

Navy Local Processing Official (LPO) WAWF Training



Defense Finance and Accounting Service

Epay Services
eSolutions



▶ DCO broadcasts my computer screen

- ✓ Will show a combination of training guide and WAWF practice site
- ✓ Can use Full Screen option if it makes it easier to view

▶ Teleconference line for audio

- ✓ Please mute phones until checkpoints and end of training

▶ Questions

- ✓ Can wait until checkpoints and end of training to unmute phone and ask questions over teleconference line
- ✓ Can ask questions using DCO during presentation parts
 - Can ask private message which will only be seen by specified recipient or can ask public question which can be seen by all DCO attendees



Agenda/ Objectives of Training



- Introduction, LPO Folders and Roles
- WAWF Document Types and Routing
- When to Certify Documents and Finding Documents to Certify
- Certifying Documents
- Looking Up Documents After Certifying
- Correcting Documents
- General WAWF Knowledge
- Navy WAWF Help Desk/Other POCs and Helpful Links inc. Training





► This training assumes the following things:

- ✓ You are an active LPO for your DoDAAC in WAWF and you are able to log into the system with no problems
 - If you need to get LPO access or you have account problems, contact your Group Administrator (GAM) or the Navy WAWF Help Desk (contact info provided at end of training)
 - If you have technical issues logging into WAWF, please go to the Machine Setup link on the WAWF homepage to ensure your computer is properly set up and check the System Messages on the homepage
- ✓ You have a DD577 card on file with DFAS and you meet all requirements for a certifying officer as stated in the DoD FMR
 - One key requirement is you must complete an approved Certifying Officer Legislation training course
 - Another key requirement is you CANNOT be a contractor
- ✓ You are not going to be functioning as Acceptor and an LPO on the same document (separation of duties). Now prohibited in WAWF



- ▶ This training assumes the following things:
 - ✓ You have One Pay Inquiry access
 - This is VERY important – you will use this access to check obligation funding balances and invoice status
 - For more information on getting One Pay Inquiry access, please consult the One Pay Access Guide (can be found at: [Navy Acquisition WAWF Site](#))
 - ✓ You have access to your contracts
 - Electronic access to contracts is available via the Electronic Document Access (EDA) system
 - All contracts and modifications should be loaded into EDA
 - For more information on getting access to EDA, please go to New User Registration at <http://eda.ogden.disa.mil/>

- ▶ All data contained within these slides and screenshots are for training purposes only
 - ✓ DO NOT use any of the data on these slides for your documents (unless coincidentally it is the same)





- ▶ LPOs are responsible for certifying that documents in WAWF are correct and proper for payment and that there are sufficient obligated funds to pay for the documents

- ▶ LPOs are determined based on the command that funded the procurement request
 - ✓ If a contract is funded by multiple commands, one LPO should be designated based on the preponderance of funding
 - ✓ For more information, please see the WAWF LPO Designation of LPO DoDAAC Memo at: [Navy Acquisition WAWF Site](#)



- ▶ Once logged into the system, you will go to Government then Local Processing Office to get to your folders:

- ▶ **Certification Folder**
 - ✓ Your primary working folder – will show all documents that need to be worked by someone at your LPO DoDAAC
- ▶ **History Folder by DoDAAC**
 - ✓ This folder will display documents that have been worked by someone at your LPO DoDAAC (including you)
- ▶ **History Folder by User**
 - ✓ This folder will display documents that have been worked by you
- ▶ **Discount Folder**
 - ✓ This folder will display documents that need to be worked by someone at your LPO DoDAAC that the vendor has offered a discount on (they will also appear in your Certification Folder)



Hold Folder

- ✓ This folder will display documents that you have put on Hold
- ✓ Because only you can take action on documents on Hold, it is not recommended to use the Hold option

Recall - Action Required Folder

- ✓ This folder will display documents that have been made available for recall by the pay office

Pure Edge Folder

- ✓ This folder will display documents created prior to WAWF 3.0 (July, 2003) – the documents are all read-only



- ▶ Local Processing Official View Only is a separate role that an LPO can request access to
- ▶ LPO View Only is beneficial in that an LPO can see any/all documents that contain their LPO DoDAAC, even if the document is not in a status that requires LPO action or has not been worked by an LPO yet
- ▶ View Only Folder (applies only to users with View Only access)
 - ✓ This folder will display all documents that contain your LPO DoDAAC, regardless of current document status
- ▶ View Only Pure Edge Folder (applies only to users with View Only access)
 - ✓ This folder will display documents created prior to WAWF 3.0 (July, 2003) that contain your LPO DoDAAC, regardless of current document status





- ▶ Local Processing Office Reviewer (LPOR) is a separate role from the LPO role
- ▶ LPORs can:
 - ✓ Review documents for pre-certification
 - ✓ Recommend to the LPO that documents be certified or rejected
 - ✓ Enter Line of Accounting (LOA) data on the Long Line of Accounting (LLA) tab
- ▶ Use of an LPOR is an optional step in document workflows although some commands may make it mandatory as part of their procedures
- ▶ This training does not show the LPOR function
 - ✓ However, the workflow process is very similar if you do have an LPOR – the main differences are there is an extra step in the certification process and either the LPOR or LPO can enter the LOA info on the LLA tab





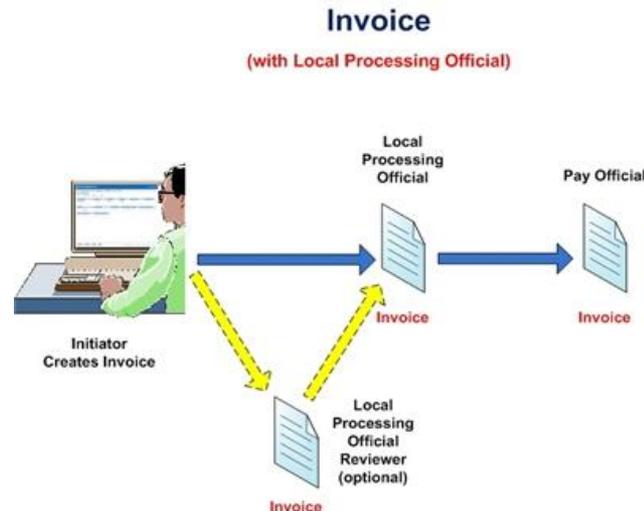
WAWF Document Types (Navy)



- ▶ There are many different document types in WAWF. Each is used for a different purpose and has unique functionality. The main document types used by the Navy are:
 - ▶ Invoice
 - ▶ Receiving Report
 - ▶ Invoice and Receiving Report (Combo)
 - ▶ Invoice as 2-in-1
 - ▶ Invoice (Fast Pay) or Combo (Fast Pay)
 - ▶ Cost Voucher
 - ▶ Navy Construction/Facilities Management Invoice
 - ▶ Navy Shipbuilding Invoice (Fixed Price)
 - ▶ Miscellaneous Payment



