



**Wide Area Workflow**

# **Telecommunications Invoice**

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 Telecommunications Invoice

## 1.1 Description

The system will permit the creation of a Telecommunications Invoice by Vendor via Web, FTP and EDI. Invoices may be submitted under a government contract or on a non-contractual basis.

- Contractual Telecommunications Invoices may be submitted with the following Pay Systems: MOCAS, One Pay, CAPS-C, CAPS-W, IAPS-E and NavyERP
- Non-Contractual Telecommunications Invoices may be submitted with the following Pay Systems: One Pay, CAPS-C, CAPS-W, and IAPS-E

## 1.2 Affected Entitlement Systems

Affected Entitlement Systems

Entitlement System	WAWF Support	EDI Capable
ONE-PAY	YES	YES
IAPS-E	YES	YES
CAPS-W	YES	YES
CAPS-C	YES	NO
MOCAS	YES	YES
NAVYERP	YES	YES

Entitlement systems may be enabled or disabled for creation of Telecom Invoices. The entitlement systems listed above are the only systems which may be enabled for document creation.

## 1.3 Table Convention

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

- **Label**
- **Requirement entry:**
  - Mandatory – must be entered

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

Following each primary table entry there may be one or more comment lines that reflect edits or descriptions that apply to that data element. The entry to the left indicates which entitlement system the comment applies to. Specific exceptions related to a role/function are highlighted in the appropriate section of this Appendix as they apply.

## 2 Document Creation

Creation of the Telecommunications Invoice document is available to the Vendor only.

### 2.1 EDI/FTP

The Telecommunications Invoice document can be submitted via FTP or EDI at this time.

### 2.2 Web

For Web-based input, an Initiator electing to submit a Telecommunications Invoice chooses the “Create Telecommunications Invoice” link from the left-hand menu to begin document creation.

### 2.3 Contract, Originator, & Entitlement System Identification (Contractual Invoices)

#### Contract Number Edits

Label	Entry Requirement	Size
<b>Contract Number</b>	<b>Mandatory</b>	
<b>DOD FAR FY18 and later</b>		
	<ul style="list-style-type: none"> <li>• No special characters allowed.</li> <li>• Must be 13 characters in length.</li> <li>• Contract cannot contain "O" or "I" at any position.</li> <li>• Position 1 and 2 cannot both be numeric.</li> <li>• Positions 7 and 8 (FY parameter) must be numeric and greater than or equal to 18 and less than 66.</li> <li>• Position 9 must be alpha.</li> <li>• Position 9 may not be: B, E, I, J, O, Q, R, U, W, X, Y, or Z.</li> <li>• Position 10 through 13 in the Contract Number may not be “0000.”</li> </ul>	13

<b>DOD FAR FY17 and prior</b>	
<ul style="list-style-type: none"> <li>No special characters allowed.</li> <li>Must be 13 characters in length.</li> <li>Contract cannot contain "O" or "I" at any position.</li> <li>Position 1 and 2 cannot both be numeric.</li> <li>Positions 7 and 8 (FY parameter) must be numeric and less than 18 or greater than 65.</li> <li>Position 9 must be alpha.</li> <li>Position 9 cannot be - B, E, I, J, N, O, Q, R, T, U, or Y.</li> <li>Position 10 through 13 in the Contract Number may not be "0000."</li> </ul>	13
<b>Uniform PIID FY16 and later</b>	
<ul style="list-style-type: none"> <li>No special characters allowed</li> <li>Must be 13 to 17 characters in length, inclusive</li> <li>Contract cannot contain "O" or "I" at any position</li> <li>Positions 1 and 2 must both be numeric.</li> <li>Positions 7 and 8 must be numeric and 16 or greater</li> <li>Position 9 must be alpha</li> <li>Position 9 cannot be: B, E, I, J, O, Q, R, U, W, X, Y, or Z</li> <li>Position 10 through the end of the Contract Number may not be all zeroes</li> </ul>	13-17
<b>Uniform PIID FY15 and prior</b>	
Not Allowed because Contract # Fiscal Year must be greater than or equal to 16.	
<b>All Other Contracts</b>	
<ul style="list-style-type: none"> <li>No special characters allowed</li> <li>Must be between 1 and 19 characters in length</li> </ul>	1-19

### Delivery Order Number Edits

<b>Label</b>	<b>Entry Requirement</b>	<b>Size</b>
<b>Delivery Order Number</b>	<b>Conditional</b>	
<b>DOD FAR FY18 and later</b>		
<ul style="list-style-type: none"> <li>No special characters allowed.</li> <li>Must be 13 characters in length.</li> <li>Delivery Order Number may not contain "O" or "I" at any position.</li> <li>Position 1 and 2 cannot both be numeric.</li> <li>Positions 7 and 8 (FY parameter) must be numeric and 18 or greater and less than 66.</li> <li>Position 9 must be F.</li> <li>Position 10 through 13 in the Delivery Order Number may not be "0000" (all zeroes).</li> <li>Delivery Order is prohibited when the 9<sup>th</sup> position of the Contract Number is C, F, H, M, P, or V.</li> <li>For Acquisition, Delivery Order is required when the 9<sup>th</sup> position of the Contract Number is A, D, or G.</li> </ul>		13

