the supported activity, receiving reports will be entered and print screens attached to the invoices or the obligation number annotated on the invoice and forwarded to the UFC.

(iii) If the Supported Activity chooses to utilize a certified Excel spreadsheet in lieu of forwarding the invoices to the UFC it should be identified as "Service Contracts" and submitted in the following format:

L.I.	Obligation	D.O.	Payee	Address	Monthly Amt	Exp Date	Remarks
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(3) Supplemental Contracts: are handled like (2) Services Contracts but the certified Excel spreadsheet should be identified as "Supplemental Contracts".

(4) Recruiting Program Utility Bills: The Supported Activity's Real Estate Division will receive the invoices directly from the vendor, receiving reports entered and print screens attached to the invoices or the obligation number annotated on the invoice and forwarded to the UFC.

(5) Provide the UFC with the name and telephone number for their point of contact within the activity.

b. UFC's Responsibilities:

(1) Receive and review the documents for accuracy and completeness.

(2) Create the invoices in CEFMS; ensuring the proper remit address is selected.

(3) Certify the receipt vouchers in CEFMS for payment the last 5 disbursing days of the month.

(4) Provide the Supported Activity with the name and telephone number of the UFC POC for the recruiting program.

FORMERLY USED SITE REMEDIAL ACTION PROGRAM (FUSRAP) AND ENVIRONMENTAL PROTECTION AGENCY (EPA) RELOCATION ENTITLEMENTS:

Supported Activity’s Responsibilities:

- (1) Submit an SF 1034 or certified Excel spreadsheet for all FUSRAP/EPA relocation

L.I.	Obligation	Payee	Address	Exp Date
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(2) Provide the proper mailing information, express mail account number if checks are to be mailed to a centralized location within the Supported Activity.

(3) Ensure the vendor record is properly marked for tax purposes.

(4) Provide the UFC with the name and telephone number for their point of contact within the activity for this program.

b. UFC’s Responsibility:

(1) Review the documents for accuracy and completeness.

(2) Create the invoices in CEFMS; ensuring the proper remit to address is selected.

(3) Certify the receipt vouchers for payment on the next available disbursing date.

(4) Provide the Supported Activity with the name and telephone number of the UFC POC for this program.

14. IRS FORMS 1099-MISC, 1099-S AND W-2:

a. Supported Activity’s Responsibilities:

(1) 1099-MISCs:

(i) Update and maintain the vendor records in table 10.114, ensuring the taxpayer identification number (TIN) or social security number (SSN) is accurate in CEFMS.

(ii) Ensure the vendor record is properly marked as “1099 Exempt” “Y” if applicable.

(iii) Ensure the proper EOR is used for contracts/vendors that should receive a 1099-Misc.

(iv) Generate the reports *Treasury 1099 Detail Listing No Tax ID*; *Treasury 1099 Detail Listing*; *Treasury 1099 Return release Edit Report*; review and update records as needed.

(v) Request TIN/SSN information from vendors with incomplete/incorrect records.

(vii) Provide the UFC with the name and telephone number of the activity's point of contact for 1099-MISCs.

1099-Ss:

(i) Provide information for the issuance of the 1099-Ss to the UFC no later than th of January for the preceding year.

of contact for 1099-Ss.

(3) _____

(i) On an as needed basis, provide the UFC with the proper payment and payee information for the issuance of W-2s.

of contact for W-2s.

b.

(1) 1099-MISCs:

Systems Development and Maintenance Directorate.

(ii) Generate the reports
Detail Listing; Treasury 1099 Return release Edit Report; review and update

(iii) Review reports for accuracy and completeness prior to releasing the records for consolidation.

Activities.

(v) Submit electronic files to the IRS and supporting forms as required.

by the IRS.

(vii) Provide the Supported Activity with the name and telephone number of the

(2) 1099-Ss:

issue the 1099-Ss no later than the IRS cut-off.

(ii) Provide the Supported Activity with the name and telephone number of the

(3) W-2s:

(i) On an as needed basis, prepare and issue W-2s based on the information provided by the Supported Activity.

(ii) Provide the Supported Activity with the name and telephone number of the UFC point of contract for W-2s.

15. **OTHER:**

(1) Prompt Payment Act Report: The UFC will review data and prepare the Prompt Payment Act

(2) Monthly Statistics

and receipt vouchers processed by the Accounts Payable Division as well as information on the number of interest penalty payments made and the reasons why.

Problem Reports: Both the UFC and the Supported Activity will analyze CEFMS output,

16. **CHANGES AND UPDATES:**

Chief, Accounts Payable Division, 901-874-8556. Changes will be posted as needed via the UFC Website.

FOR THE DIRECTOR:



Director, Administration