



Wide Area Workflow

Invoice (Fast Pay)

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 a Fast Pay Invoice.

1.1 Affected Entitlement Systems

The following table defines what DFAS Entitlement Systems are capable of accepting a Fast Pay Invoice (Standalone) transaction.

Affected Entitlement Systems

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:**
 - 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

2.1 Contract, Originator, & Entitlement System Identification

For Web-based input, a Vendor electing to submit an Invoice (Standalone) selects “Create New Document” link in the Vendor Folder.

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 	13-17

<ul style="list-style-type: none"> 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	
<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. 		0,4 or 13

○ Positions 10 through 13 cannot be all zeroes.	
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). 	

	<ul style="list-style-type: none"> • 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. - 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-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
Invoice	Mandatory	1/1
All	Allows an initiator to submit a Commercial Invoice	
Invoice from Receiving Report	Optional	1/1
All	To create the Invoice from an existing Receiving Report, multiple Receiving Reports, an archived Receiving Report, or multiple archived Receiving Reports, select the appropriate option from the drop-down box	
MOCAS	Does not allow creation from Multiple Shipments or Multiple Archived Shipments	
Fast Pay	Conditional	1/1
All	The Fast Pay check box will present itself once the	

		Invoice document option is selected. An Invoice can be designated as "Fast Pay" when the Fast Pay clause (FAR 52.213-1) is cited in the contract. Mandatory to create Fast Pay Invoice.	
Template		Optional	Template
	All	The Template check box field will present itself once the Invoice document option is selected. The "Template" check box cannot be checked simultaneously when creating from Receiving Report. Can be used in conjunction with Fast Pay	
Invoice Number		Optional	1/30
	All	An optional text box is provided to input the document Invoice Number of the requested template documents.	
Active Documents or Archived Documents		Mandatory	1/1
	All	Mandatory if creating Invoice from Template. 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 window lists the 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.	

After the template document has been selected and the page submitted, the user is redirected to a window that displays the Routing Codes on the document. The routing codes are populated from the template and are editable and revalidated.

When the Data Capture window is displayed, all the document information from the template pre-populates the new document's fields except for the Shipment (Invoice/Voucher/Request) Number/Date fields. The Initiator can edit all pre-filled information.

When attempting to create a Fast Pay Invoice against an EDA contract, the system will check for the Fast Pay Clause. If one does not exist, the user will receive an error message. If the EDA system is down this validation will be ignored and processing will continue as it currently does.

The resubmission of a Fast Pay Invoice will trigger the validation to verify the contract is associated with the Fast Pay clause.

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.

Fast Pay Invoices will have a validation to check that the Shipment Number referenced is a valid, non-voided Receiving Report. This edit will not apply to stand-alone Fast Pay Invoices where there is not an active user for the role of Acceptor.

Routing Codes

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.	
Mark For Code	Optional	6/6
	Further delineates shipping instructions. Available for Fast Pay Invoices only.	
Mark For Code Extensions	Conditional	1/6
	Requires entry of the Mark For Code.	
Ship To DoDAAC	Mandatory	6/6
	Refers to the service/agency responsible for accepting the goods and services.	
Ship To Extension	Conditional	1/6
	Requires entry of the Ship To DoDAAC.	
Ship From Code	Optional	5/6
	Refers to the agency/organization if the shipment originates from a location different from the contractor location. May be a CAGE or a DoDAAC.	

Ship From Extension	Conditional	1/6
	Requires entry of the Ship From Code.	
Accept By DoDAAC	Mandatory	6/6
	When creating a stand-alone Fast Pay Invoice.	
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

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

2.4 Data Capture

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

2.5 Header Tab

Invoice-Fast Pay will be reflected on Header Page of the document.

Header Tab (Initiator)

Label	Entry Requirement	Size
Supply-Services	Conditional	1/1
All	Either Supplies or Services must be selected; defaults to Supplies.	
MOCAS	Available for MOCAS and DCMA Administered only.	
DCMA Administered	Mandatory. This will default to “Supplies” and is editable. Mixing of Services and Supplies is not permitted at the	

		Line Item on the same document.	
Shipment Number		Conditional	2/22
MOCAS DMCA Administered		Mandatory. Must be 7 or 8 characters in format AAA(AN)NNN or AAA(AN)NNNZ. Eighth position is only used for Final Shipment and must be a Z.	
EBS		Mandatory. Must be 7 or 8 characters. Eighth position is only used for Final Shipment and must be a Z	
Shipment Date		Conditional	10/10
All		If Shipment Number is provided, then Shipment date is mandatory	
Final Shipment		Mandatory	1/1
All		“Y” or “N” required; defaults to blank. If a Shipment Number has been entered, the Final Shipment indicator will require a selection of ‘N’ or ‘Y’.	
MOCAS EBS DCMA Administered		Defaults to “Y” if 8th position of Shipment No. is “Z” for MOCAS, EBS, or DCMA Administered.	
Invoice Number		Mandatory	1/22
EBS		1/16 Characters	
MOCAS		1/8 Characters	
Final Invoice		Mandatory	1/1
All		“Y” or “N” required; defaults to blank. If an Invoice Number has been entered, the Final Invoice indicator will require a selection of ‘N’ or ‘Y’.	
Bill of Lading Number		Optional	1/30
All		“Commercial’ or ‘Government’ may be selected; defaults to ‘Commercial’	
Currency Code		Optional	3/3
All		This is a mandatory field that will default to USD (United States Dollar) if another Currency Code is not specified. Currency Codes that are allowed are based on the Pay DoDAAC.	

