Summer Small Business Series Wide Area Workflow-20230628_190114-Meeting Recording

June 28, 2023, 4:30PM

2h 30m 3s

Babington, Christi 29:26

Alright, good morning everyone.

We are at the top of the hour by my clock.

Good afternoon.

Good morning to you.

Depending on where you are in the country.

We are so happy to have you here today.

Before we begin, I do have a couple of administrative comments to make.

Ohh audio is muted today, so please put all questions for your guest speaker in chat.

This session is being recorded and will be posted on the event page no later than Friday.

Again, those mikes are muted, so please put all questions for your speaker in chat and your feedback is very important to us at towards the end of the event.

Babington, Christi 30:06

Today we will be posting a survey link.

Please take that survey put in your email address.

You can get a certificate you can use to request your continuous learning points today using your organization's guidance.

The session qualifies for up to two continuous learning points with supervisor approval and again complete that survey to get your CLP there is a dial in telephone number and a phone conference ID at the bottom of the slide.

If you can see content and if you can't see content today. For whatever reason, please consider disconnecting from your organizations and network following your organizational guidance. Of course, and otherwise you can use a personal device today and those are all the all the admin comments. I have for you this morning.

Babington, Christi 30:54

I'm going to now turn you over to our fabulous moderator, Mr Ken Carkhuff.
Ken, over to you.

Carkhuff, Kenneth 31:02
Christie, awesome.
Thank you very much.
Hey, welcome everybody.
Hello and it's good morning, good afternoon.
Depending where you are in the country, I'm Ken Carkhuff.
I'm the small business learning director and small business professor at DAU.
We're honored and pleased you with us today.

Carkhuff, Kenneth 31:19
This is the first in a series of four summer 2023 small business webinars.

Carkhuff, Kenneth 31:26
We've got a great topic for you today, wide area workflow, a great speaker.

Carkhuff, Kenneth 31:30
I will introduce him in a few minutes.

Carkhuff, Kenneth 31:32
However, I do want to give up on give a couple admin announcements and some housekeeping, lots of things going on, so stay with me for a little bit and we'll get going.

Carkhuff, Kenneth 31:42
As always, a shout out to Christy, I think she gets a better rock star following than anybody at DAU because of the playlist everybody comes in and says wow loved it.

Carkhuff, Kenneth 31:52

It's not demo music.
It brings me back to high school when she puts it on there.
So Christy, thank you very much for that.

Carkhuff, Kenneth 31:59
For those of you that are new to the small business webinar series, awesome, we're glad you're with us.

Carkhuff, Kenneth 32:04
For those that have been with us, probably for the better part of a year, we're excited you are returning customers.

Carkhuff, Kenneth 32:10
It tells us that you you get a good product, you get to learning, you need and we're glad to have you as a repeat customer.

Carkhuff, Kenneth 32:17
We do track metrics and we do pay attention to your feedback.
So Christy will talk about at the end, but we always want feedback.

Carkhuff, Kenneth 32:25
Good, bad, ugly.
Always looking for recommended topics and speakers, we do a monthly small business webinar.

Carkhuff, Kenneth 32:32
This goes through September.
The small business series Christy had to slides up earlier.

Carkhuff, Kenneth 32:37

I we'll put him up again later, but we'll be looking for fall winter topics, so bring it to us.

Carkhuff, Kenneth 32:44

Let me see a couple things also that are going on.

Carkhuff, Kenneth 32:46

I did put in the chat that there's a class OSBP 301.

Carkhuff, Kenneth 32:52

It's a virtual class.

It's the only small business class.

Carkhuff, Kenneth 32:55

It's two weeks.

It's not a credential class, it's open.

It starts on the 11th of July.

As of today, we have 14 of the 20 seats filled.

Carkhuff, Kenneth 33:06

I either six seats available, it is DDOD only, so industry not able or other government agencies.

Carkhuff, Kenneth 33:13

But it's DoD.

It's really for leadership, but if you're in a position and you think you might be able to get into class, there are slots available and it's taught once a year.

Carkhuff, Kenneth 33:23

I know some may be holding out for it to go back to classroom, but it's not.

It's gonna remain virtual.

Registration closes on Friday, so if you think you want to get into class, get in there before Friday.

Carkhuff, Kenneth 33:35

There is homework prep work for the class, so I just giving you heads up that we'd love to have you.

The other announcement in chat is that on the 11th of July, DAU will be opening up the Q1 FY20 24 schedule for the classroom courses.

Carkhuff, Kenneth 33:52

So whether they're in class or they're virtual classes, not the online classes, but the virtual and the classroom classes will be open for student registration effective 11 July.

You can go in now and see the schedule.

You just can't register, but if you're looking for particular class, some of them fill up pretty fast, so we spring loaded for the 11th of July to go in and take a good look.

Carkhuff, Kenneth 34:18

The other thing is I did put actually, Christie put it because she's the producer extraordinaire.

Carkhuff, Kenneth 34:23

She added a slide deck from me.

Carkhuff, Kenneth 34:26

OK, it was given yesterday at a blue cyber event department and Navy.

So if you wanna learn about cyber security, you gotta get involved in blue cyber events.

There's tons of them.

The presentation was given yesterday was DAU information about cyber and about small business learning.

Carkhuff, Kenneth 34:44

So it's in there.

There's lots of good information for you.

Carkhuff, Kenneth 34:47

Some recommended courses how to register?

Carkhuff, Kenneth 34:50

How to get DAU account if you don't upcoming events all kinds of goodness.

Carkhuff, Kenneth 34:55

So please take a look at that and you can always reach out to me if you're totally perplexed or you have a question.

Also, the slides for today are already on the event page.

There's a lot of them.

We may not get through all of them, but that's OK.

You got a dynamic speaker and he'll get the learning done for you, but they're there for you as well.

All right.

Where we going next?

OK, Happy Independence Day next week.

Carkhuff, Kenneth 35:19

I think everybody here knows that we pay a tremendous price for freedom to establish this nation, and we're still paying a cost to be a free nation and it's a gift to be a citizen of a nation and we have that ability by the framers of the Constitution that give us the ability of the gift of citizenship based on liberty, personal liberty.

So I encourage everybody to enjoy the 4th of July.

Carkhuff, Kenneth 35:44

It's a Tuesday, so it won't be a long weekend.

You gotta work day, but probably most of us taking leave.

Carkhuff, Kenneth 35:49

I enjoy the time with family and friends and remember to celebrate and honor, honor the birthday of the greatest nation it's ever been founded on.

Carkhuff, Kenneth 35:58

God's earth here.

Here.

So awesome for that we got I think 424 register today, which is awesome.

Carkhuff, Kenneth 36:06

So thank you for those that are registered.

Carkhuff, Kenneth 36:08

Thank you for those that did not pre register, you just jumped on and joined us.

Carkhuff, Kenneth 36:12

Welcome to the party.

We'd love to have you.

Thank you for the questions that were submitted in advance.

Some may be answered today.

If not, we will answer them later and post them on the event page.

So I think that's it for me.

Carkhuff, Kenneth 36:26

So what I'm going to do now is introduce our guest speaker.

So let me just give you a little well, first of all, Mr.

David Kern is the small business professional Tobyhanna Army depot located in northeastern Pennsylvania.
It's part of the office of Small Business programs for Aberdeen Proving Ground.

Carkhuff, Kenneth 36:42
I live down in Southern Maryland.
Aberdeen's up in northern Maryland, so Maryland, one of the big industries in Maryland, as federal government.
So we're kind of bracketing the state.
He's a he's a great guy.
This is a very renowned presentation he gives.

Carkhuff, Kenneth 36:58
We're real excited about it.
He is also a group administrator in the procurement, Integrated Enterprise Environment, PIEE PIEE that allowed him to get in and learn about wide area workflow even more and realize, hey, there's a real need for training.

Carkhuff, Kenneth 37:18
The overarching topic of the small business series, whether it's the winter, spring, summer going into the fall, it's innovation.

Carkhuff, Kenneth 37:26
So you're gonna say, well, what's innovative about the wide area workflow?
Well, first of all, we want to make sure that our small businesses or any business that are working for the government are getting paid.

Carkhuff, Kenneth 37:36
Wide Area workflow is a mechanism to do that, but innovation is not just about technology or or a service technology about, you know, and I mean innovation is is doing things better, learning, delivering learning, helping others be able to do things.

Carkhuff, Kenneth 37:53
So we're real excited about this topic, so little bit about Dave and a personal story.
So we talk about small business and we talk about networking and that's a theme.
Whenever we get together in a small business classes, we talk about networking on these events.

Carkhuff, Kenneth 38:10
Always look to expand your network.
So I had Dave in class.
I think back in February, Dave brought up the topic, he said.
I got a brief I'd like to share with the class.
They all jumped on it building the network.
Dave was back in class.
I think in May we talked about the upcoming small business summer series.
Dave goes, hey, that's probably a good topic since a lot of the folks that come our industry, I said absolutely.

Carkhuff, Kenneth 38:34
So Dave volunteered.
I got to pay Dave back last week at small business Training week in my breakout session.

Carkhuff, Kenneth 38:42
I got to give out a a big marketing pitch for today's event, so there may be people here today that heard about this last week.

Carkhuff, Kenneth 38:48
It's small business training week, so go to small business training week cause you expand your network and you hear about what's going on.

Carkhuff, Kenneth 38:56

So I'm done.

You're not here to hear from me.

I'm a logo guy.

I'm wearing University of Virginia today.

Did I go to Virginia?

Absolutely not.

I went there for two weeks for a Navy insights to industry course a couple years ago, so I went to class for two weeks, gained £10, bought the short and graduated.

Carkhuff, Kenneth 39:16

So here I am.

We're in Virginia today, Dave.

I'm gonna welcome you.

It'll be day's show and those are are with us.

You know, we do take a TV time out, so probably roughly 2:00 o'clock, we'll take a 10 minute break for a leg stretch or whatever else, and then we'll bring you back and finish.

So I'm done, Dave, over to you and let's let it rip.

DK

Dave K (Guest) 39:39

Alright Ken.

Thank you very much.

Let me bring up my presentation if I can.

DK

Dave K (Guest) 39:47

It's.

I see it here.

DK

Dave K (Guest) 39:50

Somewhere there it is.
So let me know if you see it.

DK

Dave K (Guest) 39:55
You give me a thumbs up or a virtual thumbs up.

Carkhuff, Kenneth 39:58
Looking good.

DK **Dave K (Guest)** 39:59
Alright, thank you very much again for that introduction Ken.
Again, my name is Dave Kern.
I'm the small business professional at Tobyhanna that is my full time job.

DK

Dave K (Guest) 40:08
I'm the starting point for any industry, large or small, that wants to do business with our facility.
As can also mentioned, one of the things I do or one of my functions is to help small businesses with payments.
One of the first duties I was assigned when I arrived at Tobyhanna was at the time it was wide area workflow.

DK

Dave K (Guest) 40:27
I'm an administrator, meaning that I activate profiles.

DK

Dave K (Guest) 40:31
I'm a group administrator for our dodec which is Department of Defense activity, address code and so I activate profiles for government users.
I show them how to go into the systems.
One of the roles I activate or for COR's contracting Officer representative.
So if there's anyone out there with the DoD contract, you may know who that

individual is.
So I train them on how to go into wide area workflow and process payment requests as a natural progression.

DK

Dave K (Guest) 41:01
I branched out into.
See what how small businesses would interface with wide area workflow?

