

# Deployable Disbursing System

## 3-in-1 Device



1. **PURPOSE:** This Manual will assist users in setting up agents that use the 3-in-1 Device as a means to disburse funds.
2. **APPLICABILITY:** This User's Manual does not supersede or replace any of the references listed below, but is intended to serve as a consolidated reference document to outline disbursing operations and provide more specific procedural guidance.
3. **REFERENCES:**
  - a. DOD FMR 7000.14-R, Volume 5, Disbursing Policies and Procedures, December 2001.
  - b. DFAS-IN Regulation 37-1, Finance and Accounting Policy Implementation
4. **OVERVIEW:** (System Overview)

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## Establish an Agent Site in DDS

### \*\*\*\*\***MOST IMPORTANT THING TO REMEMBER**\*\*\*\*\*

**Concept:** The 3-in1 Device is an instrument that will (like CAPS) calculate payments outside disbursing. This information is locked at the time of payment. Unlike CAPS, which gets rates daily from Disbursing and therefore has to process the payment through Disbursing on that same day, 3 in 1 Agents will be holding funds and paying payments at different times. This causes a unique problem for the Disbursing office. There are two options suggested below:

- a. Open each 3-in-1 Agent as a separate office (See Appendix A).
  - 1) Open Business Day as DA.
  - 2) Establish New Agent Site.
  - 3) Establish Voucher Series.
  - 4) Establish New 3-in-1 User.
  - 5) Open Business Day as New 3-in-1 User and establish rate user will be funded. **NOTE: You will not ever change this rate. This will be the same rate that is loaded to the 3-in-1 Device.**
  - 6) Sign back in as DA.
  - 7) Fund 3-in-1 Agent via DD1081 (See Appendix C – Create Advance and Confirm).
  - 8) Close Business Day and wait for Agent to Clear.
  
- b. If Disbursing Rates are changed weekly, you can establish a Remote Site to fund agents on a weekly basis. Open each 3-in-1 Agent as an Internal Agent to this Remote (See Appendix B).
  - 9) Open Business Day as DA.
  - 10) Establish New Remote Site.
  - 11) Establish Voucher Series.
  - 12) Establish New User (DA for Agent Remote Site).
  - 13) Open Business Day as DA for Agent Remote Site and establish weekly rate users will be funded. **NOTE: You will not ever change this rate. This will be the same rate that is loaded to the 3-in-1 Device.**
  - 14) Establish new Vault (See Help Screens) for DA for Agent Remote Site.
  - 15) Establish New 3-in-1 User.
  - 16) Sign back in as DA.
  - 17) Fund DA for Agent Remote Site via DD1081 (See Appendix C – Create Advance and Confirm).
  - 18) Sign back in as DA for Agent Remote Site.
  - 19) Fund New 3-in-1 User via DD1081 (See Appendix C – Create Advance and Confirm).
  - 20) Close Business Day for 3-in-1 and wait for Agent to Clear.
  - 21) Close Business Day for DA for Agent Remote Site at end-of-day.

This is a complicated setup but **bottom line is that once a user is established and funded with a rate, that rate cannot change until the user is cleared totally.**

## Clearing 3-in-1 Agent in DDS

**Concept:** The 3-in-1 Device was setup to produce a file that is in the CAPS format. When clearing agents, you will treat the file exactly as you would treat the CAPS Interface and Interface Cash Disbursement Functions in DDS (See Help Screens).

### a. Clearing 3-in-1 Agents in DDS as an individual site.

- 1) Sign in as 3-in-1 Agent.
- 2) Open Business Day as 3-in-1 User. **DO NOT CHANGE THE RATE. You will not ever change this rate. This will be the same rate that is loaded to the 3-in-1 Device.**
- 3) Upload file from 3-in-1 using CAPS Interface (See Appendix D – Pre-validate and Upload).
- 4) Make payment using Interface Cash Disbursement (See Appendix E).
- 5) Return business via DD1081 (See Appendix C – Create Return and Confirm).
- 6) Close Business Day and wait for Agent to Clear.
- 7) Download file to 3-in-1 using CAPS Interface (See Appendix D – Download).

### b. Clearing 3-in-1 Agents in DDS as an Internal Agent of a Remote Site.

- 1) Sign in a DA for Agent Remote Site.
- 2) Open Business Day as DA for Agent Remote Site. **DO NOT CHANGE THE RATE. You will not ever change this rate. This will be the same rate that is loaded to the 3-in-1 Device.**
- 3) Upload file from 3-in-1 using CAPS Interface (See Appendix D – Pre-validate and Upload).
- 4) Sign in as 3-in-1 Agent.
- 5) Make payment using Interface Cash Disbursement (See Appendix E).
- 6) Return business via DD1081 (See Appendix C – Create Return and Confirm).
- 7) Download file to 3-in-1 using CAPS Interface (See Appendix D – Download).
- 8) Close Business Day for 3-in-1 and wait for Agent to Clear.
- 9) Close Business Day for DA for Agent Remote Site at end-of-day.

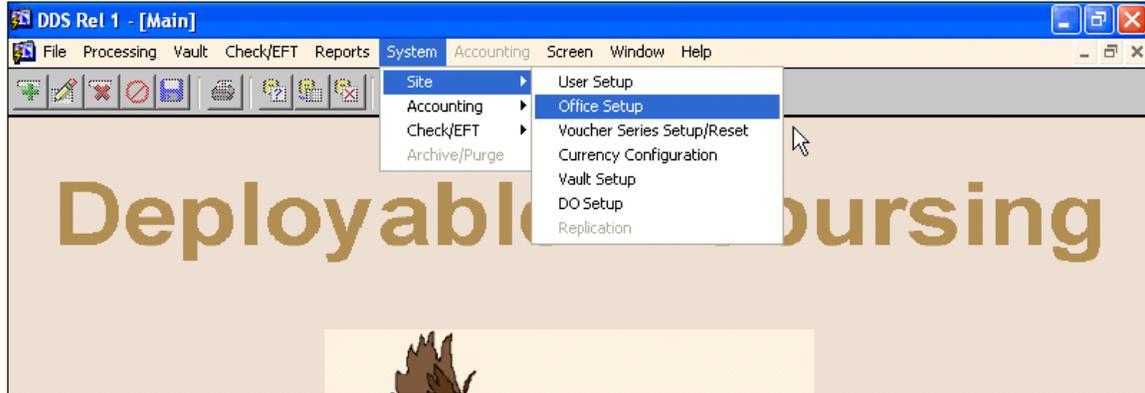
This is a complicated setup but **bottom line is that once a user is established and funded with a rate, that rate cannot change until the user is cleared totally.**

## APPENDIX A

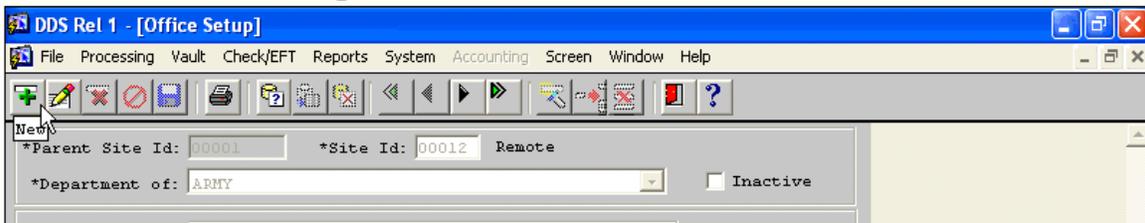
# CREATING AN AGENT SITE

### 1. Create a new site (From the Server)

a. On the Main menu, go to SYSTEM-SITE-OFFICE SETUP



b. Click NEW for the Agent site

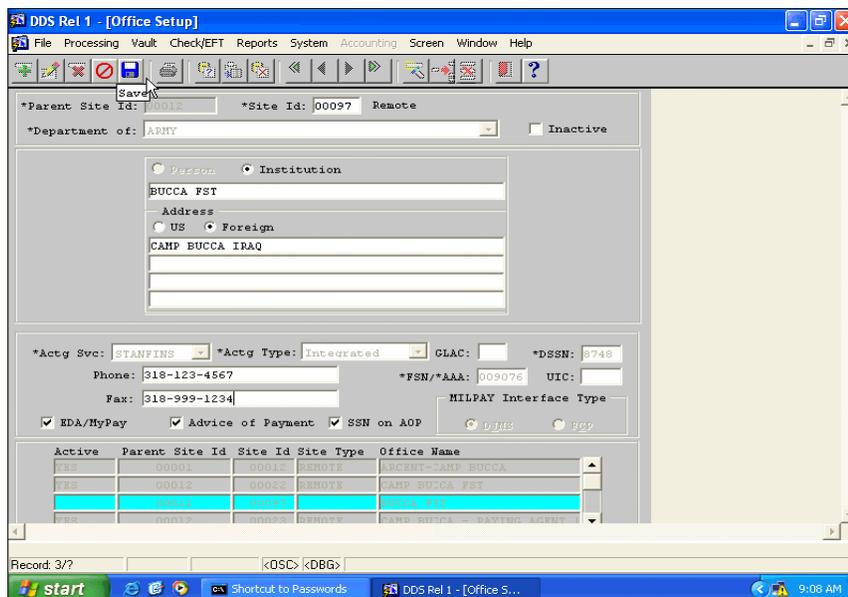


c. Enter Site ID (i.e. 00001)

d. Enter Office Name (i.e. 3-in-1 Agent)

e. Enter Address, phone and fax numbers.

f. Click SAVE.

