



# Public Vouchers

Further information is available in the Information for Contractors Manual under Enclosure 5

# Agenda

- Introduction
- Contractor Responsibilities
- DCAA Responsibilities
- WAWF
- Preparation of Vouchers
- Electronic Submission of Vouchers
- Common Deficiencies
- Frequently Asked Questions (FAQs)

# Purpose

- Cost type contracts provide for interim payments for costs on a Standard Form (SF) 1034 public voucher or equivalent.
- Fixed price contracts are subject to FAR Part 32 financing methods.

# Contractor Responsibilities

- The contractor is responsible for preparing and submitting claims for reimbursement according to the terms of the contract and ensuring billings accurately reflect special cost limitations and other contract restrictions
- Interim vouchers must be prepared directly from cost accounting records.
- Vouchers submitted shall be based on the established billing rates
- The contractor shall maintain adequate support for amounts billed and provide the necessary information to process contract billings.

# Accounting System Requirements

- **The contractor shall establish and maintain an acceptable accounting system which provides for the following:**
  - The Contractor's accounting system shall provide for billings that can be reconciled to the cost accounts for both current and cumulative amounts claimed and comply with contract terms.
  - It must also provide for the cost accounting information, as required by contract clauses concerning limitation of cost (FAR 52.232-20), limitation of funds (FAR 52.232-22), or allowable cost and payment (FAR 52.216-7).

# DCAA Responsibilities

- FAR 42.803 (b) and DFARS 242.803(b) authorize DCAA to:
  - Receive and approve vouchers selected using sampling methodologies
  - Reject vouchers not properly prepared or not in accordance with contract terms
    - Returned with an explanation of necessary corrections
  - Suspend payment of questionable costs

# Pre-Payment Review of Vouchers

- Evaluate for compliance with contract terms and billing instructions
- Verify that indirect costs are calculated using established provisional billing rates
- Verify the voucher is properly prepared (mathematically accurate, contains cumulative costs, etc.)

# Overview of Wide Area Workflow

- WAWF was initiated to eliminate paper transactions from contract processing.
- DFARS 252.232-7003 requires the use of WAWF as the primary system for submission and processing of payment requests.
- Limited exceptions to WAWF - Commercial Transportation, Tricare, Government Wide Commercial Purchase Cards.
- All vouchers should be submitted through WAWF unless contract terms require hard copy vouchers to be submitted.

# WAWF Procedures

- Contractors input invoices via Internet
- Government performs inspection/acceptance via Internet
- Sends inspection/acceptance information to Payment System via Electronic Data Interchange
- Provides visibility to all – Industry, DCMA, DCAA, DFAS
- Maintains electronic records
- Standard DoD application with Single Face to Industry
- Provides secure and auditable transactions

# Contractor Benefits from WAWF

- Electronic submission of invoices
- Faster payments
- Total visibility of document status
- Eliminates lost or misplaced documents
- Secure transactions with audit capability

# WAWF Sampling Approach

Includes a voucher sampling approach. In accordance with DFARS 242.803, DCAA will:

- Approve interim vouchers selected using sampling methodology for provisional payment and forward to the disbursing office.
  - All provisionally approved interim vouchers are subject to a later audit of actual costs incurred.
- Review final vouchers (as requested) and send to the administrative contracting officer.

# WAWF Resources

- <https://piee.eb.mil/>
- WAWF Web Based Training: New User Information and Help:  
<https://pieetraining.eb.mil/wbt/xhtml/wbt/wawf/index.xhtml>
- Invoice Payment Status (myInvoice):  
<https://pieetraining.eb.mil/wbt/xhtml/wbt/minv/overview/overview.xhtml>

# WAWF Customer Support

- Account Access and Administrative support
- Payment and Invoicing Support

<https://piee.eb.mil/xhtml/unauth/web/homepage/vendorCustomerSupport.xhtml>

# Preparation of Vouchers

- Vouchers should not be submitted more than once every two weeks. (unless a small business)
- Public voucher claims for reimbursement must be prepared on the prescribed Government forms:
  - First voucher on a contract is an interim voucher, as are all subsequent vouchers prior to the final voucher.
  - Final voucher will not be submitted until all contract work is completed.

# Electronic Submission of Interim Vouchers

- All vouchers should be submitted through WAWF unless contract terms require hard copy vouchers to be submitted.
- In WAWF, the “Cost Voucher” is the equivalent of the SF 1034. Data equivalent to the SF 1035 must be included in a separate electronic file and attached to the cost voucher in WAWF.
- Vouchers must be prepared and submitted in accordance with the terms of the contract, including any special billing or payment instructions.
- Guidance and training for completing a cost voucher invoice can be obtained on the WAWF Web Based Training website:  
(<https://picetraining.eb.mil/wbt/xhtml/wbt/wawf/index.xhtml>)

# Interim Voucher Requirements

- WAWF Cost Voucher (SF 1034 equivalent) information on how to create a interim voucher is under the WAWF Web Based training Software User's Manual Documents section of the WAWF training website.  
(<https://piectraining.eb.mil/wbt/wawf/documents/CV.pdf>)
- SF 1035, Interim Vouchers for Cost Plus Fixed Fee Contract, information required and example:



