



Wide Area Workflow

Commercial Item Financing

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 includes the functionality for submission and processing of contract financing payments. The type of contract financing payments covered by this section is the Commercial Item Financing document (CIF).

1.1 Affected Entitlement Systems

The following table defines which DFAS Entitlement Systems are capable of accepting a Commercial Item Financing transaction.

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	NO	YES
Navy ERP Pay	NO	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.

2 Document Creation

Creation of the CIF document is limited to the Vendor.

2.1 Contract, Originator, & Entitlement System Identification

The Vendor must enter the following data elements to properly set up the document:

Contract Number Edits

Label	Entry Requirement	Size
Contract Number	Mandatory	
DOD FAR FY18 and later		
	<ul style="list-style-type: none"> 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 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." 	13
DOD FAR FY17 and prior		
	<ul style="list-style-type: none"> 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		
	<ul style="list-style-type: none"> 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 	13-17

<ul style="list-style-type: none"> 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 	
Uniform PIID FY15 and prior	
Not Allowed because Contract # Fiscal Year must be greater than or equal to 16.	
All Other Contracts	
<ul style="list-style-type: none"> 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		
<ul style="list-style-type: none"> 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. 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. 		13
DOD FAR FY17 and prior		
<ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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	
<ul style="list-style-type: none"> • 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	
<ul style="list-style-type: none"> • No special characters allowed • Must be between 1 and 19 characters in length 	1-19

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
Reference Procurement Identifier	Optional	1/19
	<p>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:</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> - The value for 'Fiscal Year For DoD Contract FAR' System Parameter for DoD Contract (FAR) documents. 	

	<ul style="list-style-type: none"> - 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. 	
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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.

2.2 Document Selection

Based upon the Pay Office entered, the application will present the document types (Web creates 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.

Label	Entry Requirement	Size
CIF	Mandatory	1/1
	Allows the initiator to submit a Commercial Item Financing	
Advance Indicator	Mandatory	1/1
	Drop-down selection “Yes” or “No”; system defaults to “No”	
FMS Worksheet Indicator	Mandatory	1/1
	Drop-down selection “Yes” or “No”; system defaults to “No”	

2.3 Routing Codes

If the contract number is in the EDA database, WAWF will automatically populate some of the Routing code fields. The user has the option to edit/update these codes. Any required fields (as denoted by an asterisk) that are not automatically populated will need to be completed. The routing elements entered are used to route the document through the workflow to the appropriate users.

Label	Entry Requirement	Size
Issue Date	Optional	10/10

	Refers to the issue date of the contract, not the date the document is being created.	
Issue By DoDAAC	Optional	6/6
	Refers to the organization that issued the contract.	
Admin DoDAAC	Mandatory	6/6
	Refers to the agency responsible for administering the contract terms.	
Inspect By DoDAAC	Optional	6/6
	If Inspect By DoDAAC is not entered the field is populated with the Contracting Officer DoDAAC code.	
Inspect By Extension	Conditional	1/6
	Requires entry of the Inspect By DoDAAC.	
Contracting Officer DoDAAC	Mandatory	6/6
	Refers to the service/agency responsible for accepting the goods and services.	
Contracting Officer Extension	Conditional	1/6
	Requires entry of the Contracting Officer DoDAAC.	
LPO DoDAAC	Conditional	6/6
	Refers to the Local Processing Office (LPO) responsible for certifying the document.	
One Pay	Mandatory when Fast Pay	
MOCAS EBS NAVY ERP STANDARD	LPO not permitted	
LPO Extension	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 Header Tab

Commercial Item Financing will be reflected on Header Page of the document.

Header Tab (Initiator)

Label	Entry Requirement	Size
Request Number	Mandatory	7/7
	<ul style="list-style-type: none"> ○ Must start with “CFAA” if not FMS-related or “CFAB” if FMS-related for Advance Payments. ○ Must start with “CFIA” if not FMS-related or “CFIB” if FMS-related for Interim Payments. ○ For Web-based input the four-letter designators are system generated based on type of document selected and FMS indicator. The Vendor must include the full request number for FTP and EDI submissions. 	
Invoice Number	Mandatory	1/22
	Should be sequential – however because requests may have been made before using WAWF or some may be handled outside WAWF, the application will only insure that the number is not duplicative per Contract Number/Delivery Order combination.	
Invoice Date	Mandatory	10/10
Currency Code	Mandatory	3/3
Other Currency Code	Mandatory	3/3

2.5 Addresses Tab

The address data is pre-populated based upon the codes entered on the routing screen. The data can be modified by the user. The following fields will be displayed for all Routing Codes entered.