<b>DOD FAR FY17 and prior</b>	
<ul style="list-style-type: none"> <li>• No special characters allowed.</li> <li>• Must be 0, 4, or 13 characters in length.</li> <li>• May not contain "O" or "I" at any position.</li> <li>• For Acquisition, Delivery Order required when the ninth position of Contract Number is A, D or G.</li> <li>• Delivery Order prohibited when ninth position of Contract Number is C, F, M, P, V, or W.</li> <li>• If the Delivery Order is 4 characters, the following edits will be applied: <ul style="list-style-type: none"> <li>○ The characters "A" and "P" are prohibited in the first position of 4-character Delivery Order Number.</li> <li>○ "0000" is not acceptable value.</li> </ul> </li> <li>• If the Delivery Order is 13 characters, the following edits will be applied: <ul style="list-style-type: none"> <li>○ Position 1 and 2 cannot both be numeric.</li> <li>○ Positions 7 and 8 must be numeric.</li> <li>○ Position 9 must be F.</li> <li>○ Positions 10 through 13 cannot be all zeroes.</li> </ul> </li> </ul>	0,4 or 13
<b>Uniform PIID FY16 and later</b>	
<ul style="list-style-type: none"> <li>• No special characters allowed</li> <li>• Must be 13 to 17 characters in length, inclusive</li> <li>• Delivery Order Number may not contain "O" or "I" at any position</li> <li>• Positions 1 and 2 must both be numeric.</li> <li>• Positions 7 and 8 must be numeric and 16 or greater</li> <li>• Position 9 must be F</li> <li>• Position 10 through the end of the Delivery Order Number may not be all zeroes</li> <li>• Delivery Order is prohibited when the 9<sup>th</sup> position of the Contract Number is C, F, H, P, or V.</li> <li>• For Acquisition, Delivery Order is required when the 9th position of the Contract Number is A, D, or G.</li> <li>• For Property, Delivery Order is required when the 9th position of the Contract Number is A or G.</li> </ul>	13-17
<b>Uniform PIID FY15 and prior</b>	
Not Allowed because Contract # Fiscal Year must be greater than or equal to 16.	
<b>All Other Contracts</b>	
<ul style="list-style-type: none"> <li>• No special characters allowed</li> <li>• Must be between 1 and 19 characters in length</li> </ul>	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"> <li>• The Contract Number Type is DoD Contract (FAR) or Uniform PIID (4.16).</li> <li>• The entered Contract Number Fiscal Year (Contract Number Positions 7-8) is equal to or later than: <ul style="list-style-type: none"> <li>- The value for 'Fiscal Year For DoD Contract FAR' System Parameter for DoD Contract (FAR) documents.</li> <li>- The value for 'Fiscal Year For Uniform PIID' System Parameter for Uniform PIID (4.16) documents.</li> </ul> </li> <li>• The entered Contract Number has an "F" in the 9th position.</li> </ul>	

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.

**2.4 Originator, Workflow & Entitlement System Identification (Non-Contractual Invoices)**

Label	Entry Requirement	Size
CAGE Code / DUNS / DUNS+4 / Ext.	Mandatory	5/5 9/9 13/13
Pay DoDAAC	Mandatory	6/6
One Pay, IAPS-E, CAPS-W, CAPS-C, MOCAS, NAVYERP	The system will permit Vendor create Telecommunications Invoice document when the system equates One Pay, IAPS-E, CAPS-W, CAPS-C, MOCAS and NavyERP. (MOCAS and NavyERP pay systems only support Contractual Telecommunications Invoices) Entry of a Marine Corps Pay DoDAAC for Non-Contractual Telecommunications Invoice will be used to determine whether to workflow the document through as USMC or “Others”	
Accounting System	Mandatory	6/6
ALL Accounting Systems	Non-Contractual Telecommunications Invoices require Accounting System Codes that are associated with the Pay DoDAAC on the document Accounting Code for Non-Contractual Invoice is optional upon submission and mandatory upon Acceptance for Marine Corps documents, for Other Non-Contractual Invoices, the Accounting Code becomes mandatory upon Certification. Contractual Invoices may enter Accounting Code at Document and Line Item level.	
Ship To DoDAAC (Service Acceptor/Ext)	Mandatory	6/6
Inspector DoDAAC (Inspection Location/Ext)	Optional	6/6
ALL Inspector DoDAACs	If left blank, defaults to the Ship To DoDAAC	

At this point the logic and options available are based upon the workflow. This workflow is determined based upon the Accounting System Code entered and is 100% system controlled.

## **2.5 USMC/ Other Service/Agency Workflow**

### **2.5.1 Control Number (Pseudo PIIN) for Non-Contractual Telecommunications Invoice**

Following workflow determination, the application will generate a Control Number and then capture document routing information. The unique Telecommunications Invoice Control Number (pseudo contract number) is generated based on the following format:

#### **One Pay:**

**Position 1-2:** is a digraph equating to the Pay Office entered.

**Position 3-6:** is a four position code equating to the Telecommunications Invoice, "TELE".

**Position 7 and 8:** Are the last two digits of the current year based upon the system time when the document was created.

