



## DCMA Manual 4301-05, Volume 8

# Financial Systems and Interfaces: System Interfaces and Year-End Processing

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Responsibility**

**Stewardship Capability**

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**Purpose:** This issuance is composed of several volumes, each containing its own purpose. In accordance with the authority in DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," this Manual implements policies and outlines procedures as defined in DCMA Instruction 4301, "Stewardship," and identifies interfaces that are pertinent to DCMA's financial management system of record and applicable year-end requirements.

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## SECTION 1: GENERAL ISSUANCE INFORMATION

**1.1. APPLICABILITY.** This issuance applies to all DCMA activities unless higher-level regulations, policy, guidance, or agreements take precedence.

**1.2. POLICY.** All DCMA employees are stewards of government resources and have a fiduciary responsibility to comply with the guidance in this Manual. It is DCMA policy to execute this Manual in a safe, efficient, effective, and ethical manner.

**a. Scope.** Defense Agencies Initiative (DAI) is the official financial data entry and repository system for DCMA's financial management. This system leverages financial management integration and process improvement to streamline financial management capabilities, eliminate material weaknesses, and achieve financial statement auditability for agencies across the DoD. The federal fiscal year ends on September 30 and year-end closeout data processes and procedures are dependent upon a number of applications that interface to DAI. Year-end closing is a part of DCMA's closing operations and is used to create DCMA's financial statement.

**b. Objective.** The Agency's primary financial objective is to improve overall financial management and internal controls, and to comply with the Business Enterprise Architecture, Standard Financial Information Structure, and Office of Management and Budget requirements. DAI's architecture allows DCMA to manage internal and external resources including tangible assets, financial resources, materials, and human resources. System interfaces facilitate the flow of information between all business functions within the boundaries of the organization to ensure stakeholders can report the most accurate and current data. A series of accounting operations are performed at the end of the fiscal year to close business activities from that year, carry forward balances to the next year, and open accounts for the upcoming year.

## SECTION 2: RESPONSIBILITIES

**2.1. DCMA DIRECTOR.** The DCMA Director has overall responsibility to ensure the Agency complies with all laws, regulations, and policies for executing financial transactions with DoD financial systems.

**2.2. EXECUTIVE DIRECTOR, FINANCIAL AND BUSINESS OPERATIONS.** The Executive Director, Financial and Business Operations Division will:

- a. Facilitate and provide oversight for the development of all budgetary and fiscal matters and exercise overall fiscal responsibility for the Agency.
- b. Exercise overall responsibility for data accuracy and reporting from the Agency's Financial Management system and supporting business systems.
- c. Establish a year-end closeout process for current year transactions.
- d. Verify the information contained in this Manual is accurate and reliable for business processes and supporting the year-end closeout process.

**2.3. DIRECTOR, FINANCIAL SYSTEMS DIVISION.** The Director, Financial Systems Division will:

- a. Manage overall DAI system operations for the Agency.
- b. Authorize or delegate authority on financial systems' best practices for the Agency.
- c. Ensure notifications are effectively distributed to keep DCMA Users apprised of system operations relative to latency, usability, and maintenance.
- d. Serve as the Agency DAI Program Manager to the Defense Logistics Agency (DLA) Program Management Office (PMO) to manage overall DAI system operations and serve as final approval authority for all system upgrades and enhancements for the Agency.

**2.4. FINANCIAL SYSTEMS OPERATIONS BRANCH.** Financial Systems Operations Branch personnel will:

- a. Serve as the DCMA liaison to the DLA DAI PMO and escalate system issues and year-end critical tickets for resolution as necessary.
- b. Prepare and maintain monthly Agency Health Check reports derived from DAI.
- c. Participate in the Year-End Process Mock to include preparing Year-End Mock reports and testing Year-End Mock pre-close and post-close activities.

d. Provide customer support, training, and resolution of system issues, and prepare analysis and relative system documentation for year-end processes and procedures.

## SECTION 3: DCMA FINANCIAL MANAGEMENT SYSTEM

**3.1. OVERVIEW.** DAI is an enterprise resource-planning tool, which delivers the basis for an integrated, enterprise level solution, complying with the DoD's transformation goals to modernize the Defense Agencies' financial management systems.

