

DEFENSE FINANCE AND ACCOUNTING SERVICE - COLUMBUS CENTER

Appendix II: MOCAS Invoice Remarks

Reason Code	Remarks	Description	Procedures
A	(Blank/Invalid)	IN PROCESS: Awaiting Source Acceptance	<p>DFAS-CO will contact the CAO terminal to determine if an acceptance document has been received. If the DD250 was not distributed to the CAO terminal, or if material was not accepted or was shipped without acceptance, DFAS-CO will return the invoice to the contractor, pending acceptance.</p> <p>If source acceptance has been received, but not yet processed by the CAO terminal, DFAS-CO will request the terminal to expedite input.</p> <p>If the invoice is found on the CAO terminal recycle listing with a PIIN or SPIIN error, if the contract is closed or if the contract is in CAR section 5, 8, or 9, the invoice will be recoded to reason code C. (See procedures under reason code C).</p> <p>If all items on the contract have been accepted per the Shipment Control Register, DFAS-CO will recode the invoice to reason code I. (See procedures under reason code I).</p> <p>If the contract is in CAR section 3 or 4, DFAS-CO will recode the invoice to reason code J-AUD. (See procedures under reason code J, remarks code AUD).</p>
A	"AP"	IN PROCESS: Awaiting Source Acceptance - Was "C" Coded	See procedures for A (Blank/Invalid).
B	(Blank/Invalid)	IN PROCESS: Awaiting Destination Acceptance	<p>The contractor must forward a copy of the shipment DD250 to the CAO terminal. The CAO terminal inputs the shipment side of the DD250 and the DARTS, Destination Acceptance Report Tracking System, which automatically begins sending acceptance alerts to the receiving activity requesting acceptance of shipment.</p> <p>DFAS-CO receives an invoice and verifies the CAO terminal has received and input the shipment DD250. If the CAO terminal did not receive the shipment DD250 and the receiving activity has not already notified DFAS of acceptance, then the invoice is returned to the contractor due to improper distribution of the DD250.</p> <p>If the CAO terminal received and input the DD250, then DFAS-CO will check to see if an acceptance has been received from the receiving activity. If an acceptance has been received by DFAS-CO, then the payment will be processed. If an acceptance has not been received, then DFAS-CO will begin manual follow-ups with the receiving activity requesting an acceptance for the shipment.</p>
B	"AP"	IN PROCESS: Awaiting Destination Acceptance - Was "C" Coded	See procedures for B (Blank/Invalid).
C	(Blank/Invalid)	IN PROCESS: Awaiting Contract	DFAS-CO will review the Contractual Backlog Listing to determine if a contract has been received. If the contract

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			has been received by DFAS-CO, but has not yet been input, input of the contract will be expedited. If the contract has not been received, DFAS-CO will request a copy of the contract from either the ACO or the Buying Activity.
C	"MIL"	IN PROCESS: Awaiting Hard Copy of Contract.	<p>A Military Standard Contract Administration Procedures (MILSCAP) contract abstract was transmitted to DFAS-CO via AUTODIN (electronically). A hard copy of the contract must be submitted to DFAS-CO so the transmission may be reviewed for accuracy, and if necessary, additional data may be entered. The invoice may not be paid until this occurs.</p> <p>DFAS-CO will request a copy of the contract from the Buying Activity. Upon receipt, review and input of additional contractual data will be expedited to enable invoice to be paid.</p>
C	"FRC"	IN PROCESS: Awaiting Contract from Federal Records Center	<p>DFAS-CO has determined that the contract may require reopening after contract closure. The contract must be requested from the Federal Records Center.</p> <p>Until the contract arrives at DFAS-CO, the invoice(s) will remain coded C-FRC. After receipt of the contract, research will be conducted to determine the appropriate action.</p>
D	(Blank/Invalid)	IN PROCESS: Awaiting Modification	DFAS-CO will review the Contractual Backlog Listing to determine if a modification has been received. If the modification has been received by DFAS-CO, but has not yet been input, input of the modification will be expedited. If the modification has not been received, DFAS-CO will request a copy of the modification from the ACO.
D	"1716"	IN PROCESS: Awaiting Modification to Correct Contract Deficiency	DFAS-CO will issue a DD Form 1716, Procurement Data Package Deficiency, to the ACO. The DD Form 1716 will identify errors in contractual documents or missing data required on the contract. The ACO must issue a modification to correct the problem.
D	"1716A"	IN PROCESS: Awaiting Modification to Correct Incomplete or Missing ACRNs.	(See procedures for reason code D, remarks code 1716.)
D	"ADD"	IN PROCESS: Requires Additional Funds For Payment	<p>DFAS-CO will examine payment history to determine if there has been a duplicate payment. If a duplicate payment was processed, DFAS-CO will either pay the current invoice and deduct the duplicate invoice or will send a demand letter to the contractor requesting the difference between the invoices.</p> <p>If there was not a duplicate payment, DFAS-CO will review the MOCAS database and the hard copy contract to determine if the obligations for the applicable ACRN match.</p> <p>If the obligations agree, DFAS-CO will call the ACO to determine if the last modification entered into the MOCAS system was the last modification issued. If the last modification received a DFAS-CO was the last mod issued, the invoice will be returned to the contractor using</p>