Address Data

Label	Entry Requirement	Size
Payee Name 1	Mandatory	1/60
Payee Name 2	Optional	1/60
Payee Name 3	Optional	1/60

Activity Name 1	Mandatory	1/60
Activity Name 2	Optional	1/60
Activity Name 3	Optional	1/55
Address 1	Optional	1/55
Address 2	Optional	1/55
Address 3	Optional	1/55
Address 4	Optional	1/55
City	Optional	1/30
State	Optional	2/2
Zip Code	Optional	3/15
Country	Optional	3/3
Military Location Description	Optional	2/6

2.6 Comments Tab

The Initiator is able to enter document level comments.

Comments Tab (Initiator)

Label	Entry Requirement	Size
Comments	Optional	1/2000

2.7 Line Item Tab

The line item details are constructed on a bi-level concept. The CLIN/SLIN consists of detail level data while the Event data contains the specifics of the request for that particular contract line item.

CLIN Detail (Initiator)

Label	Entry Requirement	Size
CLIN	Mandatory	4/6
	○ May be CLIN/SLIN	

	<ul style="list-style-type: none"> ○ Mocas: Must be 4N, 4N2A, 1A3AN, the word “NONE or “NONE”NN ○ One Pay: Must be 4N or 4N2A ○ All Combinations of CLIN/SLIN and Events may not exceed 999 in any combination. 	
AAI	Optional	6/6
CLIN Price	System Generated	0.2/12.2
PR Number	Optional	1/30

Event Detail (Initiator)

Label	Entry Requirement	Size
Item Number	Pre-populated	4/6
Event Identifier	Mandatory	1/10
	<ul style="list-style-type: none"> ○ There must be one Event created per CLIN; must be a number or the word “NONE” ○ Multiple “null event” descriptions under a single common description (i.e. use of a “NONE” event identifier under a “NONE” a single CLIN identifier) requires user to assign a unique sequence number (e.g. CF0001 through CF9999) 	
ACRN	Optional	2/2
Quantity	Mandatory	0/9
Unit of Measure	Mandatory	2/2
Price	Mandatory	0.2/12.2
	<ul style="list-style-type: none"> ○ Can be negative, Negative sign (-) included in field size for negative amounts ○ One or more CLINs and/or Events may be negative; the total of the request MUST be positive 	
Amount	System Generated	0.2/12.2

Description	Mandatory	1/2000

2.8 ACRN Tab at Line Item level

The following rules are applied:

- ACRN tab at line item level applies to One Pay entitlement system
- If ACRN or ACRNs are entered on the ACRN tab, the ACRN amount total must balance with the event total.

ACRN Tab at Line Item level (Initiator)

Label	Entry Requirement	Size
ACRN	Optional	2/2
	○ Multiple ACRNs are permitted	
Amount	Conditional	0.2/12.2
	○ Mandatory if ACRN is entered	
Item No.	System Generated	4/6
CLIN Amount	System Generated	0.2/12.2
ACRN Amount	System Generated	0.2/12.2
	○ Total of all ACRN Amounts	
Difference	System Generated	0.2/12.2
	○ Calculated as the CLIN Amount minus the ACRN Amount	

2.9 ACRN Worksheet

The Vendor has the option of providing input for the ACRN Worksheet (used to allocate funds across the contract ACRNs).

- If ACRN or ACRNs are entered on the ACRN Worksheet tab, the ACRN amount total must balance with the document total.