- Document that vendor submits that gives details on what they're billing for
- In WAWF, almost always needs a Receiving Report created in conjunction with it
- Times where stand-alone Invoice can be submitted:
 - ✓ Navy tuition assistance program
 - ✓ Instances where receipt and acceptance of goods are not needed
- Role involvement with Invoice
 - ✓ **LPO action**



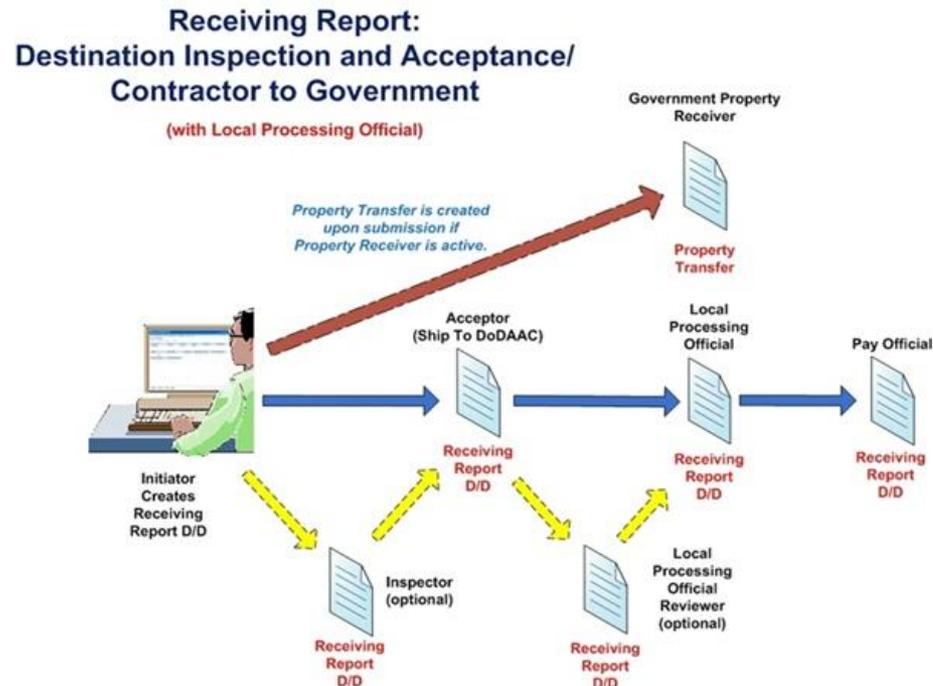
*Please note this is the workflow for a Invoice with an LPO



Receiving Report



- ▶ Electronic equivalent of DD250
- ▶ Must indicate inspection/acceptance terms
- ▶ Pay office uses Receiving Report in conjunction with associated Invoice to make payment
- ▶ Roles involvement with Receiving Report
 - ✓ Inspector action (if applicable)
 - ✓ Acceptor action
 - ✓ **LPO action***



*Please note this is the workflow for a Receiving Report with Destination/Destination for the Inspection/ Acceptance terms and it has an LPO



Invoice and Receiving Report (Combo)



- ▶ Combo generally used to bill for
 - ✓ Materials only OR
 - ✓ Materials and services
- ▶ Two separate documents created at same time
 - ✓ Invoice
 - ✓ Receiving Report
- ▶ Roles involvement with Receiving Report
 - ✓ Inspector action (if applicable)
 - ✓ Acceptor action
 - ✓ **LPO action***
- ▶ Role involvement with Invoice
 - ✓ **LPO action**

*As the LPO, remember to always view/process the Receiving Report before certifying the Invoice

**If one of the documents of a Combo gets rejected by a user, the other document may get auto-rejected by WAWF (depending on the status of the other document) to keep the documents in sync





- ▶ **REMINDER:** a Combo is two separate documents created simultaneously by the vendor
 - ✓ Some vendors' internal systems cannot submit Combos so they sometimes submit a stand-alone Invoice and a stand-alone Receiving Report – this is okay!! i.e. do not reject the documents because of this!
 - With that in mind, if a vendor should be submitting a Combo but they submit a stand-alone Invoice and a stand-alone Receiving Report instead, they should submit the Receiving Report before the Invoice
 - ✓ While documents may show up on the same line in your working folder, they are still two separate documents
 - To open the Receiving Report, click on the Shipment Number
 - To open the Invoice, click on the Invoice Number
 - As the LPO, you will see the Invoice in the system after vendor submission but you will not see the Receiving Report until the Acceptor accepts it
 - ✓ If one of the documents gets recalled or rejected, the two documents may not show on the same line and the name of the document under the Type column in your working folder may change to Invoice or Receiving Report – this is okay!!
 - ✓ A vendor can also create an Invoice *from* a Receiving Report
 - In this case, the documents should show up on the same line but the Type will not say Combo – this is okay!!
 - ✓ A vendor can also create a Receiving Report *from* an Invoice; however, if the vendor does it that way, it could possibly lead to interest having to be paid to the vendor, depending on the time difference between the date the Receiving Report was created, the date the Invoice was created, and the date the goods/services were actually received and accepted





How to tell if a Combo was properly submitted:

- ✓ Open up the Invoice, go to the Misc. Info tab, and scroll to the bottom where it shows the action taken by the vendor:

Action(s):

[Submitted, Web, Combo]

- ✓ This means the vendor correctly submitted a Combo

Action(s):

[Submitted, Web, From Receiving Report]

- ✓ This means the vendor first submitted a stand-alone Receiving Report and then correctly submitted an Invoice *from* the Receiving Report

Action(s):

[Submitted, Web, Stand Alone]

- ✓ This means the vendor submitted the Invoice as a stand-alone Invoice; as the LPO, you will not know if the vendor also correctly submitted a stand-alone Receiving Report first unless they did and the Acceptor has already accepted it
 - If you only see the stand-alone Invoice in WAWF, you will need to contact the appropriate Acceptor to see if they see a stand-alone Receiving Report that would correlate to the stand-alone Invoice (you could also contact the vendor and have them check to see if they first submitted a stand-alone Receiving Report); if the Acceptor or vendor does not see a stand-alone Receiving Report, you should reject the stand-alone Invoice and instruct the vendor they should have submitted a Combo or they should have submitted a stand-alone Receiving Report first and then a stand-alone Invoice



How to tell if a Combo was properly submitted:

- ✓ Open up the Invoice, go to the Misc. Info tab, and scroll to the bottom where it shows the action taken by the vendor:

Action(s):
[Submitted, Web Stand Alone]

- ✓ If you see the above message for the vendor action and then see the below messages listed under it as a system action (WAWF System) and comments:

Action(s):
[System Re-Sign]

Comments:
Updated the Shipment Number which relates to the Receiving Report created using Doc From Doc.

