Computerized Accounts Payable System Clipper

United States Army Financial Management Command
Task, Conditions, Standards

Task: Enter Accounts Payable information into CAPS-C

Conditions: Given a requirement to conduct Commercial Vendor Services in a contingency environment, the CAPS-C system, and contracts, modifications, receiving reports, and invoices.

Standards: Correctly input and compute all documents into the CAPS-C system and prepare payments IAW FAR, DFARS, CFR, and DODFMR, vol.10.
Module 1

Basic System Introduction

and

System Navigation
There are two versions of CAPS being used at the present time. They are CAPS-Clipper and CAPS-Windows.

CAPS-Clipper is currently being used in contingency operating environments.

CAPS-W is being used in DFAS sites.
CAPS-Clipper (CAPS-C)

CAPS-C is a Disk Operating System (DOS)-based automated entitlement application. It is the original CAPS and the objectives of CAPS-C are to:

- minimize manual input and calculation
- comply with the provisions of the PPA
- accurately determine the due dates for entitlements.
- reducing lost discounts and interest penalties
- process payments using Foreign Currency
Double Click CAPS Shortcut
Use the keyboard for navigation instead of the mouse.

***CAPS LOCK KEY MUST BE ON WHILE WORKING IN CAPS***
Accessing CAPS-Clipper

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG—authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:
- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Not withstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.
User ID is 3 digits. Enter the User ID assigned by the instructor.

*****DO NOT PRESS ENTER AFTER INPUTTING THE USERID - It will advance for
-Password will not show when you type it. Cursor will advance to show input.

***During Training, Password is always CAPS@---(last 3 is User ID)***

***REMINDER: CAPS Lock key must be on***
The only way to properly log off of CAPS is to press X for EXIT!!!!
Using CTRL+ALT+DEL or the “X” button on the top right corner will lock the system up and could crash a server database.
LOGGING OFF CAPS-C

Press “X” to EXIT the CAPS System
Introduction to System Lay-Out

Refer to your Keyboard Handout for navigating within the menus!!
DAILY PROCESSING MENU

This is the most commonly used menu in CVS.
RECEIVING FUNCTIONS

**RECEIVING FUNCTIONS MENU**

A. ENTER PURCHASE ORDERS/CONTRACTS.

B. ENTER MODIFICATIONS.

C. ENTER INVOICES/RECEIVING REPORTS.

D. ENTER REMIT TO/EFT DATA.

X. EXIT

Enter New Contracts

TRNG
DAILY PROCESSING MENU

DAILY PROCESSING MENU
CAPS VERSION C9.5

A. RECEIVING FUNCTIONS.
B. VOUCHER PREPARATION.
C. PAYMENT INQUIRY.

X. EXIT.

Leave Daily Processing

CUS-TRNG

TRNG
VOUCHER PREPARATION MENU
ON DAILY PROCESSING MENU

A. COMPUTE PAYMENTS.
B. IMMEDIATE PRINT OF VOUCHERS.
X. EXIT
DAILY PROCESSING MENU

DAILY PROCESSING MENU
CAPS VERSION C9.5

A. RECEIVING FUNCTIONS.
B. VOUCHER PREPARATION.
C. PAYMENT INQUIRY.
X. EXIT.

Leave Daily Processing

CUS-TRNG TRNG
PAYMENT INQUIRY ON DAILY PROCESSING MENU

A. SEARCH BY PO NUMBER
B. SEARCH BY VENDOR
C. SEARCH BY DOV NUMBER
D. SEARCH BY CHECK TRACE NUMBER
E. SEARCH BY CAGE DUNS DUNS+4 NUMBER
F. SEARCH BY INVOICE NUMBER
G. SEARCH HISTORY FILES
H. TL BT INQUIRY
I. SEARCH BY WARRANT NUMBER
J. PRINT PO INQUIRY REPORT

RETURN TO PREVIOUS MENU
Module 2

Input
Contracts and Modifications into CAPS-C
Introduction

- Input contract

- Input modification

- The input of documentation into the system is detailed and can be repetitious at times.

- Users must develop consistent reviews to ensure correct data has been inputted prior to advancing screens.
Input Contract – Step 1

COMPUTERIZED ACCOUNTS PAYABLE SYSTEM
MAIN MENU

A. DAILY PROCESSING
B. MANAGER FUNCTIONS
C. INTERFACE FUNCTIONS
D. DAILY REPORTS
E. SPECIAL REPORTS
F. ON DEMAND REPORTING
G. BACKUP
H. CAPS CONFIGURATION
I. DATABASE ADMINISTRATION
J. USER ID/PASSWORD MAINTENANCE
T. TAX PROCESSING

X. EXIT

Leave Main Menu
Input Contract – Step 2

DAILY PROCESSING MENU
CAPS VERSION C9.5

A. RECEIVING FUNCTIONS.
B. VOUCHER PREPARATION.
C. PAYMENT INQUIRY.
X. EXIT.

Leave Daily Processing

CUS-TRNG

TRNG
Input Contracts – Step 3

RECEIVING FUNCTIONS MENU

A. ENTER PURCHASE ORDERS/CONTRACTS.
B. ENTER MODIFICATIONS.
C. ENTER INVOICES/RECEIVING REPORTS.
D. ENTER REMIT TO/EFT DATA.
X. EXIT

Return to CAPS Menu
ENTER CONTRACT NUMBER

This is the Delivery Order or Call Number. **Not every contract will have one**.
Enter the type of currency using a two-position code and press Enter. This code must be for the currency type the contract is written in.

Effective October 2009, any contracts issued to Iraqi or Afghani Vendors will be issued in the local currency of that country. For other vendors performing work in that country, the contract will be issued in U.S. currency, and will be converted to local currency based on the daily exchange rate.
CONTRACT INFORMATION SCREEN

DASA03-09-D-1987

TERMS 0.000 DAYS 30 CONTRACT DATE / / 

FOB DEST CONSTRUCTIVE ACPT DAYS ?

EXEMPT GCR? N CAGE/DUNS:

VENDOR

FOREIGN VENDOR? N
CORPORATE STATUS

AMOUNT INDICATOR

TAX ID #

W/H TAX N

SPECIAL IDENTIFICATION CODE
CURRENCY TYPE US

ANTICIPATED DATE OF DELIVERY / / 

CONTRACT RECEIVED / / 

NUMBER OF ACCOUNTING CLASSIFICATIONS ON CONTRACT 1

TOTAL CONTRACT AMOUNT 0.00 CONTRACT DISCOUNT 0.00

FREIGHT 0.00 EXEMPT FROM PPA N RECEIVING ACTIVITY CODE

F3=EXIT/ABORT  F5=ADD/UPDATE EFT  F10=ADD/UPDATE REMIT-TO
Critical Tax Information

- U.S. based vendors may still incur taxable income based on contracts paid in a contingency environment.

- Should a CAGE/DUNS or Tax ID# (TIN) be present in a contract, you must input that into the CAPS-C system. This will ensure accurate records are produced and forwarded to the IRS.

- If the company is based in the U.S., you must also answer <N> for Foreign Vendor.
Critical Tax Information – Corporate Status

The following Corporate Statuses must be entered based on the company type:
- A-Medical Corporation
- B- Non-Medical Corporation
- C- Individual/ Sole Proprietor
- D- Partnership
- E- Non-Profit/ Government Agencies

Foreign Vendors being paid in foreign currency do not require a corporate status; leave the field blank.

Corporate Status is taken from the contract. It is up to contracting to provide accurate information to the CVS office.
Critical Tax Information – Amount Indicator

The following categories of contracts for US vendors are not reportable to the IRS; Amt Indicator is E

- Charities and Non-Profit
- Employee Related
- Fees/ Licenses
- Credit Cards
- Foreign Vendors
- Goods
Critical Tax Information – Amount Indicator (cont’d)

- Government Agency
- Medical
- Subscriptions
- Transportation/ Storage
- Utilities
- Goods/ products/ merchandise
Critical Tax Information – Amount Indicator

The following categories of contracts for US vendors are reportable to the IRS; Amt Indicator is as shown:

- Rent 1
- Royalties 2
- Medical 6
- Services 7
- Reimbursement Fees 7
- Military Funeral Honors 3
Critical Tax Information – Amount Indicator (cont’d)

- Employee Related: 7
- Settlements (Attorney Fees): 14
- Settlements (all others): 3
REMIT-TO/EFT DATA

- The **Remit to/EFT** should be verified when inputting contract information or any other time during the payment process.