SF 1035  
Instructions

# Interim Voucher Example

Standard Form 1035 September 1973 4 Treasury FRM 2000 1035-110		PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL			VOUCHER NO. (b) 10	
CONTINUATION SHEET					SCHEDULE NO. (c)	
					SHEET NO. (d)	
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT (a) USA Rocky Mountain Arsenal, Denver, CO 80240						
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES <i>(Enter description, item number if present on Federal Supply schedule, and other information deemed necessary)</i>	QUANTITY	UNIT PRICE		AMOUNT
				COST	PER	
(e) ABC Corporation 100 Main Street New York, NY		(f) Contract No. DAAA05-07-C-0001	(g) Target/Estimated Costs			\$250,000
			(g) Target/Fixed Fee			15,000
			(g) Total			\$265,000
			(g) 85% of Fixed Fee			12,750
		(h) <u>Analysis of Claimed Current and Cumulative Costs and Fee Earned</u>	(j) Amount for Current Period Billed		(k) Cumulative Amount from Inception to Date of This Billing	
(i) Major Cost Elements:						
		Direct Materials	\$ 700			\$ 25,000
		Subcontracts (Cost & Redeterminable)	1,500			8,140
		Interplant Charges	200			1,250
		Special Tooling	200			3,750
		Direct Transportation Costs	175			520
		Direct Labor - (Manufacturing, Engineering, etc.)	650			60,000
		Overhead	925			90,000
		General & Administrative Expenses	435			18,860
(l) Total Costs			\$4,785			\$207,520
(m) Fixed Fee Earned (Total Costs x 6%)			287			12,451
(n) Total Amounts Claimed			\$5,072			\$219,971
Contract Reserves and Adjustments:						
(o) Contract Reserves Withheld - (Identify)			\$ (500)			\$(15,000)
(o) Contract Reserves Cleared			700			11,000
(p) DCAA Form 1 - Resubmittal (Voucher No.)			100			--
(p) DCAA Form 1 - Conceded by Contractor						(1,600)
(p) DCAA Form 1 - Outstanding Suspensions						(1,700)
(p) DCAA Form 1 - Disapprovals Subject to Appeal						(2,000)
(q) Net - Reserves and Adjustments			\$ 100			\$(9,300)
(r) Adjusted Amounts Claimed:						
		Current and Cumulative Costs	\$5,085			\$198,220
		Fixed Fee	287			12,451
		Total	(s) \$5,372			\$210,671

# Electronic Submission of Final Vouchers

## Final (completion) voucher:

- Last voucher to be submitted on a contract.
- A separate completion voucher will be submitted for each individual project or task order for which a separate series of public vouchers has been submitted.
- In accordance with FAR 52.216-7(d)(5)

# Common Areas of Noncompliance

- Math errors
- Billed costs not allowed per the contract terms (e.g., overtime)
- Incorrect provisional billing rates (indirect costs)
- Billing over contract ceiling amounts

# Frequently Asked Questions

Is there any general guidance for how a contractor should be inputting information into WAWF?

- Yes, there is guidance on the required information for different contract types and the guidance varies by type of contract. See <https://pieetraining.eb.mil/wbt/xhtml/wbt/wawf/index.xhtml> for an overview of invoice creation and required information for different types of contracts.

When information is incorrect on a voucher, can the contractor recall and correct the voucher or does the contractor have to submit a new voucher?

- Indirect (Interim) cost vouchers and final cost vouchers can be recalled and resubmitted if it is in Submitted or Resubmitted status. However, contractors will not be able to recall and correct the following fields: contract number, delivery order number, Cage Code, document type, shipment number or date, and invoice number or date. If these items are incorrect a new voucher must be submitted.

# FAQs Continued

What is the proper numbering sequence for vouchers?

Voucher numbers may vary based on the entitlement system. For example:

- Mechanization of Contract Administration Service (MOCAS)-voucher number must begin with “BVN” and be 7 or 8 characters in the format of AAAXNNN or AAAXNNNA (A=Alpha, X=Alphanumeric, and N=Numeric). The 8<sup>th</sup> position is only used for final vouchers and will be a “Z.”
- Enterprise Business System (EBS) - voucher number must be 7 or 8 characters in the format of AAAXNNN (A=Alpha, X=Alphanumeric, and N=Numeric). The 8<sup>th</sup> position is only used for final vouchers and will be a “Z.” The voucher number does not include a prefix of BVN.

Different numbering sequences must be established for separate delivery orders issued against the same contract.

# DCAA Internet Resources

- **Guidance**

- Audit Process Overview – Information for Contractors Manual
- Directory of Audit Programs
- Contract Audit Manual
- Select Area of Cost Guidebook (FAR 31.205 Cost Principles)
- Links to Acquisition Regulations



- **Checklists and Tools**

- Cost of Money Rates
- Incurred Cost Electronically (ICE) Model
- Contractor Submission Portal
- Adequacy Checklists - Preaward Accounting System, Contract Pricing Proposal, Forward Pricing Rate Proposal, Incurred Cost Submission, Termination Settlement Proposal.

- **Frequently Asked Questions For Contracting Officers, Contractors and COVID-19**

# Small Business Outreach Survey

We would love to hear about your recent experience with the DCAA Small Business Program, as we are committed to providing the best guidance possible and strengthening our nation's Defense Industrial Base. By participating in our survey, you will help us improve our courses, content and provide you with even better support as we continue to grow our program.



# Questions/Comments



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