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Reason Code	Remarks	Description	Procedures
			<p>reason code E-08 (see reason code E, remarks 08 in this appendix).</p> <p>If the last mod received at DFAS-CO was not the last modification issued, and the last modification issued will correct the payment problem, DFAS-CO will request a faxed copy of the modification and will expedite input. If the last modification issued will not resolve the payment problem, the invoice will be returned to the contractor using reason code E-08 (see reason code E, remarks code 08 in this appendix).</p> <p>If the obligation totals do not agree, DFAS-CO will correct input errors and recode the invoice to reason code G (see reason code G in this appendix).</p>
D	"DEF"	IN PROCESS: Needs the Contract to be Definitized	<p>DFAS-CO will review the invoice to determine if the invoice indicates final shipment or if the invoice price is greater than the estimated price. If either condition exists, DFAS-CO will review the contract to determine if payment can be made or if payment must be held pending contract definitization.</p> <p>If payment is allowed and the value of the payment does not exceed the threshold allowed prior to definitization, the invoice will be recoded to a reason code G (see procedures under reason code G) and will be forwarded for payment.</p> <p>If payment cannot be made until the contract is definitized, DFAS-CO will request a definitizing modification from the ACO or PCO. If the modification can be issued within 7 days of the receipt of the invoice, the modification will be received and input expedited. The invoice may then be recoded to a reason code G and forwarded for payment.</p> <p>If the modification cannot be issued within 7 days of initial receipt of the invoice, the invoice is recoded to a reason code E-02A (see procedures under reason code E, remarks 02A) and will be returned to the contractor pending issuance of the modification.</p>
D	"DIFF"	IN PROCESS: Contains Different Data Than the Contract	DFAS-CO will review the Contractual Backlog Listing to determine if a modification has been received. If the modification has been received by DFAS-CO, but has not yet been input, input of the modification will be expedited. If the modification has not been received, DFAS-CO will request a copy of the modification from the ACO.
D	"MACT"	IN PROCESS: Awaiting Recertification of Expired Funds	The invoice is billed against canceled funds. DFAS-CO will request a letter or modification from the accounting station citing current funds to pay the invoice.
F	(Blank/Invalid)	Manually Paid or Coded "F"	The invoice has been paid through the manual payment process and either a check or EFT transmission has been sent.
F	"AP"	Paid Automatically (API)	The invoice has been paid through the automatic payment process and either a check or EFT transmission has been sent.

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F	"00"	Manually coded "F"	The invoice was previously coded "K" (Credit Invoice) or "L" (Demand Letter), and the debt has now been liquidated/collected/satisfied.
F	"99"	Manually coded "F"	The invoice has been manually recoded to F to indicate zero payment.
G	(Blank/Invalid)	PAYABLE:	The invoice has been deemed payable, however, manual review is required prior to payment.
G	"AP"	PAYABLE: Awaiting Manual Review	The invoice has been deemed payable through the automatic payment process, however, contract clauses require manual review prior to payment.
G	"***"	PAYABLE: Manual Payment in Suspense	The invoice has been deemed payable through the manual payment process and is being held until the appropriate release date as defined by the Prompt Payment Act.
G	"***AP"	PAYABLE: Awaiting Automatic Payment	The invoice has been deemed payable through the automatic payment process and is being held until the appropriate release date as defined by the Prompt Payment Act.
G	"AREQ"	PAYABLE: Awaiting Prevalidation Approval	<p>The threshold calculation determines what invoices require prevalidation. The data from these invoices are passed into the Elimination of Unmatched Disbursements (EUD) payment module. The EUD module generates an alert to the accounting station notifying them of the necessity to prevalidate.</p> <p>The accounting station reviews their records and returns a transaction either approving or disapproving each ACRN on the invoice.</p> <p>If each ACRN on the invoice is approved, the invoice is released from the MOCAS payment hold file and is processed through normal channels.</p> <p>If each ACRN is not approved, the accounting station provides a list of information including last modification processed at the accounting activity, the accounting station's ULO, last payment posted and total amount obligated for the ACRN.</p> <p>DFAS-CO will determine the problem based on the reject codes, will identify corrective actions, and process necessary corrections in coordination with the accounting station.</p> <p>When the rejected transaction is resolved, the invoice is resubmitted for authorization. The accounting station will authorize the disbursement and the invoice will be forwarded for payment.</p>
H	(Blank/Invalid)	IN PROCESS: Awaiting Approval	DFAS-CO will review the hard copy contract to determine if approval is required. If approval is not required, the invoice will be recoded to reason code G (see procedures under reason code G) and a correction to the MOCAS database will be processed.

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Reason Code	Remarks	Description	Procedures
			If approval is required, a request for approval will be forwarded to the appropriate official.

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Reason Code	Remarks	Description	Procedures
H	"AP"	IN PROCESS: Awaiting System Approval	<p>DFAS-CO will review the hard copy contract to determine if transportation charges are authorized. If charges are authorized on the contract, the invoice will be recoded to reason code G (see procedures under reason code G) and a correction to the MOCAS database will be processed.</p> <p>If transportation charges are not authorized, the invoice will be paid less transportation charges.</p> <p>If the transportation charges exceed the authorized amount, and the invoice offers a discount or potential interest is due, the invoice will be paid less transportation charges and a separate invoice for the transportation charges will be prepared by DFAS-CO.</p> <p>These invoices along with net invoices and invoices where the discount has already been lost will be forwarded to the Transportation Specialist for authorization.</p>
H	"ACO"	IN PROCESS: Awaiting ACO Approval	<p>DFAS-CO will determine if the invoice was coded H for the lack of destination acceptance. If there is a problem in obtaining destination acceptance, DFAS-CO will prepare form requesting assistance from the ACO.</p> <p>If this is not the problem at hand, DFAS-CO will examine the invoice to determine if the invoice has already been signed by the ACO. If the invoice was approved, it will be recoded to reason code G (see procedures under reason code G) and forwarded for payment.</p> <p>If the invoice was not approved, DFAS-CO will review the hard copy contract to determine if approval is required. If approval is not required, the invoice will be recoded to reason code G and a correction to the MOCAS database will be processed.</p> <p>If approval is required, DFAS-CO will contact the ACO and request approval. If the invoice is approved, DFAS-CO will recode the invoice to reason code G and forward for payment.</p> <p>If the invoice is not approved, the invoice will be recoded to the appropriate E reason code and returned to the contractor.</p>