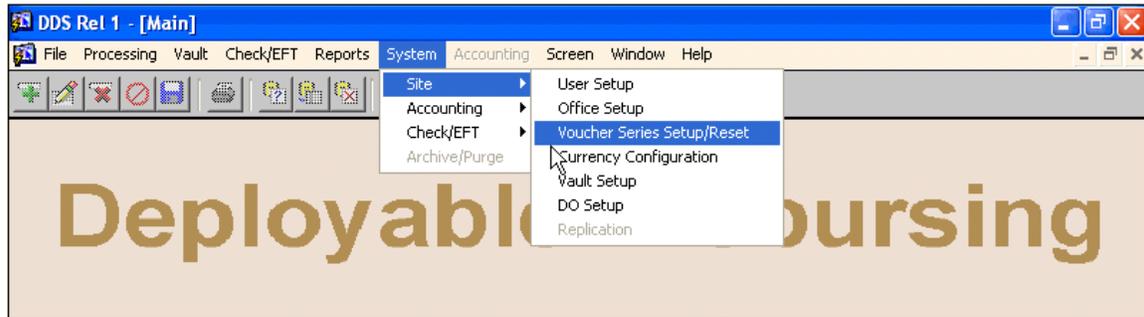


2.

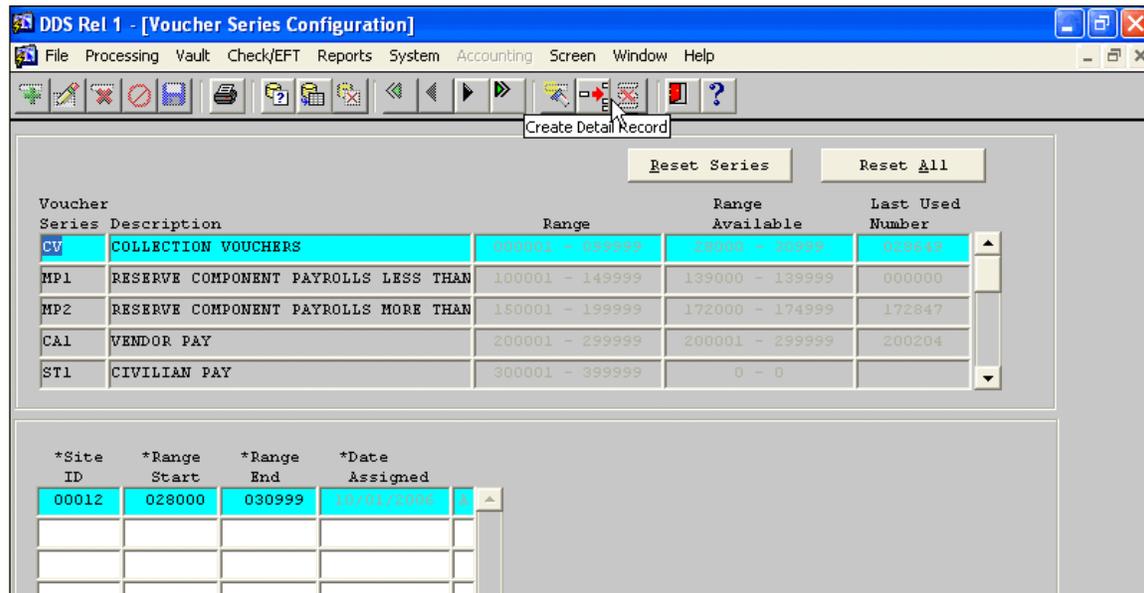
Assign

## Voucher Series

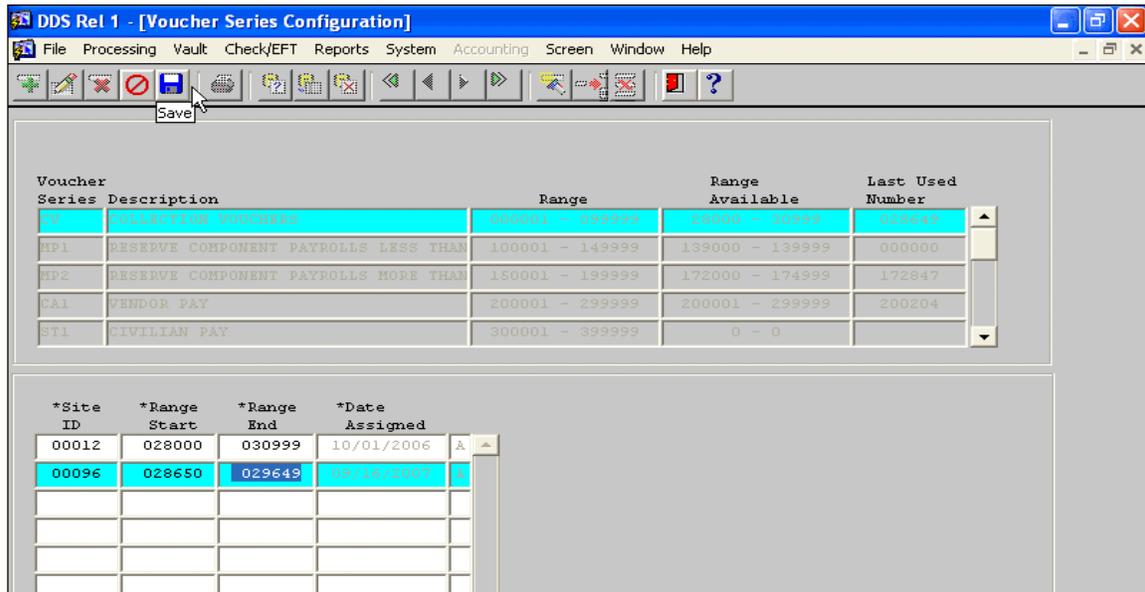
- a. On the Main menu, go to SYSTEM-SITE-VOUCHER Series Configuration.



- b. Highlight the Voucher Series you want to assign to the new site (i.e. CV, CA1).
- c. Click on the CREATE DETAIL RECORD button.



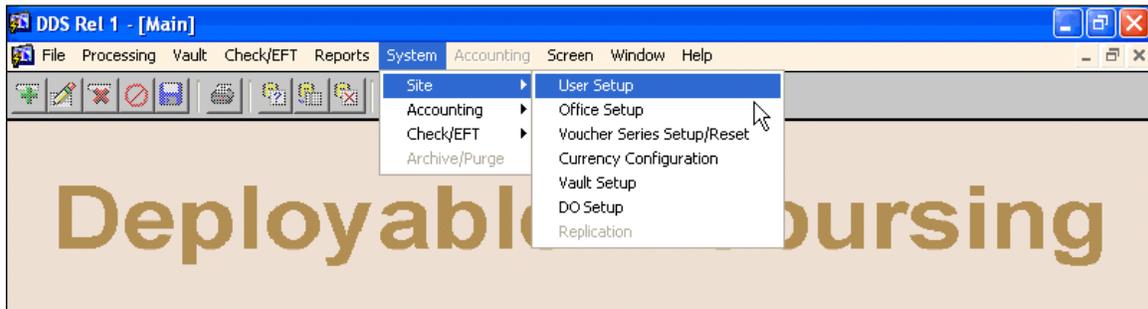
- d. Enter the Site ID, Range Start and Range End. Assign Site minimum of CA1 (For Payments), CV and Misc (For FC Gain/Loss and Rounding).
- e. Click SAVE.



f. Repeat steps b through e for each voucher series type you want to assign.

### 3. Create User

a. On the Main menu, go to SYSTEM-SITE-USER SETUP.



b. Select the Site ID created in step 1.