- ✓ This means the vendor submitted the Invoice as a stand-alone Invoice and then submitted a Receiving Report *from* the Invoice. This will be up to your discretion whether or not to process the Receiving Report (once the Acceptor accepts it) and Invoice as the vendor submitted them. Processing them this way could possibly lead to interest having to be paid to the vendor, depending on the time difference between the date the Invoice was submitted, the date the Receiving Report was submitted *from* the Invoice and the date the goods/services were actually received and accepted. The Date of Action associated with the system action (WAWF System) and comments message above will be the date the vendor submitted the Receiving Report *from* the Invoice.

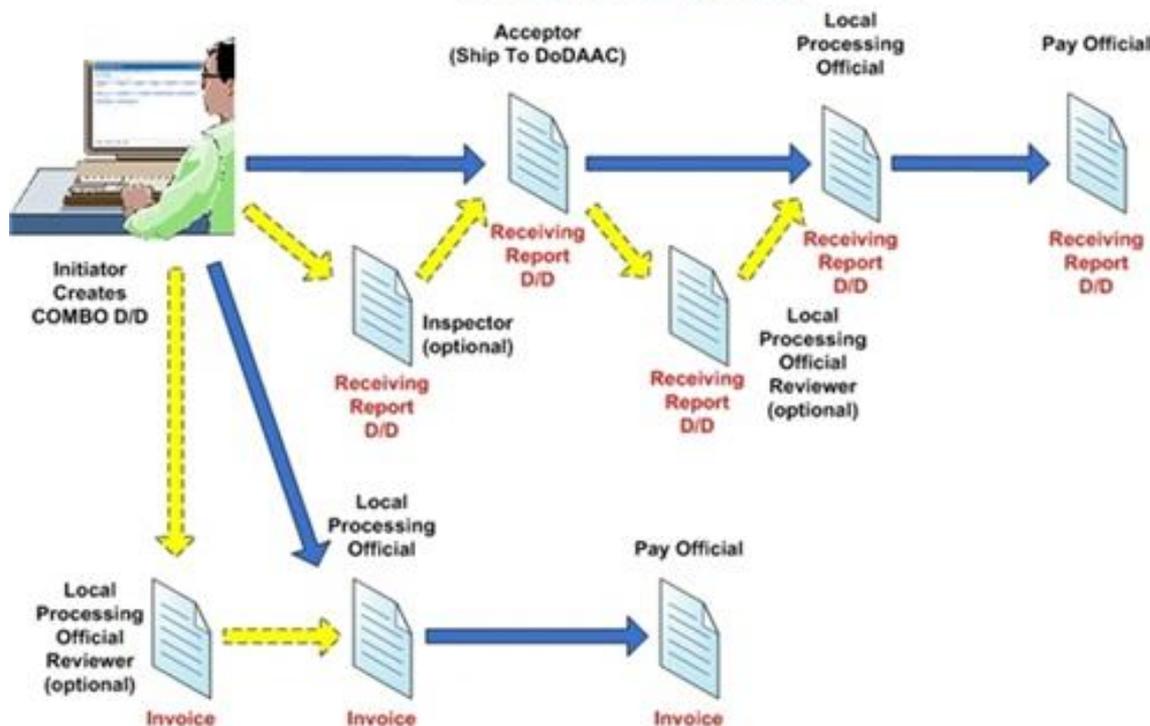


Invoice and Receiving Report (Combo) (Con't)



Combination: Invoice and Destination Inspection and Acceptance Receiving Report

(with Local Processing Official)



*Please note this is the workflow for a Combo with Destination/Destination for the Inspection/Acceptance terms and it has an LPO. To see all the possible workflows for Combo documents, please go to: <https://wawftraining.eb.mil/xhtml/unauth/web/wbt/overview/OverviewDocumentTypesIndex.xhtml>





- ▶ Generally used for billing services contracts only

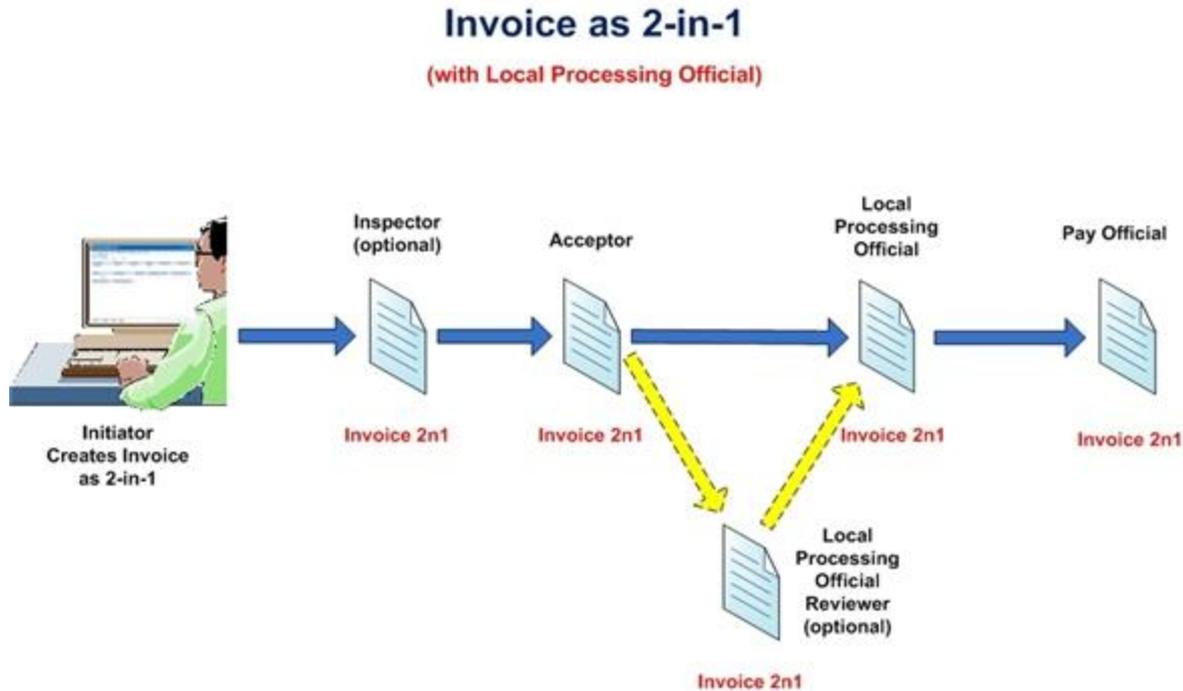
- ▶ CANNOT use for Navy ERP Pay Offices
 - ✓ Vendor must use Combo or separate Invoice and Receiving Report documents instead

