Wide Area Workflow

Grant 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 submission and processing of Grants Vouchers.

1.1 Affected Entitlement Systems

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

Affected Entitlement Systems

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

- o **Label**
- o **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
- o **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

2.1   Contract, Originator, & Entitlement System Identification

For Web-based input, a Vendor electing to submit a Grants Vouchers selects "Create New Document" link in the Vendor Folder.

Contract Number Edits

Label	Entry Requirement	Size
Contract Number	Mandatory	1/19
	Must be 13 positions unless Delivery order is 13 or 17	
Delivery Order	Conditional	4/17
	Requires entry of the Contract Number. Must be either blank, 4, 13, or 17 characters.	

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

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
Grant Voucher	Mandatory	1/1
ALL	Requires radio button selection.	.
Final Voucher?	Mandatory	1/1
ALL	"Y" or "N" required; Defaults to blank	

2.3   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

2.4   Routing Grant Voucher

(Non-Final)

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.	

Grant Approver	Mandatory	6/6
ALL	Must be a valid DCAA DoDAAC	
Grant Approver Extension	Conditional	1/6
	Requires entry of the Mark For Code.	

Upon selecting Next the application will validate each of the entered codes and verify 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 capture.

(Final)

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.	
Grant Approver	Mandatory	6/6
ALL	Must be a valid DCMA or Office of Naval Research DoDAAC	
Grant Approver Extension	Conditional	1/6
	Requires entry of the Mark For Code.	

Upon selecting Next 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 capture.

2.5   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.

2.6   Header Tab

The Header tab is used to gather document level details.

Label	Entry Requirement	Size
Voucher Number	Mandatory	2/22
MOCAS MOCAS	Must begin with BVN. Only the first seven characters are checked to determine a duplicate file. Thus BVN1234 is the same document as BVN1234Z	
Voucher Date	Mandatory	10/10
Final Voucher	Mandatory	1/1
ALL	"Y" or "N" required; Defaults to blank	
Basis of Request	Mandatory	1/1
	It can be Cash or Accrual	
Employer Identification Number	System Generated from SAM Table	1/9
Recipient's Account Number	Optional	1/22
	.	
Period From Date	Mandatory	10/10
	When creating a Grant Voucher from a template, the Period From / To Dates will not be pre-populated.	
Period To Date	Mandatory	10/10
	When creating a Grant Voucher from a template, the Period From / To Dates will not be pre-populated.	
Currency Code	Mandatory	3/3

2.7   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
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	1/25
State	Optional	2/2
Zip	Optional	5/15
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

2.8 Grant WS Tab

The Grant Voucher Worksheet tab is for the computation of amount of reimbursements/advances requested and alternate computation of advances only. The Type of Payment Requested is required. Up to three program amount computations can be performed per Grant Voucher using columns (a), (b), and (c). Negative values are not permitted in this worksheet.

Label	Entry Requirement	Size
Type of Payment Requested	Mandatory	1/1
ALL	Options are Advance and Reimbursement	
Programs/Functions/Activities	Fields with * are Mandatory	1/80
	.	

If the Type of Payment Requested selected is 'Advance', both lines 11. Computation of Amount and 12. Alternate Computation will be displayed and editable However, if values are entered in line 11, then entering data in line 12. is prohibited, and vice versa.

If the Type of Payment Requested selected is 'Advance' and 'Reimbursement', only Line 11. Computation of Amount will be displayed and editable.

If the Type of Payment Requested selected is 'Reimbursement', only Line 11 items a. through i. will be displayed and editable.

2.9 Comments Tab

The Initiator is able to enter document level comments.

Label	Entry Requirement	Size
Comments	Optional	1/2000

If the final invoice exists, then comments are mandatory.

2.10   Attachments Tab

Initiator may add attachments to the Grant Voucher on the Attachments tab.

2.11 Preview Document Tab

Initiator may view the entire Grant Voucher from the Preview Document tab.

2.12   Document Submission

Signature is required before submitting the Grant Voucher.

2.13 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.

2.14 EDI

The Grant Voucher may be created with the submission of the EDI 810V.

2.15 Status

Non-Final: Status is "Submitted."

Final: Status is "Submitted."

2.16 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 Grant Voucher.

Non-Final: Following Acceptance.

Final: Following Acceptance.

3 Document Approval

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

- Approve and certify the document.

- Reject the document to the Vendor.

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

- View documents that were reviewed by the Reviewer.

- The Grant Approver may view all data entered on the Grant WS by the Initiator.

- Enter single ACRN, SDN and AAI information.

- Enter Multiple ACRN information.

- Add Attachment.

3.1 Header Tab

Label	Entry Requirement	Size
Approved and Certify Reject to Initiator	Mandatory	1/1
ALL	The user must select one of the actions to be applied to the document	
Date	Mandatory	10/10
ALL	Interim CV only; pre-populated with the system date	
Signature	Mandatory	1/64

A "Populate Accounting Data from Template" button is provided on the Header tab. 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).

3.2 Grant WS Tab

The Grant Approver may not adjust any data on this tab.

3.3 ACRN Tab

The following rules are applied:

- The Grant Approver must enter at least one ACRN/Line Item for the Grant Voucher on the ACRNs tab.

- The ACRN total must equal the Document Total.

- If a Line Item is entered for one row, it must be entered for all rows.

- If a Line Item is entered without an ACRN, the Amount is considered a Line Item Amount; otherwise the Amount is considered an ACRN Amount.

- A Line Item can be repeated on the ACRNs tab as long as the combination of Line Item, ACRN, AAI, and SDN is unique.

Label		Entry Requirement	Size
ACRN		Mandatory	2/2
	ALL	Entry available for each Line Item	
Line Item		Optional	4 or 6
		Line Item must be 4 or 6 alphanumeric characters.	
AAI		Optional	6/6
	ALL	Entry available for each Line Item	
SDN		Optional	1/30
	ALL	Entry available for each Line Item	
Amount($)		Mandatory	1/20
		Must equal the Document Total	

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3.4 Address Tab

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

3.5 Misc. Info Tab

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

3.6 Submission

3.7 Status

- It is destined for an EDI capable entitlement system; the status is "Processed."

- It is destined for a Non-EDI capable entitlement system; the status is "Processed."

4 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.

4.1 Header Tab

Label	Entry Requirement	Size
Document Accepted Document Processed Document Suspended Document Rejected Document Available for Recall	Mandatory	1/1
ALL	The user must select one of the actions to be applied to the document.	
Document in MyInvoice Document Paid	Read Only	1/1
ALL	The check boxes are displayed only when status of the document is either myInvoice or Paid, and they are non-editable.	

4.2 Grant WS Tab

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

4.3 ACRN Tab

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

4.4 Address Tab

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

4.5 Misc. Info Tab

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

4.6   Submission

4.7   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.