- The option at the bottom of the contract page is **F10=ADD/UPDATE REMIT-TO**, in a deployed environment, all CVS Soldiers should be able to add/update REMIT-TO information.
REMIT-TO SCREEN

VENDOR ADDRESS
REMIT-TO

UNIVERSAL SPROCKETS
FRAKENHEIMER STR. 176
38164 FRANKFURT
GERMANY

PGUP/PGDN=Prev/Next Record AVAILABLE: Y
F3=Exit F6=Add F7=Delete F10=Select
ENTER=Select for Edit
REMIT-TO SCREEN
- FOREIGN EFT

DASA03-09-C-1111

FOB DEST
EXEMPT CCR?: Y CAGE/DUNS:
VENDOR JOES CRAB SHACK
IRAQ

SPECIAL ID
ANTICIPATE

REMIT-TO

01 OF 01

Mohammed Hussein
EFTA1002061115674123
Jo Arab Jordan Investment Bank
AJIBJOAX

PGUP/PGDN=Prev/Next Record AVAILABLE: Y
F3=Exit F6=Add F7=Delete F10=Select
ENTER=Select for Edit
**Standard Army Accounting Line Input – U.S. Currency Contract**

![Screen capture of a CAPS.EXE software window showing details of a contract line entry.](image)

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>ACCOUNTING CLASS</th>
<th>QUANTITY</th>
<th>U of I</th>
<th>EOR</th>
<th>FISCAL CC</th>
<th>JO</th>
<th>CCC</th>
<th>DOC NUMBER</th>
<th>UNIT PRICE</th>
<th>LINE AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>21420704444572436</td>
<td>40.00</td>
<td>EA</td>
<td>26EZ</td>
<td>015202</td>
<td>US</td>
<td>127A83</td>
<td>W50SPR53182667</td>
<td>30.000000</td>
<td>1200.00</td>
</tr>
<tr>
<td>2</td>
<td>21420704444572436</td>
<td>1.00</td>
<td>EA</td>
<td>26EB</td>
<td>015202</td>
<td>US</td>
<td>127A83</td>
<td>W50SPR53182667</td>
<td>40.000000</td>
<td>40.00</td>
</tr>
</tbody>
</table>
When inputting a contract that is written in Foreign Currency, an Award Rate must be entered.

The award rate is issued at the beginning of each FY by accounting.
<table>
<thead>
<tr>
<th>NUMBER</th>
<th>ACCOUNTING CLASS</th>
<th>QUANTITY</th>
<th>U of I</th>
<th>EOR</th>
<th>FISCAL CC</th>
<th>JO</th>
<th>CCC</th>
<th>DOC NUMBER</th>
<th>UNIT PRICE</th>
<th>NEW LINE AMOUNT:</th>
<th>LINE AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>5783400308797949441101</td>
<td>1.00</td>
<td>EA</td>
<td>0409</td>
<td>525700</td>
<td>K34100</td>
<td>00K341</td>
<td></td>
<td>400.0000000</td>
<td>400.00</td>
<td>400.00 OK?</td>
</tr>
</tbody>
</table>
DOD LOA
Navy/Marine LOA

<table>
<thead>
<tr>
<th>DAJA10-08-M-2856</th>
<th>ARMS SUPPLY</th>
<th>Amount left to apply: 200.00 on 1 lines</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUMBER</td>
<td>ACCOUNTING CLASS</td>
<td>QUANTITY</td>
</tr>
<tr>
<td>1</td>
<td>AA17718042701</td>
<td>1.00</td>
</tr>
<tr>
<td>0001</td>
<td>1.00</td>
<td>EA</td>
</tr>
</tbody>
</table>

NEW LINE AMOUNT: 200.00 OK?
INPUTTING MODIFICATIONS

To change the terms of the contract, the contracting officer must issue a Modification.

It is a legal document, just like the contract; any change listed on the modification changes the contract.

The procedure for inputting a modification is similar to those just covered for entering a new PO.
Input Modification – Step 1

COMPUTERIZED ACCOUNTS PAYABLE SYSTEM
MAIN MENU

A. DAILY PROCESSING
B. MANAGER FUNCTIONS
C. INTERFACE FUNCTIONS
D. DAILY REPORTS
E. SPECIAL REPORTS
F. ON DEMAND REPORTING
G. BACKUP
H. CAPS CONFIGURATION
I. DATABASE ADMINISTRATION
J. USER ID/PASSWORD MAINTENANCE
T. TAX PROCESSING

X. EXIT.

Leave Main Menu
Input Modification – Step 2

DAILY PROCESSING MENU
CAPS VERSION C9.5

A. RECEIVING FUNCTIONS.
B. VOUCHER PREPARATION.
C. PAYMENT INQUIRY.
X. EXIT.

Leave Daily Processing

CUS-TRNG
Input Modification – Step 3

B. ENTER MODIFICATIONS.
MODIFICATIONS
Press **Enter** to accept the default of **N** at the prompt asking; “Does this modification extend the contract?” in most cases.

**Note:** Usually you accept the default of **N** and only change the default to
- **Y** if the modification really does extend the contract.
- Entering a **Y** at this prompt will change all finals or supplemental to partials. **DO NOT** press **Y** unless sure.
Adding a LOA for new CLIN

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>ACCOUNTING CLASS</th>
<th>EOR</th>
<th>FISCAL CC</th>
<th>JO</th>
<th>CCC</th>
<th>DOC NUMBER</th>
<th>OLD LINE</th>
<th>UNIT PRICE</th>
<th>QTY</th>
<th>U of</th>
<th>NEW LINE AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>214207044444572436P864823004</td>
<td>26EZ</td>
<td>015202</td>
<td>US</td>
<td>127A83</td>
<td>83127A</td>
<td>W50SPR53182667</td>
<td>1500.00</td>
<td>1500.00</td>
<td>75.00</td>
<td>EA</td>
</tr>
<tr>
<td>2</td>
<td>214207044444572436P864823004</td>
<td>26EZ</td>
<td>015202</td>
<td>US</td>
<td>127A83</td>
<td>83127A</td>
<td>W50SPR53182667</td>
<td>1200.00</td>
<td>1200.00</td>
<td>40.00</td>
<td>EA</td>
</tr>
<tr>
<td>3</td>
<td>214207044444572436P864823004</td>
<td>26EB</td>
<td>015202</td>
<td>US</td>
<td>127A83</td>
<td>83127A</td>
<td>W50SPR53182667</td>
<td>40.00</td>
<td>40.00</td>
<td>1.00</td>
<td>EA</td>
</tr>
</tbody>
</table>
Determine the action for the prompt asking “Do you want to update individual accounts?”. (lines of accounting)

<table>
<thead>
<tr>
<th>IF you ...</th>
<th>THEN...</th>
</tr>
</thead>
<tbody>
<tr>
<td>do not need to correct the LOA(s)</td>
<td>press ENTER to accept the default of N and the system will return to the Enter Modification screen.</td>
</tr>
<tr>
<td>need to correct the LOA(s)</td>
<td>• change the default to Y</td>
</tr>
</tbody>
</table>
VALUES

<table>
<thead>
<tr>
<th>IF you ...</th>
<th>THEN...</th>
</tr>
</thead>
<tbody>
<tr>
<td>want to edit a specific</td>
<td>use the arrow keys to go to the record. Press F1 to select it and then correct it.</td>
</tr>
<tr>
<td>record</td>
<td></td>
</tr>
<tr>
<td>want to edit all records</td>
<td>press F1 to select each record. Then correct the record.</td>
</tr>
<tr>
<td>do not see the record you</td>
<td>use the PGUP/PGDN to skip a page until you find the record. Press F1 to select it and then correct it.</td>
</tr>
<tr>
<td>want</td>
<td></td>
</tr>
<tr>
<td>do not see the LOA that</td>
<td>press F10 to exit.</td>
</tr>
<tr>
<td>needs correcting or want</td>
<td></td>
</tr>
<tr>
<td>to exit.</td>
<td></td>
</tr>
</tbody>
</table>

Press F10 to save the changes and exit.
There are a few exceptions concerning modifying the contract input.