2.6 Address Data Tab

Based on the routing Location Codes entered, WAWF pre-populates the Address Information for each of the Location Codes in the document. From the Addresses tab, the Vendor is afforded the opportunity to review and/or change this Address Information. There must be at least a name of the organization/agency (Activity Name 1).

Any changes made apply only to the document being created.

The fields in the table below will be displayed for all Routing Codes entered.

Address Data Tab (Initiator)

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

2.7 Discounts Tab

Discounts Tab (Initiator)

NOTE: Except for where noted below, WAWF allows up to 5 instances of a Discount Percentage/Due Days combination, Discount Amount/Discount Date combination or Net Days Discount.

Only one instance of Net Days Discount is allowed.

Label	Entry Requirement	Size
Discount Percentage	Optional	0.2/2.2
Mocas	Allows for only one instance of a Discount Percentage/Due Days combination.	
EBS	Allows for only 1 instance of a Discount Percentage/Due Date Combination	
One Pay	Allows for either 1 Discount Amount/Discount Date combination and 1 Net Days Discount or up to 2 Discount Percentage/Due Days combinations and 1 Net Days Discount.	
CAPS-C/CAPS-W	Allows for up to 3 Discount Percentage/Due Days combinations and 1 Net Days Discount.	
IAPS-E	Allows for only 1 instance of Discount Percentage/Due Days combination, a Discount Amount /Discount Date combination, or a Net Days Discount.	
Due Days	Conditional	1/2
All	Mandatory if Discount Percentage entered	
Discount Amount	Optional	0.2/2.2
MOCAS	Not Allowed	
EBS	Not Allowed	
One Pay	Allows for either 1 Discount Amount/Discount Date combination and 1 Net Days Discount or up to 2 Discount Percentage/Due Days combinations and 1 Net Days Discount.	
CAPS-C CAP-W	Not Allowed	
IAPS-E	Allows for a Discount Percentage/Due Days combination, a Discount Amount /Discount Date combination, or a Net day. A maximum of one discount combination is allowed.	
Discount Date	Conditional	10/10
All	Mandatory if Discount date entered	
Net Days	Optional	1/2
MOCAS	Not allowed	
EBS	Not allowed	
One Pay	Allows for either 1 Discount Amount/Discount Date combination and 1 Net Days Discount or up to 2 Discount Percentage/Due Days combinations and 1 Net Days Discount.	

CAPS-C, CAPS-W	Allows for up to 3 Discount Percentage/Due Days combinations and 1 Net Days Discount.	
IAPS-E	Allows for a Discount Percentage/Due Days combination, a Discount Amount /Discount Date combination, or a Net day. A maximum of one discount combination is allowed.	

2.8 Mark For Tab

The Initiator is able to enter Mark For comments.

Mark For Tab (Initiator)

Label	Entry Requirement	Size
Mark for Rep	Conditional	1/2000
ALL	Available for Fast Pay only Mandatory if Mark For DoDAAC was entered on Routing Page	
Mark for Secondary	Conditional	1/2000
ALL	Available for Fast Pay only Mandatory if Mark For DoDAAC was entered on Routing Page	

2.9 Comments Tab

The Initiator is able to enter document level comments.

Comments Tab (Initiator)

Label	Entry Requirement	Size
Comments	Conditional	1/2000
All	Mandatory if there is a previously submitted final invoice against the Contract Number and Delivery Order document is being created.	

2.10 Line Item Tab

Requires at least 1 Contract Line Item Number (CLIN) or Subcontract Line Item Number (SLIN). Click the Add CLIN/SLIN button under the 'Actions' heading to enter the first line item.