DK **Dave K (Guest)** 41:07
There was a training site that they had, so I was able to take some screenshots and build a presentation that would assist small businesses using the system.
I used to get a lot of questions on that, so this is a tool that I use and I'm gonna whisper my other duty in case my director's online.
I'm also a part time contract specialist.
I assist the Army contracting command when they're in a pinch, so it is helpful to do contracts because I found a lot of times.
If there's a question on a payment, or if there's a question in general a lot of times we can find the answer by looking in the contract.

DK **Dave K (Guest)** 41:45
So knowing where to find that information in your contract is very useful.
So with that, my presentation is built into three modules.

DK

Dave K (Guest) 41:56
It first we go over registering with the system.

DK

Dave K (Guest) 42:00
So PIEE, as Ken said, is procurement integrated enterprise environment.

DK

Dave K (Guest) 42:04
We pronounce that pie.

I'll try to spell out all of my acronyms as we go along, so that's the first module.
The next module is really the meat of the presentation it's creating and submitting a payment request and I'll show you how to go through that process and then the last two bullet points are really combined under tracking payments, you've submitted your payment request.

DK

Dave K (Guest) 42:24
You wanna know when am I gonna get my money?
So we're.
I'm gonna show you how to follow your invoice through the payment system and then also if case you run into any payment issues you haven't gotten your money.

DK

Dave K (Guest) 42:36
I'm gonna show you how to use a nice tool called ASD fast.

DK

Dave K (Guest) 42:39
We're gonna show you how to generate a help ticket and to help help you resolve those payment issues.

DK

Dave K (Guest) 42:47
I'm looking at my presentation on on one of the one of my monitors here and I noticed that it's it's it's 95 slides.
I'm not gonna kill you.

DK

Dave K (Guest) 42:56
It won't be death by PowerPoint.
A lot of the slides are basically screenshots that show you and walk you step by step through the process.

DK

Dave K (Guest) 43:06

I'm not gonna throw a lot of words at you or a lot of information, but it's it's it's necessary to understand all the steps in the process.
So this is a really good teaching guide to get through submitting and using wide area workflow.

DK

Dave K (Guest) 43:23

PIEE is actually an umbrella.
These modules wide area workflow in my invoice used to be standalone websites.

DK **Dave K (Guest)** 43:31

You would type in a unique URL to get to them, but they've sort of been merged under the PIEE umbrella.

DK **Dave K (Guest)** 43:37

There may be some other, umm uh you icons, though that you're familiar with.
Umm, you know the supplier performance risk or Spurs is another one or the solicitation module.
So all of these have been combined under one PIEE umbrella, and whether you're a government or a industry user, you do have to register.
And that is the URL the the link to the site.
So without any further ado, we'll get into PIEE registration.

DK

Dave K (Guest) 44:07

I don't get a lot of of problems or issues from companies registering.
It's it.
It pretty much is self explanatory but and I won't spend an awful lot of time on it, but I do wanna show you how to register when you type in the URL.

DK

Dave K (Guest) 44:20

This is the web page that it's gonna take you to.
If you look in the upper right hand corner, we have a register button.

DK **Dave K (Guest)** 44:27
So first time users are going to click register and again I have arrows that walk you through it and show you when you click register you'll come to the Privacy Act statement so you have to agree to the terms and conditions.
So we'll agree to that.
And then on the next page, it'll prompt you for the type of user you are the most common choice here is vendor a government.
Users will use the one that's highlighted, but if you are industry small or large business, the most common one that we deal with is vendor.

DK **Dave K (Guest)** 44:58
So once we choose that, we'll go to the next screen.
It is user ID and password protected, so you're gonna want to designate a user ID and a password for yourself.
You'll wanna make sure that your your password and your ID comply with the criteria or the rules to the right.
You'll wanna confirm your password, and then you'll want to type in the caption number at the bottom of the screen, and then when you're done, if you look underneath this captcha image, we have the navigation buttons for next, previous.

DK

Dave K (Guest) 45:29
So those we kind of go back if you want to go back to the starting screen home would be able to do that and you also have online help available.
I would encourage you to write down your user ID and your password because you will be required to reset your password every 60 days, so that's important to keep that information handy, we go to the next screen you're gonna be presented with.
Challenge questions.
So this is just like any other website that you use.
You can't use the same question three times, and you'll want to type in your answer and you wanna confirm your answer.
I know when you type in some when you're typing in password information.

I think this is an older screenshot, but I believe they provide an eyeball on the right hand side of the field, so if you wanna see what you're typing, it'll allow you to do that.
But umm, you, do you still want to write down your your answers and easy way to do that?
And and I what I instruct small businesses is Q1 for the first question and then a keyword and then a one which is the answer.

DK

Dave K (Guest) 46:36
Keeping in mind that a space counts as a character, so if your answer to your challenge questions is 2 or more words you wanna make sure the space does count as a character.

DK **Dave K (Guest)** 46:46
So you wanna once you type in your information and you can confirm it, we'll go to the next screen and I am really excited about talking about wide area workflow making these presentations I should have said this at the top.

DK **Dave K (Guest)** 46:59
I get so excited that sometimes I talk a little fast, so if that happens, I'm gonna count on my moderator to chime in and then pull back the reins in case I get ahead of myself.
But on this screen and if you look on the left hand side, you see the the outline of all the steps in the registration process.

DK **Dave K (Guest)** 47:17
So we've gone to our profile screen.
We're gonna tell PIEE a little bit about ourselves if we look underneath the text box there, you'll see that all the information or the fields marked with a star are mandatory, and that's a good learning point here.

DK

Dave K (Guest) 47:33
It's wide area workflow is not easy to use it, but what we want to do is simplify the

process, provide only the mandatory information.
So that's my my main takeaway for all of the modules here, we just wanna provide the mandatory information.
So this the fields marked with the star if it's not marked with the.
If it's not marked as a star and it's not mandatory, it would not agonize over it.
We can just skip over it.
You will be presented a choice the the exclamation point means that you have a choice.
In this case, on this screen it's the commercial or the international telephone number.

DK

Dave K (Guest) 48:10
Most people will choose the commercial telephone if you miss a mandatory field and you click next, you will not be able to advance to the next screen and you will see an error message in red at the top telling you what information is missing.
And that's true no matter which screen we're on, and wide area workflow.
If we fail to provide the mandatory information, the system won't let us advance until we provide whatever information is requested.
For the supervisor information, if you're industry, you can skip that.

DK

Dave K (Guest) 48:45
That's where government users.
So we'll come down below that to the company information again, only filling in the fields that are mandatory.
I have also highlighted on this screen to save registration button if for instance you can't complete the registration in one sitting, you can click save registration and it will ask you or prompt you if you wanna continue the registration or exit the registration and finish later.

DK

Dave K (Guest) 49:12
If we choose that option, we'll say that we'll get a screen that we've successfully saved our registration.
If we click that home button on the screen it will take us right back to the main page.

We'll also get an email to the email address that we've designated in our profile just with our information.
There will be a link in there and it'll say you have 30 days to complete the registration.

DK

Dave K (Guest) 49:35
Afterwards it disappears and you have to start all over again.
You can click the link and it'll take you right to where you left off.
Yeah.
Well, you'll need to.
I I shouldn't say you'll need to provide your user ID and password to get in and then it will take you right to where you left off.
Under the roles page and I like in PIEE and waft to a role playing game, you have to choose a role in order to use it for vendors under step one on the screen it automatically defaults to wide area workflow, so you don't have to make any choices there.
If we go to the right under Step 2, these are all of the available roles under wide area workflow.
Again, the most common role is vendor.
So if we choose vendor, we're gonna click under Step 3, add roles, and you'll see step four will appear with with the role that we've selected.
I've highlighted the location code.
The location code is your commercial and government entity code or your cage code from your Sam profile.
So you'll wanna key in that information if you are a brand new user to PIEE, the system will not recognize your cage code.

DK **Dave K (Guest)** 50:51
So when you type in your location code and click next, it's gonna it's gonna stop you here and give you an error message that there is no contract administrator designated for the cage code on on that you've imported.
Basically what you need to do here is contact the PIEE help desk and they will walk you through the remainder of your registration.
I'll provide you that number a how to contact the PIEE help desk a little later in this

segment, but just know first time users will be required to designate it administrator and I will talk a little bit more about that process.
But one heads up that contract.
Administrator is generally the E business point of contact in your Sam profile, but it's suming uh, just to give you what the registration process looked like.

DK **Dave K (Guest)** 51:46
We're gonna continue on through it.
The next screen is justification.

DK

Dave K (Guest) 51:50
So assuming we have an administrator, just like for me on the government side, users have to justify to the administrator why they need access.
And so that's what you would be doing to your to the administrator on your side, you would be typing in a justification that is a mandatory field, and then we click next and then we come to a summary page which is just basically a recap of all the information that we've input to this point.

DK **Dave K (Guest)** 52:18
The roles we've chosen?
Here's a good chance if you wanna double check your typing in case you may have mistyped your email address and if we notice we made a mistake down at the bottom of the screen, we can always click previous to go back to that screen, make any changes, and then advance through, and then we finally, once we've imported everything, the last step before submitting our profile for activation is the signature or the agreement page.

DK **Dave K (Guest)** 52:46
So basically when we sign that, we're gonna be prompted to put in our user ID and password as well as what we call a one time password.
And anyone familiar with, say, Amazon or any of those other it's it's kind of two layers of authentication.
So you'll have.
You might have a one time password which is a 6 digit pin that you'll be required to

input.
So what will happen is at this point a email will be generated and sent to the email that you've designated in your profile with the one time password.

DK **Dave K (Guest)** 53:18
This is the this is an example of that information.
The one time password is at the top of the screen, so you'll need to key in that information.

DK **Dave K (Guest)** 53:26
It does say that it will expire in 300 seconds and I'm really terrible at math, but I believe that's 5 minutes.
I don't know why they just didn't say 5 minutes, but they wanna make it 300 seconds, so we'll go with that.

DK **Dave K (Guest)** 53:37
So you have 5 minutes to key it in, otherwise it will expire and you'll have to request a new OTP.
But once we type that in and put in our user ID and our password and then click signature, it'll submit it and if it was successful, we'll come to this screen basically for those users.

DK **Dave K (Guest)** 53:57
What this?
What happens to your request from this point?
Is it will go to your group administrator for activation.

DK **Dave K (Guest)** 54:06
One of the previous screens, there was a purge registration button, so if you decided that you don't need to register for whatever reason, you need to cancel the registration.
If you click that, you'll be presented with a choice.
If you do click yes, know that it's gone and so if you realize that it was necessary, you'll have to start all over again.
But if you do click yes to purge it, you'll get a screen that you've successfully purged

or registration OK again, first time users will need to have their cage codes activated so they can finish that registration.

DK **Dave K (Guest)** 54:40

It's a contract administrator and they are usually the E business point of contact from your company's system for award management profile or you Sam profile.
There is an appointment letter that needs to be signed by that by that E business point of contact, but it's not gonna hold you up.

DK **Dave K (Guest)** 55:01

In other words, if you need to get registered to input an invoice to get paid on a contract, this won't be a roadblock for you.
You do get some wiggle room in some leeway if you can't get that person to sign that letter in a timely manner, they do give you a grace period so that you can active they will activate your profile so you can't get in there to use the system, but you will have to provide that letter at some point.