ACRN Worksheet (Initiator)

Label	Entry Requirement	Size
ACRN	Optional	2/2
	<ul style="list-style-type: none"> ○ If worksheet is used at least one ACRN is required 	
CLIN	Optional	4/6
	<ul style="list-style-type: none"> ○ There may be more than one CLIN per ACRN 	
CLIN Amount	Conditional	0.2/12.2
	<ul style="list-style-type: none"> ○ Mandatory if CLIN is entered ○ Amount represents total amount to be paid against an ACRN 	
Amount	Conditional	0.2/12.2
	<ul style="list-style-type: none"> ○ Mandatory if ACRN is entered ○ System generated if CLIN is entered. 	
Document Total	System Generated	0.2/12.2
Worksheet Total	System Generated	0.2/12.2
Difference	System Generated	0.2/12.2
	<ul style="list-style-type: none"> ○ Calculated as the Document Total minus the Worksheet Total 	

2.10 FMS Worksheet

The Vendor must provide the FMS Worksheet (used to allocate funds to FMS countries), if the document is FMS related. Prior to submitting the document, the worksheet total value must match the total document value.

FMS country codes are validated to the WAWF FMS Country Code Table. If the code entered is not in the WAWF table, the entry is not accepted.

FMS Worksheet (Initiator)

Label	Entry Requirement	Size
Country Code	Mandatory	2/2

Associated Dollars	Conditional	0.2/12.2
	○ Mandatory if Country Code is entered	
Document Total	System Generated	0.2/12.2
Worksheet Total	System Generated	0.2/12.2
Difference	System Generated	0.2/12.2
	○ Calculated as the Document Total minus the Worksheet Total	

The document is locked down at this point. The data is placed into the appropriate tabs for presentation of the document data to the government and available for review prior to document submission. At this point the only available modification is the addition of attachments to the document.

2.11 Attachments Tab

Attachment Tab (Initiator)

Label	Entry Requirement	Size
Attachments	Optional	6MB

Once the Vendor is satisfied with the document they will then submit the document to the database. 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.

Upon successful saving of the data the Vendor will be presented with a “success” message highlighting the email that has been generated based upon their submission and given the opportunity to submit additional e-mails.

2.12 EDI/SFTP

The CIF may be created with the submission of the EDI 810P (PBP/CIF) or the Performance Based Payments UDF.

2.13 Submission

When a CIF is created, with or without an LPO, the status is “Submitted.”

2.14 Forwarding Data to the Entitlement Systems

Upon submission of the document the appropriate flags are set to generate the EDI extract for those entitlement systems that are EDI capable and accept the CIF.

The 810P (PBP/CIF) is released to those systems:

- Following Document Acceptance if an LPO is not included.
- Following Document Certification if LPO is included.

3 Document Inspection

This is an optional workflow step however; if the Inspection location code is NOT entered it is populated based upon the Contracting Officer DoDAAC.

The Inspector/Contract Administrator acts as a first point of review within the government workflow process.

3.1 Header Tab

Header Tab (Inspection)

Label	Entry Requirement	Size
Recommend Approval Recommend Reduced Amount Recommend Rejection	Mandatory	1/1
	○ User must select one of the three actions	

3.2 Line Item Tab

The Inspector may not adjust or add to any data on this tab.

Line Item Tab (Inspection)

Label	Entry Requirement	Size
AAI	Optional	6/6
SDN	Optional	13/15
	<ul style="list-style-type: none"> ○ Applies to One Pay entitlement system ○ SDN must be either 13, 14 or 15 alphanumeric characters 	

3.3 ACRN Worksheet

The Inspector may enter or modify a previously entered worksheet. The total worksheet value need not balance to the document total.

ACRN Worksheet (Inspection)

Label	Entry Requirement	Size
ACRN	Optional	2/2
	<ul style="list-style-type: none"> ○ If worksheet is used, at least one ACRN is required ○ User may add, delete or modify previously entered ACRNs 	
CLIN	Optional	4/6
	<ul style="list-style-type: none"> ○ User may add, delete or modify previously entered CLINs 	
CLIN Amount	Conditional	0.2/12.2
	<ul style="list-style-type: none"> ○ Mandatory if CLIN is entered 	
ACRN Amount	Conditional	0.2/12.2
	<ul style="list-style-type: none"> ○ Mandatory if CLIN is entered 	
Document Total	System Generated	0.2/12.2
Worksheet Total	System Generated	0.2/12.2
Difference	System Generated	0.2/12.2
	<ul style="list-style-type: none"> ○ Calculated as the Document Total minus the Worksheet Total 	

3.4 FMS Worksheet

The Inspector may modify a previously entered FMS worksheet. The total worksheet value need not balance to the document total.