2.11 CLIN/SLIN Tab

CLIN/SLIN Tab (Initiator)

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

Label	Entry Requirement	Size
Item Number	Mandatory	4/6
All CAPS-C, CAPS-W, IAP-E MOCAS ONE-PAY EBS Navy ERP	Requires at least 1 entry and up to 999 Line Items Must be 4 or 6 alphanumeric characters Must be 4N, 4N2A, 1A3AN, "NONE" or "NONE"NN Must be 4 numeric or 4 numeric and 2 alpha characters Must be 4 numeric or 4 numeric and 2 alpha characters Must be 4 Numeric, 4 Numeric and 2 Alphanumeric or 1alpha and 3 Alphanumeric characters	
Stock Part Number	Mandatory	1/32
MOCAS DCMA Administered	If "Services" was selected on Header Tab, then Stock Part No. field will pre-populate with "SERVICES". This cannot be edited. Mixing of Services and Supplies is not permitted at the Line Item on the same document.	
Stock Part Number Code	Mandatory	2/2
MOCAS DCMA Administered	If "Services" was selected on Header Tab, Then Type field will pre-populate with "SV-Services". This cannot be edited.	
Quantity Invoiced	Mandatory	.2/8.2
MOCAS EBS	1-8 Digits, no decimals allowed	
Unit of Measure Code	Mandatory	2/2
All	Units of Measure Table can be found under the Display Units of Measure Table link under the Lookup Menu in WAWF.	
Unit of Measure	Mandatory	2/70

Unit Price	Mandatory	0.2/9.5
MOCAS EBS One Pay	Permits 5 numbers to the right of the decimal	
Standard Document Number	Optional	1/30
One Pay	Must be 13, 14 or 15 alphanumeric characters if the AAA is not in the SDN_AAA table. Must be 9,13, 14 or 15 alphanumeric characters if the AAA is in the SDN_AAA table.	
Accounting Classification Reference Number	Optional	2/2
One Pay	ACRN field at line level is not available. ACRN can be entered on ACRN Tab	
Line Item Amount	System Generated	0.2/9.3
All	System calculated; based upon Quantity Shipped X Unit Price Line Item Amount must be less than 10 Billion, in the range of 0 to 9,999,999,999.99	
Agency Accounting Identifier	Optional	6/6
One Pay	Mandatory if Fast Pay without LPO	
Item Description	Mandatory	1/2000

2.12 ACRN Tab

ACRN Tab available for MOCAS and One Pay only

ACRN Tab (Initiator)

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

Label	Entry Requirement	Size
Item Number	Prepopulated	4/6
MOCAS	Pre-populated from the previous entry for view purposes	

	One Pay	only.	
Clin Amount		System Generated	0.2/12.2
	MOCAS One Pay	System generated from the Quantity Shipped X Unit Price on CLIN/SLIN tab.	
ACRN Amount		System Generated	0.2/12.2
	MOCAS One Pay	System generated from the total of the ACRN Amounts entered	
Difference		System Generated	0.2/12.2
	MOCAS One Pay	Calculated as the CLIN Amount minus the ACRN Amount.	
Accounting Classification Reference Number		Conditional	2/2
	MOCAS One Pay	If ACRN information is entered on the ACRN tab, a single ACRN may not be entered on the CLIN/SLIN tab. Multiple ACRNs allowed. Mandatory if Fast Pay without LPO Multiple ACRNs allowed	
ACRN Amount		Conditional	0.2/12.2
	MOCAS One Pay	Mandatory if the ACRN is entered on ACRN Tab Amount must be less than 1 Billion ACRN Amounts entered must balance with the extended line item total Can be a negative amount; negative sign (-) included in field size This amount represents the TOTAL amount to be paid against a particular ACRN by the entitlement system.	
Reference Shipment Number		Conditional	2/22
	One Pay	Reference Shipment Number available for One Pay only Mandatory if Fast Pay without LPO. If not One Pay Fast Pay without LPO, Reference Shipment information permitted at either the Document Level (Reference Shipment Number Tab) or the ACRN level (ACRN Tab).	
Reference Shipment Amount		Conditional	0.2/12.2

One Pay	Mandatory if Fast Pay without LPO Amount must be less than 1 Billion Can be a negative amount; negative sign (-) included in field size Multiple Reference Shipment Numbers allowed May be a CAGE or a DoDAAC.	
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After Reference Shipment entry has been saved, user must save ACRN entry before adding another ACRN or continuing to other Tabs.

2.13 Milstrip Tab

Milstrip Tab available for MOCAS only.

Milstrip Tab (Initiator)

Label	Entry Requirement	Size
Milstrip Number	Optional	1/15
MOCAS One Pay	Refers to the Government assigned number used to identify a specific piece of material. Available for MOCAS only Should be 'NONE' or a 14 or 15 alphanumeric value	
Milstrip Quantity	Conditional	0.0/8.2
ALL	Mandatory if MILSTRIP Number entered	

2.14 Misc. Amounts Tab

Misc. Amounts Tab (Initiator)

Label	Entry Requirement	Size
Misc Fee	Optional	4/4
All MOCAS CAPS-C	Requires attachment of a document substantiating Miscellaneous Transportation Fees greater than \$100. Miscellaneous Fees are added to the total document Allows for 1 Misc. Fee	

