Wide Area Workflow

Invoice as 2 in 1

To learn how to electronically submit and take action on WAWF documents
through simulations and step-by-step procedures, visit the
PIEE Procurement Integrated Enterprise Environment Web Based Training Main Menu
and select WAWF.

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1 Description

WAWF provides the functionality to process an Invoice 2n1.

1.1 Affected Entitlement Systems

Entitlement System	WAWF Support	EDI Capable
MOCAS	YES	YES
ONE-PAY	YES	YES
IAPS-E	YES	YES
CAPS-C	YES	NO
CAPS-W	YES	YES
EBS	YES	YES
Navy ERP	NO	YES
FABS	YES	YES
STANDARD PAY	YES	YES

1.2 Table Convention

The tables in the following sections detail the data that is available for entry in the various screens that are viewable by the WAWF Users working on this type of document. For each table there will be a line detailing the data that may be entered including the:

- **Label**
- **Requirement entry:**
    - Mandatory – must be entered
    - Optional – may/may not be entered depending upon the contract requirements
    - Conditional – require entry of some other data elements
    - System Generated – WAWF calculated or populated field
- **Field Size (Minimum/Maximum)**

Following each primary table entry there may be one or more comment lines that reflect edits or descriptions that apply to that data element. The entry to the left indicates which entitlement

system the comment applies to. Specific exceptions related to a role/function are highlighted in the appropriate section of this Appendix as they apply.

1.3   Extract

If the payment system accepts an 810C:

- 810C is sent following LPO if an LPO is included, otherwise after Acceptance.

- For CAPS-W an 861 is sent following LPO if an LPO is included, otherwise after Acceptance.

- For CAPS an 861 is extracted by WAWF but not sent at this time.

1.4   Exceptions to the WAWF Standard Processing Rules

Specific exceptions related to a role/function are highlighted in the appropriate section of this Appendix as they apply.

2 Document Creation

Creation of the Invoice 2n1 is limited to the Vendor.

2.1   EDI/FTP

The Invoice 2n1 is created with the submission of the Invoice UDF.

2.2   Contract, Originator, & Entitlement System Identification

For Web-based input, a Vendor electing to submit an Invoice 2n1 selects "Create New Document" link in the Vendor Folder.

Cage Code & Pay Office

Label	Entry Requirement	Size
CAGE Code / DUNS / DUNS+4 / Ext.	Mandatory	5/5 9/9 13/13
	Drop-down selection based upon User Profile/Logon	
Pay DoDAAC	Mandatory	6/6
DISA	The initiator must enter a FABS pay location code in order to create a DISA Telecom Invoice.	
Reference Procurement	Optional	1/19

Identifier		
	The system will attempt to pre-populate the Reference Procurement Instrument Number (Reference Procurement Identifier) with the Ordering Instrument Number from EDA for Web, FTP/EDI documents and IUID registry when the following conditions are met: • The Contract Number Type is DoD Contract (FAR) or Uniform PIID (4.16). • The entered Contract Number Fiscal Year (Contract Number Positions 7-8) is equal to or later than: - The value for 'Fiscal Year For DoD Contract FAR' System Parameter for DoD Contract (FAR) documents. - The value for 'Fiscal Year For Uniform PIID' System Parameter for Uniform PIID (4.16) documents. • The entered Contract Number has an "F" in the 9th position.	

Following entry of the Contract Number, Delivery Order, originator's CAGE code and selecting "Y" or "N" from the From Template dropdown, the application will initiate a query of the Electronic Document Access (EDA) application. Based upon the results of that query, the Pay Office may be pre-populated.

In addition, it is mandatory to pre-populate EDA CLIN data, if available. If the user selects "Y" from the From Template dropdown, no CLINs from EDA will be pre-populated. The From Template option will default to "N" if not selected. If there are CLINs against the contract in EDA, the list of CLINs in EDA will be displayed.

2.3   Document Selection

Based upon the Pay Office that entered the application, WAWF will present the document types (Web-create only) that may be created for the associated entitlement system. There may be one or more additional data elements to be flagged to further identify required document elements.

Contract Number Edits

Label	Entry Requirement	Size
Contract Number	**Mandatory**	
DOD FAR FY18 and later		
• No special characters allowed. • Must be 13 characters in length.		13

