WAWF

Wide Area Workflow

Cost Voucher

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 the submission and processing of Cost Vouchers (CV). The CV is associated with payments for Cost Reimbursable contracts identified within FAR clause: 52.216-7, 52.216-13, 52-216-14 and 52.232-7.

1.1   Affected Entitlement Systems

The following table defines what DFAS Entitlement Systems are capable of accepting a Cost Voucher transaction.

Entitlement System	WAWF Support	EDI Capable
MOCAS	YES	YES
EBS	YES	YES
One Pay	YES	YES
IAPS-E	YES	YES
CAPS-C	YES	NO
CAPS-W	YES	YES
Navy ERP	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:**

  o   Mandatory – must be entered

  o   Optional – may/may not be entered depending upon the contract requirements

  o   Conditional – require entry of some other data elements

  o   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 document as they apply.

2 Document Creation

Creation of the Cost Voucher is limited to the Vendor role.

2.1 Contract, Originator, & Entitlement System Identification

The Vendor must enter the following data elements to properly set up the document and editing requirements.

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. • 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		
• 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.		13-17

• 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		
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. • 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		

• 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:
   o The characters "A" and "P" are prohibited in the first position of 4-character Delivery Order Number.
   o "0000" is not acceptable value.
• If the Delivery Order is 13 characters, the following edits will be applied:
   o Position 1 and 2 cannot both be numeric.
   o Positions 7 and 8 must be numeric.
		0,4 or 13

o Position 9 must be F. o Positions 10 through 13 cannot be all zeroes.	
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

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
	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.

2.2   Document Selection

Based upon the Pay Office entered the application 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.

Label	Entry Requirement	Size
Cost Voucher	Mandatory	1/1
	Label includes the FAR references controlling the use of the Cost Voucher	
Final Voucher	Mandatory	1/1
	"Y" or "N" required; Defaults to blank	
Shipbuilding	Mandatory	1/1
ONE PAY, NAVY-ERP	"Y" or "N"; Defaults to "N"	
From Template?	Mandatory	1/1
	"Y" or "N"; Defaults to "N"	
-Active Documents -Archived Documents -Active and Archived Documents	Conditional	1/1

Voucher No	Optional	2/22
	The user may query either the active or archive database to query for available template documents, but not at the same time. The active database is selected by default.	
	The database is queried for a list of available documents based on the Contract Number, Delivery Order, CAGE Code, Pay DoDAAC, the type of document that was selected, and the Document Number input in the previous windows.	
	The user may select the Final Voucher indicator "N" or "Y". The Voucher number cannot be duplicated. All the document information is editable except Contract Number, Delivery Order, Issue Date, CAGE Code, Pay DoDAAC, from previous document.	

The document is designated as Direct Submit or Interim based on the Cost Voucher parameter.

2.3 Direct Submit Authority

DCAA, DCMA, and ONR are the DoD authority to authorize Direct Submitting to Vendors for Interim CVs; interim includes first and all but the Final CV. If DCAA, DCMA, or ONR has authorized Direct Submitting for a Vendor, then all Interim CVs submitted by the Vendor are processed as Direct Submit. Interim and Direct Submit CVs may be routed via the LPO or directly to DFAS.

When Direct Submit is not authorized for the Vendor, all Interim CVs are routed via the Cost Voucher Reviewer or Approver and following Approval the document is routed either via the LPO or directly to DFAS based upon the entitlement system requirements.

All Final CVs are submitted to the Acceptor (Service Approver) for acceptance. The document is placed in the history folder of the Cost Voucher Approver but no e-mail flows to that user. Following Acceptance of the Final CV, the document is either routed to the LPO or directly to DFAS based upon the entitlement system requirements.

2.4 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.

2.5   Routing Interim Cost Vouchers

Routing Codes (Interim)

Label	Entry Requirement	Size
Issue Date	Optional	10/10
Issue By DoDAAC	Optional	6/6
Admin DoDAAC	Mandatory	6/6
DCAA Auditor DoDAAC	Mandatory	6/6
	Must be a valid DCAA / DCMA / ONR DoDAAC	
/ Extension	Conditional	1/6
	Requires entry of the DCAA Auditor DoDAAC	
Service Approver	Mandatory	6/6
	Must be a valid Ship To DoDAAC	
/ Extension	Conditional	1/6
	Requires entry of the Service Approver DoDAAC	
LPO DoDAAC	Conditional	6/6
IAPSE, CAPS-C, CAPS-W	Permitted	
ONE PAY	Mandatory	
/ 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 any of the above 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.

2.6   Routing Final Cost Vouchers

Routing Codes (Final)

Label	Entry Requirement	Size
Issue Date	Optional	10/10
Issue By DoDAAC	Optional	6/6
Admin DoDAAC	Mandatory	6/6
DCAA Auditor DoDAAC	Mandatory	6/6
	Must be a valid DCAA / DCMA / ONR DoDAAC	
/ Extension	Conditional	1/6
	Requires entry of the DCAA Auditor DoDAAC	
Service Approver	Mandatory	6/6
	Must be a valid Ship To DoDAAC	
/ Extension	Conditional	1/6
	Requires entry of the Service Approver DoDAAC	
LPO DoDAAC	Conditional	6/6
IAPSE, CAPS-C, CAPS-W	Permitted	
ONE PAY	Mandatory	
/ 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 for the Final CV.