- ▶ One Document
 - ✓ Invoice + Receiving Report (combined)

- ▶ Roles involvement
 - ✓ Inspector action (if applicable)
 - ✓ Acceptor action
 - ✓ **LPO action**



Invoice as 2-in-1 (Con't)



*Please note this is the workflow for a 2n1 with an LPO



Invoice (Fast Pay) and Combo (Fast Pay)



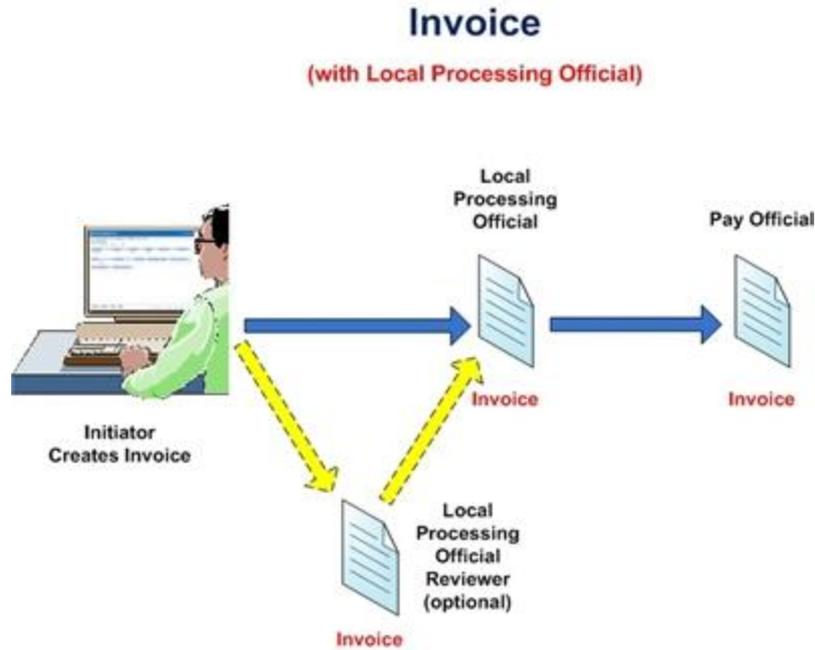
- ▶ Must be authorized for Fast Pay
 - ✓ Contract Clause 52.213-1

- ▶ Acceptance does not need to take place before Invoice will pay

- ▶ Role involvement
 - ✓ Acceptor action (if using Combo)
 - ✓ **LPO action**



Invoice (Fast Pay) and Combo (Fast Pay) (Con't)



*Please note this is the workflow for a Fast Pay Invoice with an LPO



- ▶ Cost Reimbursable Contract
 - ✓ 52.216-7
 - ✓ 52.216-13
 - ✓ 52.216-14
 - ✓ 52.232-7
- ▶ Can be used for Shipbuilding
- ▶ Cost Vouchers flow through system based on Cost Voucher type
 - ✓ Cost Voucher types changed with WAWF 5.2 (October, 2011)
- ▶ Cost Voucher Administrator (separate role in WAWF) adds parameters to determine the criteria for Cost Voucher sampling
- ▶ Sampling parameters + whether the CV is first or final + whether other CVs have been approved for the contract/delivery order number = Cost Voucher type



► Cost Voucher types that came about as a result of 5.2

✓ **Interim - First**

- First Cost Voucher submitted for contract/delivery order
- Roles involvement: Cost Voucher Approver, **LPO**

✓ **Interim – New Contractor**

- Non-first/non-final Cost Voucher submitted for a contract/delivery order that has other Cost Vouchers submitted for it but they haven't been approved yet
- Roles involvement: Cost Voucher Approver, **LPO**

✓ **Interim – Sampled**

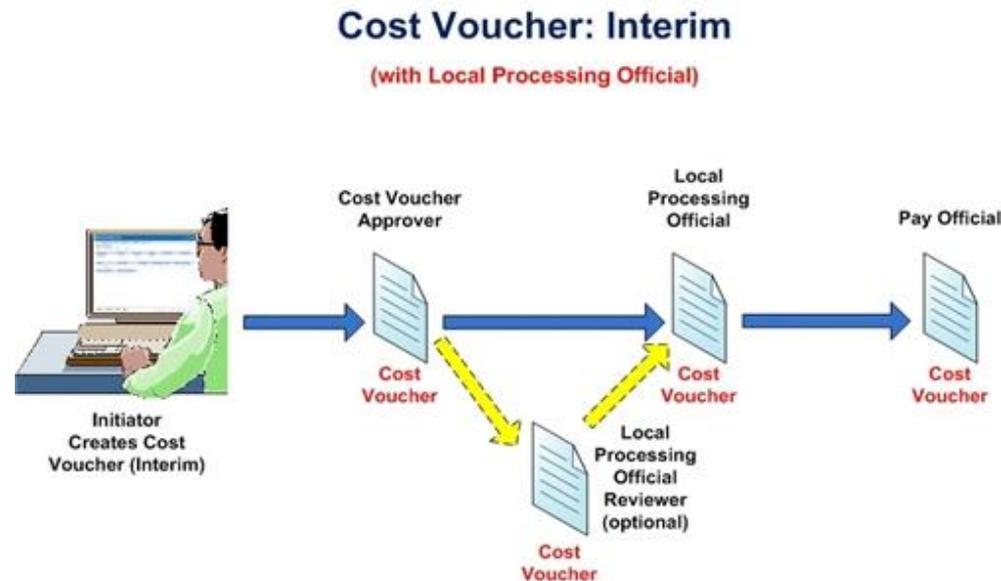
- Non-first/non-final Cost Voucher that meets the sampling criteria parameters established by the Cost Voucher Administrator
- Roles involvement: Cost Voucher Approver, **LPO**



Cost Voucher types that came about as a result of 5.2

✓ Interim – High Dollar

- Non-first/non-final Cost Voucher that exceeds the dollar amount threshold parameter established by the Cost Voucher Administrator
- Roles involvement: Cost Voucher Approver, **LPO**