**Position 9:** will always be a "D".

**Position 10-14:** is the Vendor CAGE.

**Position 15-17:** is a one-up unique sequence number

#### **CAPS-W/CAPS-C:**

**Position 1:** Will always be a "W".

**Position 2:** Will be the last position of a CAPS-W/CAPS-C database ID.

**Position 3-6:** is a four position code equating to the Telecommunications Invoice, "TELE".

**Position 7-8:** Are the last two digits of the current year based upon the system time when the document was created,

**Position 9:** is a one-character month code.

**Position 10-14:** is the Vendor CAGE.

**Position 15-17:** is a one-up unique sequence number

**IAPS-E:**

**Position 1-6:** The Acceptor’s DoDAAC.

**Position 7:** Last digit of the Calendar Year.

**Position 8-10:** Julian Date.

**Position 11:** Document Type; this will always be a ‘W’.

**Position 12:** Purpose Code.

**Position 13-15:** Unique WAWF-generated sequence number.

**2.6 Routing Codes**

**Routing Codes**

<b>Label</b>	<b>Entry Requirement</b>	<b>Size</b>
LPO DoDAAC	Optional (Contractual) Mandatory (Non-Contractual)	6/6
LPO Extension	Conditional	1/6
ALL	LPO DoDAAC for Non-Contractual Invoices is optional upon submission and mandatory upon Acceptance.	
Admin DoDAAC	Optional	6/6
ALL	If left blank; defaults to the Ship To DoDAAC for Non-Contractual Invoices.	
Issue Date	Conditional	10/10
ALL	Issue Date may only be entered for Contractual Invoices	
Issue By DoDAAC	Optional	6/6
ALL	Issue By DoDAAC may only be entered for Contractual Invoices	
Invoice Number	Mandatory	1/22
Shipment Number	Optional	15/17
Invoice Date	Mandatory.	10/10
Shipment Date	Optional	10/10

	ALL	Defaults to Invoice Date	
Issue Date		Conditional	10/10
	ALL	Issue Date may only be entered for Contractual Invoices	
Final Invoice Indicator		Conditional	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’. This only applies to Contractual Invoices.	
Foreign Currency		Optional	3/3

## 2.7 Document Level Detail

After entering the routing codes, the application performs a check to insure that there is a registered user for each step in the workflow. If the result is NO, the Initiator is notified and not allowed to proceed. If the result is YES, the Initiator is provided the opportunity to enter data at the document level.

## 2.8 Document Level Detail Tab (Non-Contractual Invoices)

### Document Level Detail Tab (Non-Contractual Invoices)

Label		Entry Requirement	Size
LINE Item ID		Mandatory	4/4
	ALL	Requires at least 1 entry and up to 999 Line Items.	
Quantity Invoiced		Mandatory	0.2/8.2
Unit of Measure Code		Mandatory	2/70
Unit of Measure Description		Mandatory	2/2
Unit Price		Mandatory	0.6/9.6
	ALL	Negative amounts permitted	
Extended Line Amount		System Generated	0.2/10.2
SDN		Optional	1/30
	ALL	SDN for Non-Contractual Invoice is optional upon	

		submission and mandatory upon Acceptance for Marine Corps documents	
ACRN		Optional	2/2
	ALL	ACRN for Non-Contractual Invoice is optional upon submission and mandatory upon Acceptance for Marine Corps documents	
FYFULL		Optional	4/4
	ALL	Fiscal Year for Non-Contractual Invoice is optional upon submission and mandatory upon Acceptance for Marine Corps documents	
Description		Mandatory	1/2000
Document Total		System Generated.	0.2/10
	ALL	Document Total must be less than 10 billion. When the total value of the document is greater than the payment value threshold, the system shall provide a warning the document exceeds the payment value threshold.	

## 2.9 Line Item Tab (Contractual Invoices)

### Line Item Tab (Contractual Invoices)

Label		Entry Requirement	Size
LINE Item ID		Mandatory	4/6
	ALL	Requires at least 1 entry and up to 999 Line Items.	
	MOCAS	Must be 4N, 4N2A, 1A3AN, "NONE" or "NONE"NN	
	ONE PAY	Must be 4N or 4N2A	
Quantity Invoiced		Mandatory	0.2/8.2
Unit of Measure Code		Mandatory	2/2
Unit of Measure Description		Mandatory	2/70
Unit Price		Mandatory	0.6/9.6
	ALL	Negative amounts permitted	

Extended Line Amount	System Generated	0.2/10.2
SDN	Optional	1/30
ACRN	Optional	2/2
AAI	Optional	6/6
Description	Mandatory	1/2000

## 2.10 Address Data Tab

The address data is pre-populated based upon the codes entered on the routing screen. The System will pre-populate address data information of Administered by DoDAAC, Service Acceptor/Ext, LPO DoDAAC / Ext, Payment DoDAAC, Vendor CAGE Code and Pay System DoDAAC.

