

**WASHINGTON HEADQUARTERS SERVICES (WHS)
ACQUISITION AND PROCUREMENT OFFICE (A&PO)
OSD/WHS PURCHASE CARD PROGRAM**

PURCHASE CARD ALERT NUMBER 77

(Issue date: 21 Dec 2010)

THIS ALERT IS APPLICABLE TO:

APPROVING OFFICIALS



CARDHOLDERS



SUBJECT: Electronic Invoice Processing through the US Bank Access Online System

The purpose of this Purchase Card Alert is to announce that WHS, in conjunction with US Bank and DFAS, is beginning testing this week to implement electronic invoice processing through the US Bank Access Online system. Once implemented, invoice approvals, obligations and disbursements will be performed electronically without the Financial Management Directorate (FMD) Finance and Accounting (F&A) and Resource Management Division (RMD) intervention, except for assistance with initial commitment postings, lines of accounting postings, rejects or posting errors. The electronic process will eliminate approximately seven business days of processing by removing RMD and F&A from the process. Electronic invoice processing will be more efficient and will result in more timely payments to US Bank.

As stated in AI 105, paragraph E2.14.2.2, Approving Officials must submit their invoices for processing within five business days after the close of each billing cycle (usually the 19th of each month). Currently invoices are certified and submitted to the Government Purchase Card mailbox at GPC@WHS.MIL. Once electronic invoice processing is enabled, the Approving Official will no longer submit to this mailbox.

We anticipate the full implementation of electronic invoice certification capability through the US Bank Access Online system in the beginning of March 2011. We are planning to complete the testing in the next 10 days and will then commence coordinated training and uploading of account holder information. US Bank has proven experience implementing the system throughout the DoD community. This truly is a key electronic process which will eliminate delinquencies and more thoroughly track the status of the invoice in the approval process.

Attached as optional reading are explanatory background and timeframes provided by the Financial Management Directorate for invoice processing. The attachments address FMD internal processes only and are provided for account holder information.

Important Note: The electronic invoice processing implementation is not the same as (and should not be confused with) the Purchase Card Online System (PCOLS) implementation. The P-Card Program Office is implementing both concurrently. You will be provided the necessary guidance as we work through the implementation of both initiatives.

We hope you will continue to tell us when we are doing a good job of satisfying your needs as well as when we need to improve our efforts. You may submit your comments through the ICE Program at [ICE Purchase Card Program](#) or send them directly to the Program Manager at Claudia.Colvin@whs.mil.