CAPS-W One Pay	A maximum of 3 Misc. Fees and Misc. Allowances combined will be allowed per Invoice For transportation fee (I260), enter amount as CLIN 9999, with stock number of NONE, stock number type of VP, quantity of 1, unit of measure of EA, Unit Price of the amount, and description as Transportation	
EBS	Allows for 1 Misc. Fee	
IAPS-E	EBS restricts Misc. Amounts to less than \$250.00 A maximum of 25 Misc. Fees and Misc. Allowances combined will be allowed per document	
Misc. Fee Amount	Conditional	0.2/9.2
All	Mandatory if Misc. Fee entered	
Misc. Fee Description	System Generated	1/2000
All	Mandatory if Misc. Fee entered. Once the code is entered, the description is pre-populated and can be edited.	
Misc. Allowance	Optional	1/4
All	Allows for 11 Allowance entries per Invoice, except where noted below. Miscellaneous Allowances are deductions from the total cost of the document thus, displayed as negative numbers	
MOCAS	Not Allowed	
EBS		
Standard		
One Pay	A maximum of 3 Misc. Fees and Misc. Allowances combined will be allowed per Invoice	
IAPS-E	A maximum of 25 Misc. Fees and Misc. Allowances combined will be allowed per document	
Misc. Allowance Amount	Conditional	0.2/9.2
All	Mandatory if Misc. Allowance entered	
Misc. Allowance Description	System Generated	1/2000
All	Mandatory if Misc. Allowance entered. Once the code is entered, the description is pre-populated and can be edited.	
Tax	Optional	1/2

	All	Allows for 10 Tax entries per Invoice, except where noted below.	
	MOCAS		
	EBS	Not Allowed	
	Standard		
	One Pay	Allows for 3 tax entries	
Misc. Tax Amount		Conditional	0.2/9.2
	All	Mandatory if Misc. Tax entered	
Misc. Tax Description		System Generated	1/2000
	All	Mandatory if Misc. Tax entered. Once the code is entered, the description is pre-populated and can be edited.	

2.15 Reference Ship. No. Tab

The Reference Shipment Numbers provide a correlation between the invoice being submitted and the payment due for each shipment.

Reference Ship. No. Tab (Initiator)

Label	Entry Requirement	Size
Reference Shipment Number(s)	Optional	2/22
One Pay	Available only for One Pay Fast Pay with LPO Reference Shipment information permitted at the either the Document level (Reference Ship. No. Tab) or ACRN level (ACRN Tab). If the Shipment Number was entered on the Header Tab, that number will default as the Reference Shipment Number on the Reference Ship. No.Tab. It can be edited or deleted. Also, the user can delete the Reference Ship No and enter Reference Shipment information on the ACRN Tab for CLIN/SLIN. Multiple Reference Shipment Numbers allowed on Reference Ship. No. Tab.	

2.16 Document Submission

To continue with creation of the Invoice, click the Create Document button found at the bottom of the Header tab page.

If the Invoice was created from a Template, a pop-up message is displayed "The data in this document was populated based on a template and all data from that template was brought onto this new document. Please ensure that you have updated all applicable data to reflect desired values for this submission."

The Create Document Button allows the Vendor to:

- Verify the accuracy of all the pages of the completed invoice.
- Select the Return button to go back to the Data Capture pages to make necessary edits
- Review the document's history and add Comments and Attachments in the Misc. Info Tab

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 Misc. Info Tab

The Vendor is able to:

- View the document's history
- View the previous user's comments and attachments
- Add comments and attachments

Misc. Info Tab (Initiator)

Label	Entry Requirement	Size
Attachments	Optional	6MB

To complete the creation of the Invoice, return to the Header Tab to click the Submit button. The information is permanently saved to the database, and the Invoice Received Date is set to the current date. The user receives a Success message from the system indicating that his/her document was successfully saved, and that e-mail notification was sent to the appropriate government users.

The Vendor can add more email addresses by clicking the Send More Email Notifications link on the Success Message page.

2.19 Status

- When the Invoice is created the document's status is "Submitted" if an LPO is in the workflow or it is forwarded to a Non-EDI capable entitlement system.
- When the Invoice is created without an LPO, the document's status is "Processed" if forwarded to an EDI capable entitlement system.

2.20 EDI/SFTP

The Invoice may also be created with the submission of the EDI 810C or the Invoice UDF. FTP/EDI Guides are available under the "FTP/EDI Guides & Other Supporting Documents" link in the Navigation Menu in WAWF.

2.21 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.

The 810C is released to those systems:

- Following Submission if an LPO is not included.
- Following Certification if an LPO is included.

3 Document Inspection

There is no Inspection on a Standalone Invoice, nor is the document available for view by an Inspector.

4 Document Acceptance

This is a mandatory workflow entry; however, the Acceptor is not involved in the processing of the Invoice. All Invoices are available to the Acceptor DoDAAC via a View Only role.

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 LLA entry is mandatory for the Entitlement System, it must be entered at this step. The LPO Reviewer does not have the capability to adjust the quantity accepted. If the LPO Reviewer believes there is an error, they must work with the Vendor/ to resolve it.

