

INTERNAL STANDARD OPERATING PROCEDURES

**ACCOUNTS PAYABLE
USACE FINANCE CENTER**

01 APRIL 2002

PURPOSE:

**THIS STANDING OPERATING PROCEDURE IS TO PROVIDE GUIDANCE
FOR USACE- WIDE ACCOUNTS PAYABLE ACTIVITY AT USACE
FINANCE CENTER.**

This SOP provides guidance for foreign currency transactions.

I Organization of Desk:

- A. Purpose: to provide a systemic approach of maintaining the different stages of invoicing from receiving the mail to payment. In addition, to provide a display of workload.
- B. Invoice Creator - Have the following five (5) different marked trays or easily viewed locations on top of the desk to place invoices
 - 1. Daily Mail & Faxes - invoices received that have not been examined, need to be marked, etc.
 - 2. Ready to be Invoiced – invoices that have been marked, etc and are ready to start invoicing.
 - 3. Need to Run a Match – invoices that have been created and should be given to certifier
 - 4. Certified Invoices – invoices that have been certified for payment and need to be filed.
 - 5. Problems: Invoices that cannot be created and have not been given to Lead Accounting Technicians or Accountant.
- C. Certifier – Have a marked tray or easily viewed location for each District responsible for the certification of payments and another tray for problems that cannot be certified. Trays are to be located on top of the desk.
 - 1. File for each district certifying for
 - 2. Foreign currency certifiers will have a tray for invoices that will need to be held based on economical pay date except for telephone, utilities and credit cards which you pay immediately
- D. Lead Accounting Technician – Have a marked tray or easily viewed location for each District responsible for solving problems. Trays are to be located on top of the desk.

II Disbursing Transmittals

- A. Purpose:
 - 1. To verify that proper and accurate invoices are being paid for correct amount.
 - 2. To provide Disbursing with proper documentation.
- B. Perform: Every Disbursing Day
- C. Procedure
 - 1. a. Run CEFMS transmittal SQL program (sta transmittal) from Signaterm.
 - b. Disbursing will notify Accounts Payable section when Europe district is done being disbursed.

Comment: This program will provide a list of the designated checks for the **specified** District.

2. Run Disbursement Log Report: Identifies any rejected records. Attach to transmittal provided to the accountants and to the desk copy of the Transmittal. Any rejections notify designated person to research. A method to run Disbursement Log:
 - a. In CEFMS go to Expenditures/Disbursements Menu (1,3,4)
 - b. Select Print Disbursement Files (16)
 - c. Select Print Disbursement Log (4)
- 3 Put invoices in same order as the transmittal list and verify the invoice amount with transmittal amount.
- 4 Separate invoices into stacks as follows:

Specials:

- (1) Payments to be sent by FEDEX
 - (2) Backup for DFAS checks
 - (3) Checks which are not to be mailed – remittance address is Integrity Drive – Millington
 - (4) GBL's
 - (5) (TAC) Checks for all foreign countries except Egypt's and Turkey's checks that are for over \$5000.00
 - (6) Checks going to foreign country except APO's, Puerto Rico and Virgin Islands
 - (7) GSA payment for T0
 - (8) Checks going to the District.
 - (9) IRS Levy
 - (10) Fuel Payments going to US Bank
 - (11) (TAC) Egypt's and Turkey's checks for over \$5000.00 FEDEX charged to TAC FEDEX account number and sent out
 - (12) All foreign currency invoices and original copy of the Tax Form (Abwicklungsschein) with copy of transmittal (invoices are mailed with checks and EFT notices also)
- 5 **TFO: Transfer of Funds for Others**
after the transmittal has printed, a screen will appear which will reflect the TFOs that UFC is processing. Print this screen. A copy of the backup documentation of the TFO items is to be provided to Accounts Receivable/Debt Management.

6. Provide the Special Handling Invoices, and TFO's to the Lead Accounting Technician. The Lead Accounting Technician will verify these invoices and forward them to Disbursing.

III. Mail

A. Incoming Mail

1. Purpose

To pick-up the vendor invoices and other related mail from the bins located outside the mailroom. The Accountant or Supervisor Accountant will pick up the mail to be signed for (Fed Ex, UPS, Emory, Register Mail, etc)

2. Perform: At least 2 to 3 times daily.

3. Procedure

a. Verify that invoices noted on District transmittal sheets are there. If not contact the District.