- The reduction of a CLIN(s) in an existing PO can only be accomplished if there have been no payments made on that CLIN.

- To delete a CLIN, go to the **CLIN** line to be deleted and press **F1**. Then Enter **.000001** in the **UNIT PRICE** field. Enter **Y** in the **OK** field and press **Enter**.

- **DEL** appears next to the amount indicating the CLIN will be deleted when the modification update is completed.
There are a few exceptions concerning modifying the contract input.

- The exempt from PPA cannot be changed if a payment has been made.

- To delete or correct EFT information:
  - Press F5 to display the input/correction of EFT data screen. Type DEL in the EFT type field. (The F5 key is not available for foreign vendors)
Module 3

Input
Invoices and Receiving Reports into CAPS-C
INTRODUCTION

- This section covers inputting invoices and/or receiving reports (RR).
- Invoices and receiving reports can be received and entered separately or at the same time.
- It is important to ensure that when the invoice and receiving report are received at your location, they match up in the system.
The invoice should be in the same currency as the contract.

If it is not the same as the contract, in most cases the invoice should be returned to the vendor. Check with your lead/supervisor for local policy.

If the invoice is in legacy currency, then the invoice must be converted to the legacy currency used in the contract.
Inputting Invoices and RR - Step 1

Computerized Accounts Payable System
Main Menu

A. Daily Processing
B. Manager Functions
C. Interface Functions
D. Daily Reports
E. Special Reports
F. On Demand Reporting
G. Backup
H. CAPS Configuration
I. Database Administration
J. User ID/Password Maintenance
T. Tax Processing

X. Exit.

Leave Main Menu

TRNG
C:\CAPS
Inputting Invoices and RRs – Step 2

DAILY PROCESSING MENU
CAPS VERSION C9.5

A. RECEIVING FUNCTIONS
B. VOUCHER PREPARATION.
C. PAYMENT INQUIRY.

X. EXIT.

Leave Daily Processing

CUS-TRNG
Inputting Invoices and RRs – Step 3

RECEIVING FUNCTIONS MENU

A. ENTER PURCHASE ORDERS/CONTRACTS.
B. ENTER MODIFICATIONS.
C. ENTER INVOICES/RECEIVING REPORTS.
D. ENTER REMIT TO/EFT DATA.
E. EXIT

Return to CAPS Menu
Inputting Invoices and RRs – Step 3

ENTER INVOICES/RECEIVING REPORTS

ENTER THE "DFASEU-" -- --
INVOICES AND RR’S

Entry of the first INVOICE/RR record for this contract
ENTER NEW <I>invoice, <R>receiving, <B>both, OR <X> TO Exit

- <I> - enter an invoice only
- <R> - enter a receiving report/acceptance only
- <B> - enter both at the same time, and
- <X> - exit the screen.
INPUTTING AN INVOICE ONLY

All data comes from the invoice

INVOICES FOR DFASEU-04-A-2000 0005

UNIVERSAL SPROCKETS
FRAKENHEIMER STR 176
38164 FRANKFURT
GERMANY

TERMS  0.000 DAYS  30

SPECIAL ID ENTER ‘D’ IF DUE DATE IS SPECIFIED OR IT IS UNUSUAL  CALNR 0005
INV RCVD 01/15/09  INV NBR 29  INV DATE 01/14/09
MERCHANDISE 2740.00 ($$)  FREIGHT 0.00 ($$)
MDSE DEL / /  MDSE ACPT / /  RR RCVD / /
SELECT REMIT-TO ADDRESS? <Y/N>  

F3 - ABORT
Ensure that the remit-to address matches what is on the invoice.

UNIVERSAL SPROCKETS
FRAKENHEIMER STR 176
38164 FRANKFURT
GERMANY

TERMS 0.000 DAYS 30
SPECIAL ID ENTER 'D' IF DUE DATE IS SPECIFIED OR IT IS UNUSUAL CALNR 0005
INV RCUV 01/15/09 INV NBR 29 INV DATE 01/14/09
MERCHANDISE 2740.00 $$ FREIGHT 0.00 $$
MDSE DEL / / MDSE ACPT / / RR RCUV / /
SELECT REMIT-TO ADDRESS? <Y/N> N

F3 - ABORT
After input is completed, the screen should look like this.

**If no more invoices or receiving reports need be input on this contract, you must exit before inputting other documents, or you will enter them under this contract!!!!!!!
Receiving Reports (RR)/Acceptances can be entered after, before, or at the same time that the invoice is entered.

When the invoice has already been entered, the RR must be matched up with the corresponding invoice.

In this lesson, the RRs are entered separately, after the invoices, so they must be matched.
If you wanted to input a receiving report that matches invoice 294, then you input <R294>.

If the receiving report does not match any entered invoices, just input <R> to create a new record.
INPUT RECEIVING REPORT
ONLY

Date Received On DD250
Date Accepted On DD250
Date Received in CVS office
INPUT INVOICES AND RR’S (Both)

- When invoices and RRs are received together, they are entered at the same time.

- This eliminates the need to match documents in the system and also creates less opportunity for a potential input error.

- This is the preferred method of input.
**INPUT INVOICES AND RR’S**

<table>
<thead>
<tr>
<th>US MAKER</th>
<th>INV #</th>
<th>INV DATE</th>
<th>INV RCVD</th>
<th>MDSE AMT</th>
<th>MDSE DEL</th>
<th>MDSE ACPT ID</th>
<th>CURRENCY TYPE</th>
<th>FRT AMT</th>
</tr>
</thead>
</table>

Entry of the first INVOICE/RR record for this contract

ENTER NEW <I>invoice, <R>ceiving, <B>oth, OR <X> TO Exit

*Enter <B> to input the invoice and Receiving Report at the same time.*
**INPUT BOTH INV and RR**

---

**INVOICE/RR ENTRY FOR DFASUP-01-P-0100**

**JET INC**

**1 JET WAY**

**INDIANAPOLIS, IN 46249**

**TERMS** 0.000  **DAYS**  30

**SPECIAL ID**  ENTER ‘D’ IF DUE DATE IS SPECIFIED OR IT IS UNUSUAL **CALNR**

**INV RCUD 07/10/01**  **INV NBR**  45 **INV DATE 07/08/01**

**MERCHANDISE**  50.00  **FREIGHT**  0.00  **<$$>**

**MDSE DEL 07/10/01**  **MDSE ACPT 07/09/01**  **RR RCUD 07/09/01**

---

*F3 - ABORT*

---

*Input Procedures remain the same for the Invoice and Receiving Report data.*
Module 4

Computing Vouchers
Once the contract, invoice(s), and Receiving Report(s) have been entered, the contract is ready to be prepared for payment.

Computing payments requires attention-to-detail. Once the payment is computed, it cannot be modified. The only way to make a change is for an auditor to delete the payment or to change the status.
Computing Vouchers - Step 1

COMPUTERIZED ACCOUNTS PAYABLE SYSTEM
MAIN MENU

A. DAILY PROCESSING
B. MANAGER FUNCTIONS
C. INTERFACE FUNCTIONS
D. DAILY REPORTS
E. SPECIAL REPORTS
F. ON DEMAND REPORTING
G. BACKUP
H. CAPS CONFIGURATION
I. DATABASE ADMINISTRATION
J. USER ID/PASSWORD MAINTENANCE
I. TAX PROCESSING
X. EXIT.

Leave Main Menu

Standalone
C:\CAPS
Computing Vouchers – Step 2

DAILY PROCESSING MENU
CAPS VERSION C9.5

A. RECEIVING FUNCTIONS.
B. VOUCHER PREPARATION.
C. PAYMENT INQUIRY.
X. EXIT.

Leave Daily Processing
CUS-TRNG
TRNG
Computing Vouchers - Step 3

VOUCHER PREPARATION MENU

A. COMPUTE PAYMENTS.
B. IMMEDIATE PRINT OF VOUCHERS.
X. EXIT

Return to Daily Processing Menu

TRNG
COMPUTING VOUCHERS

Insert the contract number that you are making the payment under.
• Review the data for the outstanding payment. Ensure the data is correct.