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Reason Code	Remarks	Description	Procedures
H	"PCO"	IN PROCESS: Awaiting PCO Approval	<p>DFAS-CO will examine the invoice to determine if the invoice has already been signed by the PCO. If the invoice was approved, it will be recoded to reason code G (see procedures under reason code G) and forwarded for payment.</p> <p>If the invoice was not approved, DFAS-CO will review the hard copy contract to determine if approval is required. If approval is not required, the invoice will be recoded to reason code G and a correction to the MOCAS database will be processed.</p> <p>If approval is required, DFAS-CO will contact the PCO and request approval. If the invoice is approved, DFAS-CO will recode the invoice to reason code G and forward for payment.</p> <p>If the invoice is not approved, the invoice will be recoded to the appropriate E reason code and returned to the contractor.</p>
H	"TCO"	IN PROCESS: Awaiting TCO Approval	DFAS-CO will forward the invoice to the Terminating Contracting Officer for review and approval.
H	"TRA"	IN PROCESS: Transportation is Over \$190.00	<p>DFAS-CO will review the hard copy contract to determine if transportation charges are authorized. If charges are authorized on the contract, the invoice will be recoded to reason code G (see procedures under reason code G) and a correction to the MOCAS database will be processed.</p> <p>If transportation charges are not authorized, the invoice will be paid less transportation charges.</p> <p>If the transportation charges exceed the authorized amount, and the invoice offers a discount or potential interest is due, the invoice will be paid less transportation charges and a separate invoice for the transportation charges will be prepared by DFAS-CO.</p> <p>These invoices along with net invoices and invoices where the discount has already been lost will be forwarded to the Transportation Specialist for authorization.</p>

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Reason Code	Remarks	Description	Procedures
H	"TO"	IN PROCESS: Awaiting TO Approval	<p>DFAS-CO will review the hard copy contract to determine if transportation charges are authorized. If charges are authorized on the contract, the invoice will be recoded to reason code G (see procedures under reason code G) and a correction to the MOCAS database will be processed.</p> <p>If transportation charges are not authorized, the invoice will be paid less transportation charges.</p> <p>If the transportation charges exceed the authorized amount, and the invoice offers a discount or potential interest is due, the invoice will be paid less transportation charges and a separate invoice for the transportation charges will be prepared by DFAS-CO.</p> <p>These invoices along with net invoices and invoices where the discount has already been lost will be forwarded to the Transportation Specialist for authorization.</p>
H	"MSS"	IN PROCESS: Awaiting TO Approval for Minimum Size Shipment	<p>DFAS-CO will review the hard copy contract for FAR clause 52.247-61. If the clause is not present, the invoice will be recoded to a reason code G (see procedures under reason code G) and a correction to the MOCAS system will be processed.</p> <p>If the clause is present, DFAS-CO will review the Transportation Officer Approval Alert to determine if the Transportation Officer (TO) has already approved the shipment for payment.</p> <p>If the TO has given approval, the invoice will be recoded to reason code G and forwarded for payment. If approval was not given, a copy of the invoice package will be forwarded to the TO for authorization.</p>

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Reason Code	Remarks	Description	Procedures
H	"FAAP"	IN PROCESS: Requires Proof of Receipt of First Article	<p>DFAS-CO will review the contract for the first article approval. If first article was located, DFAS-CO will recode the invoice to a reason code G (see procedures under reason code G) and will post the first article approval to the MOCAS system.</p> <p>If first article approval was not located, DFAS-CO will request approval from the ACO or PCO. If the first article is approved or conditionally approved, the remarks data in the MOCAS database will be updated to reflect approval and a copy of the approval letter will be forwarded to the Line Item Research Section.</p> <p>The Line Item Research Section will process the document into the system. In the event a DD Form 250 or AUTODIN Acceptance Message (PKN/PKP) has not been received and the invoice requires destination acceptance, the approval letter will be used as the sole basis for payment of the first article. This is not applicable for source acceptance requirements. If the first article is disapproved, the invoice will be returned to the contractor.</p>
H	"GMSW"	IN PROCESS: Awaiting TO Approval for Guaranteed Maximum Shipping Weight	<p>DFAS-CO will review the hard copy contract for FAR clause 52.247-60. If the clause is not present, the invoice will be recoded to a reason code G (see procedures under reason code G) and a correction to the MOCAS system will be processed.</p> <p>If the clause is present, DFAS-CO will review the Transportation Officer Approval Alert to determine if the Transportation Officer (TO) has already approved the shipment for payment.</p> <p>If the TO has given approval, the invoice will be recoded to reason code G and forwarded for payment. If approval was not given, a copy of the invoice package will be forwarded to the TO for authorization.</p>

