**C7. CHAPTER 7**

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

C7.1. IMPLEMENTING FUNDS AVAILABILITY VERIFICATION. Internet ordering applications that accept Military Standard Requisitioning and Issue Procedures (MILSTRIP) requisitions dependent upon interfund billing procedures (e.g., [DoD EMALL](https://dod-emall.dla.mil/acct/), General Services Administration (GSA) Advantage/GSA Global) shall implement Defense Logistics Management System (DLMS) procedures for verification of Component funds availability. Components shall establish procedures to process the request for verification of funds availability and ensure subsequent establishment of a financial obligation.

 C7.1.1. DoD Components may authorize manual recording of the financial obligation by the customer as a separate action until an automated interface between the ordering application and a Component-sponsored financial system is available.

 C7.1.2. Where an interface is not available, external ordering applications shall alert users to comply with their Component-directed financial procedures.

C7.2. FUNDS AVAILABILITY REQUEST. The Verification of Funds Availability Request shall be prepared as a web call for online, real-time processing in the format prescribed at [www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/v4/v3a3.docx](http://www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/v4/v3a3.docx).

C7.3. BUSINESS RULES. Business rules for processing the Verification of Funds Availability Request are as follows.[[1]](#footnote-1)

 C7.3.1. Ordering applications shall not send requisitions, requisition modifications, and requisition follow-ups to the Source of Supply (SoS) until the funds availability check is completed and positive confirmation is received.

 C7.3.2. The Verification of Funds Availability Request shall be forwarded to the Army when the requisition identifies an Army DoDAAC in either the document number or supplemental address.

C.7.4. FUNDS AVAILABILITY REPLY. The Verification of Funds Availability Reply shall be prepared as a web call for online real-time processing in the format prescribed at [www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/v4/v3a3.docx](http://www.dla.mil/j-6/dlmso/elibrary/manuals/dlm/v4/v3a3.docx).

C.7.5. PROCESSING MULTIPLE LINE ITEMS. When multiple line items are included in the customer’s “shopping cart,” they shall be processed for funds verification as individual requisitions in succession by sequence[[2]](#footnote-2) described below, thereby allowing funds to be applied appropriately should there be insufficient funds for the entire “cart.” The sequence shall be:

 C7.5.1. Priority Designator (PD).

 C7.5.2. OSD/JCS project codes.

 C7.5.3. Special Requirements Code 999 and PD 01-03.

 C7.5.4. Special Requirements Code N (NMCS) (PD 01-08).

 C7.5.5. Special Requirements Code E (ANMCS) (PD 01-08).

 C7.5.6. Special Requirements Code 555 and PD 01-08.

 C7.5.7. Required Delivery Date.

C7.6. VERIFICATION OF AVAILABILITY REPLY CODE. The receiving DoD Component shall verify funds availability and provide the applicable reply code.

 C7.6.1. Under the following criteria, the requisition shall be considered acceptable for further processing by the Internet ordering application and forwarding to the SoS by citing an alpha Funds Verification (FV) Reply Code.

 C7.6.1.1. If funds are available for the bill-to DoDAAC and no error conditions exist, the requisition shall be authorized for continued processing, the funds available balance decremented, and the applicable financial obligation established. Cite FV Reply Code A.

 C7.6.1.2. If the bill-to DoDAAC is determined under internal Component procedures as not applicable to the funds verification process (e.g., funded by an alternative funding source, which the Component is not able to verify), the requisition shall be authorized for continued processing with no action. Cite FV Reply Code B.

 C7.6.1.3. If the bill-to DoDAAC is not identified in the web call due to procedures for third-party billing (bill-to DoDAAC associated with the Fund Code/Signal Code C or L)[[3]](#footnote-3), but the requisitioner DoDAAC has funds available and no error condition exists, the requisition shall be authorized for continued processing, the funds available balance decremented, and the applicable financial obligation shall be established under the requisitioner’s DoDAAC. Cite FV Reply Code C.