• The system will automatically select the payment number based on any previous payments. If it is not right, enter the proper number.
Computing Vouchers

- Discounts are not taken on freight unless the freight has a CLIN, making it merchandise.
The system will next go to the payment summary screen.

Review the payment computation summary.

The computer will ask if you need to change the Remit-to address.

Next, it will ask if you want to change the tax info.
• System will next prompt for if it is correct for payment
  
  • If payment is correct, enter <Y>

  • If payment is incorrect, enter <N>, and it will ask again. Enter <N>
If the contract has multiple LOAs, the computer will ask if you want to display them individually.

- If you choose Yes, it will only display one at a time.
- If you choose No, it will bring them all up at once.
Make any changes necessary to the LOAs, then enter <Y> when it prompts to ask if it is okay.
Review each individual CLIN to ensure that it matches the invoice and R/R.

- Remember that you can’t pay for what you haven’t RECEIVED!!
<table>
<thead>
<tr>
<th>Rec #</th>
<th>ACCOUNTING CLASS</th>
<th>QUANTITY</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>21420704444572436P8648230084</td>
<td>40.00</td>
<td>30.000000</td>
<td>1200.00</td>
</tr>
</tbody>
</table>

- **Quantity:** will default to 1. Change it to match the RR.
- **Unit Price:** should be the same as the LOA
- **Merchandise:** system fills in
- **Freight:** system fills in
- **Discount:** system fills in if one available. Will only apply to 1\(\text{st}\) one.
If the total is correct, enter <Y>
- You will have to repeat the process for each CLIN.
This menu lets you select the payment type.

The most common payment in Iraq/Afghanistan will be EFT. Few cash payments are being used.

The EFT option will not be displayed for foreign EFT. Choose Other.
If a comment needs to be made for specific reasons, you can select <Y>

- Comments are pre-filled out. No free-typing is available. Only use when necessary
Module 5

Audit, Print, Alter Status, and Delete of Computed Payments within CAPS-C
Audit Payments

- Once the payment has been computed it has to be audited next. Must audit prior to printing vouchers.
- The auditor is reviewing for accuracy of payment.
- Once payment has been certified as correct and legal, the auditor is assuming liability for that payment.
- Auditors must be given permission and access to CAPS-C to perform audit function.
Audit Payments – cont’d

Computerized Accounts Payable System
Main Menu

A. Daily Processing
B. Manager Functions
C. Interface Functions
D. Daily Reports
E. Special Reports
F. On Demand Reporting
G. Backup
H. CAPS Configuration
I. Database Administration
J. User ID/Password Maintenance
T. Tax Processing

X. Exit.

Leave Main Menu

TRNG
C:\CAPS
Audit Payments – cont’d

DAILY PROCESSING MENU
CAPS VERSION C9.5

A. RECEIVING FUNCTIONS.
B. VOUCHER PREPARATION.
C. PAYMENT INQUIRY.
D. NON-SYSTEM FUNCTIONS.
E. CARE/EDI/GTS PROCESSES.
X. EXIT.

Leave Daily Processing

CUS-TRNG

TRNG
Audit Payments – cont’d

VOUCHER PREPARATION MENU

A. COMPUTE PAYMENTS.
B. AUDIT PAYMENTS.
C. IMMEDIATE PRINT OF VOUCHERS.
D. ALTER PAYMENT STATUS.
E. DELETE OR RECALL RECORDS.
F. CONTRACT CLOSE-OUT.

X. EXIT

Return to Daily Processing Menu

TRNG
Enter the contract number of the payment to be audited.
Ensure the right contract number or call number for a
Audit Payments – cont’d

Review the invoice information and R/R information to ensure it is correct.
If the payment is correct, input <Y>
If the payment is incorrect, input <N>
Press <X> if you want to exit with no action taken.
Audit Payments – cont’d

Review the Line of Accounting and payment computation information.

- If correct, input <Y>
- If incorrect, input <N>

***Remember: once payment has been certified, the auditor assumes liability for it. Be certain it is correct! ***
The final step in the payment process is printing the voucher.

Prior to printing the vouchers, ensure the audit has been done. This will assign the auditors UserID to the voucher.

The person certifying the voucher must also sign the hard copy of the voucher.

If the payment being made is on a contract written in foreign currency, the Flux Line of Accounting will be printed on the voucher.
Vouchers can be printed three different ways:

- **Immediate Print of Vouchers** – prints all vouchers you have computed.
- **Print SF 1034 EDPs** – allows the user to print a specific voucher.
- **Daily Reports** – automatically prints any voucher not previously printed for the day during the daily report cycle at the end of each day.

The system flashes to display the printing action as vouchers are printing.
PRINTING VOUCHERS

COMPUTERIZED ACCOUNTS PAYABLE SYSTEM
MAIN MENU

A. DAILY PROCESSING
B. MANAGER FUNCTIONS
C. INTERFACE FUNCTIONS
D. DAILY REPORTS
E. SPECIAL REPORTS
F. ON DEMAND REPORTING
G. BACKUP
H. CAPS CONFIGURATION
I. DATABASE ADMINISTRATION
J. USER ID/PASSWORD MAINTENANCE
T. TAX PROCESSING

X. EXIT.

Leave Main Menu

TRNG
C:\CAPS
PRINTING VOUCHERS

DAILY PROCESSING MENU
CAPS VERSION C9.5

A. RECEIVING FUNCTIONS.
B. VOUCHER PREPARATION.
C. PAYMENT INQUIRY.
D. NON-SYSTEM FUNCTIONS.
E. CARE/EDI/GTS PROCESSES.
X. EXIT.

Leave Daily Processing

CUS-TRNG  TRNG
PRINTING VOUCHERS

VOUCHER PREPARATION MENU

A. COMPUTE PAYMENTS.
B. AUDIT PAYMENTS.
C. IMMEDIATE PRINT OF VOUCHERS.
D. ALTER PAYMENT STATUS.
E. DELETE OR RECALL RECORDS.
F. CONTRACT CLOSE-OUT.
X. EXIT

Return to Daily Processing Menu

TRNG
PRINTING VOUCHERS

- If yes is selected, it will print all the vouchers that were input that day.
- If no is selected, it will allow each contract number entered to print.
SF 1034 - EDP PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL

DEPARTMENT OF THE ARMY
FT MCCOY
FT. MCCOY WI

VOUCHER NO.

DATE PREPARED 01/30/09

CONTRACT NO./DATE DFARSU-04-A-2000 0005 01/20/04
CAGE/DUNS
TAX ID FOREIGN
PAYEE'S UNIVERSAL SPROCKETS
NAME FRAKENHEIMER STR 176
ADDRESS 38164 FRANKFURT
GERMANY

PAID BY
Account of:
DSSN 1112
INDIANAPOLIS IN 46249

DATE INVOICE REC'D 01/15/09
FOB:
DISCOUNT TERMS NET 30 DAYS DEST

NO./DATE
OF ORDER

INV DATE INVRCV'D MDSE DEL MDSE ACPT FREIGHT MERCHANDISE

0005 29 01/14/09 01/15/09 01/14/09 01/14/09 0.00 2740.00

TOTAL: MDSE+ 2740.00

AMOUNT VERIFIED CORRECT FOR: $2
SIGNATURE OR INITIALS: 121/

PAYMENT: FINAL
02/23/09

PURSUANT TO THE AUTHORITY VESTED IN ME, I CERTIFY THAT THIS VOUCHER IS CORRECT AND PROPER FOR PAYMENT.

AUTHORIZED CERTIFYING OFFICER FOR: JANE Q. DOE
MAJ, FC
Finance and Accounting Officer

ACCOUNTING CLASSIFICATIONS

21420704444572436P864823084 26EB 015202 US 127A83 83127A W50SPRS3182667 40.00
21420704444572436P864823084 26EZ 015202 US 127A83 83127A W50SPRS3182667 1200.00
21420704444572436P864823084 26EZ 015202 US 127A83 83127A W50SPRS3182667 1500.00

PAYEE: UNIVERSAL SPROCKETS
FRAKENHEIMER STR 176
38164 FRANKFURT
GERMANY

CASH AMT $2 2740.00
If a payment must be rejected, or changed prior to certifying and uploading the payment to DDS, the Alter Payment Status option can be used.