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Reason Code	Remarks	Description	Procedures
H	"STOP"	IN PROCESS: Appropriation in the Red	<p>DFAS-CO will review the invoice to determine if any portions are payable (i.e., do not contain appropriations "in the red"). If the entire invoice is paid from impacted appropriations, a form letter is sent notifying the contractor that payment has been temporarily suspended pending research and correction of discrepancies.</p> <p>When the appropriation is cleared for payment, the invoice is recoded to reason code G (see procedures under reason code G) and forwarded for payment.</p> <p>If a portion of the invoice is not impacted by appropriations "in the red", a payment package is prepared for that portion of the invoice. A second package is prepared for the impacted portion and a letter is forwarded to the contractor indicating we have suspended partial payment on the invoice due to a potentially negative balance on the appropriation.</p> <p>When the fund code/appropriation is cleared for payment, the invoice is recoded to reason code G (see procedures under reason code G) and is forwarded for payment.</p>
I	(Blank/Invalid)	IN PROCESS: Awaiting Acceptance Review	<p>This reason code is generally used for "fast pay" invoices. These invoices do not require submission of a DD Form 250 prior to payment.</p> <p>DFAS-CO will use the invoice information to process the acceptance in order to create a material acceptance and accounts payable report (maapr).</p> <p>Once the maapr has been generated, the invoice will be recoded to a reason code G (see procedures under reason code G) and will be forwarded for payment.</p>

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Reason Code	Remarks	Description	Procedures
I	"AI"	IN PROCESS: Awaiting Review of Item Discrepancy	<p>DFAS-CO will compare the contract to the DD Forms 250 Recycling Awaiting Actions Report (MNMC140A). If both the contract and the MNMC140A contain the missing item, DFAS-CO will contact the CAO terminal to determine reason for recycle.</p> <p>If the CAO terminal will be returning the DD250, DFAS-CO will recode the invoice to reason code E12A (see procedures under reason code E, remarks code 12A) and return it to the contractor. If the invoice will not be returned, DFAS-CO will request the CAO terminal expedite processing.</p> <p>If the contract contains the missing line, but the MNMC140A does not, DFAS-CO will call the CAO terminal to determine what is contained in the DD250.</p> <p>If the DD250 contains the missing item, DFAS-CO will request the CAO terminal input the missing item.</p> <p>If the DD250 does not contain the missing item, DFAS-CO will recode the invoice to reason code E10A (see procedures under reason code E, remarks code 10A) and return it to the contractor.</p> <p>If the contract does not contain the missing line, DFAS-CO will call the ACO to determine if there is a modification adding the missing line.</p> <p>If there is a modification, DFAS-CO will request a copy and expedite input. The invoice will be recoded to a reason code G and forwarded for payment.</p> <p>If there is not a modification, DFAS-CO will recode the invoice to reason code E10A and return it to the contractor.</p>
I	"AP"	IN PROCESS: Previously Coded "C", Awaiting Acceptance Review	(See procedures under reason code I, remarks (Blank/Invalid).)

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Reason Code	Remarks	Description	Procedures
I	"Q3"	IN PROCESS: Awaiting Review of Quantity Variation	<p>DFAS-CO will review the material acceptance and accounts payable report (maapr) to determine if there is an overrun or if more items are on the invoice than have been accepted.</p> <p>If there is not an overrun and all items were accepted, DFAS-CO will correct the acceptance data, recode the invoice to reason code G (see procedures under reason code G) and will forward for payment.</p> <p>If there is not an overrun, but all items were rejected, the invoice will be recoded to reason code E13B (see procedures under reason code E, remarks code 13b) and will return the invoice to the contractor.</p> <p>If there is not an overrun and all items were not rejected, the invoice will be recoded to a reason code G and will be prepared for payment less the rejected items.</p> <p>If there is an overrun on the maapr, DFAS-CO will compare the hard copy contract to the MOCAS database to determine if the order quantity for the applicable line items are equal.</p> <p>If the quantities are not equal, the invoice will be recoded to a reason code G and a correction to the MOCAS database will be processed.</p> <p>If the quantities are equal, DFAS-CO will examine the Contractual Documents Backlog list to determine if a modification is in house for the contract. If there is a modification, it will be reviewed to determine if it will increase the quantity.</p> <p>If the quantity will increase, input of the modification will be expedited, the invoice will be recoded to a reason code G and forwarded for payment.</p> <p>If a modification has not been issued, DFAS-CO will determine if the contract has a quantity variance established for the effected line item that has not been established in the MOCAS database.</p> <p>If a variance exists and has not been established, DFAS-CO will recode the invoice to a reason code G and a correction to the MOCAS database will be processed.</p> <p>If the quantity variance has been properly established in the MOCAS database or if the contract does not contain quantity variance, DFAS-CO will review invoices with items shipped against the affected line item.</p> <p>If the shipment data was recorded more than once or if</p>

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			<p>the shipment was charged to the wrong line item on a previous invoice, DFAS-CO will process a correction to the database, recode the invoice to a reason code G and forward for payment.</p> <p>If shipment data on corresponding invoices equals the data in MOCAS, DFAS-CO will contact the ACO to determine if a modification increasing the quantity has been written but not yet received at DFAS-CO.</p> <p>If an increase modification exists, DFAS-CO will request a copy and expedite input. The invoice will be recoded to a reason code G and forwarded for payment.</p> <p>If an increase modification does not exist, DFAS-CO will prepare and send a letter notifying the ACO of the overrun. DFAS-CO will then determine if any portion of the invoice is payable.</p> <p>If a partial payment is possible, DFAS-CO will pay the invoice less the overrun. If the full invoice is in an overrun status, DFAS-CO will recode it to a reason code E14 (see procedures under reason code E, remarks 14) and will return it to the contractor.</p>
J	(Blank/Invalid)	IN PROCESS: Requires Research	DFAS-CO will conduct research to determine the underlying problem with the invoice and will recode the invoice with the appropriate reason code J remark.
J	"AUD"	IN PROCESS: Needs Contract Audit	<p>The invoice cannot be paid until another action, usually a reconciliation, is performed. The action determines the validity of the payment.</p> <p>DFAS-CO will review the contract to ensure the validity of the billing. Then DFAS-CO will audit the contract to determine why our records reflect discrepancies preventing or delaying the payment.</p> <p>DFAS-CO will correct our records, if applicable, recode the invoice to a reason code G (see procedures under reason code G) and will forward it for payment.</p>