(1). (TAC AND EUROPE) make one copy of all foreign currency invoices and give to immediately to disbursing.

(2). (EUROPE) Will receive daily FEDEX packages with transmittals from Europe from four different divisions combined. Keep a log of transmittal numbers received on spreadsheet on "G" drive under name of "Europe log" folder.

(3). (EUROPE) Follow-up action to identify missing transmittals.

Verify once per month all transmittal numbers were received that Europe sent, if no one at the Finance Center has them call or E-mail Europe for missing transmittals.

b. Separate mail into groups:

(1). Discounts - be sure to **BODLY MARK as a DISCOUNT**

(2). Real Estate – **BODLY MARK as Real Estate**

types: actual invoice, e-mail request, memorandum, 1155, print screen, of receiving report which should include payment address, spreadsheets and SF1034s.

(3). Utilities – electric, water, heating gas, phone services

(4). Invoices with R/R

(5). Invoices without R/R

(6). Eng 93's hard copy (Europe and TAC will forward copies to UFC)

They go into folder to be certified after receipt voucher is run

(7). IMPAC – US Bank or Bank of America. They go into folder to be certified after receipt voucher is run

c. Organize each group as follows:

- (1). Invoices for one vendor together
- (2). Multiple invoices for same obligation, place invoices in sequence by receiving report number.

d. District Transmittal Sheets: make a copy, return one to the District at least monthly and keep other copy in file for 3 (three) months.

B. Outgoing Mail

1. Purpose

To send replies, etc. to vendors and other official offices

2. Perform: whenever necessary

3. Procedure: When document needs to be sent by mail, there are three ways of addressing the envelopes

a. German Address: XEROX GMBH

ATTN WALTER M FRITZ
WILHELMSTRASSE 34A
65187 HEIDELBERG
GERMANY

b. APO Address:

COMMANDER
5TH SIGNAL COMMAND
ATTN ASGE CP CII
APO AE 09066

c. Stateside Address:

COMMANDER
U S INFORMATION SYSTEMS COMMAND
ATTN ASQID ES SSG BROWN
FT HUACHUCA AZ 86613-6000

Place typed sealed, stuffed envelopes in container in hallway daily.

IV. Invoices – Creating

A. Purpose:

One of the most important tasks in Accounts Payable. Some important data elements on the invoice are: obligation, amount, payment address, date of invoice, and possible invoice number.

B. Perform: Continuously throughout the day.

C. Procedure

1. Prioritize Entry

a. Put all IMPAC in certify folder for certifier.

- b. (TAC AND EUROPE) ENG 93's organize by "C" or "D" contracts and put in certify folder for certifier. (note: separate folder for foreign currency ones)
- c. Discounts – should be **BODLY MARKED**
- d. Real Estate – should be **BODLY MARKED**
- e. Utilities
- f. Invoices with R/R
- g. Invoices without R/R

2. Creating Invoices **with Attached** Receiving Report

- a. Go to Expenditures/Disbursements Menu (1,3,4) screen
- b. Type either 'STAT.1 or FCSTAT.1 (TAC and Europe foreign currency)
 - (1) Select "F2" key and type obligation number and select "F3" key
 - (2) Verify if receiving report still exists and put in order by receiving report number
- c. Select "F10" key to exit
- d. Select #2 (Invoices)
- e. Follow instructions at bottom of screen to create invoices (F9, F4, F2)
- f. After the obligation has been pulled-up, Invoice Create/Update Screen will appear.
- g. Enter the following data:
 - (1) Invoice reference number
 - (a) Utilities
 - (i) Has invoice number – enter invoice number
 - (ii) No invoice number – enter account number followed by month and year. Enter the account number without hyphens, blanks, or special characters. Determine month to use by the end of service. If service ends on 15th or sooner use previous month, after 15th use month service ends.
Examples:
 - if the account number is 606 432-4290 653 31 and the service is from 15 July 2000 to 14 August 2000. Enter 606432489065331JUL00
 - if the account is 606 5450898 123 31 and the service is from 17 August 2000 to 16 September 2000. Enter 606545089812331SEP00
 - (b) GSA - use the bill statement number, usually with a letter followed by numbers
 - (c) (Europe) – ABG's (if not set up as ENG 93's) have two sections in CEFMS screen
 - (1) Use 13 digit number found on invoice after and before

the alphabetic letters next to the “KENN-NR” for first section
(2) Use actual invoice number found on invoice for second section, example: ABG 8