### Address Data Tab

Label	Entry Requirement	Size
Payee Name 1	Mandatory	1/60
Address 1	Mandatory	1/55
Address 2	Optional	1/55
Address 3	Optional	1/55
Address 4	Optional	1/55
City	Mandatory	1/30
State	Mandatory	2/2
ZIP	Mandatory	3/15
Country	Optional	2/3
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

### Discounts Tab

Label	Entry Requirement	Size
Discount Percentage	Optional	0.1/7
ALL	Availability/Display/Number of entries controlled by PSS edits. If One Pay and Discount Amount are used, Discount Percentage is unavailable.	
MOCAS	Allows for only one instance of a Discount Percentage/Due Days combination.	
Due Days	Conditional	1/2
ALL	Mandatory if Discount Percentage entered.	
Discount Amount	Optional	1/2
ALL	Availability/Display/Number of entries controlled by PSS edits. If One Pay and Discount Percentage are used, Discount Amount is unavailable.	
MOCAS	Not allowed.	
Discount Date	Conditional	10/10
ALL	Mandatory if Discount Date entered.	
Net Days	Optional	½
MOCAS	Not allowed.	



## 2.12 Misc. Amounts Tab (Contractual Invoices)

### Misc. Amounts

Label	Entry Requirement	Size
Misc. Fee	Optional	4/4
ALL	Miscellaneous Fees are added to the total document	
MOCAS CAPS-C CAPS-W	Allows for 1 Misc. Fee	
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	
IAPS-E	A maximum of 25 Misc. Fees and Misc. Allowances combined will be allowed per document	
Misc. Fee Price	Conditional	0.2/9.2
ALL	Mandatory if Misc. Fee entered	
Misc. Fee Description	System Generated	1/2000
ALL	Mandatory if Misc. Fee entered	
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	
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	Not Allowed	
	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	

### 2.13 Comments Tab

The Initiator is able to enter document level comments.

#### Comments Tab

Label	Entry Requirement	Size
Comments	Optional	1/2000

### 2.14 Misc. Info Tab

Following document creation, the Initiator is afforded the opportunity of entering Comments and/or attaching supporting files.

#### Misc. Info Tab

Label	Entry Requirement	Size
Attachments	Conditional	6 MB

## 2.15 Duplicate Validation (Contractual Invoices)

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.

## 2.16 Status

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

## 2.17 Extracts

The 811 Telecom Extract will be extracted from WAWF upon Telecommunications Invoice approval/certification to send to GEX.

# 3 Document Inspection

This is an **optional** workflow step in both USMC and Others workflow. The Inspector acts as the government Pre-Approver and recommends the approved amount for payment. The Inspector has the capability to adjust the quantity accepted or the approved dollar amount.

### 3.1 USMC/ Other Service/Agency Workflow

The Inspector is able to:

- Recommend Approval of the document.
- Recommend Rejection of the document to the Initiator.
- Enter SDN, ACRN and Chargeable FY values

### 3.2 Sub-Line Items (SABRS Non-Contractual Invoices Only)

It is an optional to add Sub-Line item for each line item. If the add Sub-Line item icon is clicked, then the Quantity Invoiced, Unit of Measure, UofM Code, Unit Price and Description of the Sub-Line item are mandatory and there must be at least 2 Sub-Line items for each line item.

#### Sub-Line Items

Label	Entry Requirement	Size
SDN	Optional	1/30
ACRN	Optional	2/2
FYFULL	Optional	4/4
Sub-Line ID	System Generated	6/6
Sub-Line Quantity. Invoiced	Mandatory	0.2/8.2
Sub-Line UofM Code	Mandatory	2/2
Sub-Line Unit of Measure	Mandatory	2/70
Sub-Line Unit Price	Mandatory	0.6/9.6
Document Total	System Generated	0.2/10
ALL	Document Total must be less than 10 billion. When the total value of the document is greater than the payment value threshold, the system shall provide a warning the document exceeds the payment value threshold.	

### 3.3 Address Tab

The Acceptor may modify the Admin, LPO and Pay System Location Codes. Modification of Pay DoDAAC must be within the same Pay System as Pay Code entered upon submission. Accounting System Code may require modification if Pay Code is changed, Accounting Code must be associated with the Pay DoDAAC entered.

## 4 Document Acceptance

This is a **mandatory** workflow step in both USMC and Others workflow. The Acceptor acts as the government Approver and locks the approved amount for payment. The Acceptor has the capability to adjust the quantity accepted or the approved dollar amount.

### 4.1 USMC/ Other Service/Agency Workflow

The Acceptor is able to:

- Approve the document.
- Reject the document to the Initiator.
- Enter SDN, ACRN and Chargeable FY values

### 4.2 Sub-Line Items (SABRS Non-Contractual Invoices Only)

It is optional to add a Sub-Line item for each line item. If the add Sub-Line item icon is clicked, then the Quantity Invoiced, Unit of Measure, UofM Code, Unit Price and Description of the Sub-Line item are mandatory and there must be at least 2 Sub-Line items for each line item.

