DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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November 21, 2016

MEMORANDUM FOR FINANCE PROCESSS REVIEW COMMITTEE (PRC)

SUBJECT: Approved Defense Logistics Management Standards (DLMS) Change (ADC) 1213, Clarification of Bill Numbers in DLMS (Finance)

The attached change to DLM 4000.25, Defense Logistics Management Standards, is approved for immediate implementation.

Addressees may direct questions to Mr. Robert Hammond, Chair, Finance PRC, email financehq@dla.mil, phone: 703-767-2117. Others must contact their Component/Agency designated representative shown at https://www.dlmso.dla.mil/CertAccess/SvcPointsPOC/allpoc.asp (DOD Common Access Card restricted).

HEIDI M. DAVEREDE
Program Manager
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Attachment
As stated

cc:
ODASD (SCI)
OUSD (C)

Attachment to ADC 1213
Clarification of Bill Numbers in DLMS

1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION:

    a. Technical POC: Defense Logistics Management Standards (DLMS)

    b. Functional POC: Robert Hammond, Chair, Finance PRC, email finance@hq.dla.mil

2. FUNCTIONAL AREA: Finance

3. REFERENCE:

    a. DLM 4000.25, Defense Logistics Management Standards, Volume 4, Military Standard Billing System (MILSBILLS) – Finance

    b. DLM 4000.25-2, Military Standard Transaction Reporting and Accountability Procedures (MILSTRAP), Appendix 2.8, Reject Advice Codes

4. REQUESTED CHANGE(S):

    a. Brief Overview of Change: This change clarifies the processing of logistics Interfund bills to limit the length of bill numbers to five characters in DLMS variable length transactions in accordance with Reference 3.a. and explains which bill numbers to include in adjustment requests and replies. Notable modifications to this change from the PDC are highlighted in light green.

    b. Background: The Army Logistics Modernization Program (LMP) currently has a sixth character at the end of its bill numbers to indicate whether the bill is a debit or credit. In reviewing an example DLMS 810L (Logistics Bill) transaction generated from LMP, a trading partner noted that the extra character was included as part of the bill number. This sixth character cannot be carried in an 80 record position (RP) MILS transaction or mapped from DLMS to MILS and is unnecessary in both DLMS variable length transactions and in MILS transactions. Standard data elements indicate if a bill is a debit or credit. The Army is initiating a system change request to remove this sixth character. Currently, when a DLMS transaction from LMP is received at the Defense Automatic Addressing System (DAAS), the bill number is being truncated when processing through DAAS' Micro Automated Routing System (DMARS) for validation editing and mapping to MILS customers. Thus, the extra character is not passed on to either MILS or DLMS recipients. This DLMS change documents a broader validation to ensure that all DLMS transactions have a proper bill number length.

    c. Procedures, Transactions, Data Elements, Processing Details in Use Today:

        (1) Table C2.T2 of Reference 3.a. defines construction of a five-position logistics bill number. MILSBILLS legacy-formatted transactions can only accommodate a five-character bill number.

(2) In DLMS transactions, the field for the bill number can accommodate more than five characters, but for legacy compatibility purposes the bill number field length remains a five-character data element. To date, no business need has been documented for a bill number exceeding five characters.

(3) The DLMS 810 Logistics Bill, 812R Logistics Bill Adjustment Request and 812L Logistics Bill Adjustment Request Reply Implementation Conventions (ICs) contain distinct codes to identify whether the amount is a credit or debit. In addition, debit vs. credit can be derived from the document identifier code (DIC) in the DLMS and MILS transactions. For example, DIC FS1 is a debit Summary Interfund Bill, while DIC FS2 is a credit Summary Interfund Bill. That same DIC third character construct applies to supporting detail bills.

(4) DAAS is truncating the sixth character of the bill number when mapping LMP's DLMS transactions to its MILS-based trading partners. The truncation is occurring before the file goes through edits at DAAS, and recipients have reported no issues.

d. Approved Change in Detail:

(1) Develop an edit at DAAS to validate that the DLMS bill number length is exactly five characters. A new Reject Advice Code BN will be used in the DLMS 824R (Reject Advice), to reject the transaction back to the sender when a transaction fails the new edit. Implementation of the new edit will await confirmation from Army that the LMP system change to remove the sixth character has been implemented.