Examiners must not be given access to this menu. Separation of Duties must be maintained in order to prevent users from being able to enter, compute, pay, and then delete a payment.
Alter Payment Status – cont’d
Alter Payment Status – cont’d

DAILY PROCESSING MENU
CAPS VERSION 9.5

A. RECEIVING FUNCTIONS.
B. VOUCHER PREPARATION.
C. PAYMENT INQUIRY.
D. NON-SYSTEM FUNCTIONS.
E. CARE/EDI/GTS PROCESSES.
X. EXIT.

Leave Daily Processing

CUS-TRNG
Alter Payment Status – cont’d

Voucher Preparation Menu

A. Compute Payments.
B. Audit Payments.
C. Immediate Print of Vouchers.
D. Alter Payment Status.
E. Delete or Recall Records.
F. Contract Close-Out.
X. Exit

Return to Daily Processing Menu

TRNG
Enter the contract number of the payment that needs to be altered.
Alter Payment Status – cont’d

Enter the payment number that is reflected on the voucher or the Bills Register Card.

**This information is critical to ensure the correct payment is selected!!**
CAPS-C will display the payment status for the desired contract and payment number.

If information is correct, enter <Y> to change payment status.
If information is incorrect, enter <N> to exit the menu.
System will display the different statuses that are available:

Ready for Pay will return the payment to an **uncomputed point**. Computed will return the payment to the point that it needs to be **audited**.

Audited will return the payment to the point it needs to be **printed**.
Once the desired status is chosen, the system will show that it is processing and changing the status. Upon completion, it will return you to the enter contract number to be altered screen.
Delete or Recall Records/Payments

- In order to maintain separation of duties, and maintain a level of internal control, examiners rarely have the ability to delete or recall incorrectly input records and payments.

- A manager can use the Delete or Recall Records option to delete incorrect records.
Delete/ Recall Payments – cont’d

A. DAILY PROCESSING
B. MANAGER FUNCTIONS
C. INTERFACE FUNCTIONS
D. DAILY REPORTS
E. SPECIAL REPORTS
F. ON DEMAND REPORTING
G. BACKUP
H. CAPS CONFIGURATION
I. DATABASE ADMINISTRATION
J. USER ID/PASSWORD MAINTENANCE
T. TAX PROCESSING

X. EXIT.
Delete/ Recall Payments – cont’d

DAILY PROCESSING MENU
CAPS VERSION C9.5

A. RECEIVING FUNCTIONS.
B. VOUCHER PREPARATION.
C. PAYMENT INQUIRY.
D. NON-SYSTEM FUNCTIONS.
E. CARE/EDI/GTS PROCESSES.
X. EXIT.

Leave Daily Processing

CUS-TRNG
Delete/ Recall Payments – cont’d

VOUCHER PREPARATION MENU

A. COMPUTE PAYMENTS.
B. AUDIT PAYMENTS.
C. IMMEDIATE PRINT OF VOUCHERS.
D. ALTER PAYMENT STATUS.
E. DELETE OR RECALL RECORDS.
F. CONTRACT CLOSE-OUT.

X. EXIT

Return to Daily Processing Menu
Delete/ Recall Payments – cont’d

Input the contract number of the record.
***Ensure that the correct number is entered to prevent erroneous data loss!!!***
Use F3 to move to the different boxes. Highlight the specific item (invoices/receiving reports or contract box) that needs to be deleted.
Use PgUp or PgDn to select different records.
Once the targeted payment or record has been selected, press <F7> to delete the record. DEL will be displayed next to the payment number field.

If a payment is in a computed or audited status, it cannot be deleted. The payment status must first be altered.
Module 6

Manager Functions, Local Data Table Maintenance, and System Back-Up in CAPS-C
Manager Functions Menu

B. MANAGER FUNCTIONS

X. EXIT.

Leave Main Menu
Manager Functions

Menus

These are the basic different capabilities present within the Manager Functions menu. In order to access this menu, managers must be given permission. Access to these menus must be strictly controlled and limited.
Change Local Unique Variables
This menu allows the manager to change basic information relating to the CVS Office set-up.
Disbursing Lag is important to a manager. Because the PPA does not apply in a contingency environment, payments can be made as soon as possible. When an
If changes were made, enter <Y> to save.
The pack database function allows a manager to optimize the CAPS-C database.

The utility will essentially defrag the database, making it more compact and streamlined. This will cause less chance of loss of data and other crashes.
Pack Database – cont’d

PACK DATABASE MENU

A.  SORT DATABASE, UPDATE INDEXES.
B.  RECOVER LOST DISK SPACE, UPDATE INDEXES.
C.  UPDATE CAPS DATABASE INDEXES.
D.  UPDATE SPECIFIC INDEXES.
X.  EXIT.

Return to Previous Menu
Local Data Table Maintenance allows Managers to update different areas of CAPS-C to include:

- Receiving Activity Codes
- Voucher Comments
- Voucher Error Codes
- Loading Daily Exchange Rates for Foreign Currency
- Loading Flux Lines of Accounting
Update Receiving Activity Codes

LOCAL DATA TABLE MAINTENANCE

A. RECEIVING ACTIVITY LIST
B. CONTRACTING SITE LIST.
C. PRECERTIFIED ACCOUNT SITE INFO.
D. INTEREST PENALTY CHARGE LIST.
E. VOUCHER COMMENT LIST.
F. ERROR ASSIGNMENT LIST.
G. EFT REJECT/CORRECTION LIST.
H. INTEREST RATE TABLE.
I. ROTATING HOLIDAY TABLE.
J. FOREIGN CURRENCY FLUX TABLE.
K. FOREIGN CURRENCY DAILY RATE TABLE.

X. EXIT.

Return to Manager Menu
Adding Receiving Activity Codes

- Once in the Receiving Activity List, press <CTRL+END>.

- When prompted, input <Y> for add new records.

- Input the new Receiving Activity DODAAC listed on the Contract.
Voucher Comment List

LOCAL DATA TABLE MAINTENANCE

A. RECEIVING ACTIVITY LIST.
B. CONTRACTING SITE LIST.
C. PRECERTIFIED ACCOUNT SITE INFO.
D. INTEREST PENALTY CHARGE LIST.
E. VOUCHER COMMENT LIST.
F. ERROR ASSIGNMENT LIST.
G. EFT REJECT/CORRECTION LIST.
H. INTEREST RATE TABLE.
I. ROTATING HOLIDAY TABLE.
J. FOREIGN CURRENCY FLUX TABLE.
K. FOREIGN CURRENCY DAILY RATE TABLE.

RETURN TO MANAGER MENU
To load a new voucher comment, either enter in an empty field, select <Y> to add new records.

- All payment made in Afghani to Afghani Financial Institutions must have

  FOR SVCS/ EQUIPMENT RENDERED.
Voucher Error Comment List

LOCAL DATA TABLE MAINTENANCE

A. RECEIVING ACTIVITY LIST.
B. CONTRACTING SITE LIST.
C. PRECERTIFIED ACCOUNT SITE INFO.
D. INTEREST PENALTY CHARGE LIST.
E. VOUCHER COMMENT LIST.
F. ERROR ASSIGNMENT LIST.
G. EFT REJECT/REJECTION LIST.
H. INTEREST RATE TABLE.
I. ROTATING HOLIDAY TABLE.
J. FOREIGN CURRENCY FLUX TABLE.
K. FOREIGN CURRENCY DAILY RATE TABLE.
X. EXIT.