#### Sub-Line Items

Label	Entry Requirement	Size
SDN	Mandatory	1/30
ALL	SDN is mandatory when the SDN did not enter at document level detail tab	
ACRN	Mandatory	2/2
ALL	ACRN is mandatory when the ACRN did not enter at document level detail tab.	

Chargeable FY	Mandatory	4/4
ALL	FYFULL is mandatory when the FYFULL did not enter at document level detail tab.	
Sub-Line ID	System Generated	6/6
Sub-Line Quantity. Invoiced	Mandatory	0.2/8.2
Sub-Line UofM Code	Mandatory	2/2
Sub-Line Unit of Measure	Mandatory	2/70
Sub-Line Unit Price	Mandatory	0.6/9.6
Sub-Line Description	Mandatory	1/2000
Document Total	System Generated	0.2/10
ALL	Document Total must be less than 10 billion. When the total value of the document is greater than the payment value threshold, the system shall provide a warning the document exceeds the payment value threshold.	

### 4.3 Action by Acceptor on Header Tab

#### Action by Acceptor on Header Tab

Label	Entry Requirement	Size
Action block entries:	Mandatory	1/1
Accepted Reject to Initiator		
ALL	Not available on rejections and acceptations same time	
Acceptance Date	Mandatory	10/10
ALL	Not to be set later than current date and not available on rejections.	
Signed Date	Mandatory	10/10
ALL	Not to be set later than current date and not available on rejections.	
Signature	Conditional	8/40
ALL	Not available on rejections	

#### **4.4 Address Tab**

The Acceptor may modify the Admin, LPO and Pay System Location Codes. Modification of Pay DoDAAC must be within the same Pay System as Pay Code entered upon submission. Accounting System Code may require modification if Pay Code is changed, Accounting Code must be associated with the Pay DoDAAC entered.

#### **4.5 Additional Information**

##### **4.5.1 Post Acceptance for Telecommunications Invoice other than SABRS Non-Contractual Invoices**

- The document will be made available to the LPO if entered on the document. LPO will be required for Non-Contractual Invoices.
- E-mail will be sent based upon the acceptance.
- The document will be available for recall by the Acceptor if LPO is entered on the document.
- Telecom 811 extract will be sent to EDI capable Pay DoDAACs if no LPO on the document
- Invoice will be available to Pay Official for non EDI capable pay systems if no LPO on the document
- Accounting extracts are sent upon Approval

##### **4.5.2 Post Acceptance for SABRS Non-Contractual Invoices**

Following Acceptor action on a submitted document:

- An EDI 821 will be sent to SABRS for accounting processing

Following Acceptor action on a resubmitted or recalled document that has had changes to the accounting related fields:

- An 821 de-obligation transaction will be sent to SABRS for accounting processing
  - Note: There will be no acknowledgement from SABRS regarding the de-obligation
- An 821 obligation transaction will be sent to SABRS for accounting processing

##### **4.5.3 SABRS Processing for Non-Contractual Invoices**

- Following SABRS processing, SABRS will return an EDI transaction to WAWF providing the status of that process:

- When matching transactions are found within the SABRS system a “positive” 821 will be returned to WAWF. At that time the document will be released to the LPO folder with the Line of Accounting Data provided by SABRS pre-populated on the LLA page. Appropriate e-mail notifications of the document’s acceptance will be made at this time.
- When matching transactions are not found within the SABRS system a “negative” 821 will be returned to WAWF. At that time the document will be moved into the Acceptors rejected Receiving Reports folder for review/additional.

#### **4.6 Status**

- When the document is released to the LPO the status is “Accepted.”
- Documents without LPO for EDI capable pay systems will have status of “Processed”
- Documents without LPO for non EDI capable pay systems will have status of “Accepted”

## **5 Document Pre-Certification**

This is an optional workflow step for both USMC and Others. The LPO Reviewer provides a point for the pre-certification of funds associated with the payment request. The LPO Reviewer does not have the capability to adjust the quantity accepted. If the LPO believes there is an error they must work with the Acceptor, as appropriate to resolve it. The document acceptance and certification cannot be performed by the same user. However, the same user may perform acceptance and pre-certification.

The LPO Reviewer is able to:

- Recommend certification of the document.
- Recommend making the document available for recall.
- Recommend rejection of document to Initiator

### **5.1 Sub-Line Items (Others Non-Contractual Invoices Only)**

It is an optional to add Sub-Line item for each line item. If the add Sub-Line item icon is clicked, then the Quantity Invoiced, Unit of Measure, UofM Code, Unit Price and Description of the Sub-Line item are mandatory and there must be at least 2 Sub-Line items for each line item.