(d) Regular Invoices

- (i) Has invoice number, enter invoice number as shown. This includes blanks and special characters.
- (ii) No invoice number, use service period. For example: if the service is for August 2000, use AUG00; if the service is for 1-15 August 1999, use 1-15AUG99.
- (iii) No invoice number and no service period: enter the date of the invoice exactly as it appears on the invoice, that is as shown on the invoice with the special characters and blanks.

(iiii) (Europe) The following words will help in checking out invoices in foreign languages:

INVOICE:	GERMAN (RECHNUNG)
	ITALIAN (FATTURA)
TOTAL:	GERMAN (GESAMTSUMME)
	ITALIAN (TOTALE)
STATEMENT:	GERMAN (KONTOAUSZUG)
NET:	GERMAN (NETTO)

- (2) invoice date: if invoice date is not acceptable, it is probably caused by the obligation created after the invoice date. Use the earliest date CEFMS will accept. Note in Remarks date of invoice and date accepted in CEFMS.
- (3) invoice received date by the Corps – Real estate that has to be paid ASAP use current date.
- (4) F&A invoice received date, **should be the same as invoice received date**. If date does **not agree with the UFC received date, note the UFC received date in the REMARKS section**.
- (5) Discount Days
- (6) Discount Given
- (7) F4 to select proper address. Press [END] to commit. BE AWARE:

EFT payment. Compare the invoice address to the EFT address. If same, select the address. If an EFT address cannot match any of the addresses on the invoice, create

the invoice for zero amounts. Fill-out the Disbursing EFT form and send to Disbursing ASAP. When Disbursing has made appropriate decision, they will return the form by placing in the bins outside the mailroom. At this time enter the invoice amount.

(Europe) ABG's name on remit address will not match contract. It should read "BUNDESKASSE TRIER" vice "FEDERAL REPUBLIC OF GERMANY" the contract is set up for. Use EFT address with "BUNDESKASSE TRIER" name and address to make payments no matter what the invoice says.

(Europe) SKE-Joint Venture use EFT address already set up in CEFMS no matter what invoice has.

(Europe) Example of how address will show up in CEFMS:

**BUNDESKASSE TRIER
AUSSENSTELLE FRANKFURT AM MAIN
POSTFACH 11 02 63
60037 FRANKFURT AM MAIN
GERMANY**

NOTE: CITY STATE AND ZIP CODE WILL BE BLANK AND THE INFORMATION WILL BE AS PART OF REGULAR ADDRESS LINES

Non-EFT payment address not in CEFMS:

- Give to Lead Accounting Technician, Accountant, or Supervisor Accountant.**
- Europe only – notify Europe and they will check and update addresses in CEFMS**

Assignments - if data is in the assignment address on the payment screen (screen no. 2.37.2). give the invoice to Accountant or Lead Accountant to certify payment. If invoice appears should be an assignment, give the invoice to Accountant or Lead Accountant.

- (8) Use calculator to verify if amounts on invoice are correct.**

(a) (Europe) if invoice in other than U S Currency and one of the 12 participating countries for Euro Dollars, change to Euro Dollars using conversion chart

(1) participating countries are:

Austria
Belgium
Germany
Greece
Finland
France
Ireland
Italy
Luxemburg
Netherlands
Portugal
Spain

(2) **Fixed Conversion Rates:**

Austria	1 EUR = 13.7603	ATS
Belgium	1 EUR = 40.3399	BEF
Finland	1 EUR = 5.94573	FIM
France	1 EUR = 6.55957	FRF
Germany	1 EUR = 1.95583	DEM
Greece	1 EUR = 340.75	GRD
Ireland	1 EUR = 0.787564	IEP
Italy	1 EUR = 1,936.27	ITL
Luxemburg	1 EUR = 40.3399	LUF
Netherlands	1 EUR = 2.20371	NLG
Portugal	1 EUR = 200.482	PTE
Spain	1 EUR = 166.386	ESP

b. If invoice for foreign currency other than twelve participating Countries, make copy of invoice and give to **Accounts Payable Division Chief**. Put original invoice on hold. **Accounts Payable Division Chief** must arrange for purchase of funds before we can process the invoice for payment. Note: verify in FCSTAT.1 that the contract is actually set up in the foreign currency billed.

c. If invoice for more than obligation amount, adjust invoice down to contract amount, invoice in CEFMS for this amount and then send copy of invoice back with cover letter to company about difference not being payable and any questions to contact the contracting office of the district.