If the result is NO for any of the above 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 capture.

2.7 Direct Submit Cost Vouchers

Routing Codes (Direct Submit)

Label	Entry Requirement	Size
Issue Date	Optional	10/10
Issue By DoDAAC	Optional	6/6
Admin DoDAAC	Mandatory	6/6
DCAA Auditor DoDAAC	Mandatory	6/6
	Must be a valid DCAA / DCMA / ONR DoDAAC	
/ Extension	Conditional	1/6
	Requires entry of the DCAA Auditor DoDAAC	
Service Approver	Mandatory	6/6
/ Extension	Conditional	1/6
	Requires entry of the Service Approver DoDAAC	
LPO	Conditional	6/6
IAPSE, CAPS-C, CAPS-W	Permitted	
ONE PAY	Mandatory	
/ 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 any of the above 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.

2.8 Data Entry

Once the basic data required to setup the document 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.

2.9 Header Tab

The Header tab is used to gather document level details.

Label	Entry Requirement	Size
Voucher Number	Mandatory	2/22
MOCAS	Must begin with BVN. Must begin with BVN. Voucher Number must be 7 or 8 characters in the format of AAAXNNN or AAAXNNNA (A = Alpha, X Alphanumeric, N = Numeric). The 8th position is only used for final vouchers and is a Z. If the Final voucher is 'Y' - the voucher Number must be exactly 8 characters with the eighth position being a Z. The voucher Number will be converted to upper case.	
EBS	Voucher Number must be 7 or 8 characters in the format of AAAXNNN or AAAXNNNA (A = Alpha, X Alphanumeric, N = Numeric). The 8th position is only used for final vouchers and is a Z. There is no prefix of BVN. If the Final Voucher Indicator is 'Y' – the Voucher Number must be exactly 8 characters with the eighth position being a Z. The voucher Number will be converted to upper case.	
Voucher Date	Mandatory	10/10
	Pre-populated based upon WAWF system server date	
Final Voucher?	Mandatory	1/1
	"Y" or "N" required; Defaults to blank	
Vendor Invoice Number	Optional	1/30

Service Start Date	Mandatory	10/10
	When creating a Cost Voucher from a template, the Service Start / End Dates will not be pre-populated.	
Service End Date	Mandatory	10/10
	When creating a Cost Voucher from a template, the Service Start / End Dates will not be pre-populated.	
Bill of Lading Number	Optional	1/30
Bill of Lading Type	Optional	1/1
-Commercial -Government	Requires entry of the Bill of Lading Number. Defaults to 'Commercial'	
Task Order	Optional	1/22
Currency Code	System Generated	3/3
	Pre-populated based upon document selection criteria	
Document Total	System Generated	0.2/12.2
	Pre-populated based upon the Total Dollar Amount of the document	
Signature Date	Conditional	10/10
	Mandatory when Shipbuilding indicator is 'Y'	
Signature of Contractor Representative	Conditional	
	Mandatory when Shipbuilding indicator is 'Y'	

2.10 Address Data Tab

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

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

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Payee Name 3	Optional	1/60
Activity Name 1	Mandatory	1/60
Activity Name 2	Optional	1/60
Activity Name 3	Optional	1/60
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

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, Address, City, State and ZIP Code are the minimum required to complete the Address. Other fields are optional.

e.g. Fred's Computer Software, 1234 Main Street, Jacksonville, FL 32043

For Non-U. S. Addressing: Activity Name, Address, City, State/Province, ZIP Code, and Country are the minimum required to complete the Address. Other fields are optional.

e.g. FCC Company, 23 Main St, Bedford Nova Scotia, B4B 1G9, Canada

For U. S. Military Addressing: Activity Name, Address, ZIP Code, and Military Location are the minimum required to complete the Address. Other fields are optional.

e.g. 51st Activity Company, Camp David, 33043-0525, AR FPO AA

2.11 Discounts Tab

Label	Entry Requirement	Size
Discount Percentage	Optional	0.2/2.2
EBS, IAPSE, ONE PAY, CAPS-C, CAPS-W, NAVY-ERP	Availability/Display/Number of entries controlled by PSS edits.	
MOCAS	Allows for only one instance of a Discount Percentage/Due Days combination.	
Due Days	Conditional	1/2
EBS, IAPSE, ONE PAY, MOCAS, CAPS-C, CAPS-W, NAVY-ERP	Mandatory if Discount Percentage entered.	
Discount Amount	Optional	0/10.2
IAPSE, ONE PAY, NAVY ERP	Availability/Display/Number of entries controlled by PSS edits.	
MOCAS	Not allowed.	
Discount Date	Conditional	10/10
IAPSE, ONE PAY, NAVY-ERP	Mandatory if Discount Date entered.	
MOCAS	Not allowed.	
Net Days	Optional	1/2
IAPSE, ONE PAY, CAPS-C, CAPS-W, NAVY-ERP	Availability/Display/Number of entries controlled by PSS edits.	
MOCAS	Not allowed.	