The LPO Reviewer is able to:

- Recommend that the document be certified, including certify with lesser amount if appropriate
- Recommend that the document be rejected
- Enter SDN, AAI and ACRN information
- Enter the Long Line of Accounting (One-Pay only)

5.1 Header Tab

Header Tab (Pre-Certification)

Label	Entry Requirement	Size
Recommended Document	Mandatory	1/1

Certified Recommend Document Rejected		
One Pay	The user must select one of the actions to be applied to the document	
Date Received	Conditional	10/10
One Pay	Mandatory field; not available for any other entitlement system	
Acceptance Date	Conditional	10/10
One Pay	Mandatory field; not available for any other entitlement system	

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

Line Item Tab (Pre-Certification)

Label	Entry Requirement	Size
Accounting Classification Reference Number	Optional	2/2
All One Pay	Entry available for each Line Item Line Item Tab is view only for One Pay. All accounting information updates or entries need to be made on LLA tab.	
Standard Document Number	Optional	1/30
All One Pay	Entry available for each Line Item Line Item Tab is view only for One Pay. All accounting information updates or entries need to be made on LLA tab.	
Agency Accounting Identifier	Optional	6/6
All One Pay	Entry available for each Line Item Line Item Tab is view only for One Pay. All accounting information updates or entries need to be made on LLA tab.	

5.3 ACRN Tab

ACRN Tab is available for One Pay only. It is view only, all accounting information updates or entries must be made on LLA tab.

5.4 LLA Tab

LLA tab is available for One Pay only.

The SDN, AAI, ACRN, ACRN Amounts, Reference Shipment Numbers and Reference Shipment Amounts are brought over to the LLA tab if the Vendor entered them on the Line Item and ACRN Tabs.

The LPO Reviewer may modify the data on the LLA Tab. Any changes to LLA data will apply to the LLA Tab only, changes are not carried back to the Line Item or ACRN Tabs.

The LPO Reviewer may enter the LLA at either the line level or the ACRN level. The LLA Level is defaulted to Line Item Level when the Line Items do not contain an ACRN or contain a

single ACRN. The LLA Level is defaulted to ACRN Level when the Line Items contain multiple ACRNs.

The LPO Reviewer can change the LLA Level as necessary. Changing from ACRN to Line Item Level will remove all ACRN and associated Reference Shipment Number data if the Line Items contain multiple ACRNs.

LLA Tab (Pre-Certification)

Label	Entry Requirement	Size
Help Link	Help Link	
One pay	Click the Help Links link and the four available Help links are displayed: TFO LOA Crosswalks LPO Training LPO Checklist One Pay TFS AAI Listing These Links will be parameter driven as requested by the PMO.	
Document Level Pre-Pop	Conditional	1/1
One Pay	At the top of the LLA Tab, the LPO Reviewer can update LLA Data, including the SDN, AAI, single ACRN and a single Reference Shipment Number. Selecting Populate All will apply updated LLA data to all Line Items and overwrite what was originally on the LLA tab. The LPO Reviewer will still be required to enter ACRN Amounts and Reference Shipment Number Amounts for each Line Item. If multiple ACRNs or Reference Shipment Numbers previously existed, they will be removed and replaced by the new single ACRN or Reference Shipment Number. The LPO Reviewer can continue to add additional ACRNs by selecting the Add ACRNs icon located at the bottom of the LLA screen provided at the ACRN Level.	
Line Item or ACRN Level certification indicator	Mandatory	1/1
One Pay	The LLA Level is defaulted to Line Item Level when the Line Items does not contain an ACRN or contains a single ACRN The LLA Level is defaulted to ACRN Level when a Line Item contains multiple ACRNs.	

	<p>The LPO Reviewer can change the LLA Level as necessary. Changing from ACRN to Line Item Level will remove all ACRN and associated Reference Shipment Number data if the Line Items contain multiple ACRNs.</p> <p>Line Item Level-</p> <p>Line Item Level will provide one LLA screen per each Line Item.</p> <p>Multiple ACRNs not allowed at the Line Item Level</p> <p>ACRN Level:</p> <p>ACRN Level will present one LLA screen for each ACRN</p> <p>The LPO Reviewer can enter multiple ACRNs at the ACRN Level. The Add ACRNs Icon is provided at the bottom of the LLA screen.</p> <p>When multiple ACRNs are used, the sum of the ACRN Approved Amounts must balance with the Line Item Amount.</p>	
Recommended Certification for Lesser Amount	Conditional	1/1
One Pay	<p>Certification for Less field will not be available when Invoice contains Misc. Amounts.</p> <p>Selecting Certify for Lesser Amount will make Qty Certified Field available for edit for each Line Item.</p>	
Total Certified Amount	System Generated	0.2/9.2
One Pay	System calculated; based upon LPO Reviewer's entry to Qty. Certified for each Line Item X Unit Price for each Line Item.	
Certified Amount	System Generated	0.2/9.2
One Pay	Refers to the service/agency responsible for accepting the goods and services.	
Quantity Certified	Conditional	0.2/9.2
One Pay	LPO Reviewer can recommend certification for lesser quantity.	
Standard Document Number	Conditional	1/15
One Pay	<p>Mandatory</p> <p>Must be 13, 14 or 15 alphanumeric characters if the AAA</p>	