FMS Worksheet (Inspection)

Label	Entry Requirement	Size
Country Code	Mandatory	2/2
	<ul style="list-style-type: none"> ○ User may add, delete or modify previously entered Country Codes 	
Associated Dollars	Conditional	0.2/12.2
	<ul style="list-style-type: none"> ○ Mandatory if Country Code is entered ○ User may add, delete or modify previously entered Associated Dollars 	
Document Total	System Generated	0.2/12.2
Worksheet Total	System Generated	0.2/12.2
Difference	System Generated	0.2/12.2
	<ul style="list-style-type: none"> ○ Calculated as the Document Total minus the Worksheet Total 	

3.5 Address Tab

The Inspector may NOT adjust any data on the address tab.

3.6 Misc. Info Tab

Misc. Info Tab (Inspection)

Label	Entry Requirement	Size
Comments	Conditional	1/2000
	<ul style="list-style-type: none"> ○ Mandatory if document is Recommended for Rejection 	
Attachment	Optional	6MB

3.7 Submission

When the CIF is inspected, with or without an LPO assigned, the status is “Inspected.”

3.8 Recall

The Inspector is NOT permitted to recall a document.

3.9 Reject

The Inspector is NOT permitted to reject a document.

4 Document Acceptance

This is a mandatory workflow step. The Acceptor acts as the Government Approver and locks the approved amount for payment. Approved amount may be based upon an amount per event or a total amount for the document.

If an LPO is NOT assigned within the workflow all funds indicated on any FMS/ACRN worksheets must balance to this approved amount. If an LPO has been assigned to the workflow, then the funds need not be balanced at this step.

The Acceptor is able to:

- Approve the document
- Approve for a lesser amount
- Reject the document

4.1 Header Tab

Header Tab (Acceptance)

Label	Entry Requirement	Size
Approve Approve Lesser Amount Reject to Initiator	Mandatory	1/1
	○ User must select one of the three options	
Approved Amount	Mandatory	0.2/12.2
	○ Field is pre-populated from the Document Total amount when document is opened. Acceptor may modify this	

	field. ○ Must be greater than zero. May be equal to or less than the total of all requested CLIN totals. There is no calculated correlation between this field and Approved amount per CLIN. The Acceptor MUST enter a total value in this field.	
Signature Date	Mandatory	10/10
Signature	Mandatory	1/64

4.2 Line Item Detail

The Acceptor may use the fields available on the Line Item detail to indicate the amount approved for payment. The fields are upwardly accrued. That is, any amount entered in the event fields, adds up to the appropriate CLIN approved total. However, any amount entered in the approved amount for a CLIN does NOT move downward to the approved amount per Event blocks. Additionally, there is no relationship between the amount indicated as approved on the Line Item Tab and the approved amount that is to be entered on the Header tab.

Line Item Tab (Acceptance)

Label	Entry Requirement	Size
Approved	Optional	0.2/12.2
	○ May be less than or equal to Event amount	
AAI	Optional	6/6
	○ User may add or modify AAI	
Approved (CLIN)	System Generated	0.2/12.2
	○ Populated with amount user enters in event Approved field	
Total Approved Amount	System Generated	0.2/12.2
	○ Populated with amount user enters in event Approved fields	
SDN	Optional	13/15
	○ Applies to One Pay Entitlement system	

4.3 ACRN Worksheet Tab

The Acceptor may enter or modify a previously entered ACRN worksheet. The total worksheet value must match the total document value, unless an LPO is included in the workflow.

ACRN Worksheet (Acceptance)

Label	Entry Requirement	Size
ACRN	Optional	2/2
	<ul style="list-style-type: none"> ○ If worksheet is used, at least one ACRN is required ○ User may add, delete or modify previously entered ACRNs 	
CLIN	Optional	4/6
	<ul style="list-style-type: none"> ○ User may add, delete or modify previously entered CLINs 	
CLIN Amount	Conditional	0.2/12.2
	<ul style="list-style-type: none"> ○ Mandatory if CLIN is entered 	
ACRN Amount	Conditional	0.2/12.2
	<ul style="list-style-type: none"> ○ Mandatory if CLIN is entered 	
Approved Amount	System Generated	0.2/12.2
Worksheet Total	System Generated	0.2/12.2
Difference	System Generated	0.2/12.2
	<ul style="list-style-type: none"> ○ Calculated as the Document Total minus the Worksheet Total 	

4.4 FMS Worksheet

If the Acceptor accepts less than the amount requested by the Vendor then the total worksheet value must be adjusted to match the total revised document value, unless an LPO is included in the workflow.