2.12 Comments Tab

The Initiator is able to enter document level comments.

Comments Tab

Label	Entry Requirement	Size
Comments	Optional	1/2000
	Mandatory if Final Invoice already exists for the same Contract Number and Delivery Order	

2.13 Line Item Tab

Line Item Detail

Label	Entry Requirement	Size
Item No.	Mandatory	4/6
	Requires at least 1 entry and up to 999 Line Items.	
CAPS-C, CAPS-W, IAPS-E	Must be 4 or 6 alphanumeric characters	
MOCAS	Must be 4 numeric (NNNN), 4 numeric and 2 alpha (NNNNAA), 1 alpha and 3 alphanumeric (AXXX), 1 alpha 3 alphanumeric 2 alpha (AXXXAA), the word 'NONE' or the word 'NONE' with 2 numeric (NONENN)	
ONE PAY, EBS	Must be 4 numeric or 4 numeric and 2 alpha characters	
NAVY-ERP	Must be 4 numeric, 4 numeric and 2 alphanumeric, or 1 alphabetic and 3 alphanumeric characters	
Product/Service ID	Mandatory	1/48
Product/Service ID Qualifier	Mandatory	2/2
Quantity Invoiced	Mandatory	1/1

	On create of a Cost Voucher the Quantity will default to 1. The user cannot update this field.	
Unit of Measure	Mandatory	2/2
	On create of a Cost Voucher the Unit of Measure will default to "M4 – Monetary Value". The user cannot update this field.	
Amount Billed	Mandatory	- 9.5/9.5
	Can be negative; negative sign (-) included in the size	
SDN	Optional	1/30
ONE PAY	Standard Document Number must be 13, 14, or 15 alphanumeric characters	
ACRN	Optional	2/2
CAPS-W, CAPS-C, NAVY-ERP, IAPS-E, EBS	Will be pre-populated from EDA if contract data information is available and only single ACRN per CLIN; will remain editable	
AAI	Optional	6
	Will be pre-populated from EDA if contract data information is available and only single ACRN per CLIN, will remain editable. If AAI entered at above the Item No, the AAI will be pre-populated in the Add CLIN/SLIN page and it will remain editable.	
PR Number	Optional	1/30
Description	Mandatory	1/2000

2.14 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.

- Only One Pay and MOCAS have ACRN Tab when create Cost Voucher document,

ACRN Detail

Label	Entry Requirement	Size
Item No.	Pre-populated	4/6
	Pre-populated from the previous entry for view purposes only	
CLIN Amount	System Generated	0.2/9.2
	System generated from the Quantity X Price on CLIN/SLIN tab	
ACRN Amount	System Generated	0.2/9.2
	System generated from the total of the ACRN Amounts	
Difference	System Generated	0.2/9.2
	Calculated as the CLIN Amount minus the ACRN Amount.	
ACRN	Optional	2/2
ACRN Amount	Conditional	0.2/9.2
	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	

2.15 Misc. Amounts Tab

Misc. Amounts

Label	Entry Requirement	Size
Misc. Fee	Optional	4/4
EBS, MOCAS, IAPSE, ONE PAY, CAPS-C, CAPS-W,	Availability/Display/Number of entries controlled by PSS edits – Reference document containing the PSS Edits	

NAVY-ERP		
Misc. Fee Price	Conditional	0.2/9.2
EBS, MOCAS, IAPSE, ONE PAY, CAPS-C, CAPS-W, NAVY-ERP	Mandatory if Misc. Fee entered	
Description	Conditional	1/2000
EBS, MOCAS, IAPSE, ONE PAY, CAPS-C, CAPS-W, NAVY-ERP	Mandatory if Misc. Fee entered	
Misc. Allowance	Optional	4/4
IAPSE, ONE PAY, CAPS-C, CAPS-W, NAVY-ERP	Availability/Display/Number of entries controlled by PSS edits – Reference document containing the PSS Edits	
Misc. Allowance Amount	Conditional	0.2/9.2
IAPSE, ONE PAY, CAPS-C, CAPS-W, NAVY-ERP	Mandatory if Misc. Allowance entered	
Misc. Allowance Description	Conditional	1/2000
IAPSE, ONE PAY, CAPS-C, CAPS-W, NAVY-ERP	Mandatory if Misc. Allowance entered	
Tax	Optional	2/2
IAPSE, ONE PAY, CAPS-C, CAPS-W, NAVY-ERP	Availability/Display/Number of entries controlled by PSS edits – Reference document containing the PSS Edits	
Misc. Tax Amount	Conditional	0.2/9.2
IAPSE, ONE PAY, CAPS-C, CAPS-W, NAVY-ERP	Mandatory if Misc. Tax entered	
Misc. Tax Description	Conditional	1/2000
IAPSE, ONE PAY, CAPS-C, CAPS-W,	Mandatory if Misc. Tax entered	

2.16 Document Submission

The following is the processing cycle for Cost Voucher documents in WAWF.

Step 1. Submit Cost Voucher document.

Step 2. Has the CAGE code been set up with DCAA voucher sampling and dollar amount parameters to select documents for audit?