	is not in the SDN_AAA table. Must be 9,13, 14 or 15 alphanumeric characters if the AAA is in the SDN_AAA table.	
Account Install Number	Conditional	1/6
One Pay	Mandatory Must be 13, 14 or 15 alphanumeric characters if the AAA is not in the SDN_AAA table. Must be 9,13, 14 or 15 alphanumeric characters if the AAA is in the SDN_AAA table.	
ACRN Approved Amount	Conditional	0.2/10.2
One Pay	Mandatory The sum of all Approved Amounts must balance with the Line Item Amount Approved Amount must be less than 1 Billion Can be a negative amount; negative sign (-) included in field size	
Ref. Shipment Number	Conditional	2/22
One Pay	Mandatory Multiple Reference Shipment Numbers allowed at either Line Item or ACRN Level	
Ref. Shipment Amount	Optional	0.2/10.2
One Pay	Can be used to add additional ACRNs to Line Item. Available only when LLA Level is ACRN level.	
Add ACRNS	Conditional	
One Pay	Can be used to add additional ACRNs to Line Item. Available only when LLA Level is ACRN level.	
Agency Qualification Code	Mandatory	2/2
One Pay	Defaults to DD	
Transfer from Dept	Optional	1/2
Fiscal Year Indicator	Conditional	1/4
One Pay	If the AAA is in TFS_AAAs table, the Fiscal Year Indicator is optional. If the AAA is not in TFS_AAAs table, the Fiscal Year Indicator is mandatory.	

Basic Symbol Number	Conditional	1/4
One Pay	If the AAA is in TFS_AAAs table, the Basic Symbol Number is optional. If the AAA is not in TFS_AAAs table, the Basic Symbol Number is mandatory.	
Limit/Sub Head	Optional	1/4
Fund Code	Optional	1/2
Op Ag Cd/Fund Ad	Optional	1/2
Allot Serial Number	Optional	1/5
Act Addr Cd/UIC	Optional	1/6
Prog Element Cd	Optional	1/12
Proj Tsk/Bud Subl	Optional	1/8
Def Ag Alloc Recp	Optional	1/2
Job Work Order Code	Optional	1/8
Sub-Allot Receipt	Optional	1/1
Work Cnt Receipt	Optional	1/6
Maj Reimb Src Cd	Optional	1/1
Reimb Source Code	Optional	1/3
Cust Ind/MPC	Optional	1/6
Object Class	Optional	1/5
Govt/Pub Sec ID	Optional	1/1
Foreign Currency Cd	Optional	1/4
Prog/Planning Cd	Optional	1/4
Spec Int/Prog Cost	Optional	1/2
Cost Code	Optional	1/13
Cost Alloc Code	Optional	1/8
Classification Cd	Optional	1/9
DoD BACC Shrthd	Optional	1/6
IFS No	Optional	1/18
Transaction Type	Optional	1/3
FMS Case No (1-3)	Optional	1/3

FMS Case No (4-5)	Optional	1/2
FMS Case No (6-8)	Optional	1/3

5.5 Address Tab

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

5.6 Misc. Info Tab

The LPO Reviewer is able to:

- View the document’s history, view previous user’s comments and attachments
- Add comments and attachments

Misc. Info Tab (Pre-Certification)

Label	Entry Requirement	Size
Comments	Conditional	1/2000
All	Mandatory if LPO Reviewer is Recommending Document Rejection	
Attachments	Optional	6 MB

The LPO Reviewer must return to the Header Tab to continue Pre-Certification of the Invoice.

5.7 Status

When the Invoice is pre-certified by the LPO Reviewer, the status is “Pre-certified” and forwarded to LPO.

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 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 to resolve it.

The LPO is able to:

- Certify the document.
- Reject the document to the Initiator.
- Enter SDN, AAI and ACRN information.
- Enter the Long Line of Accounting (One-Pay only)

6.1 Header Tab

Header Tab (Certification)

Label	Entry Requirement	Size
Document Certified Document Rejected	Mandatory	1/1
All	The user must select one of the actions to be applied to the document	
Date Received	Conditional	10/10
One Pay	Mandatory field; not available for any other entitlement system	
Acceptance Date	Conditional	10/10
One Pay	Mandatory field; not available for any other entitlement system	
Certification 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

Line Item (Certification)

Label	Entry Requirement	Size
Accounting Classification Reference Number	Optional	1/2
All One Pay	Entry available for each Line Item Line Item Tab is view only for One Pay. All accounting information updates or entries need to be made on LLA tab.	
Standard Document Number	Optional	1/30
All One Pay	Entry available for each Line Item Line Item Tab is view only for One Pay. All accounting information updates or entries need to be made on LLA tab.	
Agency Accounting Identifier	Optional	6/6

All One Pay	Entry available for each Line Item Line Item Tab is view only for One Pay. All accounting information updates or entries need to be made on LLA tab.	
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6.3 ACRN Tab

ACRN Tab is available for One Pay only. It is view only, all accounting information updates or entries must be made on LLA tab.