• Contract cannot contain "O" or "I" at any position. • Position 1 and 2 cannot both be numeric. • Positions 7 and 8 (FY parameter) must be numeric and greater than or equal to 18 and less than 66. • Position 9 must be alpha. • Position 9 may not be: B, E, I, J, O, Q, R, U, W, X, Y, or Z. • Position 10 through 13 in the Contract Number may not be "0000."		
DOD FAR FY17 and prior		
• No special characters allowed. • Must be 13 characters in length. • Contract cannot contain "O" or "I" at any position. • Position 1 and 2 cannot both be numeric. • Positions 7 and 8 (FY parameter) must be numeric and less than 18 or greater than 65. • Position 9 must be alpha. • Position 9 cannot be - B, E, I, J, N, O, Q, R, T, U, or Y. • Position 10 through 13 in the Contract Number may not be "0000."		13
Uniform PIID FY16 and later		
• No special characters allowed • Must be 13 to 17 characters in length, inclusive • Contract cannot contain "O" or "I" at any position • Positions 1 and 2 must both be numeric. • Positions 7 and 8 must be numeric and 16 or greater • Position 9 must be alpha • Position 9 cannot be: B, E, I, J, O, Q, R, U, W, X, Y, or Z • Position 10 through the end of the Contract Number may not be all zeroes		13-17
Uniform PIID FY15 and prior		
Not Allowed because Contract # Fiscal Year must be greater than or equal to 16.		
All Other Contracts		
• No special characters allowed • Must be between 1 and 19 characters in length		1-19

Delivery Order Number Edits

Label	Entry Requirement	Size
Delivery Order Number	**Conditional**	
DOD FAR FY18 and later		
• No special characters allowed. • Must be 13 characters in length. • Delivery Order Number may not contain "O" or "I" at any position. • Position 1 and 2 cannot both be numeric. • Positions 7 and 8 (FY parameter) must be numeric and 18 or greater and less than 66.		13

- Position 9 must be F. - Position 10 through 13 in the Delivery Order Number may not be "0000" (all zeroes). - Delivery Order is prohibited when the 9th position of the Contract Number is C, F, H, M, P, or V. - For Acquisition, Delivery Order is required when the 9th position of the Contract Number is A, D, or G.	
DOD FAR FY17 and prior	
- No special characters allowed. - Must be 0, 4, or 13 characters in length. - May not contain "O" or "I" at any position. - For Acquisition, Delivery Order required when the ninth position of Contract Number is A, D or G. - Delivery Order prohibited when ninth position of Contract Number is C, F, M, P, V, or W. - If the Delivery Order is 4 characters, the following edits will be applied: - The characters "A" and "P" are prohibited in the first position of 4-character Delivery Order Number. "0000" is not acceptable value. - If the Delivery Order is 13 characters, the following edits will be applied: - Position 1 and 2 cannot both be numeric. - Positions 7 and 8 must be numeric. - Position 9 must be F. - Positions 10 through 13 cannot be all zeroes.	0,4 or 13
Uniform PIID FY16 and later	
- No special characters allowed - Must be 13 to 17 characters in length, inclusive - Delivery Order Number may not contain "O" or "I" at any position - Positions 1 and 2 must both be numeric. - Positions 7 and 8 must be numeric and 16 or greater - Position 9 must be F - Position 10 through the end of the Delivery Order Number may not be all zeroes - Delivery Order is prohibited when the 9th position of the Contract Number is C, F, H, P, or V. - For Acquisition, Delivery Order is required when the 9th position of the Contract Number is A, D, or G. - For Property, Delivery Order is required when the 9th position of the Contract Number is A or G.	13-17
Uniform PIID FY15 and prior	
Not Allowed because Contract # Fiscal Year must be greater than or equal to 16.	
All Other Contracts	
- No special characters allowed - Must be between 1 and 19 characters in length	1-19

2.3.1.1 Routing Codes

Based upon the results of the EDA query previously conducted, the available routing codes will be pre-populated and visible at this point. The user has the option to edit/update these codes. The routing elements entered are used to route the document through the workflow to the appropriate users.

Label	Entry Requirement	Size
Issue DT	Optional	10/10
Issue By	Optional	6/6
Admin By	Mandatory	6/6
Inspect By	Optional	6/6
	If the Inspect By is not entered, the code is populated with the Ship To DoDAAC Code	
Ext.	Conditional	1/6
	Requires entry of the Inspect By DoDAAC	
Service Acceptor	Mandatory	6/6
FABS	The initiator must also enter a FABS acceptance location code in order to create a DISA Telecom Invoice.	
Ext.	Conditional	1/6
	Requires entry of the Inspect By DoDAAC	
Ship From	Optional	5/6
Ext.	Optional	1/6
	Requires entry of the Ship From Code	
Ext.	Optional	1/6
	Requires entry of the Accept By DoDAAC	
LPO	Conditional	6/6
MOCAS	Not permitted	
EBS		
One Pay	Mandatory	
Ext.	Conditional	1/6
	Requires entry of the LPO DoDAAC	

Upon selecting Continue, the application will validate that each of the entered codes are valid and that there is an active user for each step in the workflow. If the result is NO for either of these tests, the Vendor is notified and not allowed to proceed.

2.4 Data Capture

Once the basic data requirements and workflow requirements have been entered, the user is provided the opportunity to enter the data that creates the document. This is presented in a series of data capture tabs.