- (9) Press F4 to enter first line item invoiced.
 - (10) Select the correct line item.
 - (11) if cursor stops at.
 - unit price, enter unit price
 - quantity, enter quantity
 - total amount, enter total amount.
 - (12) more than one line item to be entered, press F9 F4, select correct line item and follow step (10).
 - (13) after all line items have been created press [SAVE]. This will result in each line item being signed and verified. Follow instructions at the bottom of screen. Entry might have to be pressed.
- h. After created in CEFMS, write your initials, date created, and system generated invoice number on each invoice you create. **Be sure the EROC code is noted on the invoice.**

3. Creating Invoices **without** Attached Receiving Report

Comment: Several situations which will be addressed:

- Receiving process in CEFMS but receiving report not attached.
- Obligation established but nothing has been received in CEFMS
- Obligation not established in CEFMS

During describing these situations guidance will be provided to create the invoice using instructions in 2 above or return invoice to the Vendor. The invoice should be returned within 7 days from UFC stamp date.

- a. Receiving Processed in CEFMS but Receiving Report not Attached
 - (1) Go to STAT.1 or FCSTAT.1 (foreign currency) screen
 - (2) View bottom of screen, IS Difference Between Receiving Total and Invoice Total equal to Invoice Amount?
 - (a) **YES:**
Determine the difference between Receiving and Invoice for each line **by checking receiving reports. To check receiving reports go to 23, ACCTS PAYABLE/DISB. VIEW SCREENS, select 11, VIEW RECEIVING REPORTS. Go to receiving report that has not been voucher, probably the last or next to last receiving report. Write down the line items and amount of each unvoucher amount. These are the line items used in creating the invoice.**
Follow instructions 2 above to create invoice.
 - (b) **No:**
Determine the difference between Receiving and Invoice for

each line.

If only one line item or the only difference is one line item, create invoice for that one line item following instructions 2. Create invoice only for the different amount.

If more than one line item makes-up the difference, review the description of each line item. Decide which line items best meet the invoice describe line item. Still not sure which line item, examine the amount previously invoiced for each line.

If locate similar amount, create invoice for that line or lines using instruction 2 above.

Note: can review line description under obligation (1.3.3.1), control F2.

Attempt to contact the District for the correct line items.

If not resolved **within 2 days, give the invoice and all notes to the accounting technician to resolve. Suggest use e-mail when first contact District.**

- b. Obligation established but nothing has been received in CEFMS
- (1) Go to Stat.1 or FCSTAT.1 (foreign currency) Screen
 - (2) View bottom of screen, Is Difference Between Obligation Total and Invoice Total equal to Invoice Amount.
 - (a) **YES:**

Determine the difference between Obligation and Invoice for each line.
Follow instructions 2 above to create invoice
File invoice as INVOICE WITHOUT RECEIVING REPORT.
Send e-mail to the District. If District has no central point, suggest the e-mail be sent to the originator of Purchase Request. Daily determine if receiving reports have been prepared. One method is to examine the Invoice without Receiving Report and compare the INVOICE WITHOUT RECEIVING REPORT to obligation by using STAT.1 or FCSTAT.1
 - (b) **No:**

Determine the difference between Obligation and Invoice for each line.
If only one line item or the only difference is one line item, create invoice for that one line item following instructions 2. Create invoice only for the different amount.

If more than one line item makes-up the difference, review the description of each line item. Decide which line items best meet

the invoice described line item. Still not sure which line item, examine the amount previously invoiced for each line.

If locate similar amount, create invoice for that line or lines using instruction 2 above.

Note: can review line description under obligation (1/3/3,1), control F2.