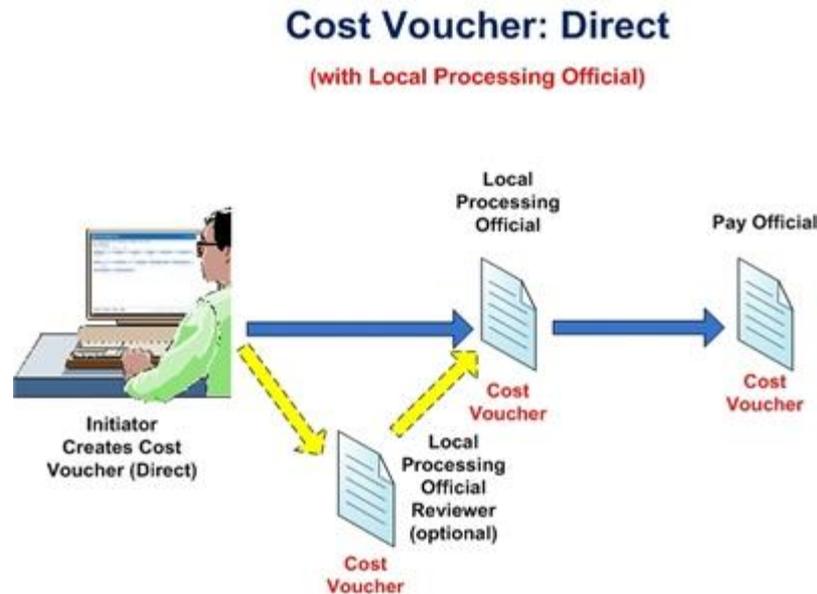
*Please note this is the workflow for an Interim Cost Voucher with an LPO



Cost Voucher types that came about as a result of 5.2

✓ Direct Submit

- Non-first/non-final Cost Voucher that does not meet the sampling criteria parameters or dollar amount threshold parameter established by the Cost Voucher Administrator
- Roles involvement: **LPO**



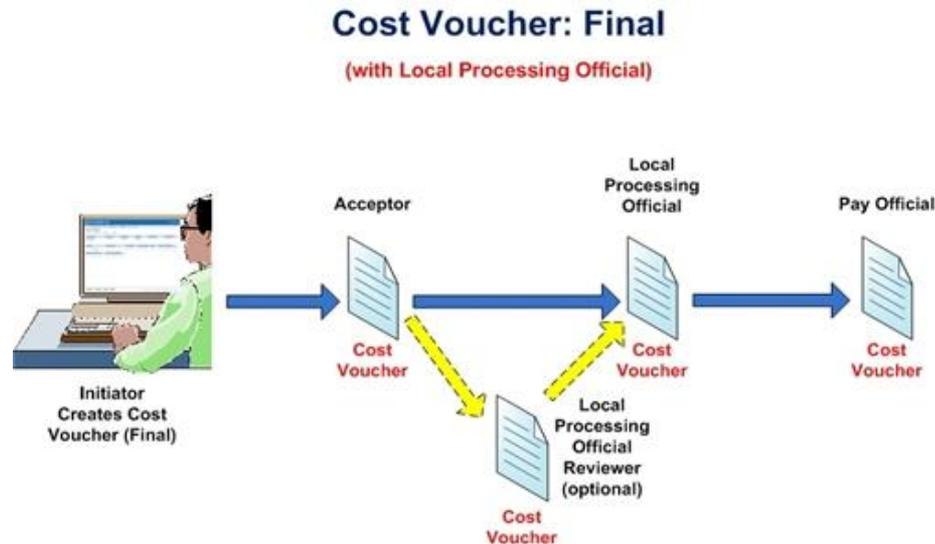
*Please note this is the workflow for a Direct Submit Cost Voucher with an LPO



Cost Voucher types that came about as a result of 5.2

✓ Final

- Final Cost Voucher submitted for contract/delivery order (marked as Final by the vendor)
- Roles involvement: Service Approver, **LPO**



*Please note this is the workflow for a Final Cost Voucher with an LPO





► Cost Voucher types that came about as a result of 5.2

✓ **Rejected**

- Any interim Cost Voucher that gets rejected back to the vendor by the Cost Voucher Approver that gets resubmitted, will have “Rejected” added to the end of the document type name
- It will process through the system like it normally would as the original document type
- A rejected Direct Submit Cost Voucher that gets resubmitted by the vendor will remain a direct submit unless it meets the sampling criteria and will flow to the LPO after resubmission





► Cost Voucher types before 5.2 (October, 2011)*

✓ **Interim**

- Non-final Cost Voucher submitted by a vendor with no Direct Submit authority
- Roles involvement: Cost Voucher Approver, **LPO**

✓ **Direct**

- Non-final Cost Voucher submitted by a vendor with Direct Submit authority
- Roles involvement: **LPO**

✓ **Final**

- Final Cost Voucher
- Roles involvement: Service Approver, **LPO**

*If you are looking at Cost Vouchers created before 5.2, you will see these types





► Important notes on Cost Vouchers

- ✓ Contracting officers or contracting officer representatives (CORs) often have Service Approver (Acceptor) access for the Service Approver DoDAAC on their contract so that they can approve the Final Cost Voucher and see all non-Final Cost Vouchers that have been processed (using their History folder)
 - If they need to see all submitted non-Final Cost Vouchers before they reach Processed status, they can either get Acceptor View Only access for the Service Approver DoDAAC, Issue By View Only access for the Issue By DoDAAC, or Admin By View Only access for the Admin By DoDAAC (may not be approved if belongs to another agency)
 - ✓ Service Approver is not a step in the process for all Cost Voucher types. That is because policy states it is DCAA's* responsibility to approve all non-final Cost Vouchers. For more information, please go to: <https://acquisition.navy.mil/rda/content/view/full/5873>
- *ONR and DCMA can also perform the Cost Voucher Approver role