DK **Dave K (Guest)** 55:27

Passwords need to be reset every 60 days.
The system will send you an email reminder starting within seven days of the of your profile expiring, and this is the number for the for the PIEE help desk, or the Woff help desk you wanna choose.

DK **Dave K (Guest)** 55:43

Option 2 for vendors and then option three is the Technical Support so you will be talking to a person and if you tell them that you're you need to finish registration, they'll know exactly what you're you're you're speaking about and they'll be able to walk you through the process.
Just a a a quick slide on some of the roll options.
When we go back to that role screen where we had steps 1/2 and three under step two, we had some other roles available to us.
We had the vendor role which gives the user the ability to create and submit documents.
So you have the most control over your payment requests.
You can make edits or resubmit any document.

Dave K (Guest) 56:25

You do have a view only feature, so you can look, but you can't touch and then if you deal with government furnished property, sometimes we do here at tobyhanna there will be contractor property shippers and property receivers so that you can receive those assets and then whatever needs to be done.

Dave K (Guest) 56:43

And when you ship those assets back, these are walls we don't get into this a lot, but basically you can create and submit documents, review documents and reject them also on the government side, there's the government equivalent.

Dave K (Guest) 56:55

You have government shippers and government receivers, so those are some of the more common roles that we see here at tobyhanna.

And that brings me to the end of my first module.

Dave K (Guest) 57:09

I'll stop if there are any questions.

Carkhuff, Kenneth 57:12

Alright, Tate, you're doing good.

So it was dangerous throwing out the to make me police you.

I'm from New Jersey, so I'll I'll probably be leading you.

So we, we do have one question, I'll read it to you.

It says hello.

Dave K (Guest) 57:23

Umm.

Carkhuff, Kenneth 57:24

I work with a small business I work with.

Yeah, I work with a small business who have submitted invoices and have been paid through wide area workflow.

Dave K (Guest) 57:33
Mm-hmm.

Carkhuff, Kenneth 57:33
However, some of them are not populating in the database.

Dave K (Guest) 57:37
Umm.

Carkhuff, Kenneth 57:37
They provided receipt for payment support.
Some of their other contract orders have populated that information.

Carkhuff, Kenneth 57:43
Is there any other way to track those paid invoices that we do not show up for us to view?

Dave K (Guest) 57:50
Umm, so I'm wondering if they're referring to my invoice, so once you submit an A payment request and it successfully processed by the by well, I'll try to answer this in a couple of ways on when an invoice is is processed or submitted by the vendor in wide area workflow, a copy is always saved in your history folder, so you should be able to track them through your history folder.

Dave K (Guest) 58:15
So when they are paid, they will be stamped page, so you'll be able to see that also in my invoice and I'll get into that later in the presentation.
I'll show you how you can track the status of your payment request once they're submitted for my invoice.
I think they only stay active for six months and they kind of drop off.
However, in wide area workflow, they're in your history folder forever, so you can always go and see and check on the status of anything you've submitted by accessing on your history folder in wide area workflow.
So I don't know if that that totally answers the question.

Dave K (Guest) 58:53
I know sometimes data doesn't populate and wide area workflow and I'll talk about that when we get into the next module, but generally with payments you always have a copy of everything you've submitted in your history folder.

Carkhuff, Kenneth 59:10
OK.
And then we also have a question, I don't know if it's wanted to slides or not, but they're asking you for the help desk number for I guess, wide area workflow.

Dave K (Guest) 59:19
Sure, there's the help desk number.

Carkhuff, Kenneth 59:20
Yep, yeah.

Dave K (Guest) 59:21
If you could see my screen that's 8666185988, just in case they're they're dialing in and they don't.
They can't see the screen, so I'll I'll say that once again it's 866-618-5988 and then for vendors you want option two.

Dave K (Guest) 59:43
When you hear the the menu options and then option 3 which is Technical Support.
So that's option two and then option 3 Technical Support is you'll be speaking to a person, so it's not where you need to leave a recorded message or anything like that, OK.

Carkhuff, Kenneth 1:00:01
Awesome.
And then the the the attendee came back and said yes, you answered the my invoice question.
So yeah, we're good with that.

So I think that's the two questions so far.
Please continue to populate chat if you have questions for Dave and we'll take periodic breaks and he'll take the questions.

DK **Dave K (Guest)** 1:00:11
OK.

Carkhuff, Kenneth 1:00:18
So thank you.
Back to you, Dave.

DK **Dave K (Guest)** 1:00:19
Yeah.
OK.
And Ken, Umm, if you wanna take a break at the end of the next module for questions, we can do that.
I know you talked about taking a A 7th inning stretch so we can do that at the end.
This is really the meat of the presentation here.
This is module 2, where we're actually gonna get in and start getting hands on and start creating and submitting payment requests.
So this is probably what most of the audience is coming to here.

DK **Dave K (Guest)** 1:00:45
Ohh wide area workflow is the Department of Defense's preferred method of invoicing and payments.
When we we we pay either by one of two methods through wide area workflow or or through credit card.
Both of the either method will be spelled out in your contract when we're using wide area workflow.
Again, it's Department of Defense.
So we are inserting 2 Department of Defense federal acquisition clauses.
Those are DEEFARS for the acronym into your contract.
The first one is the electronic submission of payment requests.
So we just referenced that what that means is we just put in the clause number and

the title and then we get into a little bit more detail with the wide area workflow payments instructions clause, we call that a fill in.
So what that means is is when we insert this clause in your contract, we insert it in full text.
The entire text of the clause from the DFARS regulations, plus we fill it in with information of the type of document you're gonna create, as well as the name of the person and the contact information at the government facility who's going to be responsible could be the COR.
The contracting officers representative or the acceptor, but it's that person who's gonna go in, review your invoice and process it for payment.
OK, as I said before it this is the preferred method.
WAWF is we don't pay by check anymore.
Those are direct deposits into the account that you've designated in your Sam profile.
We don't accept paper invoices anymore either, so if you email the contract office or the Defense Finance Accounting Service, if you mail or email your invoice, it's not going to go anywhere.
So you want to make sure that you look in your contract for those clauses and for the wide area workflow payments instructions and of course, if you don't understand, you always have some resources to reach out to and I'll get into that in a in a bit.
OK.
I kind of touched on this before, so I gave this slide away, but the wide area workflow payments Instructions Clause provides detailed information about the type of document to create depending on what type of contract it is and who the acceptor is.
So what I mean by acceptor is it's that person that the government facility who will view your payment request and process it to move it along so that it gets paid.
So I always stop at this slide because I I wanna make it a point that it is incumbent on the on the government to provide clear instructions to contractors through the wide area workflow clause.

DK **Dave K (Guest)** 1:03:19
This is a purchase order form.
It's what we call a D1155 and we do use this for our simplified acquisitions.

Dave K (Guest) 1:03:27
It has not been revised since December of 2001.
How do we know that?
Because the field that I have highlighted here is instructing you to mail your invoices.
So what we do is we take great pains to provide the wide area workflow clause in that block, because if we leave it blank, it's easy to see how a mistake can be made.
Because if I was a vendor and I saw that.
So jeez, I have to mail my invoice.
Where would I look?
I might.
I might look at the address and the payment block right below that block 15, so it's easy to be misled to mail an invoice.
So we wanna make sure that we provide clear instructions.
So that's kind of like take away from this one.
So we do direct your attention to the wide area workflow payment instruction clause in your purchase order or your contract.

Dave K (Guest) 1:04:13
OK, my presentations are always given with the caveat that my experience with wide area workflow.
This is my disclaimer that my experience only extends as far as the contracts that we typically do with the Army Contracting Command office here at TOBYHANNA that includes invoices and invoice and receiving reports.

Dave K (Guest) 1:04:35
We call those combos.
Those are for supply contract invoice 2IN ones which is services only and then the construction payment invoices which you can see has been renamed it Construction and facility management invoice.
These are the three that we use.
I think it constitutes a great deal of the contracts you're going to do with the Department of Defense.
We do get involved, so these are firm fixed price contracts by the way we do get involved with cost reimbursements and in which case you might be dealing with cost

vouchers.
But my experience with that is a little bit limited.
We're starting to dabble in that now.
So as I get more experience with creating cost filchers with contractors, I will add that to the presentation.
But right now I'm kind of in my infancy with that.
OK, so we're ready to generate our payment request.
So assuming we have an active profile this time when we come to the PIEE website, we're gonna click log in and we're going to provide our user ID and our password.

DK **Dave K (Guest)** 1:05:36
We're gonna type in the captcha image, and then we're gonna.
We're gonna.
We're going to click log in below.
This is the PIEE desktop as I like to call it.
I have a similar screen because if you look at the top of the screen you might.
You'll see that that that you'll have my account at the very top almost in the top left corner if you're an administrator, you'll have an admin console as I like to call it.
So if you click on that, if you click on administration, that's where you can go to activate and deactivate user profiles and then as we get a little as we get into the the the body of the page under the payment block, we have the wide area workflow icon.
If we double click that, it's gonna open a separate screen and also as referenced in the question before, we have my invoice.
That's kind of post payment submission, if you will.
So if you wanna check the status of an invoice after it's been processed, we can go there.
Ohh under posted War administration.
You'll see an icon called EDA which stands for electronic data or document access for those small businesses and contractors out there.
If you want a copy of your contract and all modifications, if you click on that, it'll take you to a search page where if you put in your cage code, it'll show you all of your contracts that you've received with links to download those documents.
I would suggest it's always good to have a current copy of your contract with modifications, because sometimes the terms and conditions and the payment conditions change.

So we wanna make sure we're operating off the most recent sheet of music.
A lot of times when I'm working with a contractor, all I have access to Edu as well, I like to pull up a copy and follow on and the first thing I look at is are the modifications to see what might have changed.
That way we can avoid any mistakes.
OK, we want to create a payment request.
So we're gonna click on wide area workflow again.
It's gonna open a separate page.
This is what it looks like.
You'll see a system status message in the very center of the screen, so in case wide area workflow is going down for system maintenance, you'll see that there in the upper left hand corner you'll see the role that we chose vendor.

DK **Dave K (Guest)** 1:07:48
Now we have a vendor link.
So to generate a pay document, we're gonna click on vendor and it's going to open up some of the choices we have.

DK **Dave K (Guest)** 1:07:57
Just to give you the lay of the land here, creating documents pretty self explanatory, but that's where we create new payment requests.

DK **Dave K (Guest)** 1:08:04
As I mentioned before, you have the history folder.
Every document that we create and submit and wide area workflow, a copy is kept in the history folder so you can always go back and view so you don't have to print documents and you don't have to waste paper.

DK **Dave K (Guest)** 1:08:19
Everything is created in the history folder.
My invoice history folder is good when you wanna track what's been paid.
If we reject an invoice back to you, that is, the government rejects an invoice if there is a mistake in it.
OK, those rejected invoices or rejected receiving reports will be kept in these folders.

Dave K (Guest) 1:08:40

So you can access anything that's been rejected in the rejected invoices folder, make any changes and resubmit them from there.
Save documents folders second from the bottom is also important.
Again, if you cannot complete your payment request in one sitting, if you save the document, you'll see that option on some of the subsequent screens it'll be saved for seven days, and then you can access it and and and and and make any changes and submit it.
After that seven day period, it will be automatically purged and you'll have to start over again so as to create a new document on with create document.
This is what the screen looks like.
I will call your attention to the upper left hand corner.