> (A no answer will only happen on the first submission of a voucher for a CAGE code).

> If "Yes" then go to Step 3.

> If "No" then set up the CAGE code using pre-defined default parameters for sampling and high-dollar amounts, then proceed to step 3.

Step 3. Is there a Cost Voucher in the database with the submitted Cost Vouchers CAGE Code and Contract Number?

> If "Yes" then go to Step 4.

> If "No" then label the Cost Voucher as "Interim - First". Go to Step 9.

Step 4. Is there a Cost Voucher in the database with the submitted Cost Vouchers CAGE Code and Contract Number that has been "Approved"?

> If "Yes" then go to Step 5.

> If "No" then label the Cost Voucher as "Interim - New Contractor". Go to Step 9.

Step 5. Has the submitted Cost Voucher ever been rejected by the Cost Voucher Approver?

> If "Yes" then label the Cost Voucher as "Interim First Rejected", "Interim New Contractor Rejected", "Interim High Dollar Rejected" or "Interim Sampled Rejected". Go to Step 9.

> If "No" then go to Step 6.

Step 6. Does the document total of the submitted Cost Voucher exceed the high dollar parameter value?

If "Yes" then label the Cost Voucher as "Interim - High Dollar". Go to Step 9.

If "No" then go to Step 7.

Step 7. Is the submitted Cost Voucher selected for random sampling?

If "Yes" then label the Cost Voucher as "Interim - Sampled". Go to Step 9.

If "No" then go to Step 8.

Step 8. Label the Cost Voucher as "Direct Submit", go to Step 9.

Step 9. Save Cost Voucher to database, go to Step 1.

2.17 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.

2.18 Attachments Tab

Attachments Tab (Initiator)

Label	Entry Requirement	Size
Attachments	Optional	6 MB

2.19 EDI/SFTP

The Cost Voucher may be created with the submission of the EDI 810V or the Cost Voucher UDF.

2.20 Status

2.21 Direct Submit

- Without an LPO the status is "Processed" if intended for an EDI capable payment system.

- Without an LPO the status is "Submitted" if intended for a non-EDI capable payment system.

- With an LPO the status is "Submitted."

2.22 Non-Direct Submit

- With or without an LPO the status is "Submitted."

2.23 Final

- Status is "Submitted."

2.24 Extract

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 Cost Voucher.

The 810V is released to those systems based upon the type of CV that was created:

2.25 Interim - Direct Submit

- Following Submission if an LPO is not included.

- Following Certification if an LPO is included.

2.26 Interim - Non-Direct Submit

- Following Inspection if an LPO is not included.

- Following Certification if an LPO is included.

2.27 Final

- Following Acceptance if an LPO is not included.

- Following Certification if an LPO is included.

3 Document Review

This is an optional workflow step for Non-Direct Submit Interim CVs. The Cost Voucher Reviewer is the first point of review within the government workflow process for Non-Direct Submit Interim CVs. There is no ability for the Reviewer to adjust the quantity invoiced. The Reviewer is able to:

- Recommend Approval of Interim Non-Direct Submit CVs.

- Recommend Rejection of Interim Non-Direct Submit CVs.

- Recommend application of Cost Suspension or Disallowance values for Interim Non-Direct Submit CVs.

- Enter Multiple ACRN information on Interim Non-Direct Submit CVs.

3.1 Header Tab

Header Tab (Review)

Label	Entry Requirement	Size

o Recommend Provisional Payment o Recommend Cost Suspension or Disallowance o Recommend Rejection	Mandatory	1/1
	The user must select one of the actions to be applied to the document	
Suspended	Optional	0.2/9.2
Disallowed	Optional	0.2/9.2
Net Approved Amount	System Generated	0.2/9.2
	Only generated if a Suspension or Disallowance is entered on the document; Calculation of Original document value less Suspension plus Disallowance	

3.2 Line Item Tab

Line Item Tab (Review)

Label	Entry Requirement	Size
SDN	Optional	1/30
	Entry available for each Line Item	
AAI	Optional	6/6
	Entry available for each Line Item	
ACRN	Optional	2/2
EBS, IAPSE, CAPS-C, CAPS-W, NAVY-ERP	Entry available for each Line Item	

3.3 ACRNs Tab

The following rules are applied:

- If multiple ACRN information is entered on the ACRNs tab, a single ACRN may not be entered on the Line Item tab.
- Only for MOCAS and One Pay with Shipbuilding = 'N'.

ACRNs Tab (Review)

Label	Entry Requirement	Size
Item Number	Pre-populated	4/6
	Pre-populated from the previous entry for view purposes only.	
CLIN Amount	System Generated	0.2/9.2
	System generated from the Quantity X Price on Event tab.	
ACRN Amount	System Generated	0.2/9.2
	System generated from the total of the ACRN Amounts.	
Difference	System Generated	0.2/9.2
	Calculated as the CLIN Amount minus the ACRN Amount.	
ACRN	Optional	2/2
ACRN Amount	Conditional	0.2/9.2
	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	

3.4   Address Tab

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

3.5   Misc. Info Tab

Misc. Info Tab (Review)

Label	Entry Requirement	Size

Comments	Conditional	1/2000
	Mandatory for recommend rejection or entry of Suspension/Disallowance values	
Attachments	Conditional	6 MB
	Mandatory if Suspension or Disallowance values are entered	

3.6 Submission

3.7 Status

3.8 Non-Direct Submit Interim:

- The status will be "In Process."