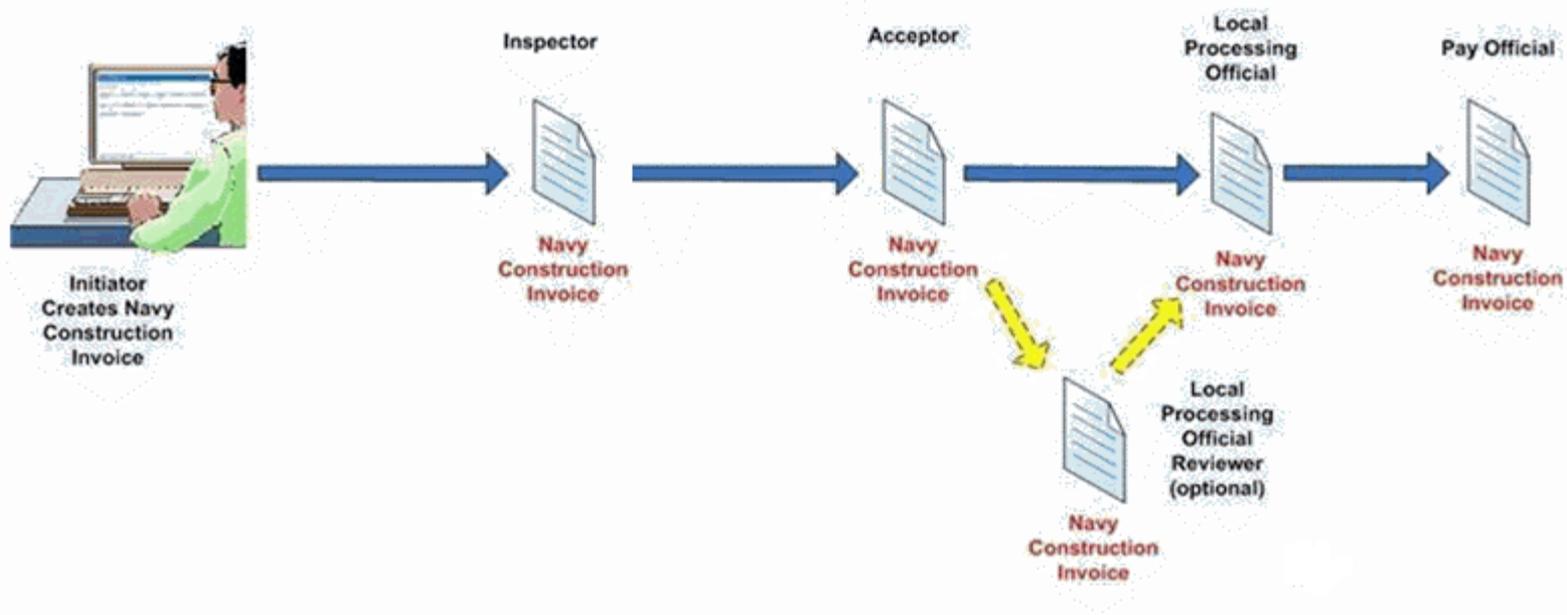


- ▶ Navy Construction or Facilities Management
- ▶ Indicators for Construction and/or Final Payment
 - ✓ Net 14 pay terms
 - Yes to Construction + No to Final
 - ✓ Net 30 pay terms
 - No to Construction
 - Yes to Construction + Yes to Final
- ▶ Roles involvement
 - ✓ Inspector action
 - ✓ Acceptor action
 - Acceptor enters SLINs and funding information
 - ✓ **LPO action**
 - **LPO will enter optional LLA fields for Transaction For Other (TFO) LOAs**



Navy Construction Invoice

(with Local Processing Official)



*Please note this is the workflow for a Navy Construction/Facilities Management Invoice with an LPO

**There is an optional step before the document gets to the Inspector in which a Field Inspector (separate role in WAWF) can pre-inspect the NAVCON





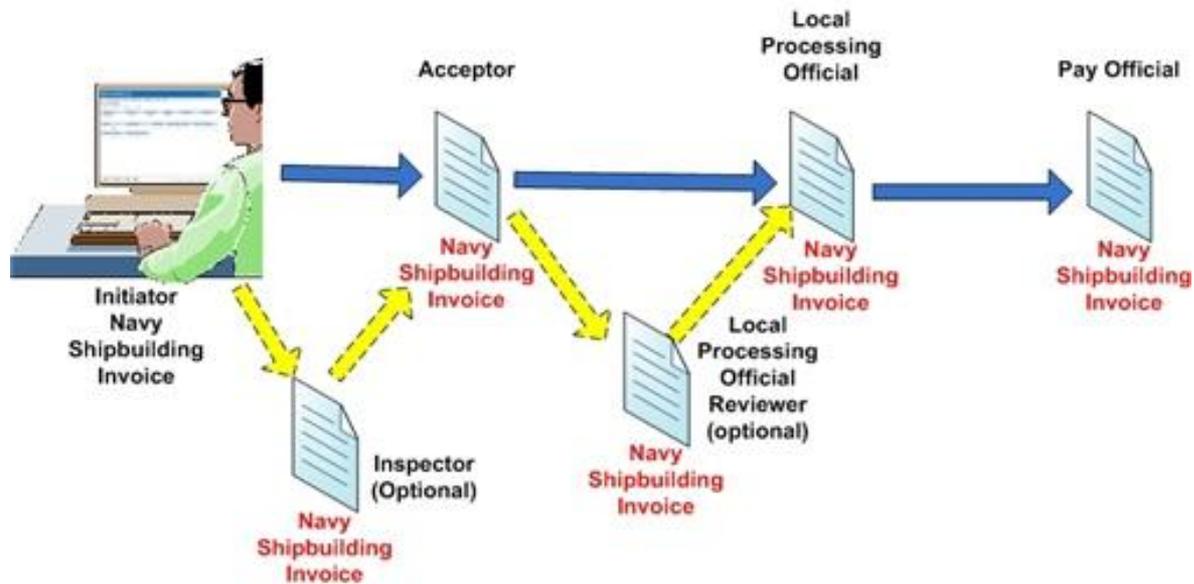
- ▶ Ship Acquisition Invoices
- ▶ Restricted to Navy's Supervisors of Shipbuilding (SUPSHIPS)
- ▶ SUPSHIP Major Programs
 - ✓ New Construction
 - ✓ Nuclear Submarines
 - ✓ Maintenance/Repair/Modernization
- ▶ Roles involvement
 - ✓ Inspector action (if applicable)
 - ✓ Acceptor action
 - ✓ **LPO action (if applicable)**



Navy Shipbuilding Invoice (Fixed Price)



Navy Shipbuilding Invoice



*Please note this is the workflow for a Navy Shipbuilding Invoice with an LPO





Used for Non-Contractual Payments

- ✓ Can be created by the Navy on behalf of service members, employees, and non-government entities or individuals
- ✓ Can be created by vendors with valid CAGE codes or DUNS numbers
- ✓ Mortuary claims, utilities, training, etc.
- ✓ The Misc Pay Type has tax reporting implications
- ✓ Full list of Misc Pay types at Lookup -> Misc. Pay Types

Single Document

- Always use N68732 as Pay Office for Navy Misc Pays
- Payee must be in CEFT database or Misc Pay will suspend
- Obligation interface with STARS-FL to auto-obligate funds
- Once Processed in WAWF, will pay in 1-2 business days if no errors in One Pay
- No interest paid





► Misc Pay roles involvement

- ✓ Initiator action (Misc Pay Initiator, Acceptor or vendor)
- ✓ Acceptor action
- ✓ **LPO action**

*Initiator and Acceptor must be a different user than the LPO (separation of duties)

***This training focuses on certifying contractual documents, not Misc Pays. For more information on Navy WAWF Misc Pays, please go to: [Navy Acquisition WAWF Site](#)