Dave K (Guest) 1:09:25

The cage code.
I know Sam has a recent change where it puts a a vendor identification number.
I think it's a VE I I'm I I think that's the acronym, but that hasn't been pulled in yet.
So you'll see your cage code in the old Duns number in there from when it was done in Bradstreet.
Very important thing here.
Or if you're Sam, profile is active, you will see your cage code here.
If the cage cold field is blank, that means you're Sam profile has expired.
In fact, the system will not let you submit an invoice if you are expired in Sam.
So at this point, if you are expired, if that field is blank, I'll make a plug for the apex accelerators because I used to manage one, I would contact your local apex excellerator, formerly known as a ptac, and they can help you get you Sam profile.
The uh reactivated you won't be able to again to submit your payment request until you're our activated and also our payment office, defense, finance and accounting service will not wire a payment to an account that's expired in Sams.
So it's very important to keep you Sam profile active also because we checked Sam at the time of offer that time offers are submitted and right at the time of awards.

Dave K (Guest) 1:10:40

So you have to be active in Sam because if you did expire, we can't make an award to

a company who was expired.
And Sam, so again I want to drive that point home.
That's very important to keep your Sam profile active.
If not, contact your apex accelerator.
They're wonderful resources.

DK **Dave K (Guest)** 1:10:57
They also help with learning the ropes of government contracting.
The only required piece of information on this screen is the contract number that's at the top.
So you wanna provide your contract number a little aside a little contracting 101 if you will.
What we've imported on this in the contract, the information we've put in the contract number is a purchase order on the 9th character of that contract number is a P as in Papa, sometimes we have what are called indefinite delivery, indefinite quantity contracts where the 9th character will be ad, as in Delta.

DK **Dave K (Guest)** 1:11:33
That's basically a shell contract.
We will issue task orders or delivery orders against that contract.
So when we do, we'll have an additional contract number, if you will, with an F or foxtrot as a ninth character.
You'll need to provide that information in the field next to it, which is the delivery order.
So that's just a little contract one on one.
Some of the other ninth characters might be C that stands for contract A, which is blanket purchase agreement.
D as I said, indefinite delivery and then pee purchase order.
So once we have our contract number filled in, some companies, if you're familiar on the line with prepopulating, some people will input information under the prepopulate box below the contract number in the cage.
I normally don't do that.
Just basically it is kind of like the old fashioned way in importing it screen by screen.

DK **Dave K (Guest)** 1:12:25

I don't think it's any faster to prepopulate, but when I console small businesses this is what I show them to do.
If you look in the bottom left hand corner of the screen, those are our navigation buttons.
We have next as we go.
This is the first screen, so we'll only have next we can.
You also have return, but anyway we'll click in.

DK **Dave K (Guest)** 1:12:46
We'll click next to go to the next screen and here is where the information should populate from our contract.

DK **Dave K (Guest)** 1:12:54
These are the line items.
Clean stands for contract line item numbers.

DK **Dave K (Guest)** 1:12:59
That's the 0001 and all the other numbers you see in the left column are.
These should populate from your contract.

DK **Dave K (Guest)** 1:13:08
Sometimes you might find a situation where you'll come to the screen and there will be nothing there.
That's OK as long as the line items are are authorized in your contract, either in your basic contract or in in a modification or an option, you're modification.
As long as it's authorized, you can always add it later on.
Also, if partial payments are accepted, you can select multiple cleans if you want, but I also want to caution the users in the case of service contracts where you might have a base year and four option years, you wanna make sure that you select the line item that corresponds to the current period of performance.

DK **Dave K (Guest)** 1:13:49
Because if you if you, if you Fast forward and you, you go forward to an option here that's not yet funded.
If you choose the wrong Clin, you risk your invoice being rejected.

So you wanna make sure that you're consistent and choosing only the line items that you wanna submit charges against once we've selected them, we could choose all or none depending on the type of contract we have.
If it's a supply contract, you could choose all, but you do want to be cognizant of what you're choosing, and then we'll click next at the bottom of the screen.
And then we're presented with a list of document choices for my example that we're doing today.

DK **Dave K (Guest)** 1:14:27
We're gonna choose.
It's a service contract.
It's gonna be invoiced AS2-IN-1 services only.
But again, I wanna call your attention to the construction payment invoice.
This is this.
This screen is a little bit dated.
As I said at the beginning of June, that was on that document was actually renamed the construction and facilities management invoice.
So if you have a construction contract, that may be the only choice you have.
I'll talk a little bit about that later on, but we'll choose invoices to on one we'll click next.
This information populates from the WAF clause in your contract.
It's called the routing table.
It's filled in by the contract office, so a lot of this information you don't have to agonize over again.
DoD Dodak is Department of Defense activity address code, and again this information is filled in by the contract office on so you don't normally need to fill this in.
Sometimes it is blank.
You might need to contact your contract office cause as you can see there are some mandatory fields here marked with a star.
So we do have to provide information in case the line item data or some information did not carry over automatically from your contract.

Carkhuff, Kenneth 1:15:40

So.
So Dave, we we have a a dodaac question, so I'll I'll feed them till you periodically.

Dave K (Guest) 1:15:43
Yes, OK.

Carkhuff, Kenneth 1:15:45
So the question is, what is entered into the wide area workflow invoicing if the contract has no dodak to reference?

Dave K (Guest) 1:15:54
Well, it should have a.
It should have a dodaac to reference because there are different codes like for instance on in the wide area workflow clause.
There's a service exceptor dodak.
There could be a ship to code and so we need and.
And there's gonna be people registered for the roles of acceptor or COR for those dodecs if if no dodak is is is found in your contract, I would suggest contacting the contract office, because if you go ahead and submit an invoice, nobody is going to be notified that it's there.

Dave K (Guest) 1:16:31
So the don'ts are important as far as routing the document to the appropriate people at the government agency.
So they can process it.
So if that information is missing on my first call would be to the contract office to provide that information to you.

Dave K (Guest) 1:16:48
Sometimes I've had situations where the wide area workflow clause was referenced in the contract that that kind of got missed, so there was no information provided and we had to modify our contract and provide a completed wide area.
The woff clause in full text, so I hope that answers your question.

Dave K (Guest) 1:17:06

If not, I can research it and maybe give you a better answer.
OK.
OK. OK.

Carkhuff, Kenneth 1:17:14
OK, back to you.

Dave K (Guest) 1:17:18
On this screen, this is what we call the header tab.
You'll notice that's the tab highlighted in blue at the top, and there are a bunch of folder tabs on this screen for a service invoice we do.
I have highlighted the mandatory fields and I know for complete mistakes a lot of times contractors feel that they need to fill in every field, but I wanna caution you the whole idea behind this.

Dave K (Guest) 1:17:43
As I said at the top of the broadcast was to only provide the mandatory information.
That's the least amount of information to get us through this process so that we can submit it successfully.

Dave K (Guest) 1:17:54
I know if you try to provide information you may set a condition later on in the invoice where you need to provide additional information, or you might see error messages generated or you might get yourself into an endless loop and that's where the frustration sets in.
So we wanna keep this as simple as possible and only provide the mandatory information.

Dave K (Guest) 1:18:15
So on this screen the invoice number as you see is a mandatory data field that is your invoice number.
White area workflow does not automatically generate one for you, so you'll need to key in that information.
If your invoice number has any special characters, the system is gonna remove it.
So the the allowable data there is just alphanumeric letters and numbers.

DK **Dave K (Guest)** 1:18:40

The final invoice is also a required field, so you're gonna be presented with yes or no wire and responses there.

DK **Dave K (Guest)** 1:18:47

Umm.

I do wanna make a note about the final invoice.

If you do have a service contract and you have option years upcoming, the final invoice will be the absolute final invoice at the end of the last option period.

So for every interim invoice on that contract, you wanna choose?

No, because if you do, if you if you mistakenly say yes and you submit it wide area workflow will allow you to submit subsequent invoices after one marked final, but you'll have to provide a comment or a reason why you're submitting additional invoices and why the one was not marked as a final.

There is a glitch in the system for a service invoice.

I have marked final shipment as a mandatory field.

It it it is so it should match the final invoice.

DK **Dave K (Guest)** 1:19:36

You also hit the final invoice is no.

You're gonna choose final shipment is no.

And the invoice date is always on the system date, so those are just the mandatory fields for a service invoice under the header tab.

I apologize that this is a little blurry.

This was a screen capture.

This is what the header tab would look like for a a supply contract or a combo.

DK **Dave K (Guest)** 1:20:01

There are additional mandatory fields, for instance the shipment number is now a mandatory field that's above the invoice number on the left side of the screen.

The shipment number could be a tracking number.

It could be the same as the invoice number or you can make up a shipment number.

There's no right or wrong answer.

Some agencies are picky, though, about how you structure your shipment number.

I know for DLA it has to begin with A and then four alphanumerics or 4 numerics and then an alphanumeric so they are DLA.
Is picky about how you structure your shipment numbers, but they're the only agency that I'm aware of that that requires your shipment number to be in a specific format are to the right of the shipment number.
Is the shipment date, so that's.
That's usually the date that you shipped it and then final shipment and final invoice.
So there's just a few extra pieces of information, but but not a lot.
But you need to have at at a minimum this information in order to submit your document.
Once we have this information input, if you look there is an error message that will always appear.
It's in red right near the top, under the header tab.
I know you can't read it.
It's a little blurry, but it says error.
This document contains errors in the following tabs line item that always appears, basically prompting you that you need to go to the light item tab, and I don't know if you could see my cursor, but this is the line item tab right here, so we're gonna click on that because we have to provide some additional information.

DK **Dave K (Guest)** 1:21:35
Under the line item tab, whatever line items we chose from that clean page that we had when we first started will appear here.
They will be in red and meaning that they're invalid.
Don't get nervous if you see the invalid sometimes.
However, if there were no line items on that page, you might only have add as the option.

DK **Dave K (Guest)** 1:21:57
So again, even if the line item data does not automatically populate for you, you can add a line item as long as it's authorized in your contract.
But for this example we have an existing line.
So what we wanna do is we wanna go in and add some information.
For instance, the price, whatever our invoice amount is to do that under actions, we're going to click edit and it's gonna open up on.

It's gonna open up our tab.
This is our line item tab so you can see the the.
You could see the mandatory information here.
The quantity shipped that's gonna come from your contract.
Normally the way we structure our service and construction contracts is usually a quantity of 1 and a unit of measure is lot or job.

DK

Dave K (Guest) 1:22:45
So that's gonna be input from your contract under the schedule or set Section B of your contract.
You'll see the unit price there.
Usually what happens is it's the fully funded amount of that line item is populated.

DK **Dave K (Guest)** 1:22:59
So you if that's not what you're billing for, you wanna make sure that you edit that amount to the amount that you're billing for underneath at the bottom is a description block that may populate the default description for that line item from your contract, but that's a text box, so you can tailor that any way you want to tell us exactly what you're building is for.
So that's what the description block is for.
When we do either construction or service contracts, that tobyhanna the way we structure our purchase requests creates an error in the line item tab, and that's what those error messages are there.

DK **Dave K (Guest)** 1:23:39
This is actually some strings of information that populate from our contract.
I've called your attention to the product service ID which is right next to the item number.
Again, I don't know if you can see my cursor, but that's the product service ID and then that's on the top line across from the item number and then the product service ID qualifier is defaulted to FS FS National stock number.