2.4.1.1 Document Level Detail

After entering the routing codes, the application performs a check to insure the document can be processed for the entitlement system selected and also checks that there is a registered user for each step in the workflow. If the result is NO for either of these tests, the Vendor is notified and not allowed to proceed. If the results of both tests are YES, the Vendor is provided the opportunity to enter data at the document level.

Label	Entry Requirement	Size
Shipment Number	Mandatory	2/22
	Fast Pay Invoices will have a validation to check that the Shipment Number referenced is a valid, non-voided Receiving Report. This will not apply to stand-alone Fast Pay Invoices where there is not an active user for the role of Acceptor.	
Date	Conditional	10/10
	Requires entry of the Shipment Number	
Invoice Number	Mandatory	1/22
	If MOCAS, Invoice Number is 1/8. If EBS, Invoice Number is 1/16.	
Invoice Date	Mandatory	10/10
	Requires entry of the Invoice Number	
Final Invoice	Mandatory	1/1
	"Y" or "N" required; defaults to blank. If an Invoice Number has been entered, the Final Invoice indicator will require a selection of 'N' or 'Y'.	
Final Shipment	Mandatory	1/1
	"Y" or "N" required; defaults to blank. If a Shipment Number has been entered, the Final Shipment indicator will require a selection of 'N' or 'Y'.	
Communication Service Authorization (CSA)	Mandatory	16/20

FABS	The CSA is only available on the Invoice 2-n-1 when the pay and acceptance codes are for FABS. Consists only of alphas, numbers and spaces.	
Billing/Account Number	Optional	1/24
	Alpha-numeric field allowing special characters, slashes and dashes only.	
Period of Performance from Date	Optional	10/10
Period of Performance to Date	Optional	10/10
Billing Period from Date	Mandatory	10/10
FABS	When pay and acceptance codes are related to FABS, the labels of the date fields will be Billing Period from and to Date and these will be mandatory. When neither pay nor acceptance codes are related to FABS, these dates will be optional and will be labeled Period of Performance from and to Date. If one date is entered, both must be entered and the from Date must be equal to or prior to the to Date. The date fields will not be auto populated when creating from a template.	
Billing Period to Date	Mandatory	10/10
FABS	When pay and acceptance codes are related to FABS, the labels of the date fields will be Billing Period from and to Date and these will be mandatory. When neither pay nor acceptance codes are related to FABS, these dates will be optional and will be labeled Period of Performance from and to Date. If one date is entered, both must be entered and the from Date must be equal to or prior to the To Date. The date fields will not be auto populated when creating from a template.	
Currency Code	Optional	3/3

2.5   Address Data Tab

The address data is pre-populated based upon the codes entered on the routing window. The data can be modified by the user.

Label	Entry Requirement	Size
Activity Name 1	Mandatory	1/60
Activity Name 2	Optional	1/60
Activity Name 3	Optional	1/60
Address 1	Conditional	1/55
Address 2	Optional	1/55
Address 3	Optional	1/55
Address 4	Optional	1/55
City	Conditional	2/30
State	Conditional	2/2
Zip	Conditional	1/15
Country	Conditional	2/3
Military Location Description	Conditional	2/6

When entering Address data, WAWF will require the following Address combinations **if** a user attempts to modify pre-populated data:

For U. S. Addressing: Activity Name. Other fields are optional.

> e.g. Fred's Computer Software

For Non-U. S. Addressing: Activity Name. Other fields are optional.

> e.g. FCC Company

For U. S. Military Addressing: Activity Name. Other fields are optional.

> e.g. 51st Activity Company

2.6 Discounts Tab

When pay and acceptance codes are related to FABS, the Discounts tab will not be available on the Invoice 2-n-1.

Label	Entry Requirement	Size
Percentage	Optional	0.1/7
	Availability/Display/Number of entries controlled by PSS edits. If One Pay and Discount Amount are used, Discount Percentage is unavailable.	

MOCAS	Allows for only one instance of a Discount Percentage/Due Days combination.	
Due Days	Conditional	1/2
	Mandatory if Discount Percentage entered	
Amount	Optional	0.2/13
	Availability/Display/Number of entries controlled by PSS edits. If One Pay and Discount Percentage are used, Discount Amount is unavailable.	
MOCAS	Not allowed.	
Date	Conditional	10/10
	Mandatory if Discount Date entered	
Net Days	Optional	½
MOCAS	Not allowed.	

2.7   Comments Tab

The Initiator is able to enter document level comments.

Label	Entry Requirement	Size
Comments	Conditional	1/2000
	Mandatory for Invoice after Final	

2.8   Line Item Tab

CLIN Detail

NOTE: CLIN data will be pre-populated from EDA if contract information is available, and will remain editable.