**3.2. SYSTEM MODULES.** DAI is comprised of separate modules that when combined, constitutes the comprehensive DAI suite business solution.

a. Oracle Time and Labor (OTL). The OTL solution automates the entire time collection process and provides an intuitive, web-based interface for time entry and approval, absence management, premium management and tour of duty (work schedule) maintenance, time reporting, and payroll submission. The OTL solution supports various forms of time entry for both civilian employees and contingent workers through individual and Timekeeper entry methods.

b. Procure to Pay (P2P). DAI supports the full P2P process, beginning with a distributed requisitioning process, where users are able to request goods and services.

c. Order to Cash (O2C). O2C encompasses all business functions necessary to accept and process customer orders for services and/or inventory held for sale. This includes managing customers and functions such as accepting orders, prioritizing orders, fulfilling orders, performing distribution, managing receivables, and managing cash collections.

d. Oracle Business Intelligence Enterprise Edition (OBIEE). OBIEE implements a business intelligence and analytics platform that provides access to interactive dashboards and ad-hoc queries to perform analytics against financial, timecard and Human Resources data in DAI.

e. Acquire to Retire (A2R). A2R encompasses business functions and activities that the Agency must complete to obtain or construct, and manage general purpose equipment and property, military equipment, information technology equipment and software, land, buildings, and structures from acquisition to disposal (e.g., the lifecycle of property, plant, and equipment).

f. Budget to Report (B2R). The B2R process includes a Funding Approving Document entry, funds distributions, the general ledger, and budgetary control functions. The basic process flow covers the setup and maintenance of the general ledger, the establishment of approved budget information, the recording of spending transactions against the budget, and the reporting of information through managerial and statutory financial reports.

g. Cost Accounting (CA). CA encompasses all business functions necessary to identify, collect, measure, accumulate, analyze, interpret, and communicate cost information to accomplish the many objectives associated with control, decision-making, planning and reporting.

h. Hyperion. This commercial off-the-shelf solution provides federal agencies the ability to formulate their budgets and accomplish planning, forecasting, and reporting tasks for budget execution.

i. User Management (UMX). UMX provides system administrators with control over user provisioning and allows flexibility to implement and enhance authentication-based policies while integrating industry authentication methods and procedures.



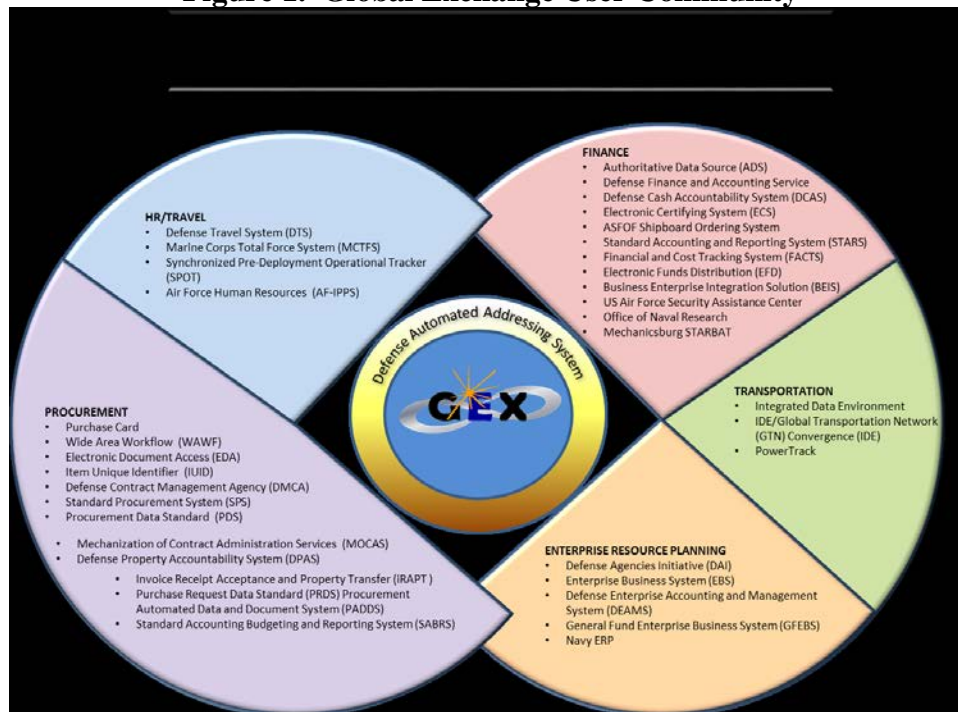
## SECTION 4: SYSTEM INTEROPERABILITY

**4.1. DEFENSE AUTOMATIC ADDRESSING SYSTEM.** The Defense Automatic Addressing System (DAAS) receives, edits, and routes logistics transactions for military services and federal agencies. DAAS enables interoperability between disparate DoD networks and systems through an interactive network of gateways and databases for supply, distribution, and information reporting because it links to over 100 similar databases.

