

Government

- Grant Approver
 - [Approval Folder](#)
 - [History Folder by DoDAAC](#)
 - [History Folder by User](#)
 - [Approval Hold Folder](#)
 - [Recall - Action Required Folder](#)
 - [View Only Folder](#)

This presentation provides an overview of the Grant Approver Template Capabiltiy portion of ECP_0680.

This presentation contains audio narrative. Please adjust your volume accordingly.

[Help](#)

Grant Approver - Grant Voucher

[Header](#) [Grant WS](#) [ACRNs](#) [Addresses](#) [Misc. Info](#) [Preview Document](#)

[Populate Accounting Data from Template](#)

Contract Number Type		Delivery Order		Document Total	
Grant/Cooperative Agreement		GR12		\$ 2,000.00	
Voucher Number		Invoice Received Date		Issue Date	
INV0900		2012/12/26		2012/11/08	
Final Voucher		Type		Accrual	
<input type="checkbox"/> Final <input checked="" type="checkbox"/> Partial		<input checked="" type="checkbox"/> A		Period To Date	
Employer Identification Number		Period To Date		2022/12/31	
123456789					
Routing Information					
Role		Location Code		Extension Name	
Pay Official		HQ0131		Sookie Stackhouse	
Issue By		HC1013		DITCO-SCOTT	
Grant Approver		S0512A		DCMA LOS ANGELES	
Payee		3G7Q9		FSS ALUTIQ JOINT VENTURE	
Admin		S0512A		DCMA LOS ANGELES	
Recipient Organization		3G7Q9		FSS ALUTIQ JOINT VENTURE	

Click Populate Accounting Data from Template to select a document as a template for accounting data. (access key P)

A template feature similar to that available to the vendor is available to the Grant Approver for the following document types:

- Grant Voucher
- Non Procurement Instruments Voucher

[Submit](#) [Save Draft Document](#) [Previous](#) [Help](#)

Grant Approver - Grant Voucher

Header Grant WS ACRNs Addresses Misc. Info Preview Document

Populate Accounting Data from Template

Contract Number Type		Delivery Order		Document Total
Grant/Cooperative Agreement		GR12		\$ 2,000.00
Voucher Number	Voucher Date	Invoice Received Date		Issue Date
INV0900	2012/11/08	2012/12/26		
Final Voucher				
<input type="checkbox"/> Final <input checked="" type="checkbox"/> Partial				
Employer Identification Number		Period To Date		
123456789		2/12/31		
Routing Information				
Role				
Pay Official				
Issue By				
Grant Approver		S0512A	DCMA LOS ANGELES	
Payee		3G7Q9	FSS ALUTIQ JOINT VENTURE	
Admin		S0512A	DCMA LOS ANGELES	
Recipient Organization		3G7Q9	FSS ALUTIQ JOINT VENTURE	

Click Populate Accounting Data from Template to select a document as a template for accounting data. (access key P)

The "template" will be retrieved based on the:

- Same document type
- Same Contract Number / Delivery Order Number combination:
 - When pay office is DMDC the contract number will match the first 13 positions of the pseudo-PIIN.
- For Misc Pay documents - Same Pseudo-PIIN:
 - CAPS-C, CAPS-W, & One Pay: positions 1-6 must match
 - IAPS-E: positions 1-6 and 12 must match
- Must have been worked by a user at the location code for the same role as the current user
- Document must be in a Processed, Paid, or myInvoice status

Submit Save Draft Document Previous Help

Grant Approver - Grant Voucher

Header Grant WS ACRNs Addresses Misc. Info Preview Document

Populate Accounting Data from Template

Click Populate Accounting Data from Template to select a document as a template for accounting data. (access key P)

A "Populate Accounting Data from Template" button is provided on the Header tab (first tab) for each document type.

Contract Number Type	Grant/Cooperative Agreement	Delivery Order	Document Total
		GR12	\$ 2,000.00
Voucher Number	Voucher Date	Invoice Received Date	Issue Date
INV0900		2012/12/26	
Final Voucher		Basis of Request	
<input type="checkbox"/> Final <input checked="" type="checkbox"/> Partial		<input checked="" type="radio"/> Cash <input type="radio"/> Accrual	
Employer Identification Number	Employer	Period From Date	Period To Date
123456789	1234567890123456789012	2022/12/01	2022/12/31