Return to Manager Menu
<table>
<thead>
<tr>
<th>Code</th>
<th>Type of Error</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>CONTRACT NOT AVAILABLE IN PAYING OFFICE</td>
</tr>
<tr>
<td>B</td>
<td>RECEIVING DOCUMENT LATE</td>
</tr>
<tr>
<td>C</td>
<td>DELAY IN OBTAINING INVOICE</td>
</tr>
<tr>
<td>D</td>
<td>DISCOUNT TAKEN IN ERROR</td>
</tr>
<tr>
<td>E</td>
<td>FAILURE TO NOTIFY VENDOR OF IMPROPER INVOICE</td>
</tr>
<tr>
<td>F</td>
<td>DELAY CAUSED BY ADP PROBLEMS</td>
</tr>
<tr>
<td>G</td>
<td>OTHER DELAYS IN PAYING OFFICE</td>
</tr>
<tr>
<td>H</td>
<td>POSTAL SERVICE DELAYS</td>
</tr>
</tbody>
</table>

- To load a new voucher comment, either enter in an empty field or select <Y> to add new records.
- Enter the code and reason for error
Load New Foreign Currency/ Set Daily Exchange Rate

- To Load a new foreign currency or set the daily exchange rate, you will enter the same menu within CAPS-C.
- The daily exchange rate must be updated every day. Do not assume it hasn’t changed just because you didn’t receive information. You must verify!!!
Add Foreign Currency

-CAPS-C will not allow you to enter a currency for a contract if it is not pre-loaded.
-Once at this screen, press <CTRL+END>. When it asks to add new records, enter <Y>
Add Foreign Currency

- You must ensure that the currency code you are inputting matches what Disbursing has loaded in DDS (AF for cash payments, F1 for EFT, etc.)
- In the country column, load the currency type.
- In the Daily Rate column, enter the exchange rate for that day.
- Enter <T> to use decimals. The length column is for how many decimal places.
Change Daily Exchange Rate

- To change the Daily Exchange Rate, enter to the currency that you wish to change.
- Highlight the Daily Rate column. Enter the new exchange rate.
- Press <CTRL+END> to return to the Local Data Table Maintenance Menu.
Add Flux Lines of Accounting

- Because Foreign Currencies fluctuate on a Daily Basis, a Flux line must be loaded.
- The flux lines are issued by CENTCOM C8, and only apply for CENTCOM funded contracts.
Add Flux Lines of Accounting

- This is the Flux line screen. If a new LoA must be added, do not type over an existing one. Enter a new record.
- Enter `<CTRL+END>`, then `<Y>` to add a new record.
- Input the currency code that you are entering the Flux line for.
- The Accounting Class is the LoA’s that the flux line is assigned to. This will be provided by C-8.
- It is crucial that you input these correctly!! CAPS will assign the Flux line to payments by matching the first 15 characters of the LoA to what is entered.
- The budget rate will be issued at the beginning of each FY.
Add Flux Lines of Accounting

-The Flux Line of Accounting information that is entered must match what is provided by ARCENT. Currently the only authorized Flux Account is for FY 10 appropriations.
-Different Flux lines must be entered for each category of LoA. It is common to have 10 to 15 lines per Currency Code!
It is imperative that CAPS-C is backed up daily.

Failure to do so could cause a catastrophic loss of data.

While CAPS-C has a backup utility, that is not the preferred method of backing up.
- Locate the CAPS folder on the Server
- Copy this entire folder, and paste it to a different drive than the one it is currently on. This will back-up the entire CAPS-C database.
- If you have to restore your database, then just copy that CAPS folder and paste it back to the server drive. Run Pack Database to reset your indexes.
Module 7

UserID and Password Maintenance
There are 3 different levels a user can have for UserID and Password Maintenance:

- **Level 1**
  - Users can change their own password.
- **Level 2**
  - Users can unlock UserIDs and reset passwords.
- **Level 3**
  - Users can create new UserIDs.
  - Users can grant system access rights.
UserID/ Password Maint. – cont’d
This is the main menu for UserID/ Password Maintenance.
Unlock UserID

If someone exits CAPS-C incorrectly, their UserID will be locked.
In order for them to log-in, use the Unlock UserID option. Enter the desired UserID, and the system will unlock.
If someone forgets their password, or their password does not work, use the Reset User Password.

Enter the UserID, and the system will automatically reset the password to NEWUSER.

***If a user enters the wrong password three consecutive times, their UserID will be locked, and they will not be able to access CAPS-C***

In order to rectify, you must first Unlock the UserID, and then Reset the User Password.
This option displays a list of all UserIDs that have been created within CAPS.
Once a UserID is created, it can never be deleted. If a user no longer needs access to CAPS, place a <Y> in User Locked. This will prevent that UserID from being able Logon. Managers have the ability to require passwords to be reset for multiple.
The UserID/Password Changes Reports will print a report of all changes that were made to any UserIDs or Passwords. A report can also be printed of the current accesses for all UserIDs.

**This is a valuable tool for ensuring that Internal Controls are in place, preventing Fraud, Waste, and Abuse**
UserID Changes Reports – cont’d
Once this screen appears, go to the drive where the CAPS database is stored. Open the CAPS folder, and locate the file that is named ID_LIST.PRN. Right-Click on the file, and select Open-With. Choose Notepad as the program to open the file.
Use this option to identify all Users that are logged into CAPS.

***Prior to running any reports, backing up the database, or running the Disbursing Interface, you must ensure that all users are logged out of CAPS.***
Create a New UserID/Change Access

C. USER ID/PASSWORD MAINTENANCE.
To change access for existing UserID, highlight the desired ID, and then press <SHIFT+F1>
To create a new UserID, press <CTRL+END>
Create New UserID/ Change Access – cont’d

Enter <Y> to add a new record
Create New UserID/ Change Access – cont’d

<table>
<thead>
<tr>
<th>^End to Exit</th>
<th>31</th>
<th>JEFF BURTON</th>
</tr>
</thead>
<tbody>
<tr>
<td>id</td>
<td>Id</td>
<td>Name</td>
</tr>
<tr>
<td>Password</td>
<td>Reset</td>
<td>User</td>
</tr>
<tr>
<td>Logged</td>
<td>User</td>
<td>Locked</td>
</tr>
</tbody>
</table>

Press Shift-F1 to change user’s access privileges

Enter the new UserID to be assigned, and then press enter. Next enter the name of User. Press <ENTER>
You will next be taken to the screen where you can assign different accesses for that UserID by entering <Y> in each desired entry. After going through each option, press <Enter> to complete the entry.
Example of Basic User Profile, with needed and limited entry.
Create New UserID/ Change Access – cont’d

Example of Certifier/ Auditor Profile
Create New UserID/ Change Access – cont’d

Example of NCOIC/ Manager Profile
Create New UserID/ Change Access – cont’d

- Separation of duties will be assigned based on a few key factors:
  - # of Personnel in the section
  - # of payments processed on a regular basis
  - Local policies and procedures

- Ensure that at a minimum, at least 2 people are required to perform the full payment process, and no one person has access to all areas of CAPS-C.
Module 8

Run Daily, Special, and On-Demand Reports As Necessary
Reports

• CAPS-C has multiple different types of reports that can be run to aid managers in identifying the status of various payments and outstanding issues.

• There are three different categories of reports that can be run within CAPS-C
  - Daily Reports
  - Special Reports
  - On-Demand Reports
Daily Reports

• Daily Reports are crucial in the daily processing flow.

• Running Daily Reports prepares the Disbursing TL for all documents that are being forwarded to Disbursing for payment.

• Daily Reports also provide the manager with a list of all payments that were computed and paid for that day.

• Running the report updates the payment status of all payments in CAPS-C.
Daily Reports

COMPUTERIZED ACCOUNTS PAYABLE SYSTEM
MAIN MENU

A. DAILY PROCESSING
B. MANAGER FUNCTIONS
C. INTERFACF FUNCTIONS
D. DAILY REPORTS
E. SPECIAL REPORTS
F. ON DEMAND REPORTING
G. BACKUP
H. CAPS CONFIGURATION
I. DATABASE ADMINISTRATION
J. USER ID/PASSWORD MAINTENANCE
T. TAX PROCESSING

X. EXIT.

Leave Main Menu
Daily Reports

DAILY REPORTS MENU
CAPS Version C9.5

A. PRODUCE DAILY REPORTS.
B. PRINT LAST REPORT FILE.
X. EXIT.

Leave Daily Reports

CUS-TRNG

TRNG
Choose <Y> to have the report printed after the file is generated.
Special Reports

• Special Reports allow the manager to print copies of the Bills Register Cards (BRCs) for all open contracts within CAPS-C that have had a final payment longer than the designated number of days.