4 Document Approval

This is a mandatory workflow step for the Interim Non-Direct Submit CV. The Cost Voucher Approver acts as the government approver for the Cost Vouchers. There is no ability for the Approver to adjust the quantity invoiced. All Cost Vouchers are available to the Approver DoDAAC via a View Only role. The Cost Voucher Approver is able to:

- Approve the document.

- Reject the document to the Vendor.

- Enter a Cost Suspension or Disallowance Amount.

- View historical documents that were processed directly by him or by anyone within his DoDAAC.

- View documents that were reviewed by the Reviewer.

- Enter Multiple ACRN information.

- Quick Sign: When an Approver clicks on the Approve/Date/Sign/Submit quick sign button, the "Approved for Provisional Payment" checkbox will be checked automatically and the document signed. If the Approver selects the Cost Suspension or Disallowance checkbox, the application will hide the "quick sign" button.

- Block Sign: An Approver can select the checkboxes of the documents they wish to Block Sign in the Block Signing Approval Folder. Once the "Block Approval" button is clicked at the bottom of the page, emails will be sent to the Cost Voucher Approver with a list of the documents which were block signed.

4.1   Header Tab

The application will provide Quick Sign capability for DCMA/ONR Approver. When the Approver clicks the Approve/Date/Sign/Submit button, the system will select Approved for Provisional Payment automatically. If "Cost Suspension or Disallowance" is checked, the 'Quick Sign' button is removed from the page.

Header Tab (Approval)

Label	Entry Requirement	Size
-Approved for Provisional Payment -Cost Suspension or Disallowance -Reject to Initiator	Mandatory	1/1
	The user must select one of the actions to be applied to the document	
Suspended	Optional	0.2/9.2
Disallowed	Optional	0.2/9.2
Net Amount Approved	System Generated	0.2/9.2
	Only generated if a Suspension or Disallowance is entered on the document; Calculation of Original document value less Suspension plus Disallowance	
Signature Date	Mandatory	10/10
	Interim CV only; pre-populated with the system date	
Signature	Mandatory	8/40
Approve / Date / Sign / Submit	Mandatory	
	'Quick Sign' button is available only if the Approved for Provisional Payment checkbox is selected	

4.2   Line Item Tab

Line Item (Approval)

Label	Entry Requirement	Size
SDN	Optional	1/30
	Entry available for each Line Item	
AAI	Optional	6/6
	Entry available for each Line Item	
ACRN	Optional	2/2
	Entry available for each Line Item	

4.3 ACRNs 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.

- Only for MOCAS and One Pay with Shipbuilding = 'N'.

ACRNs Tab (Approval)

Label	Entry Requirement	Size
Item Number	Pre-populated	4/6
	Pre-populated from the previous entry for view purposes only	
CLIN Amount ($)	System Generated	0.2/9.2
	System generated from the Quantity X Price on Line Item tab	
ACRN Amount ($)	System Generated	0.2/9.2
	System generated from the total of the ACRN Amounts	
Difference ($)	System Generated	0.2/9.2
	Calculated as the CLIN Amount minus the ACRN Amount	
Government Approve Amount	System Generated	0.2/9.2
	System generated from the total of the CLINS Amounts	
ACRN	System Generated	2/2

Label	Entry Requirement	Size
ACRN Amount ($)	System Generated	0.2/9.2
	This is the Amount associated to the ACRN for this CLIN on the document	
	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 the field size	

4.4   Address Tab

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

4.5   Misc. Info Tab

Misc. Info Tab (Approval)

Label	Entry Requirement	Size
Comments	Conditional	1/2000
	Mandatory for rejection or Cost Suspension/Disallowance entry. Comments for Cost Suspension/Disallowance are only mandatory if the values are either entered where no values existed before or the values recommended by the CV approver are different than those recommended by the CV Reviewer.	
Attachments	Conditional	6 MB
	Mandatory for Cost Suspension/Disallowance entry if the values are either entered where no values existed before or the values recommended by the CV approver are different than those recommended by the CV Reviewer.	

4.6   Submission

4.7   Status

- Without an LPO and destined for an EDI capable entitlement system, the status is "Processed."

- With or without an LPO and destined for a Non-EDI capable entitlement system, the status is "Approved."

5 Document Acceptance

This is a Mandatory workflow step for the Final CV. The Service Acceptor acts as the government approver for the Final Cost Vouchers. There is no ability for the Service Acceptor to adjust the quantity invoiced. All Cost Vouchers are available to the Service Acceptor DoDAAC via a View Only role.

The Service Approver is able to:

- Accept the document for Final CVs.

- Enter Cost Suspension and/or Disallowance amounts.

- Reject the document to the Initiator with notice to the Inspector.

- View historical documents that were processed directly by him or by anyone within his DoDAAC.