(2) Modify the MILSBILLS definition for bill numbers to explicitly specify that the bill number length must be exactly five characters and document the new DAAS edit.

(3) Update relevant DLMS ICs to clarify that the bill number field must conform to the five-character construct defined in MILSBILLS. Also, clarify in the DLMS ICs how to distinguish types of bill numbers included in billing adjustment requests and replies. Refer to Enclosure 2 for additional details.

e. Revisions to DLM 4000.25 Manuals:

(1) Modify DLM 4000.25, Volume 1, Appendix 2, Terms and Definitions as follows:

BILL NUMBER. A~n~ *five-character* alpha ~or~ numeric identifier assigned by the billing office to identify a bill. The bill number is unique to the billing office DOD activity address code (DoDAAC) and may not be duplicated within a calendar year.

(2) Add the following acronyms to DLM 4000.25, Volume 1, Appendix 3, Acronyms and Abbreviations:

DBR   Detailed Billing Record

SBR   Summary Billing Record

       (3) Modify DLM 4000.25, Volume 4, Chapter 6 to add the following:

C6.2.2. <u>Bill Editing and Billed Error Rejection</u>

      C6.2.2.1. DAAS will edit and reject any bill that fails any of the following edits:

      (Intervening text omitted)

       C6.2.2.1.8. The bill number does not conform to the rules described in Chapter 2, Table C2.T2.

       (4) Add the following new reject advice code to DLM 4000.25-2, MILSTRAP, Appendix 2.8, Reject Advice Codes:

       BN   Rejected. Invalid logistics bill number.

       (5) Update notes in DLMS ICs as presented in Enclosure 1.

       (6) Modify the entry in LOGDRMS for Invoice (Bill) Number and update the entry for Credit/Debit Adjustment Bill Number. Add an entry for Original Bill number. See paragraph 9.a. for changes.

       (7) Enclosure 2 addresses the legacy DIC scenarios to explain these bill number definitions and inform the changes explaining their use in the DLMS ICs of Enclosure 1.

     f. <u>Alternatives</u>: None.

5. REASON FOR CHANGE:

     a. Provide bill number consistency in DLMS transactions to avoid unintended miscommunication in testing, etc.

     b. Document that the future use of extended bill numbers exceeding five characters in length in DLMS, either for internal processes or between trading partners, will require a Proposed DLMS change, should a requirement emerge. Maintain the integrity of the DLMS transactions from the time of initiation by the originator throughout the DLMS life cycle, which preserves the integrity of the bill number for audit readiness evidentiary matter.

     c. Clarify DLMS qualifiers and legacy mapping of bill numbers (original, duplicate, adjustment, unknown) in DLMS variable length transactions in requests for billing adjustments and replies.

     d. Clarify DAAS DMAR edits with respect to bill numbers in applicable DLMS variable length transactions.

6. ADVANTAGES AND DISADVANTAGES:

    a. <u>Advantages</u>:

        (1) Avoid truncation of a non-conformant bill number creating a bill number mismatch between Components.

        (2) Clarify DLMS qualifiers and legacy mapping of bill numbers in requests for adjustment and replies.

        (3) Clarify existing DMARS edits and mapping for bill numbers and modernize those edits to address the DLMS field length parameter.

    b. <u>Disadvantages</u>: None noted.

7. ADDITIONAL CONSIDERATIONS: A separate DLMS change is required in the event that a bill number exceeding five characters is needed in the future to accommodate purely DLMS functionality.

8. ESTIMATED TIME LINE/IMPLEMENTATION TARGET:

    a. Changes are approved for immediate implementation.

    b. DAAS will activate the bill number length edit upon notification from Army that the system change to LMP to limit the bill number to five characters has been implemented in order to mitigate any operational impacts.

    c. Army will confirm the estimated timeline for correcting the bill number in their outbound transactions and notify DAAS and the DLMS Program Office upon completion.

9. ESTIMATED SAVINGS/COST AVOIDANCE ASSOCIATED WITH IMPLEMENTATION OF THIS CHANGE: None.

10. IMPACT:

    a. <u>DLMS Data Elements</u>:

        (1) Modify the following data elements:

~~Invoice (~~Bill~~)~~ Number (AN, Min: *5*~~1~~, Max: ~~1~~5) – Number assigned to ~~a commercial~~ *the billing* document(s) issued by a seller*'s billing office* to a buyer *-specified billed office* indicating the product(s), quantity(ies), and agreed price(s) for products or services ~~for~~ which the seller has already provided to the buyer ~~(indicates that payment is due)~~.