\*Site Id: 00012 ARCENT-CAMP BUCCA Last Update: 09/16/2007 A

\*User Id: 00077 CAMP BUCCA- PAYING AGENT 77  
 00078 CAMP BUCCA - PAYING AGENT 78  
 00079 CAMP BUCCA- PAYING AGENT 79  
 Name: 00080 CAMP BUCCA- PAYING AGENT 80  
 (\*Last, \*First, MI) 00081 CAMP BUCCA - PAYING AGENT 81  
 00082 566TH MEDICAL COMPANY (AS)  
 \*SSN: 00083 CAMP BUCCA PAYING AGENT 0083  
 00088 FOB CAMP BUCCA INSTALLATION  
 00091 CAMP BUCCA - PAYING AGENT  
 Signature Block: 00096 FST96

Password: \_\_\_\_\_

Agent Information Only

\*Rank: SPC Date of Last 2665: \_\_\_\_\_  
 \*DEROS: 06/30/2007 Total Balance: \_\_\_\_\_  
 (mm/dd/yyyy)

Mainpains Vault  
 System Admin  
 Accounting  
 Certify Collection Voucher  
 Print Checks  
 Input Voucher

NOTE: Since there is no active user created, when you select the Site ID, you will get a warning message, just OK.



- c. Enter the User ID, Name, SSN, and Signature block.
- d. Click on the functions for the new user. **NOTE: Minimum functions are Agent, Sys Admin, Change Bus Day, And Input Voucher.**
- e. Enter Rank and DEROS.

**NOTE: When creating a user for other sites (not the current site), create only ONE user per site. That user should be the person sending and receiving DD 1081s to/from the parent site. Once the site is established, all other users can be added at this time.**

- f. Click SAVE.

DDS Rel 1 - [User Setup]

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

\*Site Id: 00096 FST96 Last Update: 09/16/2007 A

\*User Id: ADM  Inactive User

Name: ADMIN NCO  
 (\*Last, \*First, MI)

\*SSN: 123456789

Signature Block: NEW\$4USER

Password

User can Perform the Following Functions

<input type="checkbox"/> Agent Functions	<input type="checkbox"/> Change Business Day
<input type="checkbox"/> Deputy Agent	<input type="checkbox"/> Certify Disbursement Voucher
<input type="checkbox"/> Maintaining Vault	<input type="checkbox"/> Certify Collection Voucher
<input checked="" type="checkbox"/> System Admin	<input type="checkbox"/> Print Checks
<input type="checkbox"/> Accounting	<input type="checkbox"/> Input Voucher

Agent Information Only

\*Rank:  Date of Last 2665:

\*DEROS:  Total Balance:   
 (mm/dd/yyyy)

Check to inactivate user.

Record: 122/122 <OSC> <DBG>

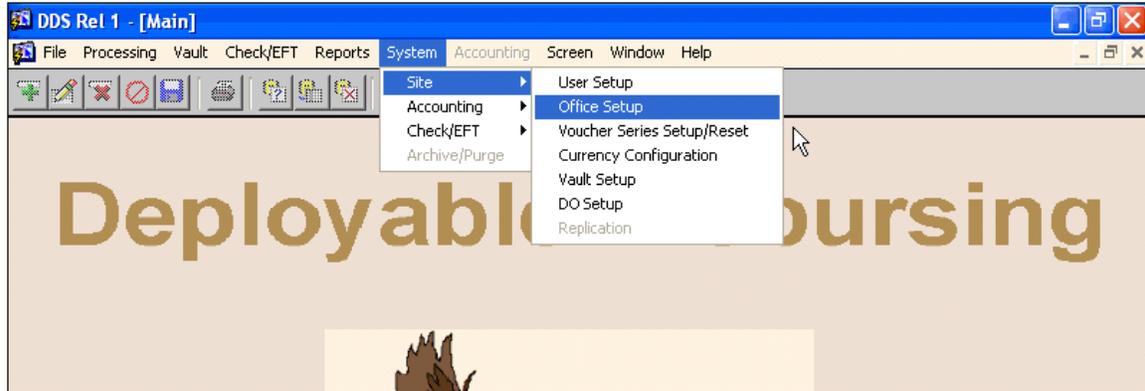
g. Exit DDS

## APPENDIX B

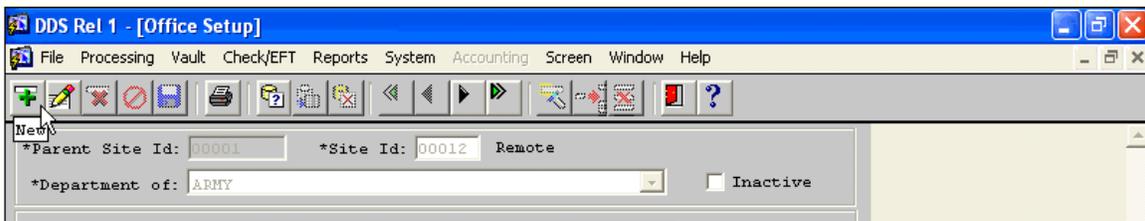
# CREATING A REMOTE SITE

### 1. Create a new site (From the Server)

a. On the Main menu, go to SYSTEM-SITE-OFFICE SETUP



b. Click NEW for the Agent site

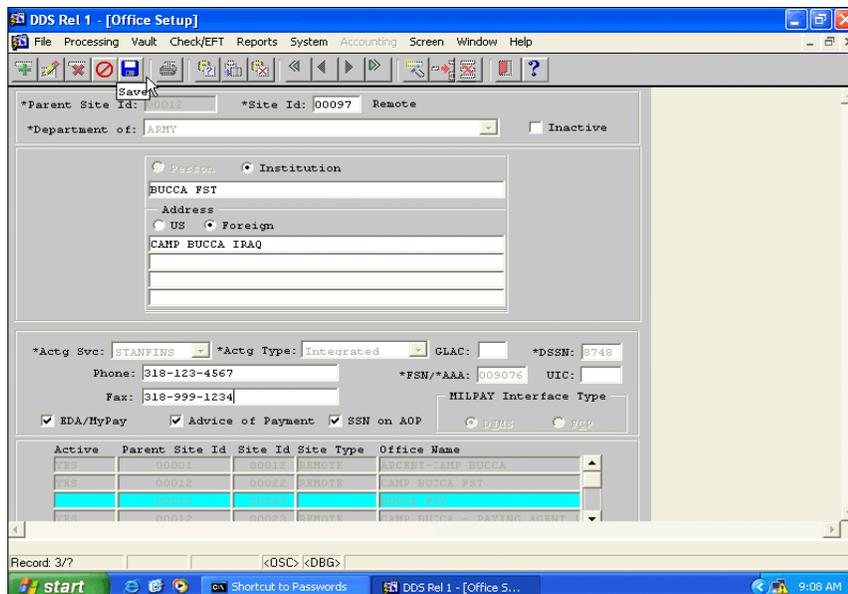


c. Enter Site ID (i.e. 00031)

d. Enter Office Name (i.e. Remote Agent Site Week?)

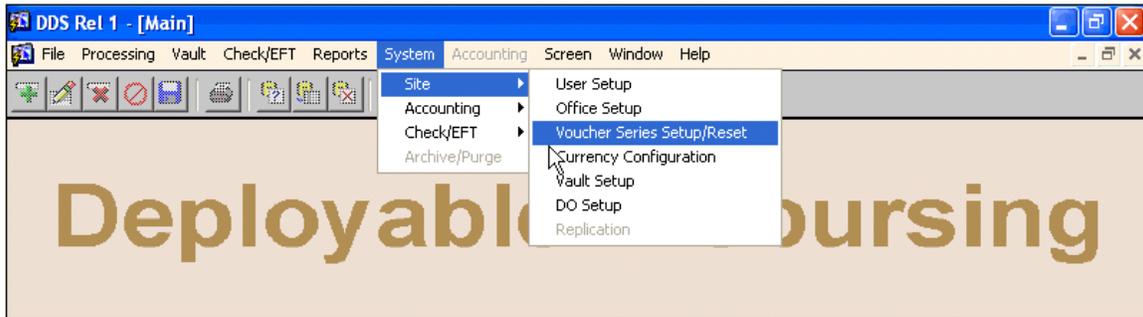
e. Enter Address, phone and fax numbers.

f. Click SAVE.