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J	"AUDF"	IN PROCESS: Requires Audit Due to Force-Thru Restrictions.	<p>The invoice cannot be paid due to an insufficient unliquidated obligation amount on the contract. When this situation exists, DFAS-CO will review MOCAS records to determine where the problem lies. If the situation cannot be quickly resolved using MOCAS data, the ACO as well as the accounting station will be contacted to assist in resolving the imbalance in MOCAS. Upon identification, corrective actions will be processed through MOCAS before the payment is processed.</p> <p>Once the discrepancy has been resolved, the invoice can be made payable and recoded to a reason code G (see procedures under reason code G).</p>
J	"CERT"	IN PROCESS: Needs Certification	<p>This code will be used to identify invoices against transferred in contracts, where the contract has been received but the certification of funds (external transfers) or the CLR/History (non-systemic internal transfers) has not. The invoice cannot be paid until the certification of funds from the prior payment office is received. DFAS-CO will contact the prior payment office to obtain the required certification.</p>
J	"FMS"	IN PROCESS: Invoice that contains Foreign Military Sales (FMS)	<p>The invoice contains Foreign Military Sales and cannot be paid until another action, usually a reconciliation, is performed. The action determines the validity of the payment.</p> <p>DFAS-CO will review the contract to ensure the validity of the billing. Then DFAS-CO will audit the contract to determine why our records reflect discrepancies preventing or delaying the payment.</p> <p>DFAS-CO will correct our records, if applicable, and recode the invoice to the appropriate reason code.</p>
J	"ADJ"	IN PROCESS: Needs adjustment	<p>The invoice cannot be paid until adjustments are processed.</p> <p>After the adjustments are processed, DFAS-CO will recode the invoice as appropriate.</p>
J	"AREQ"	IN PROCESS: Awaiting Review Due to Prevalidation	<p>DFAS-CO will reconcile the rejected payment in coordination with the accounting station see procedures under reason code J, remarks AUD).</p> <p>If necessary, DFAS-CO will process adjustments to the MOCAS database, or will notify the accounting station of errors in their records.</p> <p>Once all adjustments are made on either side of the process, the invoice is resubmitted for prevalidation approval (see procedures under reason code G, remarks AREQ).</p>

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J	"APP1"	IN PROCESS: No disbursements made. Contract Input is responsible for corrections.	<p>The appropriation on the contract or modification is not accepted by our system and requires research. DFAS-CO will research the appropriation to determine its validity and add to our Master Appropriation Table if valid.</p> <p>If the appropriation is determined invalid, DFAS-CO will request from the ACO or PCO a correction to the contractual document that cited the invalid appropriation. The invoice will be recoded D-1716 or D-1716A as appropriate, while awaiting corrective action.</p> <p>Upon receipt of the correction, the invoice will be recoded to the appropriate reason code.</p>
J	"APP2"	IN PROCESS: Disbursements made – CAR area responsible for corrections.	<p>The appropriation on the contract or modification is not accepted by our system and requires research. DFAS-CO will research the appropriation to determine its validity and add to our Master Appropriation Table if valid.</p> <p>If the appropriation is determined invalid, DFAS-CO will request from the ACO or PCO a correction to the contractual document that cited the invalid appropriation. The invoice will be recoded D-1716 or D-1716A as appropriate, while awaiting corrective action.</p> <p>Upon receipt of the correction, the invoice will be recoded to the appropriate reason code.</p>
J	"REOP1"	IN PROCESS: Contract closed – Contract Input is responsible for reopen.	<p>The contract is in Section 8 or 9 or out of the database and requires reopening by the Contract Input area.</p> <p>After reopening, the invoice will be recoded to the appropriate reason code.</p>
J	"REOP2"	IN PROCESS: Contract closed – CAR is responsible for reopen.	<p>The contract is in Section 5 (and it appears on the Q-final listing (MYCJ01) and requires reopening by the CAR area.</p> <p>After reopening, the invoice will be recoded to the appropriate reason code.</p>
K	(All)	IN PROCESS: Credit Invoice	<p>The contractor has submitted a credit invoice indicating that money is owed DFAS-CO. To process the credit invoice, DFAS-CO requires a check for the credit invoice, or a debit invoice for the amount greater than or equal to the owed amount.</p>
L	(All)	IN PROCESS: Demand Letter	<p>DFAS-CO has finalized a reconciliation, and has determined that the contractor is indebted to DFAS-CO.</p>

