**TABLE OF CONTENTS**

**VOLUME 4: Military Standard Billing System - Finance**

 **Page**

**FOREWORD**  F-1

**TABLE OF CONTENTS** TOC-1

**CHAPTER 1 INTRODUCTION**

C1.1. GENERAL C1-1

C1.2. POLICY C1-1

C1.3. APPLICABILITY C1-2

C1.4. FINANCE PROCESS REVIEW COMMITTEE…….. C1-2

C1.5. SUPPLEMENTAL PROCEDURES C1-2

C1.6. NONCOMPLIANCE C1-2

C1.7. SIMULATED MOBILIZATION EXERCISE C1-3

**CHAPTER 2 BILLING PROCEDURES**

C2.1. CRITERIA FOR BILLING C2-1

C2.2. PREPARATION OF BILLS ……. C2-3

C2.3. RESERVED C2-9

C2.4. CORRECTION OF ERRONEOUS BILLINGS C2-9

C2.5. CANCELLATIONS C2-9

C2.6. BILLING FOR ACCESSORIAL AND ADMINISTRATIVE

 COSTS C2-10

C2.7. BILLING FOR PROGRESS AND ADVANCE PAYMENTS C2-12

C2.8. INTO-PLANE FUEL SALES C2-13

C2.9. HAZARDOUS MATERIEL AND WASTE BILLINGS C2-13

C2.10. GENERAL SERVICES ADMINISTRATION UNIQUE

 BILLINGS C2-15

C2.11. ARMY EXCHANGE PRICING PROCESS C2-16

C2.12. NAVY EXCHANGE PRICING PROCESS C2-17

C2.13. INCLUSION OF TRANSPORTATION CONTROL

 NUMBERS ON DLMS LOGISTICS BILLS C2-18

**CHAPTER 3 PROCESSING AND PAYMENT OF BILLS**

C3.1. PAYMENT OF NONINTERFUND BILLS C3-1

C3.2. PROCESSING INTERFUND BILLS C3-1

C3.3. ADJUSTMENTS C3-1

**CHAPTER 4 ADJUSTMENT PROCEDURES**

C4.1. REQUESTING ADJUSTMENTS C4-1

C4.2. CANCELING OR AMENDING REQUESTS FOR

 ADJUSTMENT C4-2

C4.3. FOLLOW-UP ON UNANSWERED REQUESTS FOR

 ADJUSTMENT C4-2

C4.4. REPLYING TO REQUESTS FOR ADJUSTMENT OR

 MATERIEL RETURNS PROGRAM CREDIT C4-3

C4.5. ADJUSTMENT AMOUNT C4-3

C4.6. INCOMPLETE OR UNSUPPORTED BILL C4-4

C4.7. BILLING STATUS PROCEDURES C4-4

C4.8. BILL COPY PROCEDURES C4-5

C4.9. REQUESTS FOR CHANGE IN BILLING METHOD C4-5

C4.10. ADJUSTMENTS FOR DISCREPANCY REPORTS C4-6

C4.11. ADJUSTMENTS FOR BILLING ERRORS C4-8

C4.12. PRICE CHALLENGES AND VERIFICATION C4-11

C4.13. DISPUTED RESPONSES TO REQUESTS FOR

 ADJUSTMENT C4-11

C4.14. ADJUSTMENTS FOR CHANGE NOTICES C4-11

C4.15. SECURITY ASSISTANCE DISCREPANCIES AND BILLING

 ERRORS C4-12

C4.16. CREDITS FOR EXCESS REPORTS (MATERIEL RETURNS

 PROGRAM) C4-***12***

**CHAPTER 5 INTERFUND BILLING SYSTEM PROCEDURES**

C5.1. POLICY C5-1

C5.2. PRINCIPLES OF THE INTERFUND BILLING SYSTEM C5-1

C5.3. PREPARATION OF INTERFUND BILLS C5-2

C5.4. CENTRAL ACCOUNTS OFFICES …….. C5-2

C5.5. INTERFUND REPORTS C5-3

C5.6. STATEMENT OF INTERFUND TRANSACTIONS C5-3

C5.7. CENTRAL ACCOUNTS OFFICE LEVEL INTERFUND

 PROCEDURES C5-6