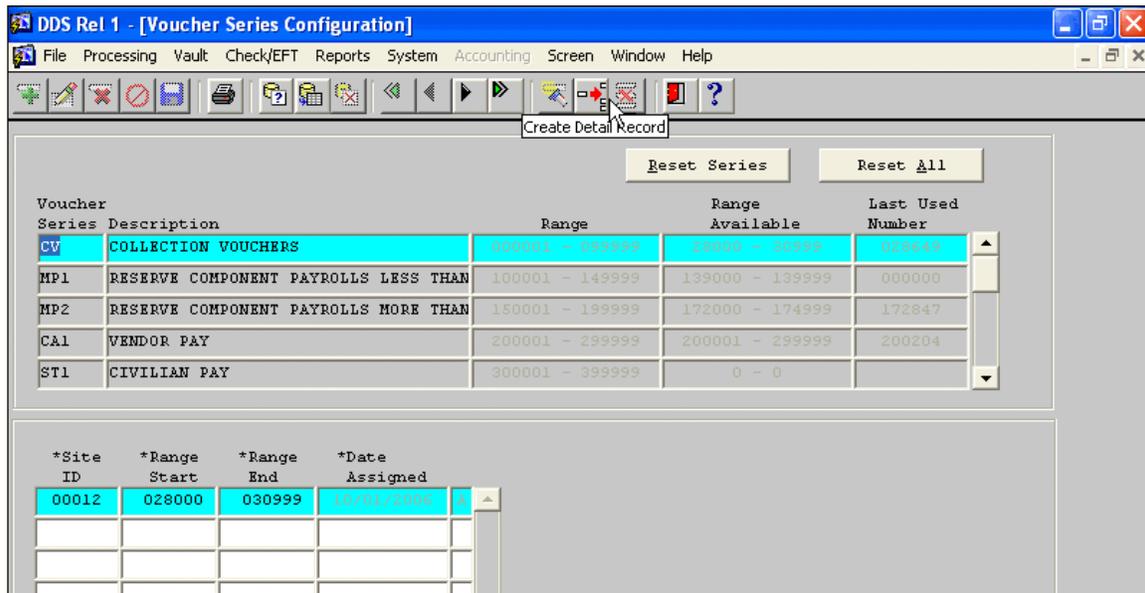
## 2. Assign Voucher Series

a. On the Main menu, go to SYSTEM-SITE-VOUCHER Series Configuration.



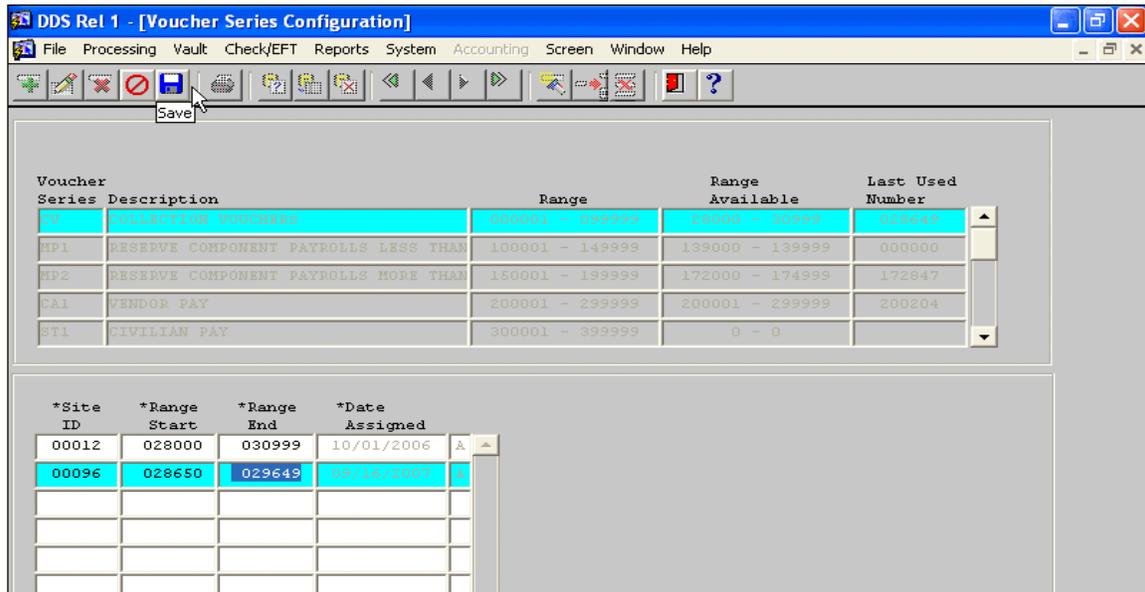
b. Highlight the Voucher Series you want to assign to the new site (i.e. CV, CA1).

c. Click on the CREATE DETAIL RECORD button.



d. Enter the Site ID, Range Start and Range End. Assign Site minimum of CA1 (For Payments), CV and Misc (For FC Gain/Loss and Rounding).

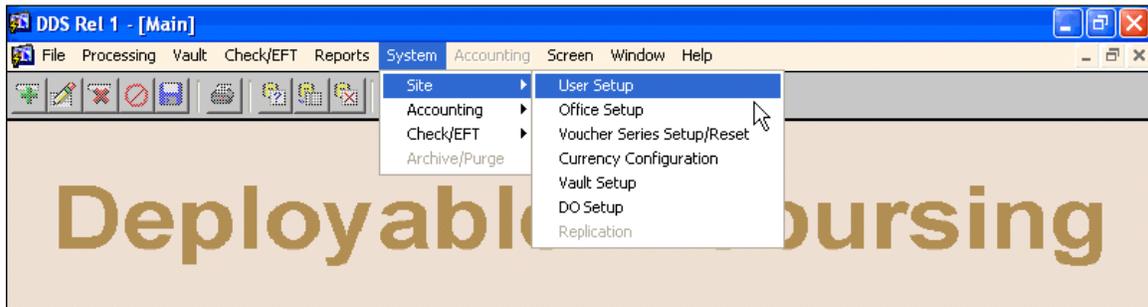
e. Click SAVE.



f. Repeat steps b through e for each voucher series type you want to assign.

### 3. Create User

a. On the Main menu, go to SYSTEM-SITE-USER SETUP.



b. Select the Site ID created in step 1.

\*Site Id: 00012 ARCENT-CAMP BUCCA Last Update: 09/16/2007 A

\*User Id: 00077 CAMP BUCCA- PAYING AGENT 77  
00078 CAMP BUCCA - PAYING AGENT 78  
00079 CAMP BUCCA- PAYING AGENT 79  
00080 CAMP BUCCA- PAYING AGENT 80  
00081 CAMP BUCCA - PAYING AGENT 81  
00082 566TH MEDICAL COMPANY (AS)  
00083 CAMP BUCCA PAYING AGENT 0083  
00088 FOB CAMP BUCCA INSTALLATION  
00091 CAMP BUCCA - PAYING AGENT

Name: (\*Last, \*First, MI)  
(\*Last, \*First, MI)

\*SSN: 00096 FST96

Signature Block: 00096 FST96

Password: [ ]

Agent Information Only

\*Rank: SPC Date of Last 2665: [ ]

\*DEROS: 06/30/2007 Total Balance: [ ]  
(mm/dd/yyyy)

Maintains Vault  Certify Collection Voucher  
 System Admin  Print Checks  
 Accounting  Input Voucher

NOTE: Since there is no active user created, when you select the Site ID, you will get a warning message, just OK.



c. Enter the User ID, Name, SSN, and Signature block.

d. Click on the functions for the DA. NOTE: Minimum functions are Maintains Vault, Sys Admin, Change Bus Day, And Input Voucher.

e. Enter Rank and DEROS.

NOTE: When creating a user for other sites (not the current site), create only ONE user per site. That user should be the person sending and receiving DD 1081s to/from the parent site. Once the site is established, all other users can be added at this time.

f. Click SAVE.

DDS Rel 1 - [User Setup]

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

\*Site Id: 00096 FST96 Last Update: 09/16/2007 A

\*User Id: ADM  Inactive User

Name: ADMIN NCO  
 (\*Last, \*First, MI)

\*SSN: 123456789

Signature Block: NEW\$4USER

Password

User can Perform the Following Functions

<input type="checkbox"/> Agent Functions	<input type="checkbox"/> Change Business Day
<input type="checkbox"/> Deputy Agent	<input type="checkbox"/> Certify Disbursement Voucher
<input type="checkbox"/> Maintaining Vault	<input type="checkbox"/> Certify Collection Voucher
<input checked="" type="checkbox"/> System Admin	<input type="checkbox"/> Print Checks
<input type="checkbox"/> Accounting	<input type="checkbox"/> Input Voucher

Agent Information Only

\*Rank:  Date of Last 2665:

\*DEROS:  Total Balance:   
 (mm/dd/yyyy)