Credit/Debit Adjustment Bill Number (AN, Min: *5*~~1~~, Max: *5*~~22~~) – Number *of a bill cited in a response to a request for adjustment,* assigned to *identify* a *prior* ~~credit~~ adjustment by the issuer of the *bill*~~transaction~~.

        (2) Create the following new data element:

Original Bill Number (AN, Min: 5, Max: 5) – Number identifying the bill for which the buyer is seeking adjustment due to a suspected subsequent duplicate bill.

        b. **Automated Information Systems (AIS):** Army is making a system change for LMP to remove the sixth character from the bill number.

        c. **DAAS:**

        (1) Apply an edit to applicable DLMS transactions to validate the required five-character bill number length after the Army has implemented its system change.

        (2) Modify the 812L map for DICs FDR and FDS to map RP 11-15 to DLMS IC 812L 1/BCD07/020.

        (3) Modify the data map at DAAS for DLMS IC 812L to change the bill number in RP 11-15 of DICs FDR/FDS from 2/N901/200 code IV to 1/BCD07/020.

        d. PDC Staffing Comment Resolution:

#	Component/ Agency	Response/Comment	Disposition
1	Air Force	Concur.	Noted.
2	Army	Concur.	Noted.
3	Marine Corps	Concur.	Noted.
4	Navy	Concur.	Noted.
5	DLA	Concur.	Noted.

#	Component/ Agency	Response/Comment	Disposition
6	DAAS	Concur with comment: Transaction Services converts inbound DLMS transactions to an internal UDF for editing/routing and then back to whatever required format may be outbound. There is no edit of the inbound field in BIG02 other than it is within x12 constraints, which it is even with 6 positions. The mapping for bill number to the UDF is only 5 positions so anything beyond that is dropped in the conversion so the sixth character that LMP is sending has never been sent on to the customer whether they are receiving MILS or DLMS. Since the 6 position bill number is not passed to the Transaction Services edit routine there is not anyway to perform the edit and reject the transaction as proposed.	Noted. Expanded paragraphs 4.b. and 4.c.(4) to acknowledge that the bill number is currently being truncated during data mapping, before the data is processed through edits. The ADC is still relevant as a point in documentation and a broader solution not dependent on truncating the sender's original transaction content. DAAS would need to accept the larger bill number in DMARS in order to perform the edit, which would be applicable to the 810L, 812L and 82R. DAAS concurs with this approach.

Enclosure 1, DLMS Implementation Convention (ICs) Revisions

Item #	Location	810L Logistics Bill	Reason
1.	DLMS Introductory Notes	Add ADC 1213 *- ADC 1213, Clarification of Bill Numbers in DLMS*	Identifies DLMS Changes included in the DLMS IC
2.	1/BIG02/020	Modify Existing DLMS Note: **Invoice Number** **DLMS Note:** Must use to uniquely identify the ***bill*** ~~invoice transaction~~ to an issuer. The ***bill*** ~~invoice~~ number ***must conform to DLM 4000.25, Volume 4, MILSBILLS and*** may not be duplicated by an issuer within a calendar year.	Clarify the definition of a Bill Number.

Item #	Location	812R Logistics Bill Adjustment Request	Reason
1.	DLMS Introductory Notes	Add ADC 1213 *- ADC 1213, Clarification of Bill Numbers in DLMS*	Identifies DLMS Changes included in the DLMS IC
2.	1/BCD07/020	Replace the Existing Federal Note with a DLMS Note: **Invoice Number** ~~**Federal Note:** Use the invoice number associated with the transaction set. When requesting adjustment and the invoice number is unknown, use code Z to satisfy the X12 usage requirement.~~ **DLMS Note:** ***1. Use the bill number associated with the transaction set.*** ***2. When requesting adjustment and the bill number is unknown, use code Z to satisfy the X12 usage requirement. (i.e. Materiel Returns Program credit).*** ***3. When a billing adjustment request is due to a duplicate bill (i.e. Billing Advice Code = 11, 43 or 44) identify the duplicate bill here and identify the original bill in 2/N9/200, code OI.***	Clarify the definition and use of a Bill Number.
3.	2/N901/200	Remove codes C9 and IV and Modify the DLMS Notes for OI: ~~**C9 Previous Credit/Debit Adjustment Number**~~ ~~**DLMS Note:** Use to identify the adjustment bill number.~~ ~~**IV Seller's Invoice Number**~~	Remove unnecessary bill number types. Clarify the definition, types and use of a Bill Number.