### Sub-Line Items

Label	Entry Requirement	Size
SDN	Optional	1/30
ACRN	Optional	2/2
Chargeable FY	Optional	4/4
Sub-Line ID	System Generated	6/6
Sub-Line Quantity. Invoiced	Mandatory	0.2/8.2
Sub-Line UofM Code	Mandatory	2/2
Sub-Line Unit of Measure	Mandatory	2/70
Sub-Line Unit Price	Mandatory	0.6/9.6
Sub-Line Description	Mandatory	1/2000

### 5.2 Action for LPO Reviewer

#### Action for LPO Reviewer

Label	Entry Requirement	Size
Action Block entries: Recommend Document Certified Recommend Document Available for Recall Recommend Rejection of Document to Initiator	Mandatory	1/1
ALL	Not available on rejections and acceptations same time	
Sub-Line ID	System Generated	6/6
Sub-Line Quantity. Invoiced	Mandatory	0.2/8.2
Sub-Line UofM Code	Mandatory	2/2

Sub-Line Unit of Measure	Mandatory	2/70
Sub-Line Unit Price	Mandatory	0.6/9.6
Sub-Line Description	Mandatory	1/2000

### 5.3 Address Tab

The LPO Reviewer may not adjust any data on this tab.

### 5.4 Long Line of Accounting

The LLA tab is restricted to view-only for USMC Telecom Invoices. For others: The LPO Reviewer may enter the LLA at either the Document Level or Line Item Level. The ability to enter the LLA, and which fields are available for the LLA, is based upon the payment system specific (PSS) edits.

Label	Entry Requirement	Size
Help Links		
One Pay	Four available Help links will be visible on the LLA tab so that the LPO can better perform their functions when the Pay System is One Pay: 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 or Line Item Level	Mandatory	1/1
ALL	The user must select one of the actions to be applied to the document	
ALL	Document Level will present a single LLA screen to the user; Line Level will present one LLA screen per Line Item on the document	
Agency Quall Code	Mandatory	2/2
ALL	Defaults to DD	
Sub-Line Unit Price	Mandatory	0.6/9.6
Dept Indicator	IAPS-E: Optional CAPS-W: Mandatory	1/2

	One Pay: Optional.	
Transfer from Dept	IAPS-E: Optional CAPS-W: Optional One Pay: Optional.	1/2
Fiscal Year Indicator	IAPS-E: Optional CAPS-W: Mandatory One Pay: Optional.	1/8
Basic Symbol Number	IAPS-E: Optional CAPS-W: Mandatory One Pay: Optional.	1/4
Limit/Sub Head	IAPS-E: Optional CAPS-W: Mandatory One Pay: Optional.	1/4
Fund Code	IAPS-E: Optional CAPS-W: Optional One Pay: Optional.	1/2
Op Ag Cd/Fund Ad	IAPS-E: Optional CAPS-W: Mandatory One Pay: Optional.	1/2
Allot Serial Number	IAPS-E: Optional CAPS-W: Mandatory One Pay: Optional.	1/5
Act Addr Cd/UIC	IAPS-E: Optional CAPS-W: Optional One Pay: Optional.	1/6
Prog Element Cd	IAPS-E: Optional CAPS-W: Optional One Pay: Optional.	1/12
Proj Tsk/Bud Subl	IAPS-E: Optional CAPS-W: Optional One Pay: Optional.	1/8
Def Ag Alloc Recp	IAPS-E: Optional CAPS-W: Optional One Pay: Optional.	1/2
Job Work Order Code	IAPS-E: Optional	1/8

	CAPS-W: Optional One Pay: Optional.	
Sub-Allot Receipt	IAPS-E: Optional CAPS-W: Optional One Pay: Optional.	1/1
Work Cnt Receipt	IAPS-E: Optional CAPS-W: Mandatory One Pay: Optional.	1/6
Maj Reimb Src Cd	IAPS-E: Optional CAPS-W: Optional One Pay: Optional.	1/1
Reimb Source Code	IAPS-E: Optional CAPS-W: Optional One Pay: Optional.	1/3
Cust Ind/MPC	IAPS-E: Optional CAPS-W: Optional One Pay: Optional.	1/6
Object Class	IAPS-E: Optional CAPS-W: Mandatory One Pay: Optional.	1/5
Govt/Pub Sec ID	IAPS-E: Optional CAPS-W: Mandatory One Pay: Optional.	1/1
Foreign Currency Cd	IAPS-E: Optional CAPS-W: Mandatory One Pay: Optional.	1/4
Prog/Planning Cd	IAPS-E: Optional CAPS-W: Mandatory One Pay: Optional.	1/4
Spec Int/Prog Cost	IAPS-E: Optional CAPS-W: Mandatory One Pay: Optional.	1/2
Cost Code	IAPS-E: Optional CAPS-W: Optional One Pay: Optional.	1/13

Cost Alloc Code	IAPS-E: Optional CAPS-W: Mandatory One Pay: Optional.	1/8
Classification Cd	IAPS-E: Optional CAPS-W: Mandatory One Pay: Optional.	1/9
DoD BACC Shrthd	IAPS-E: Optional CAPS-W: Mandatory One Pay: Optional	1/6
Doc Record Ref Id	IAPS-E: Mandatory CAPS-W: Mandatory One Pay: Mandatory	1/15
ACRN	IAPS-E: Optional CAPS-W: Optional One Pay: Mandatory	2/2
Agency Accounting Id	IAPS-E: Optional CAPS-W: Mandatory One Pay: Mandatory	6/6
IFS No	IAPS-E: Optional CAPS-W: Optional One Pay: Optional.	1/18
Transaction Type	IAPS-E: Optional CAPS-W: Optional One Pay: Optional.	1/3
FMS Case No (1-3)	IAPS-E: Optional CAPS-W: Optional One Pay: Optional.	1/3
FMS Case No (4-5)	IAPS-E: Optional CAPS-W: Optional One Pay: Optional.	1/2
FMS Case No (6-8)	IAPS-E: Optional CAPS-W: Optional One Pay: Optional.	1/3