Label	Entry Requirement	Size
Line Item Details	Mandatory	4/6
	At least one Line Item is required. 1-999 Line Items allowed per document.	
AAI	Optional	6/6
	AAI must be six numeric characters	
SDN	Optional	1/30

One Pay	Must be 1-30 alphanumeric characters	
	Must be 13, 14, or 15 alphanumeric characters if the AAA is not in the SDN_AAA table	
	Must be 9, 13, 14, or 15 alphanumeric characters if the AAA is in the SDN_AAA table	
ACRN	Optional	2/2
	Must be 2 alphanumeric characters	
Item No.	Mandatory	4/6
MOCAS One Pay	Must be 4N, 4N2A, 1A3AN, "NONE," or "NONE" NN Must be 4N or 4N2A	
Part Number	Mandatory	1/32
Type	Mandatory	2/2
Quantity Shipped	Mandatory	0.2/8.2
UofM Code	Mandatory	2/2
Unit of Measure	Mandatory	2/70
Price	Mandatory	.06/16
SDN	Optional	1/30
One Pay	Must be 1-30 alphanumeric characters	
	Must be 13, 14, or 15 alphanumeric characters if the AAA is not in the SDN_AAA table	
	Must be 9, 13, 14, or 15 alphanumeric characters if the AAA is in the SDN_AAA table	
ACRN	Optional	2/2
AAI	Optional	6/6
Total	System Generated	.06/9.6
	Quantity times Unit Price	
Description	Condition	1/2000
GFE	Conditional	1/1
	Will be "Y" or "N." Defaults to "N." Available for MOCAS only.	
Advice Code	Optional	1/1
	Available for MOCAS only	
MILSTRIP Number	Optional	1/15

Label	Entry Requirement	Size
	Available for MOCAS only	
MILSTRIP Quantity	Conditional	1/11
	Mandatory if MILSTRIP Number entered. Available for MOCAS 1/11, EBS 1/11, One Pay 1/8.	

2.9 ACRN Tab

The following rules are applied:

- If multiple ACRN information is entered on the ACRN tab, a single ACRN may not be entered on the CLIN/SLIN tab.

- If multiple ACRN information is entered on the ACRN tab, the ACRN amount total must balance with the Line Item total.

Label	Entry Requirement	Size
CLIN	Pre-populated	4/6
	Pre-populated from the previous entry for view purposes only	
CLIN Amount	System Generated	0.2/12.2
	System generated from the Quantity X Price on Event tab	
ACRN Amount	System Generated	0.2/12.2
	System generated from the total of the ACRN Amounts	
Difference	System Generated	0.2/12.2
	Calculated as the CLIN Amount minus the ACRN Amount	
ACRN	Optional	2/2
ACRN Amount	Conditional	0.2/12.2
	Mandatory if the ACRN is entered. This amount represents the total amount to be paid against a particular ACRN by the entitlement system. Can be a negative amount; negative sign (-) included in field size.	

Misc. Amounts Tab

Label	Entry Requirement	Size
Misc. Fee	Optional	1/15
	Availability/Display/Number of entries controlled by PSS edits. If MOCAS, 1/2.	
Misc. Fee Price	Conditional	0.1/9.2
	Mandatory if Misc. Fee entered	
Description	Conditional	1/2000
	Mandatory if Misc. Fee entered	
Misc. Allowance	Optional	1/11
	Availability/Display/Number of entries controlled by PSS edits. Not available for MOCAS.	
Misc. Allowance Price	Conditional	0.1/9.2
	Mandatory if Misc. Allowance entered	
Description	Conditional	1/2000
	Mandatory if Misc. Allowance entered	
Tax	Optional	1/10
	Availability/Display/Number of entries controlled by PSS edits. Not available for MOCAS.	
Tax Price	Conditional	0.1/9.2
	Mandatory if Misc. Tax entered	
Description	Conditional	1/2000
	Mandatory if Misc. Tax entered	

2.10 Document Submission

Misc. Info Tab

Label	Entry Requirement	Size
Comments	Conditional	1/2000
	Mandatory for rejection	
Attachments	Optional	6 MB

Header Tab

Label	Entry Requirement	Size
Date Signed	Mandatory	10/10
	Defaults to system date; cannot be modified	
Signature	Mandatory	1/64

Signature at this point locks the form. Any optional data elements not completed prior to signature may not be completed after signature. Vendor has to select return to undo data capture and recreate the form.

2.11 Duplicate Validation

When the user attempts to Submit or Resubmit a document, a warning validation will occur to determine if the current document is a possible duplicate. If this is the case, a popup with a warning message will appear.

If the user selects 'OK' then the document will be submitted/resubmitted according to current guidelines. By clicking 'Cancel' on the validation warning popup, the user will be returned to the document creation screen. Here they will now have access to a link (View Validation Warnings) which allows access to the warning messages.

Scenarios For Prompt of Duplicate Message:

- NOTE: The new warning validation will not impact the current exact duplicate validation.

- Primary key = Request/Invoice/Voucher number depending on document type.

- If the last character of the primary key is a letter, the system will check to see if the value, minus the final character, has been previously used for the same Contract Number / Delivery Order Number.