DK **Dave K (Guest)** 1:24:04
So on a service contract, we're not providing a supply, a national stock number is a

13 digit numeric number for for an item.
So it's really creating an error here and I actually since it is a 13 digit number, that value and the product service ID is alphanumeric so it is invalid.
So what we wanna do is we we can change the values in those fields to erase those errors and the way we do that is we they are editable fields, the product service ID is so we can type in the word service we can delete what previous value was in there and type in service and then under the product service ID qualifier that is a drop down.
So there's a multitude of choices there.
We can choose on.
There is a choice for services rendered, so we can select that and that will.
That will alleviate that error.
Again, that's kind of a an error that we cause in our contracts.
I'm not quite sure how to fix that, but that's the way you can fix it.
When you're inputting your invoices, when we've made all of our changes in the bottom left hand corner, there's a saved clim button so we can click on that.

DK **Dave K (Guest)** 1:25:14
If it does not allow us to lead the screen, that must mean that we've there's an error on the screen.
We may have may not have provided all the the mandatory information, so again there will be an error message at the top and regist like there is here telling us what information we need to provide to fix the error.
But if we click save clean slin and it brings us to the previous screen, we know we were successful.
As you'll notice, the item number is now in Black.
All the errors are removed, invalid no longer appears, so this is good.
Umm So what we want to do now is when we submit it, we can click submit at the bottom left corner of the screen and it will submit our invoice.
Ohh, I've highlighted missing miscellaneous amounts because I do get questions sometimes there's a freight charge involved, so I I I also wanted to show companies out there if you have supply contracts and the freight charges authorized in your contract, how to do that.

DK **Dave K (Guest)** 1:26:10

One of the tabs at the top is miscellaneous amounts, so when we click on that, it'll take us to a miscellaneous amounts page.

Dave K (Guest) 1:26:18

Under actions, we can click add to add our shipping charge.
Under miscellaneous fee, it says transportation direct billing charge.
That is the default choice we can add in the amount of our shipping charge.
The description is also default on, also filled in by default.
So really the only information we need to provide here is the shipping charge.
I will say that for shipping charges over $100.
On DFAST, we'll want to see a copy of the shipping bill.
So you'll need to attach that to your invoice and wash to substantiate the shipping charge.
They will pay anything under $100, but anything over that value needs to be substantiated.
I've had companies submit rate quotes that will be rejected.
It does need to be the rate bill itself, the amount you paid for the shipping charge.

Dave K (Guest) 1:27:14

Once we've typed in our fee, we can click save miscellaneous fee at the bottom of the screen and it will add our shipping charge and that's what that looks like.

Dave K (Guest) 1:27:26

If we do need to attach a copy of our shipping bill or any supporting documentation to substantiate our invoice, we can do that under the attachments tab.
This is what that screen looks like.
So if you look under attachment, there's a choose file button.
So when we click that, it's gonna open up that that find page on our hard drive so we can locate the document on our computer.
It could be a PDF, it could be a spreadsheet, it could be a Word document.

Dave K (Guest) 1:27:56

Once we've located it, we can click upload.
There is a mandatory attachment type field there as you can see that's a drop down under attachment type.

This was a recent little addition here.
We never had to do this before, but normally there are multiple two choices there.
So you can choose whatever is pertinent to describe your attachment, and then choose that and then add add your attachment waffles picky about the file names, however, so no special characters or spaces in your file name.

Dave K (Guest) 1:28:31
You need to remove those.
It's alphanumeric meric, so letters and numbers only, so off is picky about the file names.

Dave K (Guest) 1:28:40
I put this screen in here in case we had an oops moment and we were submitting an invoice.
We we actually accidentally designated a prior invoice.
That's final and we're trying to submit an additional payment request.
Ohh final invoice ohh already exists for the contract number and delivery order.
So initiator comment is necessary.
So again, we can add comments and the way we'll do that is under the comments tab, which is next to the line item tab, just to the left of it, it will open up a, it will open up a tab with the comments block and you can type in any comment you want.
As far as the reason why you're resubmitting an invoice, comments are required.
Umm actually, when a payment request is rejected.
So if we're rejecting something back to you, we likewise have to provide a comment.
We wanna tell you why it's being rejected.
So you know what to fix when you're resubmitting it, and also if in sometimes when we're dealing in supply contracts and we we're shipping a supply or an item where there might be some RFID information or UID unique item information, a lot of times we may exempt that information from our contract.

Dave K (Guest) 1:29:59
So we might have to provide a comment in wide area workflow.
Why are not providing the UID information?
So we can we.
This is the the tab that we'll do use to provide any comments once we've entered in

our comments and we wanna submit, we have a submit button at the bottom of the screen, so we'll click submit.

DK **Dave K (Guest)** 1:30:19

Just to reiterate, the comments are required when we're rejecting invoices and in certain cases by the vendor when we're submitting a final after a final or if it's UID exempt.

DK **Dave K (Guest)** 1:30:31

If we changed any default values in the contract, it's gonna be flagged with a validation warning message.
I want to reiterate that it is a warning message, not an error was off is simply calling our attention to the fact that we changed some values in the contract.
For instance, we changed the unit price to reflect the accurate the the the value of our invoice, so it's gonna flag that for us.
So it's a lot and it's kind of like a double check before you submit your invoice.
So if you need to cancel it and go back and make it any changes you can, but if the information you're submitting is correct, you can click OK in the in the in the warning box and it'll submit it for you.

DK **Dave K (Guest)** 1:31:12

Those one time passwords that we talked about when we were creating our profiles, they come back to haunt you again, especially when you're submitting those construction invoices a lot of times you'll have to submit or each time you submit a payment request or progress payment, you'll have to provide an OTP.
I don't know if this is is no longer valid, but I remember talking to the PIE help desk about the infrastructure that they used to generate those OTP.

DK

Dave K (Guest) 1:31:42

That was not very reliable, meaning that we would get an email with an OTP and then key it in and then get an error that it was invalid.
They were aware of that situation, so they just said to type it in again and submit it.

DK **Dave K (Guest)** 1:31:56

So if you ever run into a situation where you're typing in your one time password and it gives you an error, just type it in again and try submitting it and it should work.
They may have already fixed that, so I may have to scratch that block from the presentation.
OK.
When we're successful at submitting our invoice, we will get a success notification here.
This is an important point here that once the invoice is successfully submitted by default wide area workflow will notify the group administrator at the facility and and the vendor that the invoice was successfully submitted.
However, we know that the CORS can change from contract to contract.
So you're acceptor or COR or the person who's gonna process that invoice is not automatically submit us notified when it's submitted.
So you want to make sure that you notify your COR either through the system here where we can send a system generated email to any email recipient.
Here we have an address book.
If we wanna add emails, we can do that above the address book.
If we have a list of contacts in our address book, whoever we wanna send that email to, we can highlight them and then our navigation buttons are there.
The single greater than sign will move them over one at a time.
We can highlight multiple ones and then click the double greater than sign and it can move them over and bunches.
Likewise, the less than or double less than sign can move and toggle back and forth between the send two and the address book.
We can remove emails so we can make any edits here.
So when we have those recipients under the center and we click.
At the bottom of the screen, we'll get a we'll get a notification that the email is being sent to those recipients, and actually when I was using the the practice website, I know that works.

DK **Dave K (Guest)** 1:33:57
The infrastructure works because under the old outlook, if you look in the bottom of the screen, you kind of see I'm from my screen shot there.
I was actually getting an email notification that I submitted an invoice in.
Wired error works.

Also, at least I know that infrastructure works.
This is an example of the email that you'll receive.
You wanna make sure that you forward this to the COR or your point of contact?
Who's gonna process your invoice so that they're aware it's there as well?
This is an example of a final after final email that's generated.

DK **Dave K (Guest)** 1:34:31
If you look underneath, it tells you that the previous invoice was paid, but a final invoice has been submitted for a contract that already has a final invoice.

DK **Dave K (Guest)** 1:34:40
So it's it's kind of like a flag just to make sure that a mistake wasn't made, but it is calling your.
It is calling the contracts contract offices attention to that as well.
So going back to our vendor options, everything that we submit for payment and wide area workflow is a copy is kept in the history folder.
So if we go to that and we click on history folder, it's gonna take us to a search page if we're if we want to look for a specific contract number, we can type it in and it will give us everything that's been submitted under that contract or we can leave it blank and we can look at all of our invoices.
So if we click submit at the bottom of this search page, this is an example of of the results that we might see.
So if I go from left to right, you'll see the type of invoice we created.
So depending on your contract, you'll see the invoice type that you've created.
The contract number here is a link, so again, if you ever need a copy of your contract or modifications, if you click on that link to the contract number, it'll take you to another page where you can download copies of your contract and mods the shipment number column next to the contract number.

DK **Dave K (Guest)** 1:35:56
It is a link so if you click on that shipment number.
It will take you to a static page of the header tab so you can view that information, but you can't make any changes, so that is a static page of the of the header tab, and then there's the dates going further to the right.
The dates that we submitted, the dates we shipped, if something was processed, if

you look under the accepted column, you will see a date that's stamped there when the government agency, our processes, your invoice and you'll see that reflected in the status change in the status column.
Everything that we've submitted is in a that has not been acted upon by the government agency is in a submitted status.
So if you see that you know that it has not been processed by the government agency and it needs to be processed.
So it's awaiting acceptance.
There is one there that says process, so that means we have done our due diligence, we've accepted it.
So now it's off on its way to defense, finance and accounting service for disbursement and payment.
If something is in a submitted status to the right of the status column, there was a recall, so we can recall anything in a submitted status and make any changes if we realize we did something wrong, it hasn't been processed by the government agency.

Dave K (Guest) 1:37:13
We can change that when we click on recall, we will now be taken to a dynamic screen of the header tab, which means you can change the information either on the header tab or in the line item tab.

DK **Dave K (Guest)** 1:37:26
You cannot change the invoice number.
However, the invoice and the shipment numbers will still be static.
You can't change them, but there will be other fields that you'll be able to edit.
Changing a dodaac that goes back to the routing table.
I haven't had too many entry instances where you need to change a dodaac, but going back to the question that we got before, if you need to add a dodaac if a ship to code was wrong and it hasn't been processed yet, you can go in and click the change dodak and it'll take you to the to the routing table where you can type in the correct code under the inspect by or except by or shipped to code and then void the last one there V again anything in a in a A you'll see that anything in a submitted status you're able to to to do those functions voiding if you click on the V it will again prompt you that Are you sure you'll wanna do this?

DK **Dave K (Guest)** 1:38:19

Because if you do click yes, it's gone and then if you realize you deleted it an error, you'll have to start all over again.
Some other status messages that that you did not see on that screen are suspended or rejected sees.

DK **Dave K (Guest)** 1:38:33

These are the bad ones on payment requests can suspend if they are incorrect or they could suspend if they are correct and I've given some examples here.
If you've made some obvious mistakes in your invoice, if you mistyped the line item amount or the amount you request exceeds what's available under your contract, those will suspend and will be automatically rejected.
They'll be reviewed by defense, Finance, Accounting Service or by the COR and we if we notice the mistake, we can reject it back to you if you are.
If your profile is expired in Sam, this is an interesting one because I've actually had situations where the vendor was active in Sam when they submitted their invoice but expired before they got paid, and DFAS will not wire a payment.
As I said before, to an account that's expired in Sam.
So again, another good reason to make sure that your Sam profile stays active.
These are some of the other reasons a payment can suspend.
For instance, if shipping charges are authorized in your contract on some contracts I've seen where they where they actually list the shipping charge as a separate client in your contract.
Other times you'll have to add it as a miscellaneous amount as we did before, and sometimes the shipping charge can exceed the amount of your awarded contract.
So what will happen is you will get a suspension notice.
That doesn't mean it will be rejected, but what will happen is while it's suspended, defense will review the invoice to make sure that the F will be origin clause is included in your contract, and if the shipping charges are authorized, they will reverse the suspension and process it for payment.