FMS Worksheet (Acceptance)

Label	Entry Requirement	Size
Country Code	Mandatory	2/2
	<ul style="list-style-type: none"> ○ User may add, delete or modify previously entered Country Codes 	
Associated Dollars	Conditional	0.2/12.2
	<ul style="list-style-type: none"> ○ Mandatory if Country Code is entered ○ User may add, delete or modify previously entered Associated Dollars 	
Approved Amount	System Generated	0.2/12.2
Worksheet Total	System Generated	0.2/12.2
Difference	System Generated	0.2/12.2
	<ul style="list-style-type: none"> ○ Calculated as the Document Total minus the Worksheet Total 	

4.5 Addresses Tab

The Acceptor may not modify or add to data on this tab.

4.6 Misc. Info Tab

Misc. Info Tab (Acceptance)

Label	Entry Requirement	Size
Comments	Conditional	1/2000
	<ul style="list-style-type: none"> ○ Mandatory if document is Rejected 	
Attachment	Optional	6MB

4.7 Submission

- When a CIF document has been approved, without an LPO in place & is destined for an EDI capable entitlement system, the status becomes “Processed.”

- When a CIF document has been approved by the ACO, with an LPO assigned or without an LPO but destined for a non-EDI capable entitlement system, the status becomes “Accepted.”

4.8 Recall

The Acceptor is NOT permitted to Recall a document.

5 Document Pre-Certification

This is an optional workflow step that is controlled by payment specific edits.

The LPO Reviewer provides a point for the certification of funds associated with the payment request. If the FMS/ACRN entries have not been made they must be entered and balanced at this step. The LPO Reviewer does not have the capability to adjust the quantity accepted or the approved dollar amount. If the LPO Reviewer believes there is an error they must work with the Vendor/Inspector/Acceptor, as appropriate to resolve it.

The LPO Reviewer is able to:

- Recommend certify the document.

5.1 Header Tab

Header Tab (Pre-Certification)

Label	Entry Requirement	Size
Recommend Document Certification	Mandatory	1/1

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 Line Item Tab

For ONE PAY, all accounting information updates or entries need to be made on the LLA tab.

Line Item Tab (Pre-Certification)

Label	Entry Requirement	Size
AAI	Optional	6/6
	<ul style="list-style-type: none"> ○ User may add or modify AAI ○ Applies to all Entitlement Pay Systems with the exception of One Pay 	

5.3 ACRNs Tab

For ONE PAY, all the information updates or entries need to be made on the LLA tab.

5.4 ACRN Worksheet

The LPO Reviewer may create or modify a previously entered ACRN worksheet. The total worksheet value must match the total document value. The LPO Reviewer may change the Acceptor’s input to achieve this balance.

ACRN Worksheet (Pre-Certification)

Label	Entry Requirement	Size
ACRN	Optional	2/2

	<ul style="list-style-type: none"> ○ If worksheet is used, at least one ACRN is required ○ User may add, delete or modify previously entered ACRNs 	
CLIN	Optional	4/6
	<ul style="list-style-type: none"> ○ User may add, delete or modify previously entered CLINs 	
CLIN Amount	Conditional	0.2/12.2
	<ul style="list-style-type: none"> ○ Mandatory if CLIN is entered 	
ACRN Amount	Conditional	0.2/12.2
	<ul style="list-style-type: none"> ○ Mandatory if CLIN is entered 	
Approved Amount	System Generated	0.2/12.2
Worksheet Total	System Generated	0.2/12.2
Difference	System Generated	0.2/12.2
	<ul style="list-style-type: none"> ○ Calculated as the Document Total minus the Worksheet Total 	

5.5 FMS Worksheet

If the Acceptor has accepted less than the amount requested by the Vendor, then the total worksheet value must be adjusted to match the total revised document value. The LPO Reviewer may change the Acceptor's input to achieve this balance.