Check to inactivate user.  
 Record: 122/122 <OSC> <DBG>

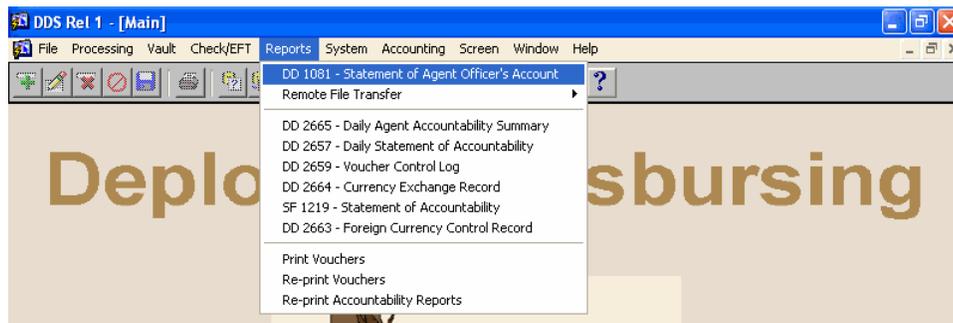
g. Exit DDS

## APPENDIX C

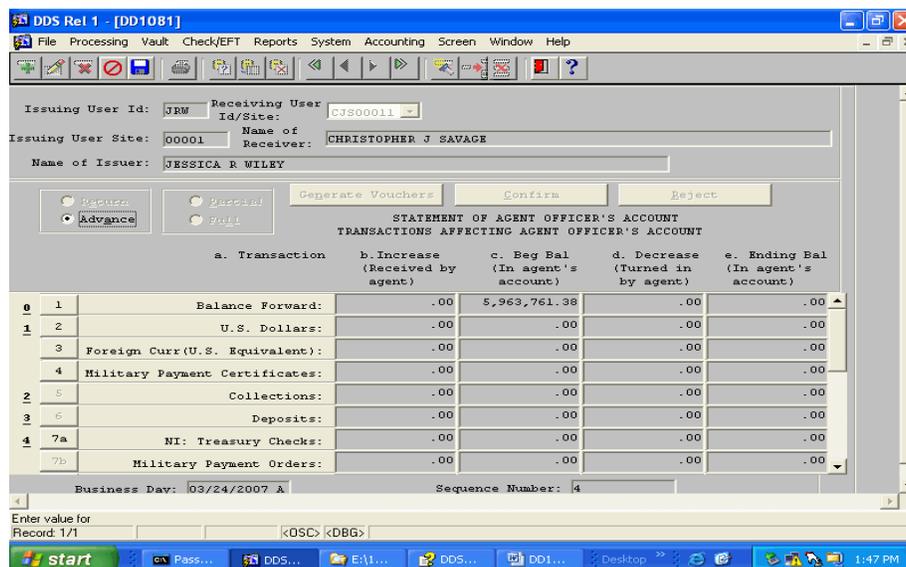
### DD 1081 - Statement of Agent Officer's Account

A summary of cash transactions, receipt for cash, vouchers, and other negotiable instruments transferred between disbursing officers (DO's) and their agent officers (Deputies, Agents, Cashiers, Paying Agents, and Collection Agents). The use of DD 1081 creates an audit trail and maintains accountability. When funds are advanced, the DO is transferring the accountability to the designated agent. To complete the transfer, the receiving agent must accept and sign for the transfer.

- 1) **Access “DD 1081 - Statement of Agent Officer’s Account”** from the DDS Main Menu by clicking “Reports” and “DD 1081 - Statement of Agent Officer’s Account” from the scroll-down menu.



- 2) **Create Advance DD 1081** - Upon entering the DD 1081 screen, if a "DD 1081 Return" is awaiting confirmation, the message "Information: Incoming DD 1081 must be processed "OK" will be displayed. When this message displays, the Vault user must either “Confirm” or “Reject” the incoming DD 1081 Return before they can create a new DD 1081 Advance to the same user. Main or Remote site Vault users can create a DD 1081 Advance to a Deputy, Agent, or Cashier.



- i) Click the “New” button on the toolbar.
- ii) Select the “Receiving User ID/Site” from the drop down menu. The system will automatically default to Advance.

- iii) From the DD1081 item list below, select the item(s) you want to advance to the Receiving User such as cash, checks, dishonored checks, EFT for cash, incorrect vouchers, etc by clicking on the appropriate numbered button. Each selection will cause another window to display for the user to enter/select the items to advance.
    - i) Balance Forward - This field is system generated
    - ii) U.S. Dollars - The US Dollar/FC Cash/MPC/Transfer screen pop-up.
    - iii) Foreign Curr (U.S. Equivalent) - The US Dollar/FC Cash/MPC/Transfer screen pop-up.
    - iv) Total Funds - Clicking Line 12, the Total Funds, Business Day and Sequence Number will be displayed automatically.
  - iv) Click the “Save” button on the toolbar.
- 3) **Create Return DD 1081** - Upon entering the DD 1081, if the Advanced DD 1081 is awaiting confirmation, the message "Information: Incoming DD 1081 must be processed. “OK” will be displayed. Return DD 1081 cannot be made to the user who created the Advanced DD 1081 until the user confirms the DD 1081 awaiting certification.

DDS Rel 1 - [DD1081]

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Issuing User Id: OMI Receiving User Id/Site: ###00001

Issuing User Site: 00002 Name of Receiver: SITE ACCOUNTABILITY 00001

Name of Issuer: OMAR MARQUEZ

Return Advance Partial Full

Generate Vouchers Confirm Reject

STATEMENT OF AGENT OFFICER'S ACCOUNT  
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

	a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Ending Bal (In agent's account)
0	1 Balance Forward:	.00	2,419,786.36	.00	2,559,288.49
1	2 U.S. Dollars:	.00	.00	.00	.00
	3 Foreign Curr(U.S. Equivalent):	.00	.00	.00	.00
	4 Military Payment Certificates:	.00	.00	.00	.00
2	5 Collections:	37,700.00	.00	.00	.00
3	6 Deposits:	.00	.00	.00	.00
4	7a NI: Treasury Checks:	.00	.00	.00	.00
	7b Military Payment Orders:	.00	.00	.00	.00

Business Day: 03/24/2007 A Sequence Number: 661

Record: 1/1 <OSC> <DBG>

- i) Click the “New” button on the toolbar.
- ii) Issuing User ID - System will default to logged in user
- iii) Receiving User ID/Site - Select site from drop down list
- iv) Issuing User Site Number - System will default to logged in user
- v) Name of Receiver - System will default to name corresponding to Receiving User ID
- vi) Name of Issuer - System will default to logged in user
- vii) Clicking the “Generate Vouchers” button will generate gains, losses, or rounding vouchers. If the user processes the Return DD 1081, the system will automatically check the gains, losses, or rounding vouchers and the message will be populated. The user must click the “Generate Vouchers”

button if gains, losses, or rounding vouchers is awaiting printing. “Confirm” and “Reject” buttons are not applicable in Return.

- viii) Select the “Return” radio button, and then select either “Partial” or “Full” radio button. A partial return will only be allowed when local cashier processes a return DD 1081.
- ix) From the DD 1081 item list below, select the item(s) you want to return to the Vault User such as cash, checks, deposits, paid vouchers, dishonored checks, etc by clicking on the appropriate numbered button. Each selection will cause another window to display.
  - i) Balance Forward - This field is system generated.
  - ii) U.S. Dollars - The US Dollars/FC Cash/MPC/Transfer screen pop-up.
  - iii) Foreign Curr (U.S. Equivalent) - The US Dollars/FC Cash/MPC/Transfer screen pop-up.
  - iv) Collections - The Collections screen pop-up when selection was made Return and Full.
  - v) Paid Vouchers - The Paid Vouchers screen pop-up when selection was made Return and Full.
  - vi) Loss of Funds - The Loss of Funds screen pop-up when selection was made return and full.
  - vii) Total Funds - Clicking the Line 12: Total Funds, the total amount displays automatically.
- x) Business Day - Defaults to current business day
- xi) Sequence Number - Defaults to next number
- xii) Click the “Save” button on the toolbar.

- 4) **Confirm/Reject DD 1081** - Upon clicking DD 1081, the screen populates with message Information: Incoming DD 1081 must be processed, the oldest unconfirmed DD 1081 being first. Clicking OK allows the user to either Confirm or Reject the DD 1081.