**4.2. GLOBAL EXCHANGE.** The Global Exchange (GEX) supports DAAS with broker or mediation services that enable the exchange of transaction data between DoD entities and private sector commercial industry. GEX facilitates integration between government eBusiness systems and private sector trading partners by:

- a. Serving as a single location for data translation.
- b. Enabling complex transformation and validation of data between a range of disparate formats and standards to support DoD system interoperability as seen in Figure 1. GEX User Community.
- c. Validating, securing, translating, routing/mapping, archiving, and delivering mass volumes of Electronic Data Interchange and other transactions with guaranteed delivery and end-to-end accountability.
- d. Streamlining data flow and connections to support business systems' security requirements.

**Figure 1. Global Exchange User Community**



**4.3. BUSINESS SYSTEMS.** DAI uses GEX to exchange data files with numerous business systems that have financial implications for DCMA. Section 5 explains the financial impact of the systems interface with DAI.

- a. Automated Disbursing System.
- b. Treasury Direct Disbursing.
- c. Defense Departmental Reporting System.
- d. Defense Cash Accountability System.
- e. Access Online.
- f. Defense Civilian Payroll System.
- g. Defense Travel System.
- h. Electronic Document Access.
- i. Wide Area Workflow.
- j. Defense Property Accountability System.
- k. Contract Writing Systems.
- l. Elimination of Unmatched Disbursements.

## SECTION 5: FINANCIAL INTERFACES

**5.1. AUTOMATED DISBURSING SYSTEM.** The Defense Finance and Accounting Service (DFAS) employs the Automated Disbursing System (ADS) to process disbursements, collections, and for reporting payments for a variety of entitlement systems in the form of check and Electronic Funds Transfer payment files.

- a. ADS provides exchange rates, refund data, collection data, and other similar information.
- b. Data transactions with financial implications for the Agency that process through DAI via GEX:

- (1) Inbound Files.

- (a) Advice of Collection.
- (b) Refund Acknowledgement.
- (c) Exchange Rates.

- (2) Outbound Files.

- (a) Intra-Governmental Payment and Collection (debits and credits).
- (b) Collection Data.
- (c) Refund Data.

**5.2. TREASURY DIRECT DISBURSING.** Treasury Direct Disbursing (TDD) allows the agency to send and receive financial transactions directly to Treasury systems using GEX.

- a. TDD processes commercial supplier Transaction for Self (TFS) and Transaction by Others (TBO) disbursements only.

- b. Data transactions with financial implications for the Agency that process through DAI:

- (1) Inbound Files.

- (a) Vendor Pay History.
- (b) Ready to Pay File (PAM) Acknowledgements.

- (2) Outbound Files.

- (a) PAM for Commercial Vendors.

- (b) Defense Cash Accountability System Post Pay.

**5.3. DEFENSE DEPARTMENTAL REPORTING SYSTEM.** The Defense Departmental Reporting System (DDRS) is a web-based application that standardizes the DoD departmental reporting process and produces quarterly and annual departmental reports based on the United States Standard General Ledger.

- a. DCMA uses DDRS to send daily and month-end Trial Balance data and to report corresponding adjustments.
- b. Data transactions with financial implications for the Agency that process through DAI via GEX:
  - (1) Inbound Files. None
  - (2) Outbound Files.
    - (a) Daily Trial Balance Data.
    - (b) Month-End Trial Balance Data.

**5.4. DEFENSE CASH ACCOUNTABILITY SYSTEM.** DoD uses the Defense Cash Accountability System (DCAS) to process and report its disbursement and collections of funds to the U.S. Treasury and DoD. DCAS receives financial transaction data recorded from various DoD entity feeder systems, validates and checks the accuracy of the data, and sends the data to appropriate DoD entity accounting systems. DCAS is used for cash management and to reconcile the agency's Funds Balance with Treasury to Treasury's records.

- a. DCMA uses DCAS to post different types of transactions including cost transfers through DAI and DCAS.
- b. Data transactions with financial implications for the Agency that process through DAI, most process via GEX:
  - (1) Inbound Files.
    - (a) TFS/TBO Invoices.
    - (b) TFS/TBO Receipts.
    - (c) Monthly Suspense (uncleared TBOs).
    - (d) DB Link – Line of Accounting Validation (processes directly through DAI).
  - (2) Outbound Files.