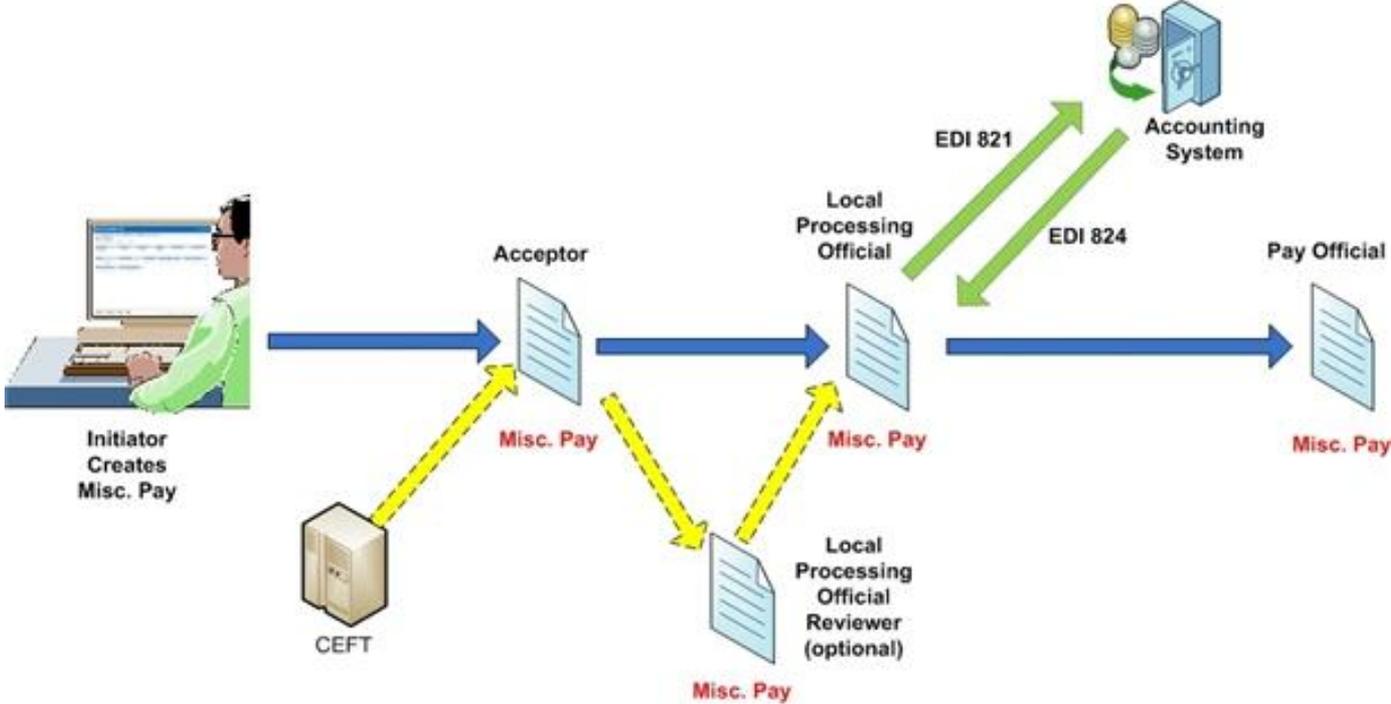


Miscellaneous Payment (Con't)



Misc. Pay

(Non-Marine Workflow)





- ▶ Routing is based on document type, payment office, inspection/acceptance terms (if applicable), and DoDAACs listed on contract/entered into WAWF

- ▶ If the pay office corresponds to the One Pay entitlement system, there will be an LPO in the workflow*; all other pay offices will not have an LPO
 - ✓ To see a list of all the pay offices along with their corresponding entitlement system, is discussed on slide 141
- *Except for Grants (not shown in this guide - does not use LPO)

- ▶ To see the workflows for all the different document types, go to:
<https://wawftraining.eb.mil/xhtml/unauth/web/wbt/overview/OverviewDocumentTypesIndex.xhtml>







- ▶ How do you know when you have a document to certify?
 - ✓ WAWF sends automated emails to the organizational email address set up for your LPO DoDAAC when there are documents ready to be worked under that DoDAAC
 - You should either have access to the organizational email address so you get the automated emails or whoever has access to the organizational email address should tell you when you have documents that need to be worked
 - To get your organizational email address changed, you need to contact your Group Administrator (GAM)
 - ✓ Users also have the option to send additional email notifications after taking action on a document. If your email address is listed on the contract, you may receive one of these additional email notifications.

***You should also search in your Certification folder and other working folders on a regular basis to find any outstanding documents that you may not have received an email notification for



Go to your Certification folder

Wide Area Workflow 5.2.1 User ID : GovLpo30
Printer Friendly

[User](#) [Government](#) [Documentation](#) [Lookup](#) [Logout](#)

Inspector
Local Processing Office

Certification Folder ←

History Folder by DoDAAC
History Folder by User
Discount Folder
Hold Folder
Recall - Action Required Folder
Pure Edge Folder
View Only Folder
View Only Pure Edge Folder

Welcome to Wide Area Workflow!
Please start by selecting one of the links from the menu above.

WARNING!

If using a word processor program (e.g., WordPerfect, Microsoft WordPad, Microsoft Write, etc.) to create FTP files, EDI files, or to cut-and-paste text field data into the WAWF Web application, then the text must be saved in a plain text file (.txt) and then copied into the WAWF. This converts the text to a plain text format.

Please DO NOT use the browser's Back button to return to a previous page within the WAWF application.

The use of the browser's Back button will cause the application to crash.

Use of this button will cause the application to crash.

Where they exist, use the browser's Back button to return to a previous page within the WAWF application.

In data capture and when reviewing data, users may move from tab to tab to work with the various information categories, e.g., Document Header, Addresses, Comments, Line Items, etc.

[Help](#)

Logon Date : 2012/05/29 12:58:55 EDT Last Accessed Date : 2012/05/29 12:58:55 EDT

[Security & Privacy](#) [Accessibility](#) [Vendor Customer Support](#) [Government Customer Support](#) [FAQ](#) [Site Index](#)



Finding Documents to Certify (Con't)



- Select the LPO DoDAAC that you will be certifying under from the DoDAAC* drop down box

Wide Area Workflow 5.2.1 User ID : GovLpo30
Printer Friendly

User Government Documentation Lookup Logout

Search Criteria - LPO Certification Folder

FOUO - Privacy Sensitive:
Privacy Act Statement - This information is protected under the Privacy Act of 1974 and shall be handled as "FOR OFFICIAL USE ONLY." Violations may be punishable by fines, imprisonment, or both.

WARNING: DoDAAC: N00421 has saved documents that will be purged in 1 day.