The screenshot shows the DDS Rel 1 - [DD1081] application window. The title bar indicates the window name and standard Windows window controls. The menu bar includes File, Processing, Vault, Check/EFT, Reports, System, Accounting, Screen, Window, and Help. The toolbar contains various icons for file operations and navigation. The main window displays a form for processing a DD 1081. The form includes fields for Issuing User Id (DJI), Receiving User Id/Site (LES00022), Issuing User Site (00022), Name of Receiver (LARRY E SHIPP), and Name of Issuer (DAVID J LASHBROOK). Below these fields are radio buttons for Return, Partial, Full, and Advance. A 'Generate Vouchers' button is also present. The main area of the form is titled 'STATEMENT OF AGENT OFFICER'S ACCOUNT' and 'TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT'. It contains a table with columns for line number, description, and amount. A 'Forms' dialog box is overlaid on the form, displaying a warning icon and the text 'Continue with confirmation?'. The dialog box has 'OK' and 'Cancel' buttons. The background form shows a table with the following data:

Line	Description	Amount
0	1 Balance	54,085.05
1	2 U.S. Dollars	
3	Foreign Curr (U.S. E)	
4	Military Payment Certificates:	.00
2	5 Collections:	.00
3	6 Deposits:	.00
4	7a NI: Treasury Checks:	.00
	7b Military Payment Orders:	.00

At the bottom of the form, there are fields for Business Day (04/02/2007 A) and Sequence Number (73). The status bar at the bottom of the window shows 'Record: 0/1' and '<OSC> <DBG>'. The Windows taskbar at the bottom shows the Start button, several open applications (Shortcut..., DDS Rel..., db\_copy, Reports...), and the system clock (3:43 PM).

- i) Clicking Navigate Buttons from the toolbar allows the user to browse through unconfirmed DD 1081s.
- ii) Select DD 1081 for confirmation.
- iii) Issuing User Id - Pre-filled
- iv) Receiving User/Site - Pre-filled
- v) Issuing User Site Number - Pre-filled
- vi) Name of Receiver - Pre-filled
- vii) Name of Issuer - Pre-filled
- viii) Generate Vouchers - Not applicable for Confirm/Reject.

NOTE: The amounts Advanced or Returned, such as cash, checks, dishonored checks, EFT for cash, incorrect vouchers, etc, will be shown in Column b. Increase (Received by agent) or d. Decrease (Turned in by agent). The user can click the Confirm button or click the line number to view advanced or returned items.

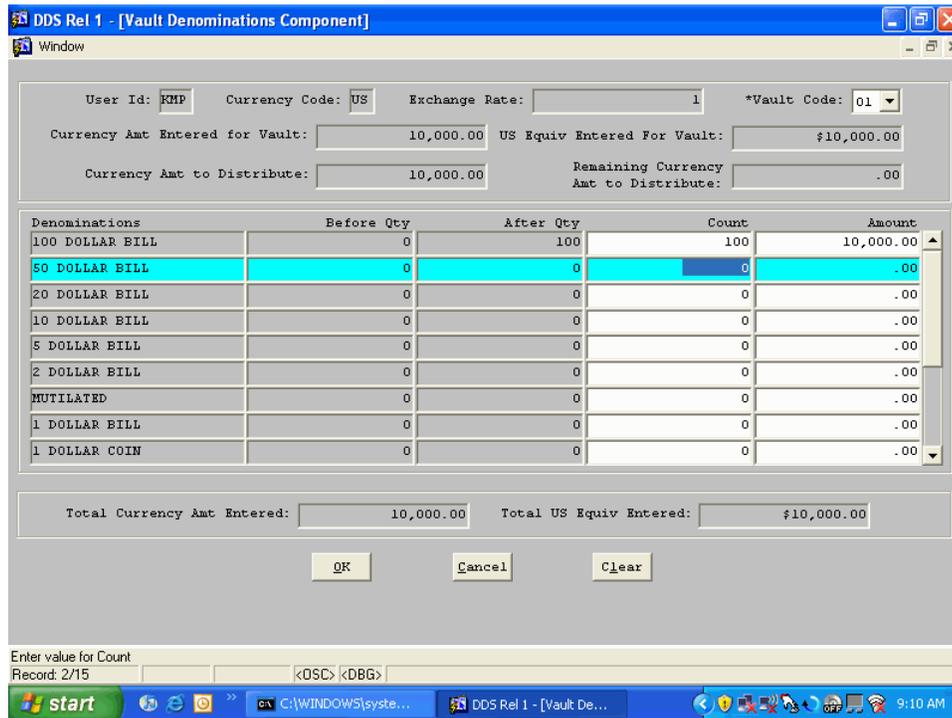
- ix) Click "Confirm" or "Reject" button.
- x) Confirm - Upon clicking "Confirm" button.

The screenshot shows the 'DDS Rel 1 - [DD1081]' application window. The interface includes a menu bar (File, Processing, Vault, Check/EFT, Reports, System, Accounting, Screen, Window, Help) and a toolbar with various icons. Below the toolbar, there are input fields for 'Issuing User Id' (OM1), 'Receiving User Id/Site' (0AD0002), 'Issuing User Site' (00002), 'Name of Receiver' (OMAR A DIAZ), and 'Name of Issuer' (OMAR MARQUEZ). There are buttons for 'Generate Vouchers', 'Confirm', and 'Reject'. A section with radio buttons allows selecting 'Advance' (selected) or 'Return', with sub-options for 'Partial' and 'Full'. The main area displays a 'STATEMENT OF AGENT OFFICER'S ACCOUNT' with the following table:

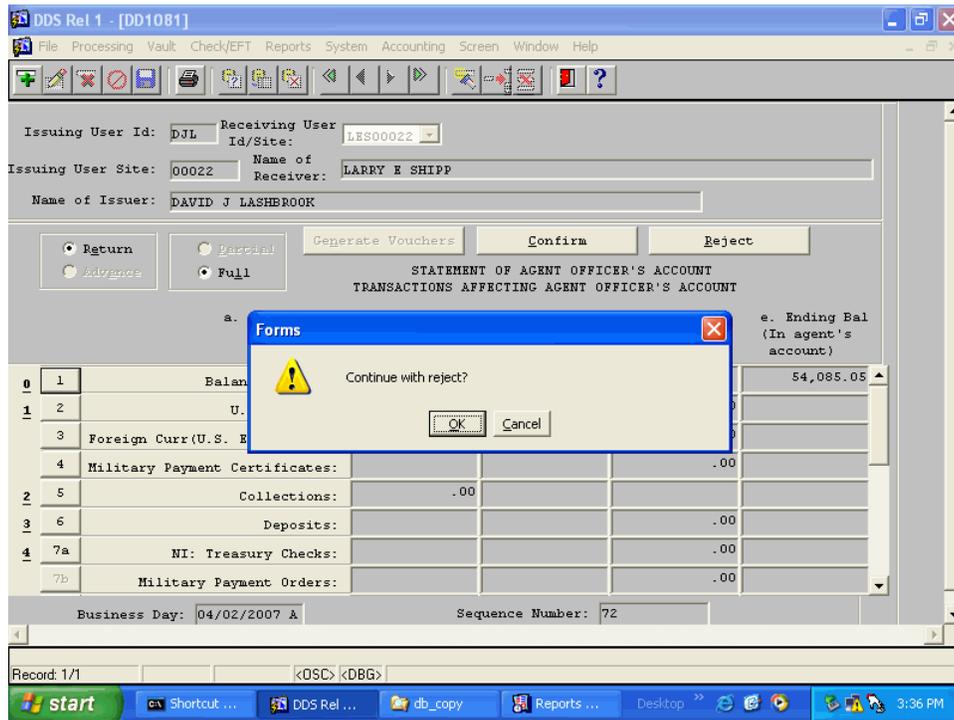
	a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Ending Bal (In agent's account)
0	1 Balance Forward:		7,190.00		7,390.00
1	2 U.S. Dollars:	200.00			
	3 Foreign Curr.(U.S. Equivalent):	.00			
	4 Military Payment Certificates:	.00			
2	5 Collections:				
3	6 Deposits:				
4	7a NI: Treasury Checks:	.00			
	7b Military Payment Orders:	.00			

At the bottom of the window, there are fields for 'Business Day: 03/24/2007 A' and 'Sequence Number: 78'. The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock at 10:08 AM.

- It will update the cashier's accountability.
- If the Vault user clicks the Confirm button on a cash return DD 1081, the Vault Denomination Component screen will be opened for the first currency. The Vault user must distribute cash by denomination.



- If the Vault user confirms more than one currency, by clicking the “OK” button in the denomination screen, another currency Denomination screen will be displayed. Clicking the “Cancel” button in the Vault Denomination Component screen will cancel the entire currency denomination process and return to the DD 1081 screen.
  - After all currencies have been confirmed, the Agent or Vault user would then systematically go down the DD 1081 clicking on buttons that have dollar amounts attached to them, verifying each for accuracy. Only then would the Confirm button actually be pressed.
- xi) Reject - Upon clicking the “Reject” button, the accountability will not be updated and the "Rejected" label will display on rejected DD 1081 in upper right corner.



NOTE: Items listed cannot be modified. Issuer of DD 1081 can only correct. If DD 1081 is issued incorrectly, the DD 1081 can be rejected by the receiving user. The originator of the DD 1081 will then have to delete it and create a new one.

xii) Click the “Save” button on the toolbar.