- If a previous submission exists in a non-voided state, the system will check to see if the gross amounts of the two documents are the same. If so, the warning message will be issued.

- If this check passes, the system will then validate against the same Delivery Date, Service Start / End dates or Period To / From dates and matching CLIN values to include quantity and cost.

2.12 Status

When the Invoice 2n1 is created, the document's status is "Submitted."

3 Document Inspection

This is an optional workflow step. The Inspector acts as a first point of review within the government workflow process. The Inspector does not have the capability to adjust the quantity accepted or the approved dollar amount. If the Inspector believes there is an error, they must work with the Vendor to resolve it.

The Inspector is able to:

- Inspect the document.

- Reject the document to the Initiator.

- Enter Multiple ACRN information.

Header Tab

Label	Entry Requirement	Size
Inspected	Conditional	1/1
Reject to Initiator	Conditional	1/1
	One of the two must be checked before document submission/rejection can take place	
Date Received	Mandatory	10/10

3.1 Address Tab

The Inspector may **not** adjust any data on the address tab.

Line Item Tab

Label	Entry Requirement	Size
SDN	Optional	**1/30**
	Entry available for each Line Item	
ACRN	Optional	**2/2**
	Entry available for each Line Item	

3.2   ACRN Tab

The following rules are applied:

- If multiple ACRN information is entered on the ACRN tab, a single ACRN may not be entered on the Line Item tab.

- If multiple ACRN information is entered on the ACRN tab, the ACRN amount total must balance with the Line Item total.

Label	Entry Requirement	Size
CLIN	Pre-populated	4/6
	Pre-populated from the previous entry for view purposes only	
CLIN Amount	System Generated	0.2/12.2
	System generated from the Quantity X Price on Event tab	
ACRN Amount	System Generated	0.2/12.2
	System generated from the total of the ACRN Amounts	
Difference	System Generated	0.2/12.2
	Calculated as the CLIN Amount minus the ACRN Amount	
ACRN	Optional	2/2
ACRN Amount	Conditional	0.2/12.2
	Mandatory if the ACRN is entered. This amount represents the total amount to be paid against a particular ACRN by the entitlement system. Can be a negative amount; negative sign (-) included in field size.	

Misc. Info Tab

Label	Entry Requirement	Size
Comments	Conditional	1/2000
	Mandatory for recommendation of approval of reduced amount or rejection	
Attachments	Optional	6 MB

3.3   Status

Following inspection, the status is "Inspected."

4 Document Acceptance

This is a MANDATORY workflow step. The Acceptor acts as the Government Approver and locks the approved amount for payment. The Acceptor does not have the capability to adjust the quantity accepted or the approved dollar amount. If the Acceptor believes there is an error, they must work with the Vendor/Inspector as appropriate to resolve it.

The Acceptor is able to:

- Approve the document.

- Reject the document to the Initiator.

- Enter Multiple ACRN information.

Header Tab

Label	Entry Requirement	Size
Acceptance Date	Mandatory	10/10
	Pre-populated with Inspection date if document has been Inspected; System date otherwise; changeable by Acceptor to Not Later Than current date.	
Signature Date	Mandatory	10/10
	Pre-populated with system date when signature applied to document	
Signature	Conditional	1/64
	Not available on rejections	

- On the Final Invoice the ACO is not allowed to select the Partial Approval option.

4.1　Address Tab

Line Item Detail

Label	Entry Requirement	Size
SDN	Optional	1/30
	Entry available for each Line Item	
ACRN	Optional	2/2
	Entry available for each Line Item	

4.2　ACRN Tab

The following rules are applied:

- If multiple ACRN information is entered on the ACRN tab, a single ACRN may not be entered on the Line Item tab.

- If multiple ACRN information is entered on the ACRN tab, the ACRN amount total must balance with the Line Item total.

Label	Entry Requirement	Size
CLIN	Pre-populated	4/6
	Pre-populated from the previous entry for view purposes only.	
CLIN Amount	System Generated	0.2/12.2
	System generated from the Quantity X Price on Event tab.	
ACRN Amount	System Generated	0.2/12.2
	System generated from the total of the ACRN Amounts.	
Difference	System Generated	0.2/12.2
	Calculated as the CLIN Amount minus the ACRN Amount.	
ACRN	Optional	2/2
ACRN Amount	Conditional	0.2/12.2
	Mandatory if the ACRN is entered. This amount represents the total amount to be paid against a particular ACRN by the entitlement system. Can be a negative amount; negative sign (-) included in field size.	

Misc. Info Tab

Label	Entry Requirement	Size
Comments	Conditional	1/2000
	Mandatory for rejection	
Attachments	Optional	6 MB

4.3 Status

- When the document is accepted by the Service Acceptor, without an LPO, for an EDI capable system, the status is "Processed."

- When the document is accepted by the Service Acceptor, with or without an LPO, for a non-EDI capable system, the status is "Accepted."