(a) Posting Results File.

(b) Standard Form (SF) 1080, “Voucher for Transfers Between Appropriations and/or Funds” and SF 1081, “Voucher and Schedule of Withdrawals and Credits” file.

(c) DCAS Post Pay (TDD only).

(d) DB Link – Line of Accounting Validation.

**5.5. ACCESS ONLINE.** Access Online (AXOL) is an external interface that handles government purchase card data.

a. DCMA uses AXOL for invoicing data, obligating data, and sending commitment data.

b. Data transactions with financial implications for the Agency that process through DAI via GEX:

(1) Inbound Files.

(a) Invoice Data.

(b) Obligation Data (creates Purchase Order (PO)).

(2) Outbound Files. Input Load File (commitments).

**5.6. PAY.GOV.** Pay.gov allows individuals, states, and businesses to make non-tax related payments to the federal government via the internet. Payments can be made to federal agencies using a U.S. held bank account, credit or debit card, or a digital wallet such as PayPal or Amazon Pay.

a. DCMA uses Pay.gov to settle Agency personnel debts to the federal government.

b. Data transactions with financial implications for the Agency that process through DAI via GEX:

(1) Inbound Files. Collections (Global Collection Solution).

(2) Outbound Files. None.

**5.7. DEFENSE CIVILIAN PAY SYSTEM.** The Defense Civilian Pay System (DCPS) is the standard DoD civilian payroll system. The system maintains pay and leave entitlement records, deductions and withholdings, time and attendance data, and other pertinent employee personnel data.

a. DCMA uses DCPS to administer and maintain civilian personnel records for timekeeping, leave, pay, deductions, and other relative payroll data.

b. Data transactions with financial implications for the Agency that process through DAI via GEX:

(1) Inbound Files.

(a) Daily Master Employee Data.

(b) Biweekly Employee Leave Data.

(2) Outbound Files.

(a) Employee Timecard Detail.

(b) Balanced Gross Pay Detail.

**5.8. DEFENSE TRAVEL SYSTEM.** The Defense Travel System (DTS) is the primary system used by the DoD for processing temporary duty assignment (TDY) travel orders.

a. DCMA uses DTS to process government TDY orders and vouchers.

b. Data transactions with financial implications for the Agency that process through DAI via GEX:

(1) Inbound Files.

(a) Travel Authorization Data.

(b) Travel Debt Data.

(c) Collective Bargaining Agreement (CBA) Data.

(2) Outbound Files.

(a) CBA Acknowledgement.

(b) DTS Post Pay (TDD only).

**5.9. ELECTRONIC DOCUMENT ACCESS.** Electronic Document Access (EDA) is an online repository for contractual instruments and supporting documents and DoD's primary tool for electronic distribution of contract documents and contract data. It stores records for contracts and contract modifications, invoices, vouchers, and reconciliations.

a. DCMA uses EDA as a research tool for contracts and contract modifications.

b. Data transactions with financial implications for the Agency that process through DAI via GEX:

- (1) Inbound Files. Daily file for Contract/Modification reconciliation.
- (2) Outbound Files. None.

**5.10. WIDE AREA WORKFLOW.** Wide Area Workflow (WAWF) is the main system used to send vendor invoices, material and service receipts, and Terms and Conditions acknowledgements to DAI.

a. The WAWF Interface Status is a report available in DAI that shows all Accounts Payable invoices or receipts that have or are scheduled to process. The status may also reflect “Action Required” if an invoice or receipt cannot be processed.

b. Data transactions with financial implications for the Agency that process through DAI via GEX:

- (1) Inbound Files.
  - (a) Accepted Receipts.
  - (b) Approved Invoices (including non-procurement instruments for grants).
- (2) Outbound Files.
  - (a) Vendor invoice status.
  - (b) Acknowledgements (rejections, cancellations, and acceptances).

**5.11. DEFENSE PROPERTY ACCOUNTABILITY SYSTEM.** The Defense Property Accountability System (DPAS) maintains accountability and tracking for all property and respective data elements.

a. DCMA uses DPAS as the Agency property accountability system.

b. Data transactions with financial implications for the Agency that process through DAI via GEX:

- (1) Inbound Files. Transaction accounting information.
- (2) Outbound Files.
  - (a) Set up a project/task.
  - (b) Set up a cost center.

**5.12. CONTRACT WRITING SYSTEMS.** The Contract Writing System is used to provide defense-wide procurement capabilities and contract-related data which supports interoperability of DoD acquisition systems.