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Reason Code	Remarks	Description	Procedures
			<p>DFAS-CO will issue a Demand Letter to the contractor. DFAS-CO will allow 30 days for the contractor to pay, arrange payment, or dispute the Demand Letter.</p> <p>After 30 days, DFAS-CO may systematically flag all invoices pending settlement of the Demand.</p> <p>Upon settlement, DFAS-CO will release flagged invoices for payment.</p>
S	(Blank/Invalid)	IN PROCESS: Invoice automatically coded because of Other Disbursing Office (ODO) status.	<p>DFAS-CO will research the contract to determine the payment office.</p> <p>If the contract is an ODO and the invoice was addressed to MOCAS, the invoice will be recoded E-01 and will be returned to the contractor.</p> <p>If the contract is an ODO and the invoice was addressed to other than MOCAS, i.e., Stock Fund, the invoice will be recoded E-18 and will be forwarded to the office for which it was addressed.</p> <p>If the contract is not an ODO, MOCAS will be corrected to show that it is a MOCAS-paid contract and the invoice will be recycled using reason code E-15.</p>
X	(Blank/Invalid)	IN PROCESS:	DFAS-CO has received the invoice, but no reason code has been assigned. After research, the invoice will be recoded to the appropriate reason code.
E	(Blank/Invalid)	RETURNED/RECYCLED: As Required	DFAS-CO has removed the invoice from the MOCAS system and will either return it to the contractor or re-input it into the MOCAS system, depending on the unique problems associated with the invoice.
E	01(Blank/Invalid)	RETURNED: DFAS is Not the Paying Office	DFAS-CO has no record of the contract number and cannot verify its existence, therefore, the invoice was returned to the contractor. The contractor should submit the invoice to the appropriate payment office as identified in their contract.
E	01A	RETURNED: DFAS is Not the Paying Office	See procedures under E-01 (Blank/Invalid)
E	02(Blank/Invalid)	RETURNED: Awaiting Definitizing Modification	The contract requires definitization prior to payment. If DFAS-CO has not received the definitization modification within 7 days of invoice receipt, we must return the invoice to the contractor as determined by the Prompt Payment Act.
E	02A	RETURNED: Awaiting Definitizing Modification	The contract requires definitization prior to payment. If DFAS-CO has not received the definitization modification within 7 days of invoice receipt, we must return the invoice to the contractor as determined by the Prompt Payment Act.
E	03(Blank/Invalid)	RETURNED: Contract Number on Invoice is Missing or Invalid	<p>DFAS-CO will return the invoice to the contractor for correction within 7 days of receipt as determined by the Prompt Payment Act.</p> <p>The contractor must annotate the invoice with the correct contract number. The invoice may then be resubmitted for payment.</p>

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Reason Code	Remarks	Description	Procedures
E	03A	RETURNED: Contract Number on Invoice is Missing	See procedures under reason code E-03 (Blank/Invalid).
E	03B	RETURNED: Contract Number on Invoice is Incomplete	See procedures under reason code E-03 (Blank/Invalid).
E	03C	RETURNED: Contract Number on Invoice is Incorrect	See procedures under reason code E-03 (Blank/Invalid).
E	04 (Blank/Invalid)	RETURNED: Insufficient Invoice Copies	DFAS-CO will return the invoice to the contractor. The contractor must provide the correct number of copies (1 original invoice and 3 copies) and resubmit for payment.
E	05 (Blank/Invalid)	RETURNED: Duplicate Invoice/Shipment Number	DFAS-CO is in receipt of an invoice with a duplicate shipment number. The invoice will be returned to the contractor.
E	05A	RETURNED: Duplicate of a Paid Invoice Number	DFAS-CO has paid an invoice with a duplicate shipment number. The invoice will be returned to the contractor.

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Reason Code	Remarks	Description	Procedures
E	05B	RETURNED: Duplicate Shipment Number	See procedures under E-05 (Blank/Invalid).
E	06(Blank/Invalid)	RETURNED: Shipment Number Missing/Incorrect	DFAS-CO will return the invoice to the contractor for correction within 7 days of receipt as determined by the Prompt Payment Act. The contractor must annotate the invoice with a correct shipment number. The invoice may then be resubmitted for payment.
E	06A	RETURNED: Shipment Number Missing/Incorrect	See procedures under E-06 (Blank/Invalid).
E	06B	RETURNED: BVN Number Missing/Incorrect	DFAS-CO will return the invoice to the contractor for correction within 7 days of receipt as determined by the Prompt Payment Act. The contractor must annotate the invoice with a correct voucher number. The invoice may then be resubmitted for payment.
E	07 (Blank/invalid)	RETURNED: Evidence of Shipment Required	DFAS-CO will return the invoice to the contractor for correction within 7 days of receipt as determined by the Prompt Payment Act. The contractor must attach evidence of shipment documentation, such as a bill of lading, and resubmit the invoice for payment.
E	08 (Blank/Invalid)	RETURNED: Requires Invoice Approval	DFAS-CO will return the invoice to the contractor for correction within 7 days of receipt as determined by the Prompt Payment Act. The contractor must obtain approval from the appropriate official prior to resubmitting the invoice for payment.
E	08A	RETURNED: ACO Approval Required	DFAS-CO will return the invoice to the contractor for correction within 7 days of receipt as determined by the Prompt Payment Act. The contractor must obtain approval from the ACO prior to resubmitting the invoice for payment.
E	08B	RETURNED: PCO Approval Required	DFAS-CO will return the invoice to the contractor for correction within 7 days of receipt as determined by the Prompt Payment Act. The contractor must obtain approval from the PCO prior to resubmitting the invoice for payment.