- View documents that were processed by the Inspector or submitted directly to the LPO/Pay Office (Interim Direct Submit CVs) after they become processed.

- Enter Multiple ACRN information.

5.1   Header Tab

Header Tab (Acceptance)

Label	Entry Requirement	Size
-Approved for Payment -Cost Suspension or Disallowance -Reject to Initiator	Mandatory	1/1
	The user must select one of the actions to be applied to the document	
Suspended	Optional	0.2/9.2
Disallowed	Optional	0.2/9.2
Net Amount Approved	System Generated	0.2/9.2
	Only generated if a Suspension or Disallowance is entered on the document; Calculation of	

	Original document value less Suspension plus Disallowance	
Signature Date	Mandatory	10/10
Signature	Mandatory	15/40

5.2   Line Item Tab

Line Item (Acceptance)

Label	Entry Requirement	Size
SDN	Optional	1/30
	Entry available for each Line Item	
AAI	Optional	6/6
	Entry available for each Line Item	
ACRN	Optional	2/2
EBS, IAPS-E, CAPS-C, CAPS-W, NAVY-ERP	Entry available for each Line Item	
PR Number	Pre-populated	1/30
	Pre-populated from the initiator submission	

5.3   ACRNs 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.

- Only for MOCAS and One Pay with Shipbuilding = 'N'.

ACRNs Tab (Acceptance)

Label	Entry Requirement	Size
Item Number	Pre-populated	4/6
	Pre-populated from the previous entry for view purposes only	
CLIN Amount ($)	System Generated	0.2/9.2
	System generated from the Quantity X Price on Event tab	
ACRN Amount ($)	System Generated	0.2/9.2
	System generated from the total of the ACRN Amounts	
Difference ($)	System Generated	0.2/9.2
	Calculated as the CLIN Amount minus the ACRN Amount	
ACRN	Optional	2/2
ACRN Amount ($)	Conditional	0.2/9.2
	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	

5.4 Address Tab

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

5.5 Misc. Info Tab

Misc. Info Tab (Acceptance)

Label	Entry Requirement	Size
Comments	Conditional	1/2000
	Mandatory for rejection or Cost Suspension/Disallowance entry	
Attachments	Conditional	6 MB
	Mandatory for Cost Suspension/Disallowance entry	

5.6   Submission

5.7   Status

- Without an LPO and destined for an EDI capable entitlement system, the status is "Processed."

- With or without an LPO and destined for a Non-EDI capable entitlement system, the status is "Accepted."

6 Document Pre-Certification

This is an optional workflow step (Entitlement System Controlled). 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 may 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 Approver, as appropriate to resolve it.

The LPO Reviewer is able to:

- Recommend certification of the document.

- Recommend rejection of the document.

- Enter Multiple ACRN information.

6.1   Header Tab

Header Tab (Pre-Certification)

Label	Entry Requirement	Size
-Recommend Document Certification -Recommend Document Rejection	Mandatory	1/1

	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).

6.2 Line Item Tab

Line Item Tab (Pre-Certification)

Label	Entry Requirement	Size
SDN	Optional	1/30
IAPSE, CAPS-C, CAPS-W	Entry available for each Line Item	
ONE PAY	View Only	

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AAI	Optional	6/6
IAPSE, CAPS-C, CAPS-W	Entry available for each Line Item	
ONE PAY	View Only	
ACRN	Optional	2/2
IAPSE, CAPS-C, CAPS-W	Entry available for each Line Item	
ONE PAY	Not available when Shipbuilding indicator is 'N'	
	View Only when Shipbuilding indicator is 'Y'	

6.3   ACRNs 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.

- Only for One-Pay with Shipbuilding indicator = 'N'.

ACRNs Tab (Pre-Certification)

Label	Entry Requirement	Size
Item Number	Pre-populated	4/6
	Pre-populated from the previous entry for view purposes only	
CLIN Amount ($)	System Generated	0.2/9.2
	System generated from the Quantity X Price on Event tab	
ACRN Amount ($)	System Generated	0.2/9.2
	System generated from the total of the ACRN Amounts	
Difference ($)	System Generated	0.2/9.2
	Calculated as the CLIN Amount minus the ACRN Amount	

Govt Approve Amount ($)	System Generated	0.2/9.2
	System generated from the total of the CLIN Amounts	
CLIN Approved Amount ($)	System Generated	0.2/9.2
	System generated from the CLIN Approved Amounts	
CLIN Approved Difference ($)	System Generated	0.2/9.2
	System generated the difference between ACRN Amount and the Approve Amount	
ACRN	System Generated	2/2
Original Amount ($)	System Generated	0.2/9.2
	This is the Amount associated to the ACRN for this CLIN on the document	
	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 filed size	
ACRN Approved Amount ($)	System Generated	0.2/9.2
	View Only	
ACRN Difference ($)	System Generated	0.2/9.2
	View Only	

6.4   ACRN WS Tab

The following rules are applied:

- Only for One Pay with Shipbuilding indicator = 'Y'.