- a. Procurement Desktop Defense is the Agency's current Contract Writing System.
- b. Data transactions with financial implications for the Agency that process through DAI via GEX:
  - (1) Inbound Files.
    - (a) Purchase Request Data Standard Acknowledgement.
    - (b) Awards & Modifications (Procurement Data Standard).
  - (2) Outbound Files.
    - (a) Purchase Request (PR) data (Purchase Request Data Standard).
    - (b) Procurement Data Standard Acknowledgement.

**5.13. ELIMINATION OF UNMATCHED DISBURSEMENTS.** The Elimination of Unmatched Disbursements system transmits pre-validation data for transactions related to TBO and Transactions for Others (TFO) to and from DAI.

- a. DCMA uses the Payment Pre-Validation Module to facilitate the validation of disbursements with external accounting systems before disbursements are made.
- b. Data transactions with financial implications for the Agency that process through DAI via GEX:
  - (1) Inbound Files.
    - (a) TBO Pre-Validation Request and Receipt.
    - (b) TFO Pre-Validation Response.
  - (2) Outbound Files.
    - (a) TBO Pre-Validation Response.
    - (b) TFO Pre-Validation Request.



## SECTION 6: DATA STANDARDS

**6.1. OVERVIEW.** A data standard is the system functionality in DAI for the creation, translation, processing, and sharing of procurement actions. Data standards automate the transmission of procurement information to contract writing systems.

**6.2. PROCUREMENT DATA STANDARD.** The DoD Procurement Data Standard (PDS) is a system-agnostic data standard implemented Department-wide. It defines a contract writing system's minimum required output in accordance with the Federal Acquisition Regulation (FAR) and the Defense Federal Acquisition Regulation Supplement (DFARS) requirements. PDS is implemented and maintained under the guidance of the Defense Pricing and Contracting office.

a. The goal of PDS is to:

- (1) Improve contract quality.
- (2) Facilitate DoD business system interoperability.
- (3) Increase transparency of DoD procurement activities.

b. PDS is one of several data formats that procurement systems are required to produce and send information to EDA. At DCMA, the PDS process only impacts contract awards and modifications. An approved award or modification must be in PDS compliant format for it to be created and approved in DAI.

c. Contract writing systems must be able to produce either a PDS Extensible Markup Language (XML) document or a transaction that can be converted to the PDS format that meets all data and business rule requirements.

d. Electronic data files depicting the contract will be transacted in PDS, via GEX pursuant to DFARS, Subpart 204.2.

**6.3. PURCHASE REQUEST DATA STANDARD.** The Purchase Request Data Standard (PRDS) is based on and designed to be congruent with PDS. PRDS represents an entire PR as discretely identifiable data elements in the XML structure. PRDS is capable of transmitting additional pieces of data found in a Military Interdepartmental Purchase Request.

a. PRDS establishes accurate and standard data since the PR is the source of critical data used in contract award. A PR must be in PRDS compliant format in order for it to automatically transmit to the contract writing system.

b. The alignment of requirements throughout the P2P process, beginning with the PR and continuing through procurement, delivery, acceptance, and inventory management, enables data accuracy and more accurate order fulfillment.

#### **6.4. STANDARD LINE OF ACCOUNTING/STANDARD FINANCIAL INFORMATION STRUCTURE.**

**a. Standard Line of Accounting (SLOA).** SLOA is a data standard that generates common business language within DoD.

(1) DoD mandated the adoption of SLOA to identify the funding source associated with an organization's budget and to ensure accurate accounting transactions.

(2) SLOA imposes a standard set of values and vocabulary for contract data and aligns all DoD lines of accounting to a standard format.

**b. Standard Financial Information Structure (SFIS).** DoD mandated the implementation of SFIS, a comprehensive data structure that supports requirements for budgeting, financial accounting, cost/performance, and external reporting across the DoD enterprise.

## SECTION 7: YEAR-END ACTIVITY

**7.1. YEAR-END CLOSE OUT.** At the end of each fiscal year, the Agency must close their financial books in the DAI system. The closing of financial records is a coordinated effort between DFAS and DCMA with the support of the DLA PMO. The year-end closeout process entails pre-close preparation activities, year-end reports to ensure that no outstanding transactional data remains for current year transactions that are due to cancel or expire, and procedures that need to be completed after the end of the fiscal year.