• Printing this report is system and memory intensive, and should only be done when adequate time is available to let the system complete the process.

• Ensure that the database has been optimized and cleaned prior to running. Perform a back-up prior to running the report.
Special Reports
Special Reports

SPECIAL REPORTS MENU
Version C9.5

A. PRODUCE BILLS REGISTER.
B. PRINT LAST REPORT FILE.
X. EXIT.
Enter <Y> to proceed with running the report
Special Reports

90 days is the system default.

Enter desired days and press <ENTER>
Special Reports

Report output will be sent to a file.....

Begin printing report file when finished? 
Enter <Y>es, <N>o or e<X>it

Enter <Y> to save the data to the history file of CAPS-C. This will ensure a record is maintained.
Enter the drive letter of where the history files and database are stored for CAPS-C.
Special Reports

CAPS.EXE

PREPARING
BILLS REGISTER
REPORT

SORTING
HISTORY
FILE

PATH C:\HISTORY DOES NOT EXIST. CREATE IT?

Yes  No
On Demand Reports

• On Demand Reports provide various reports a manager can use to ensure that all necessary documents are received, being tracked, and being reported.

• Managers can obtain statistical reports about production of users.

• Managers can track obligation issues within CAPS-C entered information.
On Demand Reports

COMPUTERIZED ACCOUNTS PAYABLE SYSTEM MAIN MENU

A. DAILY PROCESSING
B. MANAGER FUNCTIONS
C. INTERFACE FUNCTIONS
D. DAILY REPORTS
E. SPECIAL REPORTS
F. ON DEMAND REPORTING
G. BACKUP
H. CAPS CONFIGURATION
I. DATABASE ADMINISTRATION
J. USER ID/PASSWORD MAINTENANCE
T. TAX PROCESSING

X. EXIT.

Leave Main Menu
These are the different reports available to managers. Many reports allow detailed requests.
Module 9

Post Disbursing Office Voucher Numbers (DOVs) to CAPS-C.
DOV Numbers

• When disbursing makes a payment, a Disbursing Office Voucher (DOV) number is assigned to that particular voucher.

• CVS personnel must update the Bills Register Card in CAPS-C to include the DOV# and date paid.
DOV Numbers

DAILY PROCESSING MENU
CAPS VERSION C9.5

A. RECEIVING FUNCTIONS.
B. VOUCHER PREPARATION.
C. PAYMENT INQUIRY.
D. NON-SYSTEM FUNCTIONS.
E. CARE/EDI/GTS PROCESSES.
X. EXIT.

Leave Daily Processing

CUS-TRNG  TRNG
DOV Numbers

RECEIVING FUNCTIONS MENU

A. ENTER PURCHASE ORDERS/CONTRACTIONS.
B. ENTER MODIFICATIONS.
C. PRINT CONTRACT LABELS.
D. ENTER INVOICES/RECEIVING REPORTS.
E. ENTER DOV NUMBERS.
F. ENTER REMIT TO/EFT DATA.
X. EXIT

Return to CAPS Menu
Input the contract number that was paid on the SF1034. Input the payment number when prompted.
DOV Numbers

- For the check date, input the date that payment was actually made.

- Input the 6-Digit DOV#. If the payment was made via check, input the Treasury Check number. If paid by cash or EFT, leave blank.
Module 10

Prepare and Process DDS Interface
At the end of the day, all EFT and check payments need to be forwarded to Disbursing for processing.

Interface processing must be run by managers.

The payment that is being sent via interface must be paid in the currency that the contract is written in. No conversion is possible.
• Ensure that all payments for EFT or Check are computed and audited prior to running interface.

• Daily Reports must be ran prior to doing interface.

• Ensure that payment vouchers have been printed.
Prior to doing 1st interface, or if site is having problems, check to ensure the interface function is properly configured.
DDS Interface – cont’d

A. CONFIGURE INITIAL INFORMATION
B. TURN ON/OFF SYSTEM INTERFACES
C. MODIFY/CREATE PRINTER DRIVER
D. SET CURRENT DEFAULT PRINTER DRIVER
E. CONFIGURE SYSTEM COLORS
F. CONFIGURE USER OPTIONS
X. EXIT

Leave CAPS Configuration
Ensure that <N> is selected. This allows cash payments and payment selection.
DDS Interface – cont’d

CAPS CONFIGURATION MENU
CAPS VERSION C9.5

A. CONFIGURE INITIAL INFORMATION
B. TURN ON/OFF SYSTEM INTERFACES
C. MODIFY/CREATE PRINTER DRIVER
D. SET CURRENT DEFAULT PRINTER DRIVER
E. CONFIGURE SYSTEM COLORS
F. CONFIGURE USER OPTIONS

X. EXIT

Leave CAPS Configuration

CUS-TRNG
Ensure that “Y” is selected for:

- Interfaced w/ Disbursing
- Allow Cash payments
- Allow payment selection
DDS Interface – cont’d

COMPUTERIZED ACCOUNTS PAYABLE SYSTEM
MAIN MENU

A. DAILY PROCESSING
B. MANAGER FUNCTIONS
C. INTERFACE FUNCTIONS
D. DAILY REPORTS
E. SPECIAL REPORTS
F. ON DEMAND REPORTING
G. BACKUP
H. CAPS CONFIGURATION
I. DATABASE ADMINISTRATION
J. USER ID/PASSWORD MAINTENANCE
T. TAX PROCESSING
X. EXIT.

Leave Main Menu

TRNG
C: \CAPS
DDS Interface – cont’d

INTERFACE FUNCTIONS MENU
CAPS Version C9.5

A. RECEIVE DATA FUNCTIONS.
B. SEND DATA FUNCTIONS.
X. EXIT

Return to Previous Menu
DDS Interface – cont’d

SEND DATA FUNCTIONS MENU

A. SEND DATA TO DISBURSING.
B. SEND DATA TO CONTRACTING.
X. EXIT

Return to Interface Menu
DDS Interface – cont’d

A. VIA DISKETTE/HARD DISK DRIVE.
B. VIA MODEM.
X. EXIT
The new feature of v9.5 allows for selection. This is the best way to create the interface file.
DDS Interface – cont’d

For each payment to be sent, highlight and press enter.
The banner on top will change to reflect the number of payments selected.
Once selected, the payment will disappear from the list.
When a file is created, it will show that output number, and the date and time it was created. That allows for quick identification of the proper file.

**CAPS-C will retain the last 9 Payment Output Files**
DDS Interface – cont’d

Preparing to Upload OUTPUT3.DBF 10/24 12:59:30

Ready  Quit
This destination must be entered in manually, and is the choice of the uploader.

For this example, a folder titled Upload was created in C drive. Entered that destination into the computer.
DDS Interface – cont’d
Print the listing, to ensure that desired payments are present on the file, and they match the Disbursing TL and vouchers present.
DDS Interface – cont’d

Once the file has been created, the system will return to this screen.
CAPS-C creates this file; UPLOAD.ASC. This file needs to be sent to Disbursing. Disbursing will then input into DDS and load into ITS.gov.
Module 11

Receive and Process the Download File from the DDS Interface
DDS Interface – Receive Data

- Once Disbursing has made the payments, they will send a download file back to CVS.

- The download file will contain all the DOV’s, payment dates, and any check or trace numbers.

- Processing the download file will ensure all payment data is posted to keep the BRC updated.
DDS Interface – Receive Data

- Copy the Download.DAT file directly to the C: Drive.
- Under the Interface Functions Menu, Select Receive Data Functions.
DDS Interface – Receive Data

RECEIVE DATA FUNCTIONS MENU

A. RECEIVE DATA FROM DISBURSING.
B. RECEIVE DATA FROM CONTRACTING.
C. PROCESS DATA FROM CONTRACTING.
D. PRINT CONTRACTING LABELS.
X. EXIT

RETURN TO INTERFACE MENU
TRNG
DDS Interface – Receive Data

A. VIA DISKETTE/HARD DISK DRIVE.
B. VIA MODEM.
X. EXIT
DDS Interface – Receive Data

- Enter the Drive Letter where you copied the Download.DAT file.
  - You should have put it on the C: Drive
Once the download has run, you will receive a Message that says <Download was Successful>.