Item #	Location	812R Logistics Bill Adjustment Request	Reason
		~~DLMS Note: 1. Use to identify the invoice number. If more than one invoice number is involved, use to identify the most recent invoice number.~~ ~~DLMS enhancement; see introductory DLMS note 5a.~~ **OI Original Invoice Number** **DLMS Note:** Use *when a billing adjustment request is due to a duplicate billing (i.e. Billing Advice Code = 11, 43 or 44)* to identify the *original bill*~~duplicate or other invoice~~ involved in the adjustment request. *The duplicate bill is cited in 1/BCD07/020.*	

Item #	Location	812L Logistics Bill Adjustment Request Reply	Reason
1.	DLMS Introductory Notes	Add ADC 1213 - *ADC 1213, Clarification of Bill Numbers in DLMS*	Identifies DLMS Changes included in the DLMS IC
2.	1/BCD07/020	Replace the Existing Federal Note with a DLMS Note: **Invoice Number** ~~**Federal Note:** Cite the invoice number which applies to both the request and reply.~~ **DLMS Note:** 1. *Cite the bill number which applies to both the request and reply.* 2. *If the request did not cite a bill number (i.e. Materiel Returns Program credit requests) the reply will cite a generated bill number conforming to DLM 4000.25, Volume 4, MILSBILLS and may not be duplicated by the issuer within a calendar year.* 3. *When replying to an adjustment request for credit due to a duplicate bill (i.e. Billing Advice Code = 11, 43 or 44) cite the original bill in 2/N9/200, code OI.* 4. *When the requested adjustment has already been furnished previously (Bill Status Code = AI or DD), cite the adjustment bill number in 2/N9/200, code C9.*	Clarify the definition and use of a Bill Number.
3.	2/N901/200	Modify the DLMS Notes for the following codes: **C9 Previous Credit/Debit Adjustment Number** **DLMS Note:** Use to identify the adjustment bill number *(i.e. Billing Status Code = AI or DD)*. ~~**IV Seller's Invoice Number**~~	Clarify the definition, types and use of a Bill Number. Remove code IV as it is a duplicate of the

Item #	Location	812L Logistics Bill Adjustment Request Reply	Reason
		DLMS Note: Use to identify the invoice requiring correction. **OI Original Invoice Number** **DLMS Note:** *1.* Use to identify the original ***bill*** ~~or other invoice~~ involved in the adjustment request ***due to a duplicate billing***. ***2. The bill identified by the requester as a duplicate is cited in 1/BCD07/020.***	bill number at 1/BCD07/020.

Enclosure 2, MILSBILLS DIC Bill Numbers

Summary Billing Records (SBRs)								
Legacy DIC	**Bill Number RP**	**Populated From**	**Original Bill Number RP**	**Populated From**	**Adjustment Bill Number RP**	**Populated From**	**DLMS IC**	**DLMS Mapping**
FS_/GS_	40-44	Created	N/A	N/A	N/A	N/A	810L	1/BIG02/020

Detail Billing Records (DBRs)								
Legacy DIC	**Bill Number RP**	**Populated From**	**Original Bill Number RP**	**Populated From**	**Adjustment Bill Number RP**	**Populated From**	**DLMS IC**	**DLMS Mapping**
FA_/GA_		SBR						
FB_/GB_		SBR						
FC_/GC_		SBR						
FD_/GD_		SBR						
FE_/GE_		SBR						
FF_/GF_		SBR						
FG_/GG_		SBR						
FJ_/GJ_	54-58	SBR	N/A	N/A	N/A	N/A	810L	Not mapped into 810L, FS_/GS_ bill number mapped into the header applied to all detail bills in the 810L.
FL_/GL_		SBR						
FN_/GN_		SBR						
FP_/GP_		SBR						
FQ_/GQ_		SBR						
FR_/GR_		SBR						
FU_/GU_		SBR						
FW_/GW_		SBR						
FX_/GX_		SBR						