- DISA Telecom: After acceptance of the document, WAWF will forward a standard accept/approval transaction to the pay location code if the pay location code is signed up to receive that transaction. The document will move to the pay office's history folder in an 'Extracted' status.

5 Document Pre-Certification

This is an optional workflow step. The LPO Reviewer provides a point for the certification of funds associated with the payment request. If the LLA entry is mandatory for the Entitlement System, it must be entered at this step. The LPO Reviewer does not have the capability to adjust the quantity accepted. If the LPO Reviewer believes there is an error they must work with the Vendor/Inspector/Service Acceptor, as appropriate to resolve it.

The LPO Reviewer is able to:

- Recommend certify the document.

- Recommend reject the document to the Initiator.

- Enter Multiple ACRN information.

5.1 Header Tab

Label	Entry Requirement	Size
Recommend Document	Mandatory	1/1

Certified Recommended Document Rejected		
	The user must select one of the actions to be applied to the document	

A "Populate Accounting Data from Template" button is provided on the Header tab for One Pay only. Only those accounting entries pertaining to the role selecting the template will be pre-populated.

For contract documents, 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.

- Must have been worked by a user at the location code for the same role as the current user

- Example: both documents must be accepted at FU4417

- Document must be in a Processed, Paid, or myInvoice status

Line Item entries on the target document that match entries on the selected template document will be pre-populated.

The accounting data populated will be based on the last accounting data added/updated on the document. For example, if the Acceptor added a AAI as '111111', and the LPO changed it to '222222', then when that document is used as a template by any role, Acceptor or LPO, it will bring over the '222222' that the LPO entered.

If accounting data is being populated from a template, it will overwrite the existing accounting data. For example, if line item 0001 has an ACRN AA on it added by the Initiator. If the Acceptor chooses to populate accounting data from a template and grabs a document with line item 0001 with an ACRN ZZ on it, then the current document will now have line item 0001 with an ACRN ZZ on it (AA is now gone).

5.2   Address Tab

LPO Reviewer unable to modify Address Tab.

5.3   Line Item Tab

Label	Entry Requirement	Size
SDN	Optional	1/30
	Entry available for each Line Item	
ACRN	Optional	2/2
	Entry available for each Line Item	

5.4   ACRN Tab

The following rules are applied:

- If multiple ACRN information is entered on the ACRN tab, a single ACRN may not be entered on the Line Item tab.

- If multiple ACRN information is entered on the ACRN tab, the ACRN amount total must balance with the Line Item total.

Label	Entry Requirement	Size
CLIN	Pre-populated	4/6
	Pre-populated from the previous entry for view purposes only	
CLIN Amount	System Generated	0.2/12.2
	System generated from the Quantity X Price on Event tab	
ACRN Amount	System Generated	0.2/12.2
	System generated from the total of the ACRN Amounts	
Difference	System Generated	0.2/12.2
	Calculated as the CLIN Amount minus the ACRN Amount	
ACRN	Optional	2/2
ACRN Amount	Conditional	0.2/12.2
	Mandatory if the ACRN is entered. This amount represents the TOTAL amount to be paid against a particular ACRN by the entitlement system. Can be a negative amount; negative sign (-) included in field size	

5.5 Long Line of Accounting

The LPO Reviewer may enter the LLA at either the line level or the document level. Entry of the LLA is restricted to ONE PAY only. The ability to enter the LLA, and which fields are available for the LLA, is dependent on the payment system specific (PSS) edits.

LLA Tab

Label	Entry Requirement	Size
Help Links		

	One Pay: Click the Help Links link and the four available Help links are displayed:
	    TFO LOA Crosswalks
	    LPO Training
	    LPO Checklist
	    One Pay TFS AAI Listing
	These Links will be parameter driven as requested by the PMO.	

Line or Document	Mandatory	1/1
Agency Qual Code	Mandatory	2/2
	Defaults to DD	
Department Indicator	Optional	1/2
	One Pay: If the AAA is in TFS_AAAIs table, the Department Indicator is optional. If the AAA is not in TFS_AAAIs table, the Department Indicator is mandatory.	
Transfer from Dept	Optional	1/2
Fiscal Year Indicator	Optional	1/4
	One Pay: If the AAA is in TFS_AAAIs table, the Fiscal Year Indicator is optional. If the AAA is not in TFS_AAAIs table, the Fiscal Year Indicator is mandatory.	
Basic Symbol Number	Optional	1/4
	One Pay: If the AAA is in TFS_AAAIs table, the Basic Symbol Number is optional. If the AAA is not in TFS_AAAIs table, the Basic Symbol Number is mandatory.	
Limit/Sub Head	Optional	1/4
Fund Code	Optional	1/2
Op Ag Cd/Fund Ad	Optional	1/2