Attempt to contact the District for the correct line items. If not resolved within 2 days, give to the Accounting Problem Solving Technician to resolve. **Suggest first contact the District by e-mail.**

(TAC) MONITOR COST REIMBURSABLE CONTRACTS, worth about 323 million dollars a year, 100% audit by DCAA, must get TAC to do timely receiving reports so contractor will not be penalized. (Example of contract number is: DACA78-99-D-0003 VARIOUS DELIVERY ORDERS, NAME OF COMPANY BROWN AND ROOT SERVICES)

c. Obligation not created in CEFMS

Situation: If an invoice document is received without Contract/Purchase Order or incorrect Contract/Purchase Order attempt to work with the District to resolve within 2 days. After 2 days give to the Lead Accounting Technician to resolve. **One possible way to determine obligation is find the vendor's id no. To find vendor's id no, go to screen 10.114a (Vendor Information Query Screen), F2, move cursor to Name, enter Name, F3. If name is found, record the vendor id number or numbers, might be more than 1 id. Go to Stat.1 or Fcstat.1, F2, enter vendor id number, F3. All obligations with the vendor can be viewed. Determine if any could be associated with the invoice.**

Another possible way if the PR&C is noted on the invoice. Go to Document Correlation, do query on PR&C. If obligation has been created, will reflect in the obligation column.

V. Daily Exchange Rate

A. Purpose

To update CEFMS with daily exchange rate for foreign currency to be able to certify payments in CEFMS.

B. Perform: Once per day after district disbursed by designated employee

C. Procedure

1. Enter Daily Exchange Rate

- a. Receive Email from Bank of America- Germany, Mr. Freeman (FxTreasury@bank-of-america.de) phone number 0049-6997851224 with daily exchange rates
- b. Use the acquisition rate to in CEFMS
- c. To perform this task got to the expenditures/disbursements menu (1,3,4) and type 10.234 and hit enter key
- d. Select “F9” key to create blank line to insert new rates
- e. Enter date “day-mon-year”
- f. Enter type of currency, can use “F4” key to check abbreviations
- g. Enter acquisition rate from Email under the disburse, collect, buy and sell sections
- h. Click on “save” to save entry

Note: rates can be adjusted, modified or deleted until invoices have been certified for that date, to change after that you must reverse all vouchers if rate needs to be adjusted

VI. Certifying Receipt Vouchers

A. Purpose

To schedule payments in CEFMS for an amount that receiving report and invoice amount agreed on.

B. Perform: Continuously daily.

C. Procedure

1. Process Receipt Vouchers

- a. This process will match with what has been invoiced to what has been received. It should be run before certifying receipt vouchers. **This procedure can be performed by all personnel.**
- b. To perform this task, go to the Expenditures/Disbursements Menu (1,3,4) and select 7.
- c. To determine what was matched during this receipt voucher processing, print the examining log. Go to the Expenditures/Disbursements Menu (1,3,4) and select 16, then select 3 (examining log) and following instructions at bottom of screen.

This list can be helpful to determine if the invoices created should be certified. If the invoice number and obligation appear on this listing, these invoices are to be certified if data is correct.

- d. Invoices that have been created and can reasonably assume are ready to be schedule for payment should be provided to a certifying individual. If receiving reports are with the invoices, they should also be provided to the certifier.