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Reason Code	Remarks	Description	Procedures
E	08C	RETURNED: TCO Approval Required	<p>DFAS-CO will return the invoice to the contractor for correction within 7 days of receipt as determined by the Prompt Payment Act.</p> <p>The contractor must obtain approval from the TCO prior to resubmitting the invoice for payment.</p>
E	08D	RETURNED: DCAA Approval Required	<p>DFAS-CO will return the invoice to the contractor for correction within 7 days of receipt as determined by the Prompt Payment Act.</p> <p>The contractor must obtain approval from DCAA prior to resubmitting the invoice for payment.</p>
E	08E	RETURNED: COTR Approval Required	<p>DFAS-CO will return the invoice to the contractor for correction within 7 days of receipt as determined by the Prompt Payment Act.</p> <p>The contractor must obtain approval from the COTR prior to resubmitting the invoice for payment.</p>
E	09 (Blank/Invalid)	RETURNED: Per Instructions	DFAS-CO has returned the invoice to the contractor upon request.
E	09A	RETURNED: Per TO Instructions	DFAS-CO has returned the invoice to the contractor at the request of the TO.
E	09B	RETURNED: Per ACO Instructions	DFAS-CO has returned the invoice to the contractor at the request of the ACO.
E	09C	RETURNED: Per PCO Instructions	DFAS-CO has returned the invoice to the contractor at the request of the PCO.
E	10 (Blank/Invalid)	RETURNED: Item Number Requires Verification	<p>DFAS-CO will return the invoice to the contractor for correction within 7 days of receipt as determined by the Prompt Payment Act.</p> <p>The contractor must supply a correct item number, then resubmit the invoice for payment.</p>
E	10A	RETURNED: Item Number Missing	See procedures E-10 (Blank/Invalid).
E	10B	RETURNED: Item Number Incorrect	See procedures E-10 (Blank/Invalid).
	10C	RETURNED: Invoice and DD250 Do Not Match	<p>DFAS-CO will return the invoice to the contractor for correction within 7 days of receipt as determined by the Prompt Payment Act.</p> <p>The contractor must correct item numbers to match DD250, then resubmit the invoice for payment.</p>
E	11 (Blank/Invalid)	RETURNED: Invoice Not Billed in Accordance With Contract	<p>DFAS-CO will return the invoice to the contractor for correction within 7 days of receipt as determined by the Prompt Payment Act.</p> <p>The contractor should review contractual terms and submit a corrected invoice for payment.</p>

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Appendix II: MOCAS Invoice Remarks

Reason Code	Remarks	Description	Procedures
E	11A	RETURNED: Unit of Measure Missing or Incorrect	<p>DFAS-CO will return the invoice to the contractor for correction within 7 days of receipt as determined by the Prompt Payment Act.</p> <p>The contractor must supply a correct unit of measure then resubmit the invoice for payment.</p>
E	11B	RETURNED: Invoice Must Be Totaled Correctly	<p>DFAS-CO will return the invoice to the contractor for correction within 7 days of receipt as determined by the Prompt Payment Act.</p> <p>The contractor must supply a correct total then resubmit the invoice for payment.</p>
E	11C	RETURNED: Item Number (Block 15) Needs Correction	<p>DFAS-CO will return the invoice to the contractor for correction within 7 days of receipt as determined by the Prompt Payment Act.</p> <p>The contractor must supply a correct item number then resubmit the invoice for payment.</p>
E	11D	RETURNED: ACRN Information is Missing/Incorrect	<p>DFAS-CO will return the invoice to the contractor for correction within 7 days of receipt as determined by the Prompt Payment Act.</p> <p>The contractor must supply a correct ACRN then resubmit the invoice for payment.</p>
E	11E	RETURNED: Unit Price is Missing/Incorrect	<p>DFAS-CO will return the invoice to the contractor for correction within 7 days of receipt as determined by the Prompt Payment Act.</p> <p>The contractor must supply a correct unit price then resubmit the invoice for payment.</p>
E	11F	RETURNED: Extended Amount is Missing/Incorrect	<p>DFAS-CO will return the invoice to the contractor for correction within 7 days of receipt as determined by the Prompt Payment Act.</p> <p>The contractor must supply a correct extended amount then resubmit the invoice for payment.</p>
E	11G	RETURNED: Other	<p>DFAS-CO will return the invoice to the contractor for correction within 7 days of receipt as determined by the Prompt Payment Act.</p> <p>The contractor must make corrections as annotated on the letter accompanying returned invoice, then resubmit the invoice for payment.</p>

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Reason Code	Remarks	Description	Procedures
E	12 (Blank/Invalid)	RETURNED: Error on DD250 Invoice	<p>DFAS-CO will return the invoice to the contractor for correction within 7 days of receipt as determined by the Prompt Payment Act.</p> <p>The contractor must ensure proper distribution of the DD250 is made prior to resubmitting the invoice for payment.</p>
E	12A	RETURNED: Distribution Not Made to CAO Terminal	<p>DFAS-CO will return the invoice to the contractor for correction within 7 days of receipt as determined by the Prompt Payment Act.</p> <p>The contractor must ensure proper distribution of the DD250 is made to the CAO terminal prior to resubmitting the invoice for payment.</p>
E	12B	RETURNED: Acceptance Point (Block 8) Needs Correction	<p>DFAS-CO will return the invoice to the contractor for correction within 7 days of receipt as determined by the Prompt Payment Act.</p> <p>The contractor must correct the acceptance point in block 8 prior to resubmitting the invoice for payment.</p>
E	12C	RETURNED: Item Number (Block 15) Needs Correction	<p>DFAS-CO will return the invoice to the contractor for correction within 7 days of receipt as determined by the Prompt Payment Act.</p> <p>The contractor must correct the item number in block 15 and obtain Q.A. verification prior to resubmitting the invoice for payment.</p>
E	12D	RETURNED: Shipped Without Government Source Inspection	<p>DFAS-CO will return the invoice to the contractor for correction within 7 days of receipt as determined by the Prompt Payment Act.</p> <p>The contractor must obtain acceptance prior to resubmitting the invoice for payment.</p>
E	12E	RETURNED: Block 15-19 Corrections Require Q. A. Verification	<p>DFAS-CO will return the invoice to the contractor for correction within 7 days of receipt as determined by the Prompt Payment Act.</p> <p>The contractor must obtain Q.A. verification prior to resubmitting the invoice for payment.</p>
E	13 (Blank/Invalid)	RETURNED: Inspection/Acceptance Problem	<p>DFAS-CO will return the invoice to the contractor for correction within 7 days of receipt as determined by the Prompt Payment Act.</p> <p>The contractor must obtain proper inspection and acceptance prior to resubmitting the invoice for payment.</p>