Routing Information			
Role	Location Code	Extension	Name
Pay Official	HQ0131		Sookie Stackhouse
Issue By	HC1013		DITCO-SCOTT
Grant Approver	S0512A		DCMA LOS ANGELES
Payee	3G7Q9		FSS ALUTIIQ JOINT VENTURE
Admin	S0512A		DCMA LOS ANGELES
Recipient Organization	3G7Q9		FSS ALUTIIQ JOINT VENTURE

Submit Save Draft Document Previous Help

Grant Approver - Grant Voucher

Contract Number	Delivery Order	Invoice Number	Shipment Number
FU441799RKS01	0001	RKS8046	

Populate Grant Voucher Accounting Data from Template:

Voucher No.	Status	Invoice Received Date
<input type="radio"/> BVN0378	Processed	2012/12/18
<input checked="" type="radio"/> RKS6463	Processed	2012/12/18
<input type="radio"/> 5480016	Processed	2012/11/08
<input type="radio"/> BVN5481	Processed	2012/11/08
<input type="radio"/> BVN2796	Processed	2012/06/28
<input type="radio"/> RKS3114	Processed	2012/06/28
<input type="radio"/> RKS3118	Processed	2012/06/28
<input type="radio"/> BVN4448	Processed	2012/06/14
<input type="radio"/> RKS7443	Processed	2012/06/14
<input type="radio"/> BVN5503	Processed	2012/06/06

Upon clicking the "Populate Accounting Data from Template" button, the documents that match the "from template" criteria will be listed for selection.

Note: The document list will contain the most recent 10 documents sorted newest to oldest.

[Update Document](#) [Cancel](#)

Click Update Template to update your accounting data with data from this template. (access key U)


Grant Approver - Grant Voucher

Contract Number	Delivery Order	Invoice Number	Shipment Number
FU441799RKS01	0001	RKS8046	

Populate Grant Voucher Accounting Data from Template:

Voucher No.	Status	Invoice Received Date
<input type="radio"/> BVN0378	Processed	2012/12/18
<input checked="" type="radio"/> RKS6463	Processed	2012/12/18
<input type="radio"/> 5480016	Processed	2012/11/08
<input type="radio"/> BVN5481	Processed	2012/11/08
<input type="radio"/> BVN2796	Processed	2012/06/28
<input type="radio"/> RKS3114	Processed	2012/06/28
<input type="radio"/> RKS3118	Processed	2012/06/28
<input type="radio"/> BVN4448	Processed	2012/06/14

After selecting a document from the list, click the "Update Document" button.



Update Document

Cancel

Click Update Template to update your accounting data with data from this template. (access key U)

Grant Approver - Grant Voucher

[Header](#) [Grant WS](#) [ACRNs](#) [Addresses](#) [Misc. Info](#) [Preview Document](#)

Contract Number Type	Contract Number	Delivery Order	Voucher Number	Voucher Date
DoD Contract (FAR)	FU441799RKS01	0001	RKS8046	2013/01/21

* = Required Fields

Document Total (\$)				Amount Total (\$)	Difference (\$)
2,000.00				0.00	2,000.00
ACRN *	Line Item	AAI *	SDN *	Amount (\$) *	Actions
<input type="text" value="XX"/>	<input type="text"/>	<input type="text" value="968688"/>	<input type="text" value="sdn12345678905"/>	<input type="text"/>	Delete Add

All available accounting data will be populated for the Grant Voucher.
There are no line items to match.

[Save Draft Document](#) [Help](#)

Grant Approver - Non Procurement Instruments (NPI) Voucher

Header Line Item ACRNs Addresses Misc. Info Preview Document

Contract Number	Delivery Order	Reference Procurement Identifier	Voucher Number	Voucher Date
N45924RYCE111			VCH0003	2013/01/15

Total: 0.00

Item No.	Stock Part No.	Type	Qty. Invoiced	Unit of Measure	UofM Code	Unit Price (\$)	Amount (\$)
1001	NONE	VP	50	Each	EA	0.00	0.00

AAI *	SDN *
<input type="text" value="062649"/>	<input type="text" value="SDN0000000000"/>

Description

The accounting data for the Non Procurement Instruments Voucher will be populated for matching line items on the Line Item tab.