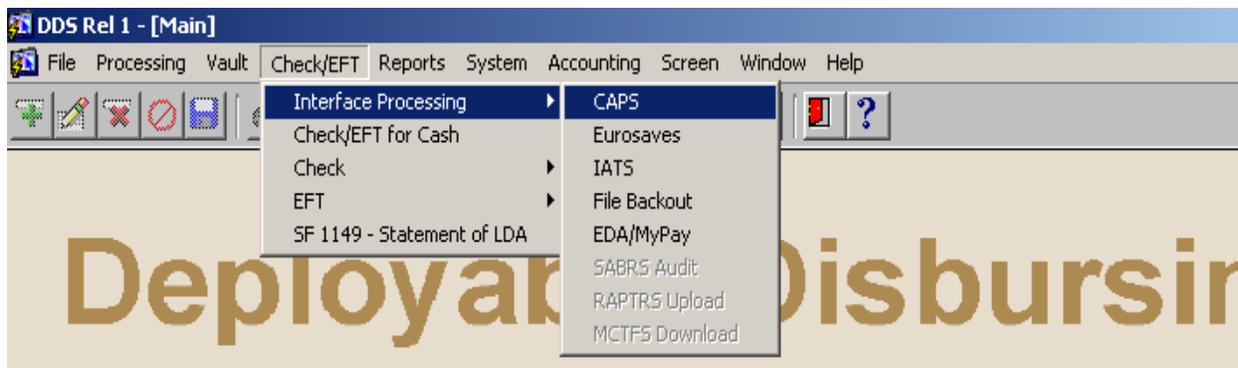
## APPENDIX D

### Interface Processing- Interface with CAPS

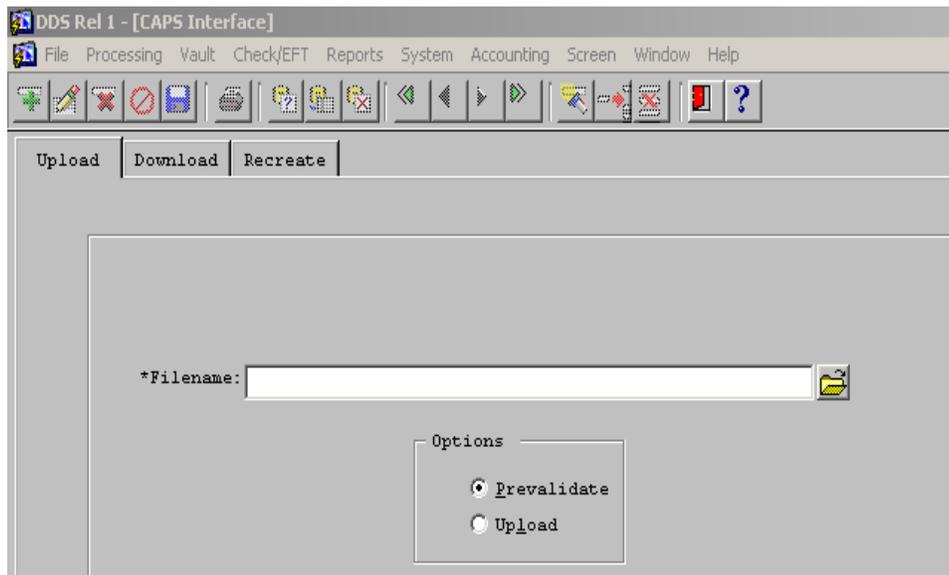
Process allows users to upload & download CAPS files, and to recreate previously downloaded CAPS files. This process is accessible at Main and Remote sites by users with Maintains Vault, Print Check, or Input Voucher privileges. It is a single access process which means that only one user can process it at a time. CAPS Interface processes payment files of pre-certified vendor pay vouchers received in disbursing office from the Computerized Accounts Payable System (CAPS). Each payment will adjust the Disbursing Officer's accountability in accordance with DODFMR 7000.14-R. A file cannot be uploaded twice. Multiple files can be processed during a business day. The CAPS interface cannot be processed if the office day is closed.

- a) **Create A Download File From the 3-in-1 Terminal** - Only the transactions (CASH ONLY) that have been paid and have not been previously downloaded or backed out, or previous payments that are voided/rejected that have not been downloaded or backed out, are downloaded. A downloaded batch contains only those payments that have been paid by the agent you are clearing. Plays file on a disk that is accessible by the computer DDS is loaded on.
- b) **Access CAPS Interface in DDS**

(1) Access by clicking on "Check/EFT" from the DDS Main Menu, and selecting "Interface Processing" and "CAPS" from the scroll down menu.



(2) The Screen will display with three tab sheets Upload, Download, and Recreate.



**NOTE: Pre-validate and Upload CAPS File** - The tab to create CAPS interface upload will only be available while the business day is opened. When the office's business day is closed, the "Upload" tab will not be enabled and the default "Download" tab will be opened with the uploaded file that has been processed. When the site is setup to STANFINS, the system will validate the accounting lines against the APC master table.

**c) Pre-validate:**

- (i) Pre-validate by clicking "Open Folder" button, and select the drive or file name if the file name is not shown.
- (ii) The system defaults to Pre-validate. It is important to pre-validate a 3-n-1 file to insure that it is error-free before the upload. After selecting the file (File name should be saved as UPLOAD.ASC), click button. The system validates the file for accuracy. If discrepancies exist, system will reject the attempt to upload the file. During these processes, no changes occur in the database. A file can be pre-validated as many times as the user may choose but can be uploaded only once.
- (iii) Once Pre-validation is done, the print preview of Validate report will be displayed with Accepted number of payments and Rejected number of payments. Click the "Print" button to print.
- (iv) Clicking the "Close Previewer" button, the Error Report will be displayed if there are any errors in the file. Click "Print" button to print.
- (v) Then click "Close Previewer" button to exit. Once the pre-validation is complete, the 3-IN-1 file can be uploaded.

**(d) Upload:** Once the pre-validation is complete, the 3-IN-1 file can be uploaded. Click the "Open Folder" button and select the drive or file name if the file name is not shown.

- (i) Click Upload and click the "OK" button. The message "The upload

is a long running process. Do you want to continue?" "Yes", "No" will be displayed.

- (ii) Click the "YES." If the user clicks "NO" the upload process will discontinue.
- (iii) Clicking "YES" will display the print preview of "Validate Report". Click the "Print" button to print Validate Report.
- (iv) Clicking the close previewer button will display the "Error Report" if there are any errors in the file. Click the "Print" button to print the error report.
- (v) Click the "Close Previewer" button to exit.
- (vi) If the user uploads a duplicate file, the message "All Payments have Errors. No Data was uploaded. Click "OK" to view the reports. Clicking the "Cancel" button will cancel the Upload process.

e) **Download 3-IN-1 File** - Only the transactions that have been paid, but have not been previously downloaded or backed out, or previous payments that are voided, rejected or have NOC's that have not been downloaded or backed out, will be available to download. The tab to create 3-IN-1 interface download and recreate tabs will be enabled regardless whether the business day is open or closed.

- (i) Click the "Download" tab sheet. The Uploaded Batch Files that have been paid will be displayed automatically.
- (ii) Select the row to highlight the Batch to be downloaded. Only one batch can be selected at a time.
- (iii) Click the "Download" button. The File Dialog screen will be displayed.
- (iv) Click the "Open Folder" button, select the drive or file name, and then click the "OK" button. The selected drive or file name will be displayed in the File name. The following message will be displayed "Information: About to create download file for PAID." Click the "OK" button, and the next message "Information: File Successfully Downloaded." will be displayed.
- (v) Click the "OK" button. Once a file has been successfully downloaded, it will no longer be available in the Download tab sheet. Instead, it becomes available in the Recreate tab sheet.

(f) **Recreate/Delete Downloaded 3-IN-1 File** - The user will have the option to Recreate or Delete previously downloaded 3-IN-1 files. Once a file has been successfully downloaded, it will no longer be available in the Download tab sheet. Instead, it becomes available in the Recreate tab sheet. If downloaded 3-IN-1 file has been deleted, they cannot be recreated from the Recreate 3-IN-1 file screen. The user will have to copy or recreate them from the archive directory. To create interface 3-IN-1 download and recreate tabs will be enabled regardless business day is open or close.

- (i) Click "Recreate" tab sheet and select the row to highlight a previously downloaded file. Only one file can be selected at a time.
- (ii) Delete a file by clicking the "Delete" button.