- Put all invoices in folders for certifiers. Organize by discounts, then phone and utilities, credit cards, government payments, ENG 93's, Real Estate, foreign currency and then all others. Note: have a separate folder for Foreign currency invoices and Foreign currency Eng 93s together.
- e. Put all invoices in folders for certifiers. Organize by discounts, then phone and utilities, credit cards, government payments, ENG 93's, Real Estate, foreign currency and then all others. Note: have a separate folder for Foreign currency invoices and Foreign currency Eng 93s together.
2. (Europe and TAC) SQL to verify due dates on Foreign currency run by certifier
 - a. This process will give information to pull invoices within seven days with foreign currency to certify
 - b. It will be performed twice daily after the Process Receipt Vouchers is run
 - c. SQL name "ap2_fin_cor.sql"
 - d. Go to Signaterm, click on connections for either E7 or NO, enter passwords
 - e. Type "orase E7cefmp1" hit enter key, type "sqlplus" hit enter key, enter passwords, type "@sta ap2_fin_cor" hit enter key, leave obligation number blank hit enter key, leave delivery order number blanks hit enter key, enter date (no later than date 7 days in future), click on capture to file, give name under desktop and all files as type of files, tell it save, hit enter key, after sql runs, click on capture to file to close file, exit signaterm, open excel spreadsheet, click on open folder, make sure file type is "all files *.*" and you are at Desktop, pick file name you saved it to, make sure it is fixed width, click on next key, use your clicker and down arrow keys to set where you want your column dividers, after setting dividers click on next key, make sure the "general" column format is picked, click on finish key, go into spreadsheet, click on file then print preview, click on setup, click on gridlines and landscape and 70 percent, click on okay, then print file, if saving file make sure the file type is worksheet
 - f. Use printout to pull invoices that need to be certified for foreign currency other than utilities or phone bills (pay these immediately)
- 3 Certifying
 - a. This task will schedule the day of payment by entering the **CERTIFIER PAY DATE**. There are 3 types of invoice certification: credit cards, ENG93s (progress payments) and regular invoices. Under present guidelines, payments are scheduled:
 - (1) Credit Cards: payment made on 2 different credit cards - **IMPAC (Visa)/ USBAN and Nations Bank/Bank of America.**
 - (aa) **IMPAC (VISA)/ USBANK**
 - The District enters the receiving and invoice portion into CEFMS. Once the card holder has enter the appropriate data into CEFMS, documentation is provided to the billing account holder.
 - The billing account holder verifies the information the card holder has entered into CEFMS and forwards the IMPAC billing statement to the Finance Center. If amount to be paid is different from the

billing statement amount, the billing account holder should make a statement to the reason for the difference and indicate the amount to be paid.

- Certifying: Go to Expenditures/Disbursements Menu (1,3,4) and select 23.
- Data to Enter: Invoice Reference Period. **“yyyymmm”** date.
“yyyy” *Represents* the fiscal year of the statement and “mmm”
Represents the month of the statement. For example
The statement has a date of Nov 23, 1999, you would
Enter 2000NOV

Card Code: enter **“US”** for US Bank

Bill Statement No **[F4]** select proper billing
account number from the statement

Obligation No **press [enter]**

Compare total amount to be certified with the
approved billing statement amount. If same press
[Page Up], enter, **enter** the next disbursing date.
Follow instructions on the screen.

If amount not same, exit. District needs to be
contacted.

(bb) **Bank of America**

- Used by Logistic Office at the District to process airline tickets.
The District will enter the obligation, receiving report, and invoice
into CEFMS.
- A 1034 or the 1155 and summary portion of **Bank of America** Bill is
forward to Finance Center. The 1034 or 1155 will note the amount
of payment and obligations.
- Certifying: Go to Expenditures/Disbursements Menu (1,3,4) and
select **23**.
- Data to enter

Card Code - enter **“BA”** Bank of America

Invoice Reference No. – **noted on the 1155 or 1034.**

Obligation No - **press F4**

- **select the obligation**

- compare CEFMS amount to 1034 or 1155
- amount if same, process for payment. if not same, contact District.

Process Payment - press [**Page Up**]

- enter **next disbursing date**
- print screen
- press [Save]

- 2 Utilities - as soon as possible because they are exempt from prompt pay (no interest to be paid)

Note: Cable Companies, private garbage pickup companies and like are not exempt from prompt pay

- 3 Other Federal Government Agencies - as soon as possible because they are exempt from prompt pay (no interest to be paid). Examples are UNICOR, GSA, U.S. Gam & Wildlife, etc.

- 4 **Tort Claims - as soon as possible**

- 5 **Retainage refunds - Progress Payments (93s) - as soon as possible. These funds have already satisfied prompt pay time limits.**

- 6 Real Estate

- a. Leases certify the last 5 paying days of the month
 - Two basic types – recruiting & civil leases

Recruiting: examples are recruiting stations in which we pay for space, utilities, janitorial, property maintenance, parking and other associated cost for leasing the space

Civil Leases: examples are communications, parking or environmental leases and associated service contracts such as renting of land or property.