6.4 LLA Tab

LLA tab is available for One Pay only.

The SDN, AAI, ACRN, ACRN Amounts, Reference Shipment Numbers and Reference Shipment Amounts are brought over to the LLA tab if the Vendor entered them on the Line Item and ACRN Tabs.

The LPO may modify the data on the LLA Tab. Any changes to LLA data will apply to the LLA Tab only, changes are not carried back to the Line Item or ACRN Tabs.

The LPO may enter the LLA at either the line level or the ACRN level. The LLA Level is defaulted to Line Item Level when the Line Items do not contain an ACRN or contain a single ACRN. The LLA Level is defaulted to ACRN Level when the Line Items contain multiple ACRNs.

The LPO can change the LLA Level as necessary. Changing from ACRN to Line Item Level will remove all ACRN and associated Reference Shipment Number data if the Line Items contain multiple ACRNs.

LLA Tab (Certification)

Label	Entry Requirement	Size
Help Link	Help Link	
One pay	Click the Help Links link and the four available Help links are displayed: TFO LOA Crosswalks LPO Training LPO Checklist One Pay TFS AAI Listing	

	These Links will be parameter driven as requested by the PMO.	
Document Level Pre-Pop	Conditional	1/1
One Pay	<p>At the top of the LLA Tab, the LPO Reviewer can update LLA Data, including the SDN, AAI, single ACRN and a single Reference Shipment Number.</p> <p>Selecting Populate All will apply updated LLA data to all Line Items and overwrite what was originally on the LLA tab. The LPO Reviewer will still be required to enter ACRN Amounts and Reference Shipment Number Amounts for each Line Item.</p> <p>If multiple ACRNs or Reference Shipment Numbers previously existed, they will be removed and replaced by the new single ACRN or Reference Shipment Number. The LPO Reviewer can continue to add additional ACRNs by selecting the Add ACRNs icon located at the bottom of the LLA screen provided at the ACRN Level.</p>	
Line Item or ACRN Level certification indicator	Mandatory	1/1
One Pay	<p>The LLA Level is defaulted to Line Item Level when the Line Items does not contain an ACRN or contains a single ACRN</p> <p>The LLA Level is defaulted to ACRN Level when a Line Item contains multiple ACRNs.</p> <p>The LPO Reviewer can change the LLA Level as necessary. Changing from ACRN to Line Item Level will remove all ACRN and associated Reference Shipment Number data if the Line Items contain multiple ACRNs.</p> <p>Line Item Level-</p> <p>Line Item Level will provide one LLA screen per each Line Item.</p> <p>Multiple ACRNs not allowed at the Line Item Level</p> <p>ACRN Level:</p> <p>ACRN Level will present one LLA screen for each ACRN</p> <p>The LPO Reviewer can enter multiple ACRNs at the ACRN Level. The Add ACRNs Icon is provided at the bottom of the LLA screen.</p> <p>When multiple ACRNs are used, the sum of the ACRN Approved Amounts must balance with the Line Item</p>	

	Amount.	
Recommended Certification for Lesser Amount	Conditional	1/1
One Pay	Certification for Less field will not be available when Invoice contains Misc. Amounts. Selecting Certify for Lesser Amount will make Qty Certified Field available for edit for each Line Item.	
Total Certified Amount	System Generated	0.2/9.2
One Pay	System calculated; based upon LPO Reviewer's entry to Qty. Certified for each Line Item X Unit Price for each Line Item.	
Certified Amount	System Generated	0.2/9.2
One Pay	Refers to the service/agency responsible for accepting the goods and services.	
Quantity Certified	Conditional	0.2/9.2
One Pay	LPO Reviewer can recommend certification for lesser quantity.	
Standard Document Number	Conditional	1/15
One Pay	Mandatory Must be 13, 14 or 15 alphanumeric characters if the AAA is not in the SDN_AAA table. Must be 9,13, 14 or 15 alphanumeric characters if the AAA is in the SDN_AAA table.	
Account Install Number	Conditional	1/6
One Pay	Mandatory Must be 13, 14 or 15 alphanumeric characters if the AAA is not in the SDN_AAA table. Must be 9,13, 14 or 15 alphanumeric characters if the AAA is in the SDN_AAA table.	
ACRN Approved Amount	Conditional	0.2/10.2
One Pay	Mandatory The sum of all Approved Amounts must balance with the Line Item Amount Approved Amount must be less than 1 Billion Can be a negative amount; negative sign (-) included in	