DK **Dave K (Guest)** 1:40:13

Here at Tobyhanna, we have manufacturing facilities.
We make cable and wires assemblies so we do consume spools of wiring cable, so

we'll buy those in quantities and a lot of times we'll actually add.
I guess as part of the manufacturing process, you know excess is provided to account for waste and what's normally consumed as part of the manufacturing process.

DK **Dave K (Guest)** 1:40:36
So we will include a variation in quantity clause where we might on are we might pay up to 10% more than the quantity and the contract.

DK **Dave K (Guest)** 1:40:46
So as an example, if we're buying 10,000 feet of cable and we have a variation in quantity that allows an additional 10%, if you bill for 11,000 feet in the in your invoice and submit it, it will suspend.
But again, just like the shipping charge, if DFAS reviews it and sees that the additional quantity is allowed, they will regenerate it for payment.
OK, I talked before about the construction payment invoice.
This was a most recent change that I actually got, and this is per the PIE help desk.
The construction payment invoice that we typically use on our construction contracts has actually been merged with the Navy equivalent and then combined to create a new document called a construction and facilities management invoice.
As far as the vendors on the industry side.
It does not provide or.
It doesn't cause too much of an additional input burden on.

DK **Dave K (Guest)** 1:41:45
There aren't any more mandatory fields.
It may look a little bit different, but for on the government side it does create a bit of a headache because now we have to identify inspectors that need to review the invoice and I assume this is probably tied to the inspection of construction clause in the contract where we reserve the right to inspect and accept, but it requires a separate inspector to be designated cause according to that last sentence, there is a separation of duties.

DK **Dave K (Guest)** 1:42:17
So the inspector and the inspector cannot be the same person.

Dave K (Guest) 1:42:21

So right now I'm actually working with some of our with our DPW to identify inspectors, because we do have outstanding construction invoices that are in woff and they're starting to accrue interest.

Dave K (Guest) 1:42:33

So we need to get inspectors and we're learning what information the acceptor has to provide in order to process those payments.
So there is a bit of a learning curve that we're undergoing here.
This is what the screen shot looks like if you go to the select document to create.
So as a vendor, if you have a a task order from us for construction, you'll notice you now have the construction and facilities management invoice.
That's your only choice that you could choose, and when we choose that and we get to the header tab, this is what you'll see.
I will call your attention to the construction option that you have right here, right now.
That's set to null if you choose yes from the job down as a vendor, below will open up those contractor certifications.
So if you're familiar with the construction payment invoice, there are certain certifications according to the far that you have to comply with in order to submit that payment request, for instance, that you're only billing for the work that's been completed.
You're also certifying that you'll pay your subcontractors, so those certifications will appear there, and then you'll be able to go to the your line item tab and import your amounts and.

Dave K (Guest) 1:43:43

And just like you normally would and then sign it and submit it.

Carkhuff, Kenneth 1:43:51

Wow. Hey.

Dave K (Guest) 1:43:51

I need to take a break.

I I told you that was intense.
It was intense for me.

Carkhuff, Kenneth 1:43:55
It is intense, but it's intense for everybody.

Dave K (Guest) 1:43:56
Was it intense for you?

Carkhuff, Kenneth 1:43:59
But I mean it it is, it is absolutely super super important stuff.
So let's take a time out.
It's 214.
Let's have everybody back at 2:20.
We'll call it 225 and we got a couple of questions that came in and we'll get those.
And then we'll let Dave kind of get into the third module and we'll call it a day.
So see you back at 2:25.
So everybody gets a refresher.

Carkhuff, Kenneth 1:54:30
All right, 225 on the button.

Carkhuff, Kenneth 1:54:33
I'll tell you, you can't get anything past Christy.
She has on top of all this, besides playing the good music.
So I'll tell you you just got served the full course meal.

Carkhuff, Kenneth 1:54:43
I mean, Dave brought the meat, the potatoes, a healthy vegetable, a side salad, dessert.
And even threw in a dessert a dinner roll for you.

Carkhuff, Kenneth 1:54:53
So I know there's a lot of information and a reminder that this will be available

publicly, probably by the end of the day Friday, or if not at the latest when you come back from the 4th of July holiday, this will be available on the event page.
Go to historical and you'll be able to relisten to this and review all the slides, so don't worry if you didn't get it all done.
There's a lot, a lot to a lot to encapsulate, and he really laid it out there.
There is one more module we'll get to that I think in a few minutes, but I did wanna get through a couple of questions because this is really the meat of the learning.
The module just went through, so I want these questions hopefully to be addressed best at Dave can.

Carkhuff, Kenneth 1:55:36
So, Dave, I'm gonna throw probably 123456, about 7:00 or 8 questions at you and we'll just see where we wind up with and then we'll get in the module 3.

Dave K (Guest) 1:55:46
OK.

Carkhuff, Kenneth 1:55:46
So thank you for those that are still staying with us and bringing it back, so.
Let's go with the first question.
Does PIE produce a document or receipt for GFE GFP?
So government furnished equipment of government, furnished property, equipment received by either the contract or the government agency.

Carkhuff, Kenneth 1:56:07
If so, does pie have the capability of exporting the GFE GFP receipts for record keeping?

Dave K (Guest) 1:56:14
Yeah, that's a good question.
Unfortunately, you started off with the hard question.
First, we don't get involved in much GFP here, so that's something I'm gonna have to research for you.
We do have some people here that that handle GFP, so when I get that question,

what I will do is I will forward it to those folks and get you an accurate answer instead of me humming and hawing.

Carkhuff, Kenneth 1:56:38
OK, well said alright.
And of course, we know that somebody's questions are not everything.
You know, be able to answer.
Uh, right now and we'll, we'll get to them.

Dave K (Guest) 1:56:45
Umm.

Carkhuff, Kenneth 1:56:48
OK, alright, let's see.

Carkhuff, Kenneth 1:56:50
OK.
The next question with the recent with the recent change of construction payment invoices title, should we now provide the new title in our Huawei if clause instead of construction payment invoice?

Dave K (Guest) 1:57:04
Yeah, I would suggest yes, because if that document does not exist anymore, you wanna make sure you provide your contractors accurate information.
So we're gonna call it a construction and facilities management invoice.
That's what we're doing here at tobyhanna for all of our new construction task orders going forward.
We're gonna make sure we use the correct document cuz we don't want to cause any confusion because that's gonna lead to payment delays.

Carkhuff, Kenneth 1:57:30
OK, alright.
And then there were some of the dialogue and chat about the UEFI unique entity identifier, so that's there.
If you wanna go to Sam and find it, Sam's down right now for maintenance.

What are the odds?
But it is there was a question about finding the apex accelerators.
I put the link to the apex accelerator website.

Dave K (Guest) 1:57:51
OK.

Carkhuff, Kenneth 1:57:52
How to find a apex accelerator?
And there's also you can go to the AP tag.

Carkhuff, Kenneth 1:57:58
The old website still talks about P tax, altium apex accelerators.
You can go there and find one as well.
I think there's about 96 right now, so everybody should have one at least one in your state.
Several states have more than one, but you should be able to find those quite easily and then work with them.
And a reminder, all of the information that is provided by the apex accelerators is at no cost.
So that's a good thing for industry to use, and they're also a resource for government to help with market research or finding capability or other things or hosting events.

Carkhuff, Kenneth 1:58:36
So I think we got that.
Then we had a question about how long after the Sam activation with the cage code does the data appear in the in pie or wide area workflow?

Carkhuff, Kenneth 1:58:49
So is there a download or is it you gotta go do it?

Dave K (Guest) 1:58:52
I I believe it happens automatically.
Uh, there may be a lag of of of an of a day or so, but I'm not familiar with any like real lags that once you become activated in Sam, I mean it should be.

It should be pretty much instantaneous.
I've never heard of a lag, so you know I I I I don't, I I I would say there isn't any so.

Carkhuff, Kenneth 1:59:17
OK, alright.
And then we had one, I know you talked about the rejection.

Dave K (Guest) 1:59:21
Umm.

Carkhuff, Kenneth 1:59:21
We have gotten the message in Huawei that says rejected.
Please resubmit with IU ID IUID tab what is what is the IU ID.

Dave K (Guest) 1:59:30
Right.
OK.
Uh, do I have?
Well, I won't.
I won't share it just yet because I don't wanna.
I don't wanna bump you up the screen, but that's the the the item unique identification.
Information on generally when you have a supply contract and you have an item that is $5000 or at least $5000 or higher on, that's gonna trigger a condition in the receiving report where the contractor will have to provide iuid information.

Dave K (Guest) 2:00:02
That is one when you go into the line item tab, there is a tab at the top for UID.
If you click on that, you can create a string that involves your cage code and the serial number for each item that you're submitting.
So the the I UID is kind of like the it's a vehicle identification number you if you will or a VIN for the items that you're supplying.

Dave K (Guest) 2:00:24

So but again, that condition is only triggered when the unit price of the item that you're supplying is $5000 or greater.

Carkhuff, Kenneth 2:00:33
OK, alright.
And I know you answered this somewhat when you gave a kind of disclaimer that you don't.
You are not the fount of all knowledge on wide area workflow with boy.

Carkhuff, Kenneth 2:00:44
You're pretty darn deep.
Is there any support or wide area workflow training is available for contractors, vendors would cost plus fixed fee contracts.
I do know that some of the agencies provide some training to some of their customers or their vendors.

Carkhuff, Kenneth 2:00:59
I know that there are some apex accelerators that provide some of the training, so if you're representing one of those agencies or a apex accelerated, you provide some information on wide area workflow cost plus fixed fee, you might want to put a note in chat.

Dave K (Guest) 2:01:04
Umm.

Carkhuff, Kenneth 2:01:16
Any other suggestions there Dave from you?

Dave K (Guest) 2:01:19
Yeah, actually on there was a DCMA office defense, contract management agency office here at TOBYHANNA and I have worked with them because they deal with a a wider breadth of contracts than me.

Dave K (Guest) 2:01:30
And I actually did some training with them and so that might be something for

dcma, they might be a resource that they might have some training materials as far as cost plus fixed fee.

Carkhuff, Kenneth 2:01:42
Alright, awesome.
OK.
Alright then we had a question.
What would just a disclaimer.
So let me read the disclaimer here.
This might be too specific of a question for this training, but submitting anyway, so hey, kudos to you Thomas, for submitting the question.

Carkhuff, Kenneth 2:02:04
When a contract is incrementally funded, the cost is at the Clin level.
But funding isn't the slim level.

Dave K (Guest) 2:02:11
Umm.

Carkhuff, Kenneth 2:02:12
When vendor submit invoices, it is at the clean level.

Carkhuff, Kenneth 2:02:16
Is there a way for them to specify which Slin or Akron?

Dave K (Guest) 2:02:20
Umm.

Carkhuff, Kenneth 2:02:22
I guess you have to define the terms.
Maybe funding is taken from for tracking purposes or is it up to deface which Slim gets billed in accordance with Dfars PGI 204.7108?
So lots of technical information, but what say ye?