Item No.	Stock Part No.	Type	Qty. Invoiced	Unit of Measure	UofM Code	Unit Price (\$)	Amount (\$)
1002	NONE	VP	50	Each	EA	0.00	0.00

AAI *	SDN *
<input type="text" value="062649"/>	<input type="text" value="SDN000005255555"/>

Description

test

Save Draft Document Help

Grant Approver - Non Procurement Instruments (NPI) Voucher

[Header](#) [Line Item](#) [ACRNs](#) [Addresses](#) [Misc. Info](#) [Preview Document](#)

Contract Number	Delivery Order	Reference Procurement Identifier	Voucher Number	Voucher Date
N45924RYCE111			VCH0003	2013/01/15
Document Total (\$)	Approved Total (\$)		Difference (\$)	
0.00	0.00		0.00	

Item Number	CLIN Amount	ACRN Amount	Difference	Govt Approved Amount	CLIN Approved Amount	CLIN Approved Difference
1001	0.00	1,800.00	-1,800.00	0.00	0.00	0.00
<div><div><div>ACRN</div><div>10</div><div>12</div><div>13</div><div>14</div></div><div><div>Original Amount</div><div>1,800.00</div><div>1,500.00</div></div><div><div>Actions</div><div>Delete ACRN</div><div>Add ACRN</div></div><div><div>ACRN Approved Amount</div><div>100.00</div><div>100.00</div><div>100.00</div><div>1,500.00</div></div><div><div>ACRN Difference</div><div>100.00</div><div>100.00</div><div>100.00</div><div>1,500.00</div></div></div>						

The accounting data for the Non Procurement Instruments Voucher will be populated for matching line items on the ACRNs tab.

Item Number	CLIN Amount	ACRN Amount	Difference	Govt Approved Amount	CLIN Approved Amount	CLIN Approved Difference
1002	0.00	6,150.00	-6,150.00	0.00	0.00	0.00

[Save Draft Document](#) [Help](#)

Grant Approver - Grant Voucher

Header Grant WS ACRNs Addresses Misc. Info Preview Document

ERROR: There are no documents to reference.
Populate Accounting Data from Template

If no documents are available to be used as a template, a message will be given.

Contract Number Type	Contract Number	Delivery Order	Document Total
Grant/Cooperative Agreement	HQ013112E1226	GR12	\$ 2,000.00

Voucher Number	Voucher Date	Invoice Received Date	Issue Date
INV0900	2012/11/08	2012/12/26	

Final Voucher	Type of Payment Requested	Basis of Request
<input type="checkbox"/> Final <input checked="" type="checkbox"/> Partial	<input checked="" type="checkbox"/> Advance <input type="checkbox"/> Reimbursement	<input checked="" type="radio"/> Cash <input type="radio"/> Accrual

Employer Identification Number	Recipient's Account Number	Period From Date	Period To Date
123456789	1234567890123456789012	2022/12/01	2022/12/31

Routing Information			
Role	Location Code	Extension	Name
Pay Official	HQ0131		Sookie Stackhouse
Issue By	HC1013		DITCO-SCOTT
Grant Approver	S0512A		DCMA LOS ANGELES
Payee	3G7Q9		FSS ALUTIIQ JOINT VENTURE
Admin	S0512A		DCMA LOS ANGELES
Recipient Organization	3G7Q9		FSS ALUTIIQ JOINT VENTURE

Submit Save Draft Document Previous Help

Grant Approver - Non Procurement Instruments (NPI) Voucher

ERROR: The template document selected does not containing any matching line items on the current document. Please select a different document.

Contract Number	Delivery Order	Invoice Number	Shipment Number
N45924RYCE111		VCH0003	

Populate Non Procurement Instruments Voucher Accounting Data from Template:

Voucher No.	Status	Invoice Received Date
<input type="radio"/> VCH0005	Processed	2013/01/15
<input type="radio"/> VCH00004	Processed	2013/01/15
<input type="radio"/> VCH0002	Processed	2013/01/15
<input type="radio"/> CVH0439	Processed	2013/01/15
<input type="radio"/> XFDAFD	Processed	2012/10/22
<input checked="" type="radio"/> CV778899	Processed	2010/01/17

If the selected document does not contain any matching line items with the current document, an error message will be given.

[Update Document](#) [Cancel](#)

[User](#) [Administration Console](#) [Government](#) [Property Transfer](#) [Documentation](#) [Lookup](#) [Logout](#)

Government

Grant Approver

[Approval Folder](#)[History Folder by DoDAAC](#)[History Folder by User](#)[Approval Hold Folder](#)[Recall - Action Required Folder](#)[View Only Folder](#)

This concludes the overview of the Grant Approver Template Capabiltiy portion of ECP_0680.

[Help](#)