## 5.5 Misc. Info Tab

### Misc. Info Tab

Label	Entry Requirement	Size
Comments	Optional	1/2000
Attachments	Optional or Mandatory	6 MB

## 5.6 Additional Information

### 5.6.1 Status

- When the document is worked by the LPO Reviewer, the status is “Pre-Certified.”

# 6 Document Certification

This is a mandatory workflow step for both USMC and Other workflows for Non-Contractual Invoices. Certification is Optional for Contractual Invoices.

## 6.1 USMC/ Other Service/Agency Workflow

The LPO provides a point for the certification of funds associated with the payment request. The LLA information 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 Acceptor to resolve it. The document acceptance and certification cannot be performed by the same user. SABRS Non-Contractual Invoices do not allow adjustment to LLA information.

The LPO is able to:

- Certify the document.
- Make the document available for recall by the Acceptor.
- Reject the document to the Initiator

## 6.2 Header Tab

## 6.3 Sub-Line Items (Others Non-Contractual Invoices Only)

It is an optional to add Sub-Line item for each line item. If the add Sub-Line item icon is clicked, then the Quantity Invoiced, Unit of Measure, Unit Price and Description of the Sub-Line item are mandatory and there must be at least 2 Sub-Line items for each line item.

### Sub-Line Items

Label	Entry Requirement	Size
SDN	Mandatory	1/30
ACRN	Mandatory	2/2
Chargeable FY	Mandatory	4/4
Sub-Line ID	System Generated	6/6
Sub-Line Quantity. Invoiced	Mandatory	0.2/8.2
Sub-Line UofM Code	Mandatory	2/2
Sub-Line Unit of Measure	Mandatory	2/70
Sub-Line Unit Price	Mandatory	0.6/9.6
Sub-Line Description	Mandatory	1/2000
Document Total	System Generated	0.2/10
ALL	Document Total must be less than 10 billion. When the total value of the document is greater than the payment value threshold, the system shall provide a warning the document exceeds the payment value threshold.	

#### 6.4 Action for LPO on Header Tab

##### Action for LPO on Header Tab

Label	Entry Requirement	Size
Action Block entries:  Document Certified Document Available for Recall Document Rejected to Initiator	Mandatory	1/1

Certification Date	Mandatory	10/10
Signature	Mandatory	8/40

## 6.5 Address Tab

The LPO user may not adjust any data on this tab.

## 6.6 Long Line of Accounting

The LPO may enter the LLA at either the Document Level or Line Item Level. The ability to enter the LLA, and which fields are available for the LLA, is based upon the payment system specific (PSS) edits. If the mandatory or optional data in LLA are entered by LPO reviewer, the LPO can modify the data. The LPO user may not adjust any data on this tab for SABRS Non-Contractual Invoices.

### LLA Tab

Label	Entry Requirement	Size
Help Links		
One Pay	Four available Help links will be visible on the LLA tab so that the LPO can better perform their functions when the Pay System is One Pay: 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 or Line Item Level	Mandatory	1/1
ALL	The user must select one of the actions to be applied to the document	
ALL	Document Level will present a single LLA screen to the user; Line Level will present one LLA screen per Line Item on the document	



Agency Quall Code	Mandatory	2/2
ALL	Defaults to DD	
Sub-Line Unit Price	Mandatory	0.6/9.6
Dept Indicator	IAPS-E: Optional CAPS-W: Mandatory One Pay: Optional.	1/2
Transfer from Dept	IAPS-E: Optional CAPS-W: Optional One Pay: Optional.	1/2
Fiscal Year Indicator	IAPS-E: Optional CAPS-W: Mandatory One Pay: Optional.	1/8
Basic Symbol Number	IAPS-E: Optional CAPS-W: Mandatory One Pay: Optional.	1/4
Limit/Sub Head	IAPS-E: Optional CAPS-W: Mandatory One Pay: Optional.	1/4
Fund Code	IAPS-E: Optional CAPS-W: Optional One Pay: Optional.	1/2
Op Ag Cd/Fund Ad	IAPS-E: Optional CAPS-W: Mandatory One Pay: Optional.	1/2
Allot Serial Number	IAPS-E: Optional CAPS-W: Mandatory One Pay: Optional.	1/5
Act Addr Cd/UIC	IAPS-E: Optional CAPS-W: Optional One Pay: Optional.	1/6
Prog Element Cd	IAPS-E: Optional CAPS-W: Optional One Pay: Optional.	1/12
Proj Tsk/Bud Subl	IAPS-E: Optional CAPS-W: Optional	1/8