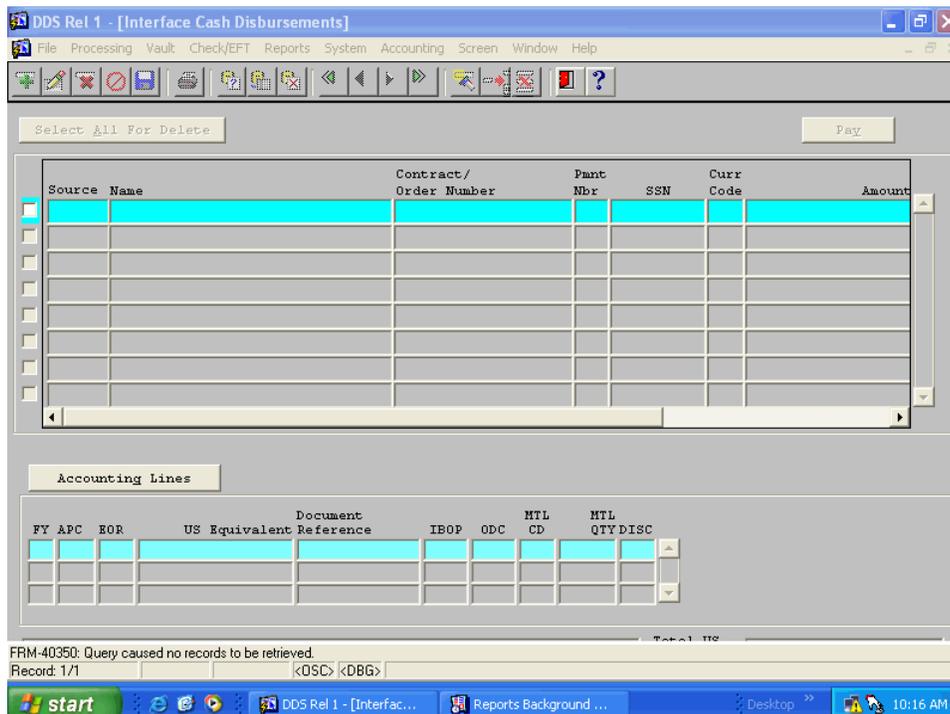
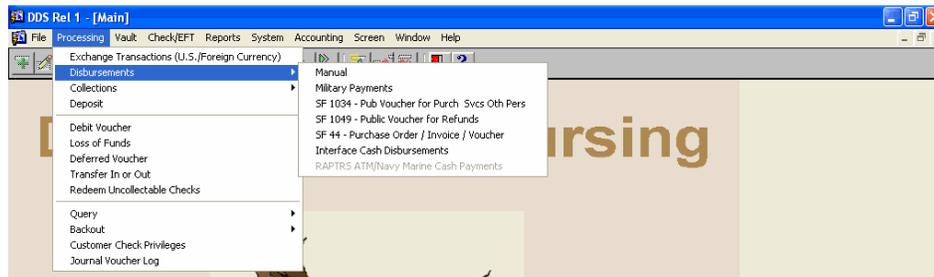
- (iii) Recreate a 3-IN-1 file by clicking the “Recreate” button. The File Dialog screen will be displayed.
- (iv) Click the “Open Folder” button, select the drive or file name, and then click the “OK” button. The selected drive or file name will be displayed in the File name.
- (v) Click the “OK” button. The message “Information: About to create download file for PAID.” will be displayed.
- (vi) If the same file name exists in the selected drive, the message “Download.dat file already exists in the 'A: \' Overwrite? > will be displayed.
- (vii) The message “Information: Recreated the 3-IN-1 file” will be displayed.

## APPENDIX E

### Interface Cash Disbursements

Interface Cash Disbursements process enables Agents or Cashiers at Main and Remote sites to pay pre-certified vendor and travel payments, uploaded through the CAPS Interface or IATS Interface process, by cash in U.S. or foreign currency. The process will validate whether the Agent or Cashier can make a cash payment based on fund availability for the currency type designated on the pre-certified voucher. If yes, the agent or cashier will be able to view, identify, and disburse pre-certified vendor or travel cash payments. If pre-certified 3-IN-1 or IATS cash payments cannot be paid on the same business day as they were uploaded, they must be deleted individually or in mass by an Agent, Cashier, or authorized user. Only one 3-IN-1 or IATS pre-certified cash payment can be paid at a time.

- i) **Access “Interface Cash Disbursements”** by clicking on “Processing” from the DDS Main Menu, and selecting “Disbursements” and “Interface Cash Disbursements” from the drop down menu.



ii) **Pay Interface Cash Disbursements** - Process provides users the ability to pay and query pre-certified 3-IN-1 cash payments under these conditions. 3-IN-1 cash payments can be paid in U.S. or foreign currency. 3-IN-1 Interface process uploads pre-certified vendor from the 3-IN-1 system. If the upload files contained any pre-certified cash payments, they will be available for payment by sorted order in the Interface Cash Disbursements screen.

- (1) The screen will display with the "Select All for Delete" button and the "Pay" button disabled. Upon selecting which pre-certified cash payment record needs to be paid, the pay button becomes enabled.
- (2) Place a check mark in the box next to the disbursement(s) that need to be paid or deleted.
- (3) Click the "Navigation" buttons on the toolbar to select a cash payment record to Pay.
- (4) To select the record, click the check box next to the applicable cash payment record to be paid.
- (5) Click the "Pay" button. A confirmation message "Pay This Record? Ok or Cancel" displays to user.
- (6) Click the "Ok" button to continue. Click the "Cancel" button to abort this process. A confirmation message "Voucher Number ##### assigned. "Ok" displays to user.
- (7) Click the "Ok" button to continue. The pre-certified cash payment record has been paid and disappears from the Interface Cash Disbursements screen.
- (8) The next pre-certified cash payment is ready to be selected.

iii) **Delete Interface Cash Disbursements** - Process allows users the ability to delete and query pre-certified 3-IN-1 cash payments under these conditions. Only Interface with 3-IN-1 IATS cash payments in a pre-certified status can be deleted during an office's business day open. Interface 3-IN-1 cash disbursements (paid status) can be deleted individually or in mass. Interface 3-IN-1 and IATS cash payments (pre-certified status) can be deleted at the same time but separate report for the 3-IN-1 Delete Payment Report will be generated. Pre-Certified 3-IN-1 cash disbursements can be deleted only by an Agent, Vault user, or user who uploaded the 3-IN-1 Interface file containing the cash payment into DDS.

- (1) The screen will display with the "Select All for Delete" button and the "Pay" button disabled.
- (2) Place a check mark in the box next to the disbursement(s) that need to be deleted.
- (3) Click the "Navigation" buttons on the toolbar to select a cash payment record to delete.
- (4) To select a single record for deletion, click the check box next to the applicable cash payment record. Or, click the "Select All for Delete" to mark every check box and mass delete all cash payment records.
- (5) Click the "Delete" button on the toolbar. A confirmation message "Delete This Record? Ok or Cancel" displays to user.

- (6) Click the “Ok” button to continue. Print Previewer screen displays the Interface Delete Cash Report. The user can print this report during the delete process. It can not be reprinted through the Reprint Voucher process in DDS. If necessary, the report can be reprinted manually from the stored Deleted Interface Cash Report List which is saved as a \*.pdf file in the IATS default directory.
- (7) Deleted cash payment records will not show in the AOP tab sheet of Reprint Voucher or in the 3-IN-1 or IATS Interface download file. The printed hard copy of Interface Cash Delete Report should be sent with the download file to Vendor Pay or Travel Pay. The report will notify them of payments not paid or deleted.

iv) **Backout Interface Cash Disbursements** - Process will allow users to backout paid 3-IN-1 cash payments but only under these conditions. Entire 3-IN-1 Interface upload files can be backed out via the Interface Backout process but only if no transactions were paid.

- (1) Access “Backout Interface Cash Disbursements” by clicking on “Processing” from the DDS Main Menu, and selecting “Backout”, “Disbursements”, and “Manual” from the drop down menu.
- (2) Click the row to highlight the transaction to be backed out. Backout processing can only back out one row at a time.
- (3) Click the “Backout” button, the “System Administrator login screen” will appear.
  - a) User ID - Enter the System Administrator’s User ID.
  - b) Password - Enter the System Administrator’s password.
- (4) Click the “OK” button to confirm the backout, or click the “Cancel” button to discontinue the backout. When a paid 3-IN-1 cash payment record has been successfully backed out, the payment status for this record will be changed from paid to pre-certified. The pre-certified cash payment record can be paid again or deleted. The 3-IN-1 cash payment displays on DD2659 (Voucher Control Log) as Voided if deleted.

NOTE: The user can print and reprint the “Backed out 3-IN-1 Interface Payments Report” through the Reprint Miscellaneous Reports.