Allot Serial Number	Optional	1/5
Act Addr Cd/UIC	Optional	1/6
Prog Element Cd	Optional	1/12
Proj Tsk/Bud Subl	Optional	1/8
Def Ag Alloc Recp	Optional	1/2
Job Work Order Code	Optional	1/8
Sub-Allot Receipt	Optional	1/1
Work Cnt Receipt	Optional	1/6
Maj Reimb Src Cd	Optional	1/1
Reimb Source Code	Optional	1/3
Cust Ind/MPC	Optional	1/6
Object Class	Optional	1/5
Govt/Pub Sec ID	Optional	1/1
Foreign Currency Cd	Optional	1/4
Prog/Planning Cd	Optional	1/4
Spec Int/Prog Cost	Optional	1/2
Cost Code	Optional	1/13
Cost Alloc Code	Optional	1/8
Classification Cd	Optional	1/9
DoD BACC Shrthd	Optional	1/6
Doc Record Ref Id	Conditional	1/15
	One Pay: Mandatory. Must be 13, 14 or 15 alphanumeric characters if the AAA is not in the SDN_AAA table. Must be 9,13, 14 or 15 alphanumeric characters if the AAA is in the SDN_AAA table.	
ACRN	Conditional	2/2
	One Pay: Mandatory	
Agency Accounting Id	Conditional	6/6
	One Pay: Mandatory	
IFS No	Optional	1/18
Transaction Type	Optional	1/3
FMS Case No (1-3)	Optional	1/3

Label	Entry Requirement	Size
FMS Case No (4-5)	Optional	1/2
FMS Case No (6-8)	Optional	1/3

5.6   Misc. Info. Tab

Label	Entry Requirement	Size
Comments	Conditional	1/2000
	Mandatory for recommending rejection	
Attachments	Optional	6 MB

5.7   Status

When the document is pre-certified by the LPO Reviewer and is destined for an EDI capable system the status is "Pre-certified."

6 Document Certification

This is an optional workflow step. The LPO provides a point for the certification of funds associated with the payment request. If the LLA entry is mandatory for the entitlement system, it must be entered at this step. The LPO does not have the capability to adjust the quantity accepted. If the LPO believes there is an error they must work with the Vendor/Inspector/Service Acceptor, as appropriate to resolve it.

Upon opening a document as the LPO, if the User ID of the LPO is the same as the User ID of the Acceptor that worked the document, an error message will be given.

The LPO is able to:

- Certify the document.

- Reject the document to the Initiator.

- Enter Multiple ACRN information.

Header Tab

Label	Entry Requirement	Size
Date	Mandatory	10/10
Signature	Mandatory	1/64

A "Populate Accounting Data from Template" button is provided on the Header tab for One Pay only. Only those accounting entries pertaining to the role selecting the template will be pre-populated.

For contract documents, 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.

- Must have been worked by a user at the location code for the same role as the current user

- Example: both documents must be accepted at FU4417

- Document must be in a Processed, Paid, or myInvoice status

Line Item entries on the target document that match entries on the selected template document will be pre-populated.

The accounting data populated will be based on the last accounting data added/updated on the document. For example, if the Acceptor added a AAI as '111111', and the LPO changed it to '222222', then when that document is used as a template by any role, Acceptor or LPO, it will bring over the '222222' that the LPO entered.

If accounting data is being populated from a template, it will overwrite the existing accounting data. For example, if line item 0001 has an ACRN AA on it added by the Initiator. If the Acceptor chooses to populate accounting data from a template and grabs a document with line item 0001 with an ACRN ZZ on it, then the current document will now have line item 0001 with an ACRN ZZ on it (AA is now gone).

6.1   Address Tab

The LPO is unable to modify Address Tab.

Label	Entry Requirement	Size
SDN	Optional	1/30
	Entry available for each Line Item	
ACRN	Optional	2/2
	Entry available for each Line Item	

6.2 ACRN Tab

The following rules are applied:

- If multiple ACRN information is entered on the ACRN tab, a single ACRN may not be entered on the Line Item tab.

- If multiple ACRN information is entered on the ACRN tab, the ACRN amount total must balance with the Line Item total.

Label	Entry Requirement	Size
CLIN	Pre-populated	4/6
	Pre-populated from the previous entry for view purposes only	
CLIN Amount	System Generated	0.2/12.2
	System generated from the Quantity X Price on Event tab	
ACRN Amount	System Generated	0.2/12.2
	System generated from the total of the ACRN Amounts	
Difference	System Generated	0.2/12.2
	Calculated as the CLIN Amount minus the ACRN Amount	
ACRN	Optional	2/2
ACRN Amount	Conditional	0.2/12.2
	Mandatory if the ACRN is entered. This amount represents the total amount to be paid against a particular ACRN by the entitlement system. Can be a negative amount; negative sign (-) included in field size.	

6.3 Long Line of Accounting

The LPO may enter the LLA at either the line level or the document level. Entry of the LLA is restricted to ONE-PAY only. The ability to enter the LLA, and which fields are available for the LLA, is dependent on the payment system specific (PSS) edits.