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Reason Code	Remarks	Description	Procedures
E	13A	RETURNED: Material Not Received/Need Proof of Delivery	DFAS-CO will return the invoice to the contractor for correction within 7 days of receipt as determined by the Prompt Payment Act. The contractor must provide proof of delivery prior to resubmitting the invoice for payment.
E	13B	RETURNED: Material Rejected	DFAS-CO will return the invoice to the contractor for correction within 7 days of receipt as determined by the Prompt Payment Act. The contractor must obtain acceptance of the material prior to resubmitting the invoice for payment.
E	14 (Blank/Invalid)	RETURNED: Unauthorized Overshipment	DFAS-CO will remove the invoice and return it to the contractor. The invoice should not be resubmitted unless a modification is issued allowing the shipment of the unauthorized items.
E	15 (Blank/Invalid)	RECYCLED: Miscellaneous/API Turnaround	DFAS-CO will remove the invoice from the MOCAS system. The invoice will generally be re-input within 2 working days. Upon re-input, the invoice is expected to enter the automatic payment process.
E	16 (Blank/Invalid)	RECYCLED: Input Error	DFAS-CO will remove the Invoice from the MOCAS system and re-input the invoice correctly. The invoice is generally re-input within two working days.
E	16A	RECYCLED: Error in Contract Number	See procedures under E-16 (Blank/Invalid).
E	16B	RECYCLED: Error in Shipment Number	See procedures under E-16 (Blank/Invalid).
E	16C	RECYCLED: Error in Discount Terms	See procedures under E-16 (Blank/Invalid).
E	16D	RECYCLED: Error in Invoice Amount	See procedures under E-16 (Blank/Invalid).
E	16E	RECYCLED: Error in Received Date	See procedures under E-16 (Blank/Invalid).
E	16F	RECYCLED: Transportation Not Entered	See procedures under E-16 (Blank/Invalid).
E	16G	RECYCLED: Evidence of Shipment Not Entered	See procedures under E-16 (Blank/Invalid).
E	16H	RECYCLED: ADPE Number	See procedures under E-16 (Blank/Invalid).
E	16I	RECYCLED: Organization Code	See procedures under E-16 (Blank/Invalid).

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Reason Code	Remarks	Description	Procedures
E	17 (Blank/Invalid)	RETURNED: Transportation	DFAS-CO will return the invoice to the contractor for correction within 7 days of receipt as determined by the Prompt Payment Act. The contractor should review the contractual terms regarding transportation, and make necessary corrections prior to resubmitting the invoice for payment.
E	17A	RETURNED: Invoice Requires Freight Bill (Charge Over \$190.00)	DFAS-CO will return the invoice to the contractor for correction within 7 days of receipt as determined by the Prompt Payment Act. The contractor should attach a copy of the freight bill, then resubmit the invoice for payment.
E	17B	RETURNED: Transportation Not Authorized in Contract	See procedures under E-17 (Blank/Invalid).
E	18 (Blank/Invalid)	RECYCLED: Invoice Not Returned to the Contractor.	DFAS-CO has removed the invoice from the MOCAS system. The invoice will be reinput, having corrected the problem unique to the invoice.
E	18A	RECYCLED: Duplicate of an Unpaid Invoice	DFAS-CO has removed the invoice from the MOCAS system. It will be attached to a duplicate invoice already in the payment process and processed as one.
E	18B	RECYCLED: Invoice Assigned to Another Division	The invoice has been entered into the wrong database. DFAS-CO will remove the invoice from the incorrect database and re-input in the proper database.
E	19 (Blank/Invalid)	RETURNED/RECYCLED: As Required	DFAS-CO has removed the invoice from the MOCAS system and will either return it to the contractor or re-input it into the MOCAS system, depending on the unique problems associated with the invoice.
E	19A	RETURNED: Closing Statement Required	DFAS-CO will return the invoice to the contractor for correction within 7 days of receipt as determined by the Prompt Payment Act. The contractor should submit a copy of the closing statement with the invoice upon resubmission.
E	19B	RETURNED: Returned for Legible Documentation	DFAS-CO will return the invoice to the contractor for correction within 7 days of receipt as determined by the Prompt Payment Act. The contractor should submit a legible copy of the invoice for payment.
E	19C	RETURNED: Other	DFAS-CO will return the invoice to the contractor for correction within 7 days of receipt as determined by the Prompt Payment Act. The contractor should correct the problem that is noted on the Invoice Return Letter.
E	PP (Blank/Invalid)	RETURNED: Progress Payment Reject	DFAS-CO has rejected the progress payment back to the ACO for correction.