**7.2. SYSTEM REPORTS.** DAI system reports provide the status of certain year-end related functions. A total of nine reports are available to facilitate the preparation of fiscal year-end activity.

### **a. DAI eBusiness Suite Reports.**

(1) O2C Auto Close report for Agreements/Projects. Provides all incoming reimbursable funds with open balances for the expiring year.

(2) Invoice on Hold Report. Provides invoices that are in DAI but in a hold status for various reasons (e.g., funds, order amount, accounting, price variances, and similar reasons).

(3) PR Commitments Reconciliation Report. Identifies any requisitions that have discrepancies between Sub Ledger, General Ledger, and Project Status Inquiry.

(4) PO Obligations Reconciliation Report. Identifies any obligations that have discrepancies between Sub Ledger, General Ledger, and Project Status Inquiry. This report provides detail at the PO Distribution level.

### **b. OBIEE Reports.**

(1) Open Commitments Expiring Year Funds. This report provides unliquidated commitments that are expiring at the end of the current fiscal year. Unliquidated commitments must be obligated or reversed by the end of the fiscal year.

(2) Open Obligations Cancelling Year Funds. Provides unliquidated obligations that are cancelling at the end of the current fiscal year. Following the cancellation of an appropriation, should it become necessary to adjust obligations, obligations should be charged to an appropriation currently available for the same purpose. If appropriate actions are not taken, the Agency will lose the obligations.

(3) In Process Agreements. Provides agreements that are not yet approved or reserved and need action.

(4) In Process Budgets. Provides budgets that are not yet approved or reserved and need action.

**c. Other DAI Reports/Actions.**

(1) Payroll Labor Exception Report. The Payroll Branch must review and clear payroll violations before the end of the fiscal year.

(2) Time and Attendance for the last pay period of the fiscal year. Accelerated DAI timecard input and approval is required to capture actuals through the end of the fiscal year. Employees performing any type of reimbursable labor are advised to input their reimbursable hours on their timecards.

**7.3. INTERFACE ACTIVITY.** As the fiscal year draws to an end, interface activity will wane in order to start the year-end close out process. System owners will establish deadlines to halt the flow of financial transactions to the Agency's financial management system. This is necessary to establish a date when all transactions are posted and can be reconciled with no further adjustment to the data.

## GLOSSARY

### G.1. DEFINITIONS.

**Unmatched disbursement.** Any payment received by an accounting office that cannot be accurately matched to the correct obligation record.

**Year-end closing.** An accounting procedure undertaken at the end of the year to close out business from the previous year, carry forward balances from the previous year, and open posting accounts for the upcoming year. Year-end closing is part of an agency's closing operations, and is used to create an agency's financial statements.

## GLOSSARY

### G.2. ACRONYMS.

A2R	Acquire to Retire
ADS	Automated Disbursing System
AXOL	Access online
B2R	Budget to Report
CA	Cost Accounting
CBA	Collective Bargaining Agreement
DAAS	Defense Automatic Addressing System
DAI	Defense Agencies Initiative
DCAS	Defense Cash Accountability System
DCMA-INST	DCMA Instruction
DCMA-MAN	DCMA Manual
DCPS	Defense Civilian Pay System
DDRS	Defense Departmental Reporting System
DFAS	Defense Finance and Accounting Service
DLA	Defense Logistics Agency
DPAS	Defense Property Accountability System
DTS	Defense Travel System
EDA	Electronic Document Access
GEX	Global Exchange
O2C	Order to Cash
OBIEE	Oracle Business Intelligence Enterprise Edition
OTL	Oracle Time and Labor
P2P	Procure to Pay
PAM	Ready to Pay File
PDS	Procurement Data Standard
PMO	Program Management Office
PR	Purchase Request
PRDS	Purchase Request Data Standard
SF 1080	Standard Form 1080, “Voucher for Transfers Between Appropriations and/or Funds”
SF 1081	Standard Form 1081, “Voucher and Schedule of Withdrawals and Credits”
SFIS	Standard Financial Information Structure
SLOA	Standard Line of Accounting

TBO	Transactions by Others
TDD	Treasury Direct Disbursing
TDY	temporary duty assignment
TFO	Transactions for Others
TFS	Transactions for Self
UMX	User Management
WAWF	Wide Area Workflow
XML	Extensible Markup Language

## **REFERENCES**

DoD Directive 5105.64, “Defense Contract Management Agency (DCMA),” January 10, 2013  
Defense Federal Acquisition Regulation Supplement, Subpart 204.2, “Contract Distribution,” as amended