	One Pay: Optional.	
Def Ag Alloc Recp	IAPS-E: Optional CAPS-W: Optional One Pay: Optional.	1/2
Job Work Order Code	IAPS-E: Optional CAPS-W: Optional One Pay: Optional.	1/8
Sub-Allot Receipt	IAPS-E: Optional CAPS-W: Optional One Pay: Optional.	1/1
Work Cnt Receipt	IAPS-E: Optional CAPS-W: Mandatory One Pay: Optional.	1/6
Maj Reimb Src Cd	IAPS-E: Optional CAPS-W: Optional One Pay: Optional.	1/1
Reimb Source Code	IAPS-E: Optional CAPS-W: Optional One Pay: Optional.	1/3
Cust Ind/MPC	IAPS-E: Optional CAPS-W: Optional One Pay: Optional.	1/6
Object Class	IAPS-E: Optional CAPS-W: Mandatory One Pay: Optional.	1/5
Govt/Pub Sec ID	IAPS-E: Optional CAPS-W: Mandatory One Pay: Optional.	1/1
Foreign Currency Cd	IAPS-E: Optional CAPS-W: Mandatory One Pay: Optional.	1/4
Prog/Planning Cd	IAPS-E: Optional CAPS-W: Mandatory One Pay: Optional.	1/4
Spec Int/Prog Cost	IAPS-E: Optional	1/2

	CAPS-W: Mandatory One Pay: Optional.	
Cost Code	IAPS-E: Optional CAPS-W: Optional One Pay: Optional.	1/13
Cost Alloc Code	IAPS-E: Optional CAPS-W: Mandatory One Pay: Optional.	1/8
Classification Cd	IAPS-E: Optional CAPS-W: Mandatory One Pay: Optional.	1/9
DoD BACC Shrthd	IAPS-E: Optional CAPS-W: Mandatory One Pay: Optional	1/6
Doc Record Ref Id	IAPS-E: Mandatory CAPS-W: Mandatory One Pay: Mandatory	1/15
ACRN	IAPS-E: Optional CAPS-W: Optional One Pay: Mandatory	2/2
Agency Accounting Id	IAPS-E: Optional CAPS-W: Mandatory One Pay: Mandatory	6/6
IFS No	IAPS-E: Optional CAPS-W: Optional One Pay: Optional.	1/18
Transaction Type	IAPS-E: Optional CAPS-W: Optional One Pay: Optional.	1/3
FMS Case No (1-3)	IAPS-E: Optional CAPS-W: Optional One Pay: Optional.	1/3
FMS Case No (4-5)	IAPS-E: Optional CAPS-W: Optional One Pay: Optional.	1/2

FMS Case No (6-8)	IAPS-E: Optional CAPS-W: Optional One Pay: Optional.	1/3
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## 6.7 Misc. Info Tab

### Misc Info Tab

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

## 6.8 Additional Information

### 6.8.1 Post Certification processing

#### 6.8.2 EDI Compatible Accounting System (821 Receive / 824 Send)

- Following certification
  - The document will not be immediately available to the Pay Office.
  - E-mail will not be released based upon the certification.
  - The document will not be available for recall by the LPO.
  - An EDI 821 will be sent to the accounting system for accounting processing.
- When matching transactions are found within the accounting system a “positive” 824 (status Processed) will be returned to WAWF. At that time the document will be released to the Pay Office folder. Appropriate e-mail notifications of the document’s certification will be made at this time.
- When matching transactions are not found within the accounting system a “negative” 824 (status Suspended) will be returned to WAWF. At that time the document will be moved into the LPO’s certification folder for review/additional work.

#### 6.8.3 Partially EDI Compatible Accounting System (821 Receive only)

- Following certification

- An EDI 821 will be sent to the accounting system for accounting processing.
- The document will be immediately available to the Pay Office.
- E-mail will be released based upon the certification.
- The document will not be available for recall by the LPO.

#### **6.8.4 Manual Accounting System**

- The document will be immediately available to the Pay Office.
- E-mail will be released based upon the certification.
- The document will not be available for recall by the LPO

#### **6.9 Status**

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

## **7 Payment Processing**

This is a mandatory workflow step applicable to both USMC and Other workflows. The Payment Office is able to:

- Review the document if it does not come in EDI.
- Process the document if it does not come in EDI.
- View history if the document comes in EDI.
- Suspend the document.
- Reject the document to the Initiator.
- When a document has either myInvoice or Paid status, the Pay Official won't be able to manually update the status of the document. Yet, the Pay Official can use the “Recall” link to open the document in editable mode just for entering comments and attachments on the Misc. Info tab.

## 7.1 Header Tab

### Action for Payment Office on Header Tab

Label	Entry Requirement	Size
Action Block entries: Document Accepted Document Processed Document Rejected Document Suspended	Mandatory	1/1
Action Block  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	

## 7.2 Address Tab

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

## 7.3 LLA Tab

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

## 7.4 Misc Info Tab

### Misc Info Tab

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

## **7.5 Additional Information**

### **7.5.1 Status**

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