- Move the download file to a folder where the download files are stored.
- Rename the file to ensure that you can identify which date that specific file is, without it being copied over by a new file (i.e. Download091228.Dat).
- Query some of the payments included on the download file to verify that the DOVs successfully posted.
Module 12

EFT Rejects
Once Disbursing has made a payment to a foreign bank, it could take up to 2-3 weeks to receive the reject back.

Disbursing will receive an EFT reject report. The report will list the reason the payment rejected.

They will then process a Cash Collection Voucher (CCV) for the amount of the payment.
EFT Rejects – cont’d

- Disbursing will forward a copy of the CCV to the CVS office.

- Once you receive the CCV, annotate the manual BRC that the payment rejected.

- Contact the vendor and obtain the correct EFT information.

- Prepare a manual SF 1034. Annotate the new payment on the BRC and the reason for it. Attach a copy of the original payment, the CCV, and the EFT reject report.

- Forward to Disbursing for payment. Because this will be processed as a manual payment, it is not possible to send this payment via Interface.
Module 13

TD Form 1099-MISC

Tax Table Maintenance and File Production
1099 Tax Records

- As earlier stated, some vendors that have contracts with military forces may still incur taxable income.

- If a company is primarily based in the U.S., regardless of where their sub-office is, they must still report taxable wages.

- Contracting is responsible for providing the correct information. Ensure they are aware of the requirements.
1099 Tax Records

- The tax year consists of all contracts paid between 1 Jan – 31 Dec of every year.
- The report must be ran between 1-5 Jan.
- The report must be emailed by cut-off of 6 Jan.
- The person responsible for producing the tax files must be given specific access to Tax Processing.
1099 Tax Records – Table Maintenance

COMPUTERIZED ACCOUNTS PAYABLE SYSTEM
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G. BACKUP
H. CAPS CONFIGURATION
I. DATABASE ADMINISTRATION
J. USER ID/PASSWORD MAINTENANCE
T. TAX PROCESSING

X. EXIT.

Leave Main Menu
1099 Tax Records – Table Maintenance

A. Tax Table Maintenance.
B. List of Tax Records W/ AMT IND C.
C. Contracts W/ DOUs NOT Posted in Tax Table.
D. Reconcile Tax Information.
E. Produce Annual Tax Data.
F. 941 Tax Data.
G. Reprint Previous Report.
X. Exit
1099 Tax Records – Table Maintenance

ANNUAL REPORTING OPTIONS

A. PRODUCE VENDOR/TAXID CHECKLIST
B. CHECK FOR INVALID TAX INFORMATION
C. PRODUCE LISTING OF ANNUAL TAX DATA
D. GENERATE IRS DATA TO MAGNETIC MEDIA
   (diskettes only at this time)
E. PRINT/DELETE ERROR LISTING
F. RECREATE IRS DISKETTE
X. EXIT

IMPORTANT
POST DOU’s, RECONCILE TAX INFORMATION, DO OPTIONS A AND B, AND MAKE CORRECTIONS, BEFORE CHOOSING OPTION D.
<table>
<thead>
<tr>
<th>TAX ID</th>
<th>VENDOR</th>
<th>CONTRACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>11-2345678</td>
<td>HENRY SCHEIN INC</td>
<td>500100-02-A-95222 MD503</td>
</tr>
<tr>
<td>12-2345678</td>
<td>HOSPAC CORPORATION</td>
<td>500100-02-A-95222 MD503</td>
</tr>
<tr>
<td>13-2345678</td>
<td>HOSPAC CORPORATION</td>
<td>500100-02-A-95222 MD503</td>
</tr>
<tr>
<td>14-2345678</td>
<td>HOSPAC CORPORATION</td>
<td>500100-02-A-95222 MD503</td>
</tr>
<tr>
<td>15-2345678</td>
<td>HOSPAC CORPORATION</td>
<td>500100-02-A-95222 MD503</td>
</tr>
<tr>
<td>16-2345678</td>
<td>HOSPAC CORPORATION</td>
<td>500100-02-A-95222 MD503</td>
</tr>
<tr>
<td>17-2345678</td>
<td>HOSPAC CORPORATION</td>
<td>500100-02-A-95222 MD503</td>
</tr>
<tr>
<td>18-2345678</td>
<td>HOSPAC CORPORATION</td>
<td>500100-02-A-95222 MD503</td>
</tr>
</tbody>
</table>

Note: The table above contains tax records and vendor information.
1099 Tax Records – Table Maintenance

- Review the amount indicator and corporate status for each listed contract payment.
  - If they are correct, no corrections need to be made.
  - If they are not correct, then corrections must be made.

- Review each contract number to verify if the payment was made for a product or service.
  - If a service, the payment remains on the tax file.
  - If for a product, the payment should be deleted from the tax table.
1099 Tax Records – Printing

COMPUTERIZED ACCOUNTS PAYABLE SYSTEM
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T. TAX PROCESSING

X. EXIT.

Leave Main Menu

TRNG
C:\CAPS
1099 Tax Records – Printing

CAPS TAX RECORDS
WORK MENU

A. TAX TABLE MAINTENANCE.
B. LIST OF TAX RECORDS W/ AMT IND C.
C. CONTRACTS W/ DOUs NOT POSTED IN TAX TABLE.
D. RECONCILE TAX INFORMATION.
E. PRODUCE ANNUAL TAX DATA.
F. 941 TAX DATA.
G. REPRINT PREVIOUS REPORT.
X. EXIT

RETURN TO CAPS MAIN MENU
1099 Tax Records – Printing

ANNUAL REPORTING OPTIONS

A. PRODUCE VENDOR/TAXID CHECKLIST
B. CHECK FOR INVALID TAX INFORMATION
C. PRODUCE LISTING OF ANNUAL TAX DATA
D. GENERATE IRS DATA TO MAGNETIC MEDIA
   (diskettes only at this time)
E. PRINT/DELETE ERROR LISTING
F. RECREATE IRS DISKETTE
X. EXIT

IMPORTANT
POST DOU’s, RECONCILE TAX INFORMATION, DO OPTIONS A AND B,
AND MAKE CORRECTIONS, BEFORE CHOOSING OPTION D.
Run option <A> to produce vendor/taxID checklist.
- Ensure vendor’s name is spelled correctly
- Vendor does not have different CORP status or TAXID
- TAXID is entered in the proper format
- CORP Status of A or B must have TAXID

Run option <B> to check for invalid tax information.
- Correct as necessary

Run option <C> to produce listing.
- Report will roll all payments made to the same vendor by TAXID.
- Each vendor record will have the following category listed:
  - Required, Not Required, Verify
  - All records listed as verify must be researched
  - Only tax records marked required should be submitted to DFAS-CO tax office.
1099 Tax Records – Printing

***Prior to generating the IRS data file, ensure a Back-up is done!***
1099 Tax Records – Printing

**WARNING, THIS PROCESS WILL DELETE THE SUPPORTING DATA AND RESET THE DATABASES!**

ARE VENDOR TAX RECORDS READY FOR SUBMISSION? Y/N Y

***Answering <Y> will delete the supporting data and reset the database!***
1099 Tax Records - Printing

***Enter the year of the Tax Year being ran.***
1099 Tax Records – Printing

To obtain this, contact the IRS at 1-866-455-7438, Option 3
Input Transmittal Code again to verify.
1099 Tax Records – Printing

Please Enter the Email Address of the Site POC
KRISTOPHER.FOWLER@DFAS.MIL

Enter POC email
Enter either <Y or N> when asked if this is the final year for site submission.

Insert blank CD when prompted to do so.

The file IRSTAX.001 will be created.

Copy this file to disk.
1099 Tax Records – Printing

- The file must be emailed to the DFAS Tax Office POCs.
- Emails must be digitally signed and encrypted.
- Send files to:
  - Lisa.temple@dfas.mil
  - Dorene.ricci@dfas.mil
  - Gayla.vincent@dfas.mil
- Email must include site name, Pay system name (CAPS-C), and count of 1099s in the “C” record.