LLA Tab

Label	Entry Requirement	Size
Help Links		

	One Pay: Click the Help Links link and the four available Help links are displayed:
	    TFO LOA Crosswalks
	    LPO Training
	    LPO Checklist
	    One Pay TFS AAI Listing
	These Links will be parameter driven as requested by the PMO.	

Line or Document	Mandatory	1/1
Agency Qual Code	Mandatory	2/2
	Defaults to DD	
Dept Indicator	Optional	1/2
	One Pay: If the AAA is in TFS_AAAIs table, the Department Indicator is optional. If the AAA is not in TFS_AAAIs table, the Department Indicator is mandatory.	
Transfer from Dept	Optional	1/2
Fiscal Year Indicator	Optional	1/4
	One Pay: If the AAA is in TFS_AAAIs table, the Fiscal Year Indicator is optional. If the AAA is not in TFS_AAAIs table, the Fiscal Year Indicator is mandatory.	
Basic Symbol Number	Optional	1/4
	If the AAA is in TFS_AAAIs table, the Basic Symbol Number is optional. If the AAA is not in TFS_AAAIs table, the Basic Symbol Number is mandatory.	
Limit/Sub Head	Optional	1/4
Fund Code	Optional	1/2
Op Ag Cd/Fund Ad	Optional	1/2
Allot Serial Number	Optional	1/5

Act Addr Cd/UIC	Optional	1/6
Prog Element Cd	Optional	1/12
Proj Tsk/Bud Subl	Optional	1/8
Def Ag Alloc Recp	Optional	1/2
Job Work Order Code	Optional	1/8
Sub-Allot Receipt	Optional	1/1
Work Cnt Receipt	Optional	1/6
Maj Reimb Src Cd	Optional	1/1
Reimb Source Code	Optional	1/3
Cust Ind/MPC	Optional	1/6
Object Class	Optional	1/5
Govt/Pub Sec ID	Optional	1/1
Foreign Currency Cd	Optional	1/4
Prog/Planning Cd	Optional	1/4
Spec Int/Prog Cost	Optional	1/2
Cost Code	Optional	1/13
Cost Alloc Code	Optional	1/8
Classification Cd	Optional	1/9
DoD BACC Shrthd	Optional	1/6
Doc Record Ref Id	Conditional	1/15
	One Pay: Mandatory. Must be 13, 14 or 15 alphanumeric characters if the AAA is not in the SDN_AAA table. Must be 9, 13, 14 or 15 alphanumeric characters if the AAA is in the SDN_AAA table.	
ACRN	Conditional	1/2
	One Pay: Mandatory	
Agency Accounting Id	Conditional	1/6
	One Pay: Mandatory	
IFS No	Optional	1/18
Transaction Type	Optional	1/3
FMS Case No (1-3)	Optional	1/3
FMS Case No (4-5)	Optional	1/2

FMS Case No (6-8)	Optional		1/3

6.4 Misc. Info Tab

Label	Entry Requirement	Size
Comments	Conditional	1/2000
	Mandatory for rejection	
Attachments	Optional	6 MB

6.5 Status

- When the document is certified by the LPO and is destined for an EDI capable system the status is "Processed."

- When the document is certified by the LPO and is not destined for an EDI capable system, the status is "Certified."

7 Payment Processing

This is a mandatory workflow step. The Payment Office is able to:

- Review the document if it does not come in EDI.

- Process the document if it does not come in EDI.

- View history if the document comes in EDI.

- Suspend the document.

- Reject the document to the Initiator.

- When a document has either myInvoice or Paid status, the Pay Official won't be able to manually update the status of the document. Yet, the Pay Official can use the "Recall" link to open the document in editable mode just for entering comments and attachments on the Misc. Info tab.

7.1 Header Tab

Label	Entry Requirement	Size
Action Block	Mandatory	1/1
Comments	Conditional	1/2000
	Mandatory for rejection	
Action block	Read only	1/1
	The check boxes are displayed only when status of the document is either myInvoice or Paid, and they are non-editable	

7.2 Address Tab

The Pay Clerk may not adjust any data on this tab.

7.3 Line Item Tab

The Pay Clerk may not adjust any data on this tab.

7.4 ACRN Tab

The Pay Official may not adjust any data on this tab.

7.5 ACRN Worksheet

The Pay Clerk may not adjust any data on this tab.

7.6 FMS Worksheet

The Pay Clerk may not adjust any data on this tab.

7.7 LLA Tab

The Pay Clerk may not adjust any data on this tab.

Misc. Info Tab

Label	Entry Requirement	Size

Comments	Conditional	1/2000
	Mandatory for rejection	
Attachments	Optional	6 MB

7.8 Status

- Following initial review by the Payment Office, the document's status is "Reviewed."

- Following processing by the Payment Office, the document's status is "Processed."

- Following suspension by the Payment Office, the document's status is "Suspended."