	field size	
Ref. Shipment Number	Conditional	2/22
One Pay	Mandatory Multiple Reference Shipment Numbers allowed at either Line Item or ACRN Level	
Ref. Shipment Amount	Optional	0.2/10.2
One Pay	Can be used to add additional ACRNs to Line Item. Available only when LLA Level is ACRN level.	
Add ACRNS	Conditional	
One Pay	Can be used to add additional ACRNs to Line Item. Available only when LLA Level is ACRN level.	
Agency Qualification Code	Mandatory	2/2
One Pay	Defaults to DD	
Transfer from Dept	Optional	1/2
Fiscal Year Indicator	Conditional	1/4
One Pay	If the AAA is in TFS_AAAs table, the Fiscal Year Indicator is optional. If the AAA is not in TFS_AAAs table, the Fiscal Year Indicator is mandatory.	
Basic Symbol Number	Conditional	1/4
One Pay	If the AAA is in TFS_AAAs table, the Basic Symbol Number is optional. If the AAA is not in TFS_AAAs table, the Basic Symbol Number is mandatory.	
Limit/Sub Head	Optional	1/4
Fund Code	Optional	1/2
Op Ag Cd/Fund Ad	Optional	1/2
Allot Serial Number	Optional	1/5
Act Addr Cd/UIC	Optional	1/6
Prog Element Cd	Optional	1/12
Proj Tsk/Bud Subl	Optional	1/8
Def Ag Alloc Recp	Optional	1/2

Job Work Order Code	Optional	1/8
Sub-Allot Receipt	Optional	1/1
Work Cnt Receipt	Optional	1/6
Maj Reimb Src Cd	Optional	1/1
Reimb Source Code	Optional	1/3
Cust Ind/MPC	Optional	1/6
Object Class	Optional	1/5
Govt/Pub Sec ID	Optional	1/1
Foreign Currency Cd	Optional	1/4
Prog/Planning Cd	Optional	1/4
Spec Int/Prog Cost	Optional	1/2
Cost Code	Optional	1/13
Cost Alloc Code	Optional	1/8
Classification Cd	Optional	1/9
DoD BACC Shrthd	Optional	1/6
IFS No	Optional	1/18
Transaction Type	Optional	1/3
FMS Case No (1-3)	Optional	1/3
FMS Case No (4-5)	Optional	1/2
FMS Case No (6-8)	Optional	1/3

6.5 Address Tab

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

6.6 Misc. Info Tab

The LPO is able to:

- View the document's history, previous user's comments and attachments
- Add comments and attachments

Misc. Info Tab (Certification)

NOTE: LPO can view previous user's Attachments and Comments

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

The LPO must return to the Header Tab to continue Certification of the Invoice.

6.7 Status

- When the Fast Pay Invoice is certified by the LPO and is not destined for an EDI capable payment system the status is “Certified.”
- When the Fast Pay Invoice is certified by the LPO and is destined for an EDI capable payment system the status is “Processed.”

7 Payment Processing

This is a mandatory workflow step.

If the Pay Office is not EDI capable, the Pay Official can access the Invoice from the Access Acceptance/Review and Access Process Documents Folders. The Pay Official is able to:

- Review the document
- Process the document

If accessing a processed Invoice from the Invoice Number link or the Contract Number link in the Pay Official's History Folder, the Pay Official is able to:

- View document history

If accessing a processed Invoice from the Recall Invoice Link in the Pay Official's History Folder, the Pay Official is able to:

- View document history
- Reject the document
- Recall a Processed document

- Suspend the document
- Make the document available for LPO to Recall
- Add Attachments
- Regenerate an extract that was previously generated EDI

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
All	The user must select one of the actions to be applied to the document.	

7.2 Line Item Tab

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

7.3 ACRN Tab

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

7.4 LLA Tab

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

7.5 Address Tab

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

7.6 Regenerate EDI Tab (Payment)

NOTE: Regeneration applies to all WAWF documents forwarded to an EDI-capable Pay Office and applies to all transaction types that are EDI-capable.

Label	Entry Requirement	Size
Regenerate EDI Extra(s)	Optional	1/1
All	Pay Officials can regenerate a transaction and resend it to the Pay Office, once an EDI transaction extracts from the Pay Office.	

Following regeneration, all document status and date indicators are reset to reflect the status and date related to the regenerated transactions.

7.7 Misc. Info Tab

The Pay Official is able to:

- View the document’s history, view the previous user’s comments and attachments
- Add comments and attachments

Misc. Info Tab (Payment)

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

7.8 Status

- Following initial review by the Payment Office, the document’s status is “Reviewed.”
- Following processing by the Payment Office, the document’s status is “Processed.”
- If the Payment Office suspends the document, the status is “Suspended.”
- If the Payment Office rejects the document, the status is “Rejected.”
- If the Payment Office makes the document available for recall, the status is “Recall Available.”