Request Summary Bill Adjustment Follow-up on Request for Summary Bill Adjustment									
Legacy DIC	**BAC**	**Bill Number RP**	**Populated From**	**Original Bill Number RP**	**Populated From**	**Adjustment Bill Number RP**	**Populated From**	**DLMS IC**	**Mapped**
FDE/FDF	42		Duplicate SBR	N/A	N/A			812R	1/BCD07/020
	43, 44	11-13	Duplicate SBR	25-29	Prior SBR duplicated by bill cited in RP11-13			812R	RP11-13 = 1/BCD07/020 RP25-29 = 2/N901/200 (Code: OI)

Reply to Summary Bill Adjustment Request Reply to Summary Bill Adjustment Request Follow-up								
Legacy DIC	**Bill Number RP**	**Populated From**	**Original Bill Number RP**	**Populated From**	**Adjustment Bill Number RP**	**Populated From**	**DLMS IC**	**Mapped**
FDR/FDS	11-15	Request	25-29	Request	51-55	When status codes AI & DD	812L	RP11-15 = ~~2/N901/200 (Code: IV)~~ *1/BCD07/020* RP25-29 = 2/N901/200 (Code: OI) RP74-78 = 2/N901/200 (Code: C9)

Request for Detail Bill Adjustment Follow-up on Request for Detail Bill Adjustment									
Legacy DIC	**BAC**	**Bill Number RP**	**Populated From**	**Original Bill Number RP**	**Populated From**	**Adjustment Bill Number RP**	**Populated From**	**DLMS IC**	**DLMS Mapping**
FAE/FAF	Default	54-58	DBR	N/A	N/A	N/A	N/A	812R	1/BDC07/020
	11		Duplicate DBR	74-78	Prior DBR duplicated by bill cited in RP54-58				RP54-58 = 1/BCD07/020 RP74-78 = 2/N901/200 (Code: OI)
	19, 51		SBR	N/A	N/A				1/BDC07/020
	23		From last reply						
	24		From bill (if known)						
	27		May be blank						
	34		None						
	35		AS_ (RP56-58)						1/BDC07/020 is 'Z'
	41		Requestor						1/BDC07/020
FJE/FJF	Default	54-58	DBR	N/A	N/A	N/A	N/A		1/BDC07/020
	11		Duplicate DBR	74-78	Prior DBR duplicated by bill cited in RP54-58				RP54-58 = 1/BCD07/020 RP74-78 = 2/N901/200 (Code: OI)
	19, 51		SBR	N/A	N/A				1/BDC07/020
	23		From last reply						
	24		From bill (if known)						
	27		May be blank						
	34		None						
	35		AS_ (RP56-58)						1/BDC07/020 is 'Z'
	41		Requestor						1/BDC07/020

Reply to Detail Bill Adjustment Request
Reply to Follow-up for Detail Bill Adjustment Request

Legacy DIC	Bill Number RP	Populated From	Original Bill Number RP	Populated From	Adjustment Bill Number RP	Populated From	DLMS IC	DLMS Mapping
FAR/FAS	54-58	Request			N/A	N/A	812L	1/BDC07/020
FJR/FJS	54-58	Request (Except for status codes AI & DD = Actual bill number)	N/A	N/A	54-58	Adjustment Bill (For status codes AI & DD)	812L	1/BDC07/020

Follow-up for MRP Credit

Legacy DIC	Bill Number RP	Populated From	Original Bill Number RP	Populated From	Adjustment Bill Number RP	Populated From	DLMS IC	DLMS Mapping
FTP	N/A	N/A	N/A	N/A	N/A	N/A	812R	1/BDC07/020 is 'Z'

Reply to Follow-up for MRP Credit

Legacy DIC	Bill Number RP	Populated From	Original Bill Number RP	Populated From	Adjustment Bill Number RP	Populated From	DLMS IC	DLMS Mapping
FTB	76-80	Created	N/A	N/A	N/A	N/A	812L	1/BCD07/020

Request for Retransmission of Bill (Copy)

Legacy DIC	Bill Number RP	Populated From	Original Bill Number RP	Populated From	Adjustment Bill Number RP	Populated From	DLMS IC	DLMS Mapping
QBR	40-44	SBR	N/A	N/A	N/A	N/A	812L	1/BCD07/020