**CHAPTER 6 DEFENSE AUTOMATIC ADDRESSING SYSTEM**

C6.1. GENERAL C6-1

C6.2. MILITARY STANDARD BILLING SYSTEM PROCESSING C6-1

C6.3. BILL COPY RETRIEVAL C6-3

C6.4. FUND CODE TABLES…….. C6-4

C6.5. MILITARY STANDARD BILLING SYSTEM INQUIRY

 PROCESS C6-4

C6.6. MILITARY STANDARD BILLING SYSTEM-RELATED

 REPORTS C6-5

C6.7. OTHER DEPARTMENT OF DEFENSE ACTIVITY ADDRESS

 CODES AUTHORIZED INTERFUND C6-10

**CHAPTER 7 VERIFICATION OF FUNDS AVAILABILITY WEB CALL FOR REQUISITIONS SUBMITTED VIA INTERNET ORDERING APPLICATIONS**

C7.1. IMPLEMENTING FUNDS AVAILABILITY VERIFICATION C7-1

C7.2. FUNDS AVAILABILITY REQUEST……. C7-1

C7.3. BUSINESS RULES C7-2

C7.4. FUNDS AVAILABILITY REPLY C7-2

C7.5. BUSINESS RULES C7-2

C7.6. PROCESSING MULTIPLE LINE ITEMS C7-3

C7.7. VERIFICATION OF AVAILABILITY REPLY CODE C7-3

C7.8. CRITERIA FOR UNACCEPTABLE REQUISITION

 PROCESSING C7-4

C7.9. REQUISITON MODIFICATIONS C7-5

C7.10. REQUISITION FOLLOW-UPS C7-5

C7.11. REVISION OF REQUISITION CONTENT C7-6

C7.12. ALTERNATIVES FOR UNTIMELY APPLICATION

 INTERFACE C7-6

C7.13. BATCH ACCEPTANCE C7-7

**APPENDIX 1 FUND CODE TABLES AND RELATED LISTINGS** AP1-1

**APPENDIX 2 CODES** AP2-1

AP2.1 DOCUMENT IDENTIFIER CODES AP2.1-1

AP2.2 FUND CODES AP2.2-1

AP2.3 BILLING ADVICE CODES AP2.3-1

AP2.4 BILLING STATUS CODES AP2.4-1

AP2.5 TYPE OF BILL CODES AP2.5-1

AP2.6 RECIPIENT OF BILLING STATUS CODES AP2.6-1

AP2.7 SALES PRICE CONDITION CODES AP2.7-1

AP2.8 GENERAL SERVICES ADMINISTRATION CUSTOMER

 SUPPLY CENTER CODES AP2.8-1

AP2.9 INFORMATION INDICATOR CODES AP2.9-1

AP2.10 SIGNAL CODES AP2.10-1

AP2.11 FUNDS VERIFICATION REPLY CODE AP2.11-1

AP2.12 OTHER CODES AP2.12-1

**APPENDIX 3 RECORD FORMATS** AP3-1

***APPENDIX 4 WEB FUND CODE MASTER FILE LAYOUT*** AP4-1

**TABLES**

**Table Title**

C1.T1. Supplemental Billing Procedures C1-2

C2.T1. Method of Billing C2-5

C2.T2. Standard Interfund Bill Numbers C2-8

C4.T1. Adjustments to Discrepancy Reports C4-6

C5.T1. Seller Central Accounts Offices C5-2

C5.T2. Buyer Central Accounts Offices C5-3

C5.T3. Department of Defense Central Accounts Offices C5-5

**FIGURES**

**Figure Title**

C6.F1. Interfund Billing Adjustment Example C6-6

C6.F2. Interfund Bills by Billed Office Example C6-7

C6.F3. Interfund Bills Rejected Example C6-8

C6.F4. Interfund Bill Retransmission Request C6-8

C6.F5. In-storage Visibility Redistribution ***Reimbursement*** Report C6-9

C6.F6. Rejected Bill by Billing Office C6-10