- b. Land Acquisitions certify ASAP, hopefully the next day
 - Concern with the acquiring, managing, and disposing of property to support civil and military projects. Examples are offers to sell or purchase land, buying easements, and paying for supplements or alternations.
- c. Utilities – pay ASAP

- d. Relocations – pay ASAP
Payments to help property owners to permanently or temporarily relocate due to the location being classified as an environmental contaminated superfund site.
- e. Title Searches, Deeds and appraisal fees – pay in accordance with Prompt Payment Act unless District specifically request early payment.

Note Real Estate – in sending payments pay close attention to special **PAYMENT** instructions from the **Division, District, Or MSC** on invoice documents. Some instructions may want the payment to go FEDEX or regular mail with instructions for the payment to be sent to the District, etc. **The Chief of Disbursing must approve a FEDEX** to any office other than a Corps Office. If going to the District by FEDEX or regular mail, will need to have SPECIAL HANDLING Sheet.

- 7 ENG 93's (TAC and Europe only) hard copy
 - a. ABG's verify invoice reference number is the thirteen digits number found before and after alphabetic letters next to the "KENN-NR"
 - b. Use calculator to verify if invoice totals are correct
 - c. If in other than US Dollars, use conversion chart listed for 12 participating countries found in "creating invoice" section of SOP to adjust amount to EURO Dollars
 - d. If for foreign currency for other than the 12 participating countries, see **Accounts Payable Division Chief** for clearance- must buy other foreign currency before payment can be certified for same date.
 - e. Pay based on SQL- can only certify foreign currency for next day payable based on economical pay date after daily exchange rate has been entered (note: we also pull seven days to the future just like every other district to pay on this date also)(example: due 1/11/02 thru 1/18/02 can certify for all these dates for 1/11/02). Put all other aside until within pay date window.
 - f. US Dollars- certify as usual
- 8 Others - no earlier than 7 days before economical pay date. Current interpretation of prompt pay will allow us to pay up to 7 days early. By having this cushion, unforesee delays can be overcome and the vendor will receive payment timely.
- 9 Europe & TAC Foreign currency – review foreign currency certify

folders twice-daily running SQL to make sure invoices are certified within seven economical pay date window. Note: can only certify for next days business date due to daily exchange rate that has to be loaded.

- 10 Europe – Foreign currency Tax Forms Abwicklungsschein
Verify amounts on front side of form, if same as certified invoice great, if not adjust to amount you certified. Fill in amount on back side of form and fill in date paying, stamp with Bank America Stamp and Euro Dollar stamp. Also stamp with signature stamp. This is done on the original copy of form; all other copies are to be Recycled. Original tax form and invoice are mailed to vendor for Foreign Currency. No check stubs are generated. Provide disbursed copies of invoice and tax form to be mailed with foreign checks.

- b. To perform certifying pay date, go to the Expenditures/Disbursements Menu (1,3,4) and select 10. Enter Certifier Pay Date.
- After entering date, the cursor will be at REMARKS section. Enter any appropriate remarks specially if payment date is greatly different than the Economically pay date or the reason interest is being paid followed by your initials. **If question concerning when receiving report or progress payment was entered CEFMS, go to Accounts Payable Transaction View Screen (3.34). Query by obligation and look for amount. Once amount is found, the trans date is the date the data was entered CEFMS. One method of getting to 3.34 screen is select ACCTS PAYABLE/DISB VIEW SCREENS (21) from Expenditures/Disbursements Menu (1.16) then select view payable transaction (6).**
 - Ctrl-F1, this will indicate the detail lines being paid. After reviewing the line items, press [Page Up] which will switch the system back to Receipt Voucher Certification Screen (2.37)
 - At some point during this process, verify the payment address by comparing invoice address to payment address. The comparison is done by being in screen 2.37 and pressing the [Page-Down] screen, which will reflect the payment address. If invoice address is different than payment address, do not certify payment. **Reverse the receipt voucher and return to invoice creator to correct. If there is data in the top-right block of the payment screen, give the invoice to the “designated person” to certify.**
- Note: Europe only: ABG’s see remarks on creating addresses on invoices for exceptions to matching payments addresses
- After satisfying that all data is proper, press [SAVE], commit. This will indicate to Disbursing that a check/eft payment is to be processed on the certifying pay date.
 - Print the screen after commitment. Attach the screen print with the certified invoice and file

by date with the other certified payments.