Dave K (Guest) 2:02:38

Well, this had to come from a contract office.
I know UMINUM when we have sub cleanse in our contracts on the way the vendors build them is if there's a 001 AA or AB or whatever a lot of times it's gonna be where the funding is applied.

DK **Dave K (Guest)** 2:02:58
So sometimes it's at the subclan level and so I have the vendors submit their invoice.
All of the sub clients would appear on the Clan page.
I don't know if I'm answering their question directly, so I may actually have to ask you for a copy of it, but that's kind of how we track it.

DK **Dave K (Guest)** 2:03:17
I'm not sure how DFAST does it, but I know that when we have contracts dealing with sub cleanse, it's wherever the funding is applied and it's usually applied at the subclan level and that's where we're gonna have the vendors bill.
So it may be one AA or one AB or two AA or two, AB.
Whatever the case may be.

Carkhuff, Kenneth 2:03:38
OK, it looks like somebody students are populating some answers to questions down below.

Carkhuff, Kenneth 2:03:43
So I think the one student said takes my company three or four days.
That's probably for the time for it to show up.
The question about how soon is it populate?

DK **Dave K (Guest)** 2:03:50
OK.

Carkhuff, Kenneth 2:03:52
So another question.
How to clauses such as far 52.232 tack one payments factor into Y?
Wah Wah it is.
Is it a if a if a contract for example, does that then allow for contracting to build the

contracts that subscribed 1 lot at total cost and thereby permitting the vendor to enter in a different unit price for work rendered when invoicing similar to payment or schedule not clearly to find the clean level.
So again, another detailed contract question.

DK **Dave K (Guest)** 2:04:27
Wow.
OK.
Well, I'll get.
I'll do my best to end to end, to ask, to answer that one.
We do set our contracts up.
Our service contracts are usually set up with one lot.
It's depends on how the our purchase request is received, but it's generally construction and and a service contracts are set up as one lot and the A funded price is is under the unit price.
So it could be one lot for $1,000,000 that allows the contractor to build in increments so they can always put in one lot and just change the unit price to whatever the amount of their invoice is and the same goes we could set it up.
I know on somewhere there's monthly services, sometimes we set it up as 12 months, sometimes we set it up as one lot.
But I guess the key here is if that's what they're asking, is the contractor can bill it as one lot and just change the unit price to whatever the amount is that they're invoicing for and then under the description block, give us some information.

DK **Dave K (Guest)** 2:05:30
Tell us what month you're billing for.
Or tell us what?
Whatever information it is to substantiate that charge, don't know if that.

Carkhuff, Kenneth 2:05:36
OK, awesome.

DK **Dave K (Guest)** 2:05:37
Don't.

No, don't.
If that's the answer, so I don't know if it's awesome yet, but.

Carkhuff, Kenneth 2:05:41
Well, it's an.
It's an awesome response and some some things to to work with, so here you earned it.
Here's a softball are there how to guides for different actions and Huawei that could be forwarded to us?
So are there instructional resources?
I think you had that early in the slide deck that students can go pull down or anybody can go pull down.

Dave K (Guest) 2:06:01
Yeah, there is.
Ellen, there's web based training that's available at woff.
So when you click on that it is an icon that will appear there.
It's it's WBT that stands for Web based training.

Dave K (Guest) 2:06:12
If you click on that, that will take you to the practice site at the practice site there is a list of documents for each specific function in in wof, so you can pull over.
The documentation is what I will caution you though is that the web based training is not on the current version of of of wax.
So what I mean by that is we just talked about construction and facility management invoice.
You may not be able to get any practice at that submitting that document because the site has not been updated.
In fact, it may be 3 or 4 revisions behind and the same goes for the documents.
So you do.
You might find that the information the web based training and the documents might be just a bit dated, but that would be found under the web based training module at at PIE.

Carkhuff, Kenneth 2:07:06

OK, we got a comment.

GFP receipts show up in EDA.

You might need to request a role reports access, so thank you Thomas for that one.

Dave K (Guest) 2:07:13

Umm.

Carkhuff, Kenneth 2:07:15

Uh questions about CL's questions about, you know, the slides, the recordings.

I'll let Christie handle that at the end of the wrap up here, Matt said.

It takes two to four days with my company.

That's the transition from the enrollment into the wide area workflow.

Uh, somebody said some wireless cell phone services contracts are set up as one lot, so there's an example.

Uh Gray.

Says the thing about Whittier workflow training.

The contractor should follow the training instructions of the Huawei.

If web based training WPT course and use the practice training.

I think you also mentioned a practice site, so that was pretty cool to know that that's out there.

Dave K (Guest) 2:07:55

That's.

Yeah.

And I think that I think that's what they were just referencing was the WBT the web based training.

Carkhuff, Kenneth 2:07:58

Yep, Yep, Yep.

Cool.

It's all there.

Uh DFAS Columbus.

Used to hold two day training session, so they're got that in there, so that's there.

So thank you, Kristen, for that.

And I think that's a clean sweep.

So there we go with comments questions and Dave will turn it back to you to do what you can with your third module or whatever you want to close out with.

Dave K (Guest) 2:08:21
Alright.

Carkhuff, Kenneth 2:08:22
So back to you buddy.

Dave K (Guest) 2:08:24
I alright?
Sounds good.
Can thank you very much.
Umm.
First of all, before I continue, I wanna thank everybody for sticking with me.
As I said, that second part of the of the training was the most intense.
There was a lot of information to get through, so I really appreciate you sticking with me on that one.
It was basically a culmination of all the lessons learned.
So you're getting all my knowledge in that second module.
So what this the final module is on payments and it's not nearly as intense or or as as detailed but for this one you've submitted your invoice.
You wanna know what am I gonna get paid?
So what we're gonna do in this case is when we log into PIE under the payment box, you'll see there's a my invoice icon.
So when you click on that, it'll open a separate page.
This is the screen.
What it looks like in in the top left hand corner, you'll see reports.
So if we click on reports now, this is what my screen looks like as as a as a as a my invoice user.

Dave K (Guest) 2:09:32
But yours is is not gonna be much different, but you would click on contract report, it'll take you to a search page where you can type in the contract number and then what you have in that that's the required piece of information.

So for the vendors, it may just be your cage code and then you could see all your contracts, but for me I have to type in the the contract number but it is pretty self explanatory.
When I click search, I'm gonna get the results for all the invoices submitted.
There is a time frame, however I think it's six or nine months that you'll see visible here for all the invoices submitted for our particular example, we have one hit with an invoice, so you'll see on the invoice amount and the payment amount.
And then there's a details here.
If we click on the details link it's gonna open up.
I'm actually the screen with all of our details.
If you look on the right hand column at the top is the status page is good.
That means you have been paid what you wanna do is when you see paid, go to the account that you've designated in your Sam profile for a direct deposit in the amount under check EFT amount.
OK, some other examples of status you might see scheduled for payment.

DK **Dave K (Guest)** 2:10:52
That's also good with scheduled for payment means is that DEFACES has computed it for payment and it's it's just awaiting disbursement or transmission into your account.
You might also see receiving report or obligation required.
What that tells you is that the government agency that you have the contract with, that you submitted the invoice to has not processed it yet.
So you might want to maybe rattle their cage a little bit and call the contract office or or get in touch with your Clr to go in and process your invoice because it's being held up a little further down on the on the page you'll see that the acceptance date, that's the date that was processed and wide area workflow the payment date.
So if it's stamped paid, you'll see the payment date.
There's the payment due date, so a lot of times that populates when it's scheduled for payment, you have a voucher number and trace number on that trace number is a 13 digit number and it's important because in case you have not received payment in case for instance, you may have changed the counts in Sam or you may have changed banking accounts but did not update your Sam profile.
So maybe it was wired to an old account?

Either way, if you did not receive your payment, you can contact DFAS and provide that trace number and they'll be able to tell you what happened to that payment.

DK **Dave K (Guest)** 2:12:14
Switching over to the left column, the one starting with the contract number.

DK **Dave K (Guest)** 2:12:18
If we look down, you'll see the invoice number, the invoice amount, if there's any freight charges that were paid.
All of that will be there if you offered a discount.
That'll be there too, on under adjustments.
One or two, you may see a a number there that's less than the invoiced amount.
Again, they it could there there could be an adjustment.
Ohh and the invoice and the and the EFT amount could be different.
Interesting thing here for any apex accelerators or any contract offices on the line.
If you see the invoice amount in this case I have $7700 in change as the invoice amount.
If you come down under check EFT amount and you see $1.01 as what the vendor was paid and a lot of times they will call you saying why did I only get paid $1.01 that is a giveaway to tell you that they may have.
I'm a delinquent debt, so that money was garnished and payment of maybe a loan or delinquent tax and a lot of times that's the amount they're gonna be left with $1.01.
So you can always tell that that amount was garnished and and you may see a delinquent debt flag in their Sam profile.
So that's just one of the amounts that I've seen.
$1.01 is a surefire giveaway that that payment was garnished.
Again, in payment of a delinquent loan, delinquent tax, whatever, the company won't get blindsided by that, they will receive a letter that the Treasury is gonna withhold this amount.
So it gives them a grace period to try to settle that debt before it's actually taken out of their payment. OK.

Carkhuff, Kenneth 2:14:00
So today, did you definitely struck a nerve with a learner's here?

Cause the questions are coming in.
So I got 24.

Dave K (Guest) 2:14:05
Ohh.

Carkhuff, Kenneth 2:14:06
You apply probably this slide, so let's let's not lose the mojo here.

Dave K (Guest) 2:14:10
OK.

Carkhuff, Kenneth 2:14:11
The question that came in sometimes the payment is a lump sum of several invoices submitted.

Dave K (Guest) 2:14:16
Yep.

Carkhuff, Kenneth 2:14:16
Is there a way to see the detail of the payment?

Dave K (Guest) 2:14:19
Ohm.
Yeah, actually, what you'll let me go back a couple screens here?
Uh. Sometimes what?
You'll see here if there is a lump sum and I I've seen this happen to DFAS will combine payments.
So what they'll do is if you look under the invoice number and again you may not be able to see my cursor, but say that they combine 3 invoices into one lump sum payment, you'll see each invoice spelled out there and then under total payment you'll see the lump sum amount for all three, and then the invoice amount is separate.
OK, so if you you you can see which which which ones were were were lumped

together because the invoice numbers will be different, but the payment amount will be the same so that you'll see which ones have been combined if that makes sense.

Carkhuff, Kenneth 2:15:09
OK.
And then another student is all payment status populated automatically.
Does it update automatically if it changes?

Dave K (Guest) 2:15:17
Yes, it is updated automatically.
So and that status message in here is provided from DFAST.
So yes, it does, again under the status message when it's first submitted, you will see it will say receiving report obligation or computation required.
That's the initial status as deface starts to work your payment request you will see the status change.
It'll say then it'll go to schedule to payment it it.
Then it'll say on paid once it's actually paid, depending on the DFAST location, you may have a different status.
For instance, it may say in process at DFAST location, but again that will change as default as it moves through the system and it's getting ready to be dispersed and paid.
You will see the status change.

Carkhuff, Kenneth 2:16:06
Awesome.
OK, I think there's a question about can we get a copy of that Q&A that's been in the chat?
Chrissy will correct me if I'm wrong, but I I don't think there's a way other than listening to the audio again once it's published, to go back and to refresh yourself.
I don't think there's a way to call that out, but she can talk to that at the end.

Carkhuff, Kenneth 2:16:28
I think the last couple students were the question you just answered said thank you.
So you'd definitely scratched that itch.
All right, back to you. OK.