ACRN WS Tab (Pre-Certification)

Label	Entry Requirement	Size
Document Level Pre-Pop Values: ACRN	Optional	2/2

Document Level Pre-Pop Values: TFO	Optional	1/1
	Select 'N' or 'Y' from the menu drop-down	
Document Level Pre-Pop Values: SDN	Optional	13/15
	If the Standard Document Number is not For-Others, the SDN must be 13, 14, or 15 alphanumeric characters	
Document Level Pre-Pop Values: AAI	Optional	6/6
Populate Line Pre-Pops	Optional	
	If the link is selected, all the Line Pre-Pop Values will be replaced with Document Level Pre-Pop Values.	
Line Pre-Pop Values: ACRN	Optional	2/2
Line Pre-Pop Values: TFO	Optional	1/1
	Select 'N' or 'Y' from the menu drop-down	
Line Pre-Pop Values: SDN	Optional	13/15
	If the Standard Document Number is not For-Others, the SDN must be 13, 14, or 15 alphanumeric characters	
Line Pre-Pop Values: AAI	Optional	6/6
Index: Add ACRN	Mandatory	
	When the Add ACRN link is clicked, the following fields will be displayed: -ACRN -TFO	

	-SDN -AAI -Certified Amount	
Index: ACRN	Mandatory	2/2
	Pre-populated if data is entered in the Document Level Pre-Pop Values section or the Line Pre-Pop Values section	
Index: TFO	Mandatory	1/1
	Pre-populated if data is entered in the Document Level Pre-Pop Values section or the Line Pre-Pop Values section	
Index: SDN	Mandatory	13/15
	Pre-populated if data is entered in the Document Level Pre-Pop Values section or the Line Pre-Pop Values section	
Index: AAI	Mandatory	6/6
	Pre-populated if data is entered in the Document Level Pre-Pop Values section or the Line Pre-Pop Values section	
Index: Certified Amount	Mandatory	0.2/9.2

6.4   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.

LLA Tab (Pre-Certification)

Label	Entry Requirement	Size

Help Links	Optional	
	In the Help Links section, four available options are displayed: -TFO LOA Crosswalks -LPO Training -LPO checklist -One Pay TFS AAI Listing	
Populate All	Optional	
	Link may be used if same accounting information applies to multiple ACRNs	
Document Record Reference ID	Mandatory	13/15
	SDN must be 13, 14, or 15 characters	
Agency Accounting ID	Mandatory	6/6
Agency Qualifier Code	System Generated	2/2
	Defaults to DD	
Defense Agency Allocation Recipient	Optional	1/2
Cost Code	Optional	1/13
Department Indicator	Conditional	1/2
	Mandatory when the AAI is not in the TFS_AAIs Table	
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
	Mandatory when the AAI is not in the TFS_AAIs Table.	
Work Center Recipient	Optional	1/6
DoD Budget Accounting Classification Code	Optional	1/6
Basic Symbol Number	Conditional	1/4
	Mandatory when the AAI is not in the TFS_AAIs Table.	
Major Reimbursement Source Code	Optional	1/1
Limit/Sub Head	Optional	1/6
Reimbursement 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 Number	Optional	1/5

Government Public Sector 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 Number (1-3)	Optional	1/3
FMS Case Number (4-5)	Optional	1/2
FMS Case Number (6-8)	Optional	1/2
Project Task/Budget Subline	Optional	1/8
Special Interest/ Program Cost	Optional	1/2
LLA Level	Mandatory	
	Line Item Level and ACRN Level are available in the menu drop-down	
	ACRN Level presents a Long Line of Accounting information for each ACRN	
	Line Level presents LLA screen per Line Item on the document	
Item Number	Pre-populated	4/6
	Pre-populated from the Line Item Information	
ACRN	Mandatory	2/2

Document Record Reference ID	Mandatory	13/15
	SDN must be 13, 14, or 15 characters	
Agency Accounting ID	Mandatory	6/6
Amount ($)	Pre-populated	0.2/9.2
	Pre-populated from the Line Item Amount	
Approved Amount ($)	Mandatory	0.2/9.2

6.5   Address Tab

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

6.6   Misc. Info Tab

Misc. Info Tab (Pre-Certification)

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

6.7   Submission

6.8   Status

- When the Cost Voucher is submitted the status is "Pre-certified" regardless of the recommended action.

7 Document Certification

This is an optional workflow step (Entitlement System Controlled). 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 Approver, as appropriate to resolve it.

Upon opening a Cost Voucher Final 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.

Upon opening a document as the LPO, if the User ID of the LPO is the same as the User ID of the Cost Voucher Approver 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.

7.1   Header Tab

Header Tab (Certification)

Label	Entry Requirement	Size
-Document Certified -Document Rejected	Mandatory	1/1
	The user must select one of the actions to be applied to the document	
Signature Date	Mandatory	10/10
Signature	Mandatory	8/40

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).

7.2   Line Item Tab

The information on the Line Item Tab is read-only.

7.3   ACRNs Tab

The information on the ACRNs Tab is read-only.
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 entered on the ACRN tab, the ACRN amount total must balance with the Line Item total.

- Only for One Pay when the Shipbuilding indicator is 'N'.

7.4   ACRN WS Tab

The following rule is applied:

- Only for One Pay with Shipbuilding indicator = 'Y'.