FMS Worksheet (Pre-Certification)

Label	Entry Requirement	Size
Country Code	Mandatory	2/2
	<ul style="list-style-type: none"> ○ User may add, delete or modify previously entered Country Codes 	
Associated Dollars	Conditional	0.2/12.2
	<ul style="list-style-type: none"> ○ Mandatory if Country Code is entered ○ User may add, delete or modify previously entered Associated Dollars 	
Approved Amount	System Generated	0.2/12.2

Worksheet Total	System Generated	0.2/12.2
Difference	System Generated	0.2/12.2
	<ul style="list-style-type: none"> ○ Calculated as the Document Total minus the Worksheet Total 	

5.6 Long Line of Accounting

The LPO Reviewer may enter the LLA at either the line level or the ACRN 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. Each line item can only have one ACRN on the line item level; the ACRN level requires at least one of the line items to have 2 ACRNS or more.

Long Line of Accounting (Pre-Certification)

Label	Entry Requirement	Size
Help Links	Optional	
	<ul style="list-style-type: none"> ○ Four available Help Links are displayed: TFO LOA CrossWalks LPO Training LOP Checklist One Pay TFS AAI Listing 	
Populate All	Optional	
	<ul style="list-style-type: none"> ○ Link may be used if same accounting information applies to multiple ACRNs 	
Line Item Level ACRN Level	Mandatory	1/1
	<ul style="list-style-type: none"> ○ The user must select one of the actions to be applied to the document ○ ACRN Level will present a Long Line of Accounting information for each ACRN; Line Level will present LLA screen per Line Item on the document 	
Document Record Id	Mandatory	1/15
	<ul style="list-style-type: none"> ○ Must be 13, 14 or 15 alphanumeric characters if the AAI is not in the SDN_AAA table. 	

	<ul style="list-style-type: none"> ○ Must be 9,13, 14 or 15 alphanumeric characters if the AAI is in the SDN_AAA table 	
Agency Accounting Id	Mandatory	6/6
ACRN	Mandatory	2/2
Approved Amount	Mandatory	0.2/12.2
Agency Qualifier Code	System Generated	2/2
	<ul style="list-style-type: none"> ○ Defaults to DD 	
Def Ag Alloc Recp	Optional	1/2
Cost Code	Optional	1/13
Dept Indicator	Conditional	1/2
	<ul style="list-style-type: none"> ○ If the AAI is in the TFS_AAI table, the Department Indicator is optional ○ If the AAI is not in the TFS_AAI table, the Department Indicator is mandatory. 	
Job Work Order Code	Optional	1/8
Cost Allocation Code	Optional	1/8
Transfer from Department	Optional	1/2
Sub-Allotment Recipient	Optional	1/1
Classification Code	Optional	1/9
Fiscal Year Indicator	Conditional	1/8
	<ul style="list-style-type: none"> ○ If the AAI is in the TFS_AAI table, the Fiscal Year Indicator is optional 	

	<ul style="list-style-type: none"> ○ If the AAI is not in the TFS_AAI table, the Fiscal Year Indicator is mandatory. 	
Work Center Recipient	Optional	1/6
DoD BACC Shrthd	Optional	1/6
Basic Symbol Number	Conditional	1/4
	<ul style="list-style-type: none"> ○ If the AAI is in the TFS_AAI table, the Basic Symbol Number is optional ○ If the AAI is not in the TFS_AAI table, the Basic Symbol Number is mandatory. 	
Major Reimb Src Cd	Optional	1/1
Limit/Sub Head	Optional	1/6
Reimb Source Code	Optional	1/3
Fund Code	Optional	1/2
Customer Indicator/MPC	Optional	1/6
Fund Org Admin Code	Optional	1/2
Object Class	Optional	1/5
IFS Number	Optional	1/12
Allotment Serial No	Optional	1/5
Govt/Public Sec Id	Optional	1/1
Transaction Type	Optional	1/3

Activity Address Code	Optional	1/6
Foreign Currency Code	Optional	1/4
Program/Planning Code	Optional	1/4
Program Element Code	Optional	1/12
FMS Case No (1-3)	Optional	1/3
FMS Case No (4-5)	Optional	1/2
FMS Case No (6-8)	Optional	1/2
Project Task/Budget Subline	Optional	1/8
Special Interest/ Program Cost	Optional	1/2

5.7 Address Tab

The LPO Reviewer may not adjust or add to data on this tab.