Dave K (Guest) 2:16:34

OK, Sir.

Thank you.

I wanted to give her a note about prompt payment cause a lot of times we get questions about that.

You know, we wanna know how I I get questions from contractors a lot of times.

Like when will I get paid once I've submitted my invoice?

So just a note about some of the payment terms for supply and service contracts.

The payments are usually due net 30 after we receive 30 days after we receive a proper invoice.

Dave K (Guest) 2:17:02

So if we review it and it, we have to reject it because something's not correct.

OK, the the clock starts all over again.

However, if it is put into the system and it is correct, the prompt payment clock starts ticking.

Dave K (Guest) 2:17:18

So if it takes us longer than 30 days to process it, you will get interest on that on that invoice and that will actually be you'll see the interest amount here under the.

Dave K (Guest) 2:17:31

Corresponding column or next to interest on that screen.

Ohh I for construction contracts it's a little bit different because we know that the prime contractors have Subs that they wanna pay or need to be paid.

So for those interim construction payments, the the payment terms are 14 days after we receive a proper invoice for the final invoice under construction.

Dave K (Guest) 2:17:58

It's 30 days, generally right before we release final payment on a construction.

We're going to generate what we call a punch list.

We're gonna walk through the construction site or the site with the COR and the contractor noting some minor minor imperfections that they'll need to fix before we'll release final payment.

Dave K (Guest) 2:18:16

When final payment is released, we do that when we consider the contract physically complete mean that comes right out of the Federal acquisition regulations.
What that means is all the supplies and services have been delivered and accepted by the government for the construction.
All the punch list items have been taken care of and the job is physically complete.
If we do encounter a payment issue of one way, we can help resolve that and maybe get a little bit of help is by generating a help ticket and submitting a help ticket through the defense finance and Accounting service through their ask did fast website or they're asked fast portal?

Dave K (Guest) 2:18:56

This is default's website, they kind of tucked their little SD fast icon neatly into their web page.
Kind of hit it, but I I found it for you.
I put an arrow next to it so when we click on that they do make us go through some hoops to finally get to the help ticket.
So when we click rusty fast we wanna click contract in contractors and vendors and then we're gonna come to a table of pay office codes.
You will find that code on the first page of your contract in the payment will be made by block.
So depending on what type of first page that is, if it's a ad, if it's a purchase order form, it might be blocked 15 if it's a, if it's a contract, it might be block 17, but there's a payment will be made by block and there's a little pay office code.
It's a 6 digit code.
When you find that code and locate it on the column, these column headers like Defense, Columbus, Cleveland, Indianapolis and Rome are column headers.

Dave K (Guest) 2:19:58

So you can click on the column header and that will open another screen and we're getting closer to our ticket.
You'll see it's actually a submitted ticket button, so when we click that we're inching ever so closer to our help ticket, we'll pick the right branch.

So in our case, it's army, when we click army the subcategories will expand with some topics.

DK **Dave K (Guest)** 2:20:19

So we wanna know the payment status.
So we'll select that.
And if we're persistent, we'll finally get to where we submit our help ticket.
I've highlighted all of the mandatory pieces of information, so any interested party can submit a help ticket.
It could be the contract office.
It could be the the small business professional.
It could be the the vendor, the CEO or whoever.
All of those additional email addresses can be underneath the primary initiator, if you will.
A pass code is going to be required because when we submit this help tech ticket you will get an email to all of these recipients from deep fast customer care and it will have a link to view status updates to your help ticket in order to access those updates.
So when deface works are ticket and they they update the status of what they've accomplished, they will send us an email status with a link in order to see what they've done.
You'll need that passcode.
We wanna provide the payoff this code, our contract number, the invoice or shipment number and question.
And then, of course under our question, you know, spelling out exactly what we need them to do once we click submit, we filled out all the information and we click submit.
It's gonna take us to a page where we can review it, so if everything's all in order, we'll click submit and we'll submit it.
Sometimes I get questions on changing the point of contact in wide area workflow.
A lot of times somebody might leave the company who originally established the profile in Woff.
So if you're an administrator, you will or you will need administrative privileges to do that.
The way to do that on these screens and this is exactly the way I would do it if, as I'm

an administrator, when you click on administrator you can go to group maintenance your location information.
Umm put in your location code for me that would be my dodak, but it could be your cage code and then click search and it's gonna bring up what it's identified.
So that's your company.
So under actions we can view all the emails, we click that and here's all the users that are registered for our cage code in wide area workflow.
If we found one, we want to get rid of, we can click delete.
We can select them and we can edit them and that's how we edit, save our changes and that's it.
A kind of blew through that.

DK **Dave K (Guest)** 2:22:48
I'm but this.
That's the end of the third module, and it actually brings us to the end of my presentation.
So I'm.

Carkhuff, Kenneth 2:22:54
Wait a minute.
Wait a minute.
That's it.
That's it.

DK **Dave K (Guest)** 2:22:58
Well, I mean, it was about 2 hours ago that I started.
So but I I I I realize it could have been a slog at point.

Carkhuff, Kenneth 2:23:01
I'm just kidding, Dave, are.

DK **Dave K (Guest)** 2:23:06
So I appreciate everyone sticking with me.

Carkhuff, Kenneth 2:23:09

Well, you just got this is by far the best wawak training I've ever had.
Thank you so much.
So that basically takes it for me, so I'll take it back now, Dave, thank you so much.

DK **Dave K (Guest)** 2:23:14
Yes.

Carkhuff, Kenneth 2:23:22
I I I can't, I guess fully putting words.

Carkhuff, Kenneth 2:23:26
How how beneficial this this was?

DK **Dave K (Guest)** 2:23:28
Well, I I also, I just want to say one thing on Ken, I'm not one and done.

Carkhuff, Kenneth 2:23:28
I'll tell you, I I I go ahead.

DK **Dave K (Guest)** 2:23:34
So if anyone has any questions, this is my contact information so please reach out to me.
I'll, I'll try.
I've I've helped companies with other contracts like DLA Air Force, Navy.

DK **Dave K (Guest)** 2:23:45
So I will give it my best shot some some of it doesn't really change but but I want them to know that also this apex accelerators can help too.
But there are.
I'm available to answer questions after this webinar, so thanks Ken and back to you.

Carkhuff, Kenneth 2:23:59
Hey, awesome.
And and I'll tell you, I've had a lot of speakers, a lot of training set through a lot.
And you are in the Ring of Honor, I'll tell you that you're in my Ring of Honor.

Carkhuff, Kenneth 2:24:09

What you delivered today, so appreciate that very much.

Dave K (Guest) 2:24:09

Whoa.

Carkhuff, Kenneth 2:24:13

And kudos to the army and your supervisor for letting you join us today and and provide learning for almost, I guess, over 300 students that came in.

Carkhuff, Kenneth 2:24:24

It's awesome, Christy said that she's gonna add the truth transcript in addition to the the audio, which will also, when it gets published, we'll have the artifacts from today, which you're his slides.

Carkhuff, Kenneth 2:24:35

Plus the slides I said are there for some small business learning and things like that I mentioned earlier in the day. You'll have all that I am going to give you one little, you know, Mia culpa though.

Carkhuff, Kenneth 2:24:47

We are not gonna scrub the transcript to make sure that all the words are spelled correctly or whatever.

You're on your own with that one, and again, it is learning that's provided, you know, make sure you do.

Your due diligence, OK, this is just this is learning that we're putting out there.

Carkhuff, Kenneth 2:25:01

So, but make sure you punch the pub.

You read the regulation, you follow process, you follow protocol.

OK.

We'll we'll put it out there for you, but you know, make sure you you do all of that.

Carkhuff, Kenneth 2:25:13

So that's all I have.
I am going to turn it over to Christie again.
I wanna thank you very much for attending Dave again.

Carkhuff, Kenneth 2:25:21
Kudos. Awesome.
Thank you so much.
I hope that you will.
You will continue to follow us if you're a new follower through the rest of the summer and if you are with us all the way, please stay with us because we're gonna bring more learning to you.

Carkhuff, Kenneth 2:25:36
So thank you very much.

Carkhuff, Kenneth 2:25:37
Again, enjoy and have a wonderful.

Carkhuff, Kenneth 2:25:41
Independence Day and remember what the that means about celebrating our Independence Day.

Carkhuff, Kenneth 2:25:46
Christy over to You to Close everything up in the final admin comments.

Babington, Christi 2:25:51
Awesome.
Thank you so much, Ken.
I sure do appreciate it.
Thank you for staying with us to everyone.
I think we have.
Let's see, we have 230 people still in the room.
Can and Dave 230 people have stuck around through the break to listen to this valuable information.

Babington, Christi 2:26:11
And as Ken said earlier, those of you who have been with us for the last couple of years through our series.

Babington, Christi 2:26:18
Thank you so much.
Those of you who are new, you've got in this summer series of three events left 26 July, 23 August and 20 September.

Babington, Christi 2:26:28
Those event pages will be out for registration soon, so stay tuned to the events page For more information.

Babington, Christi 2:26:37
In to Kens DU all things Small Business podcast, he's got some great information, some great historical information and you know we hear a lot.

Babington, Christi 2:26:48
I didn't know DU did that.
Do you know that GPU is much more than what you see in the classroom?

Babington, Christi 2:26:55
We offer consulting, coaching, customized solutions and executive support, visit consulting services For more information, and if you have ideas for future speakers, send us an email to events at gau.edu.

Babington, Christi 2:27:09
We offer open enrollment workshops every month.

Babington, Christi 2:27:12
Here's some things that are kind of tailored to contracting and small business.
Visit the virtual campus to enroll in those classes and we have a variety of online events every month you can go to gsu.edu/events to register for events like this, and if you can't register, you can come back and visit the recordings.

Babington, Christi 2:27:33

We offer a lot of other varieties of online training, go to the virtual campus and I just want to pause here really quick.

If my slide show will allow me and I want to, I noticed that there were several people who are so diligent they left and came back and left and came back. First.

Babington, Christi 2:27:52

I applaud you for your diligence, but I want to give a little bit of a teams admin tip.

Babington, Christi 2:27:58

So what can Internet browser that is not Internet Explorer?

I know Internet Explorer is kind of on its way out.

Babington, Christi 2:28:05

Also, choose a browser that you you don't normally access Microsoft 365 on because it'll cache your own organizations, teams information.

Babington, Christi 2:28:18

It may make it hard for you to come into our teams for education, environment, copy and paste the teams meeting link that you either got when you registered or that you got by email from the DU events mailbox and then bypass the teams download and then continue on browser.

Babington, Christi 2:28:38

That usually will eliminate any of those connectivity issues or keep when you keep getting bounced out of the event.

And thank you once again for your diligence and coming back into listen to this great information.

And then as Ken said, we do have a survey link for you.

I posted it in chat a couple of times.

It'll be on the events page as well after this event.

Babington, Christi 2:29:08

Here is the link as well.

Babington, Christi 2:29:09

Again, it's in chat.

You can go out.

Take that link or sorry, take the survey and then request your continuous learning points.

Two points for attending today.

Not one that you see here on the screen.

Sorry about that.

And then visit the event site on Friday for a video of this session and that transcript.

And that's all I have for you.

Thank you so much for sticking around with us again.

Have a safe holiday weekend and we look forward to seeing you at the next event.

Babington, Christi 2:29:42

That's all I have for you.

Babington, Christi 2:29:48

Have a great afternoon and look forward to seeing you next time.