 C7.6.1.4. If the bill-to DoDAAC is not identified in the web call due to procedures for third-party billing (bill-to DoDAAC associated with the Fund Code/Signal Code C or L), and the funds verification cannot be approved using the requisitioner DoDAAC, but no error condition exists, the requisition shall be authorized for continued processing with no action. Cite FV Reply Code D.

 C7.6.1.5. If the unique message identification number (control number) assigned for the web call is a duplicate of a previously processed funds availability request, but funds are available, the requisition shall be authorized for continued processing. Cite Funds Verification (FV) Reply Code E.

 C7.6.1.6. Under Component-directed procedures, requisitions may be forwarded for funds verification even where the requisitioner’s Component is not responsible for reimbursement to the SoS, e.g., a requisition with an Army requisitioner and a Navy bill-to activity. The requisitioner’s Component may choose to obligate funds under the requisitioner DoDAAC as a precaution. The Army has directed that these procedures be employed for Army requisitioners.

 C7.6.1.6.1. If the bill-to DoDAAC is identified as another Component, but the requisitioner DoDAAC has funds available, the requisition shall be authorized for continued processing, the funds available balance decremented, and the applicable financial obligation established. Cite FV Reply Code F.

 C7.6.1.6.2. If the bill-to DoDAAC is identified as another Component, but the requisitioner DoDAAC does not have funds available, no action shall be taken by the requisitioner’s financial application and the requisitioner shall be asked to confirm that correct information is used in the requisition and an obligation has been recorded by the bill-to Component. Cite FV Reply Code G. The customer may choose to continue or abort processing (subject to bill-to activity’s funds verification processing, when available).

C7.7. CRITERIA FOR UNACCEPTABLE REQUISITION PROCESSING. Under the following criteria, the requisition shall not be considered acceptable for further processing by the Internet ordering application by citing a numeric Funds Verification (FV) Reply Code.

 C7.7.1. If funds are not available for the bill-to DoDAAC, the requisition shall not be authorized for further processing. Cite FV Reply Code 1.

 C7.7.2. If the bill-to DoDAAC is not authorized under Component procedures as a valid bill-to DoDAAC, the requisition shall not be authorized for further processing. Cite FV Reply code 2.

 C7.7.3. If the Fund Code is not recognized and acceptable to the billed Component, the requisition shall not be authorized for further processing. Cite FV Reply Code 3.

 C7.7.4. If the requisition document number (or document number/suffix) is a duplicate of a previously established obligation, the requisition shall not be authorized for further processing. Cite FV Reply Code 4.

C7.8. REQUISITON MODIFICATIONS. Requisition modifications shall be processed for verification of funds availability to ensure that the original requisition obligation is on file and any applicable changes to fund code or bill-to activity are acceptable. The materiel identification on the modification must match that on the original requisition. The responsible Component shall not reject or establish a new obligation for requisition modifications due to a duplicate document number.

 C7.8.1. Where no action is taken due to a previously recorded obligation and there are no error conditions, the requisition modification shall be authorized for further processing. Cite FV Reply Code H.

 C7.8.2. Where the materiel identification does not match that of the previously recorded obligation matching on document number, the requisition shall be rejected. Cite FV Reply Code 5.

 C7.8.3. If the Component has no identified obligation for the document number (or document number/suffix), process as a new requisition under the above procedures for verification of Component funds availability. Cite the applicable FV reply code. Note: The funds verification process may result in rejecting modifications to requisitions that had previously processed successfully by the SoS. Direct communication with the requisitioning Component’s financial office and possibly the SoS may be required to resolve the problem.

C7.9. REQUISITION FOLLOW-UPS. Requisition follow-ups in DLMS 869F, Document Identifier Code (DIC) AT\_ format shall be processed for verification of funds availability to ensure that the original requisition obligation is on file. The materiel identification on the follow-up must match the original requisition. The responsible Component shall not reject or establish a new obligation for these follow-ups due to a duplicate document number.

 C7.9.1. Where no action is taken due to previously recorded obligation and there are no error conditions, the requisition follow-up shall be authorized for further processing. Cite FV Reply Code H.

 C7.9.2. Where the materiel identification does not match that of the previously recorded obligation (matching on document number), the requisition shall be rejected. Cite FV Reply Code 5.