5.8 Misc Info Tab

Misc. Info Tab (Pre-Certification)

Label	Entry Requirement	Size
Comments	Optional	1/2000

Attachment	Optional	6MB

5.9 Submission

- When a CIF-A/CIF-I document has been pre-certified & is destined for an EDI capable entitlement system, the status becomes “Pre-certified.”
- When a CIF-A/CIF-I document has been certified but destined for a non-EDI capable entitlement system, the status becomes “Pre-certified.”

5.10 Recall

The LPO Reviewer is NOT permitted to recall a document.

5.11 Reject

The LPO Reviewer is NOT permitted to reject a document, but is allowed to recommend reject a document.

6 Document Certification

This is an optional workflow step that is controlled by payment specific edits.

The LPO provides a point for the certification of funds associated with the payment request. If the FMS/ACRN entries have not been made they must be entered and balanced at this step. The LPO does not have the capability to adjust the quantity accepted or the approved dollar amount. If the LPO believes there is an error they must work with the Vendor/Inspector/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.

6.1 Header Tab

Header Tab (Certification)

Label	Entry Requirement	Size
Document Certified	Mandatory	1/1
Signature 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).

6.2 Line Item Tab

The LPO may not adjust or add to data on this tab.

6.3 ACRN Tab

For ONE PAY, all the information updates or entries need to be made on the LLA tab.

6.4 ACRN Worksheet

The LPO may create or modify a previously entered ACRN worksheet. The total worksheet value must match the total document value. The LPO may change the Acceptor's input to achieve this balance.

ACRN Worksheet (Certification)

Label	Entry Requirement	Size
ACRN	Optional	2/2
	<ul style="list-style-type: none"> ○ If worksheet is used, at least one ACRN is required ○ User may add, delete or modify previously entered ACRNs 	
CLIN	Optional	4/6
	<ul style="list-style-type: none"> ○ User may add, delete or modify previously entered CLINs 	
CLIN Amount	Conditional	0.2/12.2
	<ul style="list-style-type: none"> ○ Mandatory if CLIN is entered 	
ACRN Amount	Conditional	0.2/12.2
	<ul style="list-style-type: none"> ○ Mandatory if CLIN is entered 	
Approved Amount	System Generated	0.2/12.2
Worksheet Total	System Generated	0.2/12.2
Difference	System Generated	0.2/12.2
	<ul style="list-style-type: none"> ○ Calculated as the Document Total minus the Worksheet Total 	

6.5 FMS Worksheet

If the Acceptor has accepted less than the amount requested by the Vendor, then the total worksheet value must be adjusted to match the total revised document value. The LPO may change the Acceptor’s input to achieve this balance.

FMS Worksheet (Certification)

Label	Entry Requirement	Size
Country Code	Mandatory	2/2
	<ul style="list-style-type: none"> ○ User may add, delete or modify previously entered Country Codes 	
Associated Dollars	Conditional	0.2/12.2
	<ul style="list-style-type: none"> ○ Mandatory if Country Code is entered ○ User may add, delete or modify previously entered Associated Dollars 	
Approved Amount	System Generated	0.2/12.2
Worksheet Total	System Generated	0.2/12.2
Difference	System Generated	0.2/12.2
	<ul style="list-style-type: none"> ○ Calculated as the Document Total minus the Worksheet Total 	

6.6 Long Line of Accounting

The LPO Reviewer may enter the LLA at either the line level or the ACRN 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. Each line Item can only have one ACRN on the line item level; the ACRN level requires at least one of the line items to have 2 ACRNS or more.

Long Line of Accounting (Certification)

Label	Entry Requirement	Size
Help Links	Optional	
	<ul style="list-style-type: none"> ○ Four available Help Links are displayed: TFO LOA CrossWalks LPO Training LOP Checklist One Pay TFS AAI Listing 	
Populate All	Optional	