Label	Entry Requirement	Size
Document Level Pre-Pop Values: ACRN	Optional	2/2
Document Level Pre-Pop Values: TFO	Optional	1/1
	Select 'N' or 'Y' from the menu drop-down	
Document Level Pre-Pop Values: SDN	Optional	13/15
	If the Standard Document Number is not For-Others, the SDN must be 13, 14, or 15 alphanumeric characters	
Document Level Pre-Pop Values: AAI	Optional	6/6
Populate Line Pre-Pops	Optional	
	If the link is selected, all the Line Pre-Pop Values will be replaced with Document Level Pre-Pop Values.	
Line Pre-Pop Values: ACRN	Optional	2/2
Line Pre-Pop Values: TFO	Optional	1/1
	Select 'N' or 'Y' from the menu drop-down	
Line Pre-Pop Values: SDN	Optional	13/15
	If the Standard Document Number is not For-Others, the SDN must be 13, 14, or 15 alphanumeric characters	
Line Pre-Pop Values: AAI	Optional	6/6
Index:	Mandatory	

Add ACRN		
	When the Add ACRN link is clicked, the following fields will be displayed: -ACRN -TFO -SDN -AAI -Certified Amount	
Index: ACRN	Mandatory	2/2
	Pre-populated if data is entered in the Document Level Pre-Pop Values section or the Line Pre-Pop Values section	
Index: TFO	Mandatory	1/1
	Pre-populated if data is entered in the Document Level Pre-Pop Values section or the Line Pre-Pop Values section	
Index: SDN	Mandatory	13/15
	Pre-populated if data is entered in the Document Level Pre-Pop Values section or the Line Pre-Pop Values section	
Index: AAI	Mandatory	6/6
	Pre-populated if data is entered in the Document Level Pre-Pop Values section or the Line Pre-Pop Values section	
Index: Certified Amount	Mandatory	0.2/9.2

7.4 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. 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.

LLA Tab (Certification)

Label	Entry Requirement	Size
Help Links	Optional	
	In the Help Links section, four available options are displayed: -TFO LOA Crosswalks -LPO Training -LPO checklist -One Pay TFS AAI Listing	
Populate All	Optional	
	Link may be used if same accounting information applies to multiple ACRNs	
Document Record Reference ID	Mandatory	13/15
	SDN must be 13, 14, or 15 characters	
Agency Accounting ID	Mandatory	6/6
Agency Qualifier Code	System Generated	2/2
	Defaults to DD	
Defense Agency Allocation Recipient	Optional	1/2
Cost Code	Optional	1/13
Department Indicator	Conditional	1/2
	Mandatory when the AAI is not in the TFS_AAIs Table	
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
	Mandatory when the AAI is not in the TFS_AAIs Table.	
Work Center Recipient	Optional	1/6
DoD Budget Accounting Classification Code	Optional	1/6
Basic Symbol Number	Conditional	1/4
	Mandatory when the AAI is not in the TFS_AAIs Table.	
Major Reimbursement Source Code	Optional	1/1
Limit/Sub Head	Optional	1/6
Reimbursement 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 Number	Optional	1/5
Government Public Sector 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 Number (1-3)	Optional	1/3
FMS Case Number (4-5)	Optional	1/2
FMS Case Number (6-8)	Optional	1/2
Project Task/Budget Subline	Optional	1/8
Special Interest/ Program Cost	Optional	1/2
LLA Level	Mandatory	
	Line Item Level and ACRN Level are available in the menu drop-down	
	ACRN Level presents a Long Line of Accounting information for each ACRN	

	Line Level presents LLA screen per Line Item on the document	
Item Number	Pre-populated	4/6
	Pre-populated from the Line Item Information	
ACRN	Mandatory	2/2
Document Record Reference ID	Mandatory	13/15
	SDN must be 13, 14, or 15 characters	
Agency Accounting ID	Mandatory	6/6
Amount ($)	Pre-populated	0.2/9.2
	Pre-populated from the Line Item Amount	
Approved Amount ($)	Mandatory	0.2/9.2

7.5   Address Tab

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

7.6   Misc. Info Tab

Misc. Info Tab (Certification)

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

7.7   Submission

7.8   Status

- When the Cost Voucher is certified and destined for an EDI capable entitlement system the status is "Processed."

- When the Cost Voucher is certified and destined for a non-EDI capable entitlement system the status is "Certified."

8 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 folder if 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.

8.1   Header Tab

Header Tab (Payment)

Label	Entry Requirement	Size
-Document Accepted -Document Processed -Document Rejected -Document Suspended -Document Available for Recall	Mandatory	1/1
	The user must select one of the actions to be applied to the document	
-Document in myInvoice -Document Paid	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	

8.2 Line Item Tab

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

8.3 Address Tab

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

8.4 ACRN Tab

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

8.5 LLA Tab

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

8.6 Misc. Info Tab

Misc. Info Tab (Payment)

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

8.7 Submission

8.8 Status

- If the Payment Office reviews the document the status is "Reviewed."
- If the Payment Office processes the document the status is "Processed."
- If the Payment Office suspends the document, the status is "Suspended.