 C7.9.3. If the Component has no obligation identified for the document number (or document number/suffix), process as a new requisition under the above procedures for verification of Component funds availability. Cite the applicable FV reply code. Note: The funds verification process may result in rejecting follow-ups to requisitions that had previously processed successfully by the SoS. Direct communication with the requisitioning Component’s financial office and possibly the SoS may be required to resolve the problem.

C7.10. REVISION OF REQUISITION CONTENT. Customers receiving a reply code indicating that their requisition is not authorized for further processing shall be provided an opportunity to revise the requisition content. For example, the customer may choose to reduce the extended dollar value by reducing the quantity ordered or correct the bill-to activity DoDAAC or fund code, as applicable. Subsequent to customer update, the Request for Verification Funds Availability shall be re-transmitted.

C7.11. ALTERNATIVES FOR UNTIMELY APPLICATION INTERFACE. When the ordering application is unable to establish a timely interface with the responsible Component application, and the customer awaits the real-time funds availability reply, the ordering application may offer two alternatives:

 C7.11.1. Unmonitored Funds Verification. The Verification of Funds Availability Request shall be transmitted without direct feedback to the customer. The ordering application shall re-send the request every 15-30 minutes for up to 3-hours[[4]](#footnote-4) while the requisition is held in a pending status. If the reply is received indicating that the requisition is authorized for further processing, the requisition shall be forwarded to the SoS with no further action.

 C7.11.1.1. If the FV Reply Code indicates that the requisition is not approved for further processing, the Internet ordering application shall retain the FV Reply Code for customer queries of requisition status. In addition:

 C7.11.1.1.1. If the requisition is rejected using FV Reply Code 1-3, the ordering application shall transmit the requisition to the SoS via DAAS, citing Supply Status CX and the Internet ordering application’s Routing Identifier Code (GSA Internet ordering applications shall cite “GSA” and DoD EMALL shall cite “SME”) in the DLMS requisition. DAAS shall recognize this as a trigger for preparation of supply status indicating rejection of the requisition. DAAS shall prepare and return to all applicable status recipients the MILSTRIP Supply Status perpetuating the CX status. The Internet ordering application shall be perpetuated by DAAS as the Routing Identifier Code (RIC) From of the Supply Status. DAAS shall not forward the requisition to the SoS.

 C7.11.1.1.2 If the requisition is rejected using FV Reply Code 4 (duplicate document number/suffix), the requisition shall not be forwarded.

 C7.11.1.1.3 If the requisition is rejected using FV Reply Code 5 (modifier/follow-up with miss-match on materiel identification), the requisition shall not be forwarded.

 C7.11.1.2. If no reply is received after repeated attempts, the requisition shall be forwarded to the SoS with no action.

 C7.11.2. Hold for Later Processing. The customer may choose to place the order (“shopping cart”) in a hold status, and retry later. The ordering application shall not attempt to re-send the request. The order shall be saved for later processing to be initiated by the customer.

C7.12. BATCH ACCEPTANCE. Where the ordering application accepts batch ordering or input via MILSTRIP/DLMS format (e.g., multiple transactions uploaded as a batch, or without real-time direct interaction between the application and the customer, such as via DoD EMALL Manual Order Entry System (MOES)), the ordering application shall process the Verification of Funds Availability Request as described in paragraph C7.11.1. above using unmonitored funds verification procedures.

1. Under the pilot program, implementation is limited to an interface between DoD EMALL and GSA Advantage/GSA Global and the Army Funds Control Module and the Marine Corps financial application. Additional Component interfaces are projected under future phases. Refer to ADC 328. [↑](#footnote-ref-1)
2. Sequencing rules are based upon those established for demand sequencing under MILSTRIP Chapter 3, paragraph 3.1.2. These rules deviate from demand sequencing to include use of the RDD. [↑](#footnote-ref-2)
3. Procedures for verification of third party bill-to DoDAACs are under consideration for a future enhancement. [↑](#footnote-ref-3)
4. Actual time window for repeated attempts to contact the financial application may vary by Internet application. [↑](#footnote-ref-4)