	<ul style="list-style-type: none"> ○ Link may be used if same accounting information applies to multiple ACRNs 	
Line Item Level ACRN Level	Mandatory	1/1
	<ul style="list-style-type: none"> ○ The user must select one of the actions to be applied to the document ○ ACRN Level will present a Long Line of Accounting information for each ACRN; Line Level will present LLA screen per Line Item on the document 	
Document Record Id	Mandatory	1/15
	<ul style="list-style-type: none"> ○ Must be 13, 14 or 15 alphanumeric characters if the AAI is not in the SDN_AAA table. ○ Must be 9,13, 14 or 15 alphanumeric characters if the AAI is in the SDN_AAA table 	
Agency Accounting Id	Mandatory	6/6
ACRN	Mandatory	2/2
Approved Amount	Mandatory	0.2/12.2
Agency Qualifier Code	System Generated	2/2
	<ul style="list-style-type: none"> ○ Defaults to DD 	
Def Ag Alloc Recp	Optional	1/2
Cost Code	Optional	1/13
Dept Indicator	Conditional	1/2
	<ul style="list-style-type: none"> ○ If the AAI is in the TFS_AAI table, the Department Indicator is optional ○ If the AAI is not in the TFS_AAI table, the Department Indicator is mandatory. 	
Job Work Order Code	Optional	1/8

Cost Allocation Code	Optional	1/8
Transfer from Department	Optional	1/2
Sub-Allotment Recipient	Optional	1/1
Classification Code	Optional	1/9
Fiscal Year Indicator	Conditional	1/8
	<ul style="list-style-type: none"> ○ If the AAI is in the TFS_AAI table, the Fiscal Year Indicator is optional ○ If the AAI is not in the TFS_AAI table, the Fiscal Year Indicator is mandatory. 	
Work Center Recipient	Optional	1/6
DoD BACC Shrthd	Optional	1/6
Basic Symbol Number	Conditional	1/4
	<ul style="list-style-type: none"> ○ If the AAI is in the TFS_AAI table, the Basic Symbol Number is optional ○ If the AAI is not in the TFS_AAI table, the Basic Symbol Number is mandatory. 	
Major Reimb Src Cd	Optional	1/1
Limit/Sub Head	Optional	1/6
Reimb Source Code	Optional	1/3
Fund Code	Optional	1/2
Customer Indicator/MPC	Optional	1/6
Fund Org Admin Code	Optional	1/2

Object Class	Optional	1/5
IFS Number	Optional	1/12
Allotment Serial No	Optional	1/5
Govt/Public Sec Id	Optional	1/1
Transaction Type	Optional	1/3
Activity Address Code	Optional	1/6
Foreign Currency Code	Optional	1/4
Program/Planning Code	Optional	1/4
Program Element Code	Optional	1/12
FMS Case No (1-3)	Optional	1/3
FMS Case No (4-5)	Optional	1/2
FMS Case No (6-8)	Optional	1/2
Project Task/Budget Subline	Optional	1/8
Special Interest/ Program Cost	Optional	1/2

6.7 Address Tab

The LPO may not adjust or add to data on this tab.

6.8 Misc Info Tab

Misc. Info Tab (Certification)

Label	Entry Requirement	Size
Comments	Optional	1/2000
Attachment	Optional	6MB

6.9 Submission

- When a CIF-A/CIF-I document has been certified & is destined for an EDI capable entitlement system, the status becomes “Processed.”
- When a CIF-A/CIF-I document has been certified but destined for a non-EDI capable entitlement system, the status becomes “Certified.”

6.10 Recall

The LPO is NOT permitted to Recall a document.

6.11 Reject

The LPO is NOT permitted to Reject a document.

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.
- Review history if the document does come in EDI.
- Suspend the document.

- Reject the document to the Vendor.

When a document has either myInvoice or Extracted 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

Header Tab (Payment)

Label	Entry Requirement	Size
Document Accepted Document Processed Document Rejected Document Suspended Document Available for Recall	Mandatory	1/1
	○ User must select one of the three options	
Document in MyInvoice Document Paid	Read Only	1/1

7.2 Line Item Tab

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

7.3 ACRN Worksheet

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

7.4 FMS Worksheet

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

7.5 Address Tab

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

7.6 Misc Info Tab

Misc. Info Tab (Payment)

Label	Entry Requirement	Size
Comments	Conditional	1/2000
	○ Mandatory if document is Rejected	
Attachment	Optional	6MB

7.7 Submission

- If the Payment Office Reviews the document, the status is “Reviewed.”
- If the Payment Office Processed the document, the status is “Processed.”
- If the Payment Office Suspends the document, the status is “Suspended.”