DoDAAC *	
Select Location Code	
Select Location Code	Delivery Order
FA3030	<input type="text"/>
HQ0310	
M00264	
N00189	Ship From / Ship From Extension
N00421	<input type="text"/> <input type="text"/>
<input type="text"/>	
Shipment No.	Invoice Number
<input type="text"/>	<input type="text"/>

Logon Date : 2012/05/29 12:58:55 EDT Last Accessed Date : 2012/05/29 13:00:29 EDT

[Security & Privacy](#) [Accessibility](#) [Vendor Customer Support](#) [Government Customer Support](#) [FAQ](#) [Site Index](#)



- ▶ Enter additional information in the other data fields to further narrow down your search results
 - ✓ If you do not enter any information other than the DoDAAC, you will get all the documents that need to be worked by an LPO for your LPO DoDAAC
- ▶ Review the Create/Update Date (YYYY/MM/DD) field and change if necessary
 - ✓ Create/Update Date field searches by either the date the vendor created the document or the date of the last action taken on the document, whichever is most recent
 - ✓ The default for this field is 30 days before the current date
- ▶ Click Submit at the bottom of the screen to run your search



Finding Documents to Certify (Con't)



Wide Area Workflow 5.2.1

User ID : GovLpo30

[Printer Friendly](#)

[User](#) [Government](#) [Documentation](#) [Lookup](#) [Logout](#)

Search Criteria - LPO Certification Folder

FOUO - Privacy Sensitive:

Privacy Act Statement - This information is protected under the Privacy Act of 1974 and shall be handled as "FOR OFFICIAL USE ONLY." Violations may be punishable by fines, imprisonment, or both.

DoDAAC *

N00421

Contract Number

Delivery Order

Vendor (Payee) / Vendor (Payee) Extension

Ship From / Ship From Extension

Shipment No.

Invoice Number

SSN / Confirm SSN

Tax Id (EIN)

Type Document

Status

Create / Update Date (YYYY/MM/DD)

Create / Update Date End (YYYY/MM/DD)

Acceptance Date (YYYY/MM/DD)

Acceptance Date End (YYYY/MM/DD)

Invoice Received Date (YYYY/MM/DD)

Invoice Received Date End (YYYY/MM/DD)

Estimated Delivery Date (YYYY/MM/DD)

Estimated Delivery Date End (YYYY/MM/DD)

[Submit](#)

[Help](#)

Logon Date : 2012/05/29 12:58:55 EDT Last Accessed Date : 2012/05/29 13:02:24 EDT

[Security & Privacy](#) [Accessibility](#) [Vendor Customer Support](#) [Government Customer Support](#) [FAQ](#) [Site Index](#)



Finding Documents to Certify (Con't)



WAWF will now take you to your LPO Certification Folder

Wide Area Workflow 5.2.1 User ID : GovLpo30
Printer Friendly

[User](#)
[Government](#)
[Documentation](#)
[Lookup](#)
[Logout](#)

LPO Certification Folder for 'N00421' (9 items, sorted by Invoice Received Date)

Item	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	Purge	Ho
1	Receiving Report D/D	1M3W0				DAAB0797DB608	0014	001	2012-05-23	2012-05-01	2012-05-23	Accepted		H
2	Invoice	1M3W0				N0018912P1234								
3	NAVCON	1M3W0				N4008512D1956	0001							
4	Invoice 2in1	1M3W0				N4008512F6789		TMZ1901	2012-05-21	2012-05-21	2012-05-16	Accepted		H
5	Combo D/D	1M3W0				N6883611P9999		TMZ1900	2012-05-21	2012-05-21	2012-05-21	Accepted		H
6	Combo D/D	06481	039134218			N0024411F5678		99	2012-05-22	2012-05-03	2012-05-21	Accepted		H
7	Invoice 2in1	1U6Y9	039309179		1D5J4	N0040612D1234	0008	638948	2012-05-22	2012-05-22	2012-05-11	Accepted		H
8	Combo D/D	1M3W0				N0018911P1234								
9	Combo D/D	1M3W0				DAAB0797DB608								

[] Shipment [] Invoice

Logon Date : 2012/05/29 12:58:55 EDT Last Accessed Date : 2012/05/29 13:03:10 EDT
[Security & Privacy](#)
[Accessibility](#)
[Vendor Customer Support](#)
[Government Customer Support](#)
[FAQ](#)
[Site Index](#)

▶ LPO Certification Folder

- ✓ Can sort by any column except Item
- ✓ To open a document, click on the hyperlinked Invoice Number or Shipment Number fields
- ✓ Some non-Combo documents may have an Invoice Number and Shipment Number
 - Clicking on either hyperlinked field will open the document

▶ Columns:

- ✓ Item – simply a numbered list of the items
- ✓ Type – document type
- ✓ Vendor (Payee) – CAGE code of vendor who submitted the document
- ✓ DUNS – DUNS # of vendor if they have one
- ✓ DUNS+4 – DUNS+4 # of vendor if they have one
- ✓ Ext – extension used if vendor has their account broken into different extensions
- ✓ Contract Number – contract number against which the document is being billed
- ✓ Delivery Order – delivery order number on the contract being billed (if applicable)
- ✓ Shipment Number – shipment number input by vendor



► Columns (Con't):

- ✓ Submitted (1st one from left to right) – date the Receiving Report was submitted by the vendor
- ✓ Shipped – date entered by vendor indicating the date goods were shipped
- ✓ Accepted – date the Acceptor accepted the Receiving Report
- ✓ Status (1st one from left to right) – status of Receiving Report
- ✓ Purge (1st one from left to right) – # of days Receiving Report will be saved before it is purged – can click to purge the document (will only show a number if Receiving Report has been saved)
- ✓ Hold (1st one from left to right) – will display H, which you can click to put the Receiving Report on Hold
- ✓ Invoice Number – Invoice number input by vendor
- ✓ Submitted (2nd one from left to right) – date vendor submitted Invoice
- ✓ Received – date the LPO received Invoice (should be the same as Submitted date)
- ✓ Status (2nd one from left to right) – status of Invoice



Columns (Con't):

- ✓ Purge (2nd one from left to right) - # of days Invoice will be saved before it is purged – can click to purge the document (will only show a number if Invoice has been saved)
- ✓ Hold (2nd one from left to right) – will display H, which you can click to put the document on Hold
- ✓ Amount – amount of document

***If a date is displayed in **red text**, that means the vendor either offered a discount on the document or the document should be paid in less than 30 days – normally you would want to certify these as quickly as possible to take advantage of discounts or to avoid paying interest.

***Invoice certification should be completed in a timely manner to avoid interest penalties. If no discounts are being offered, DFAS will automatically hold the payment until just prior to the date Prompt Payment interest would apply (cash management).





Certifying Documents



- Before opening the document, first check that the Contract Number, Delivery Order (if applicable), Document Type, and Vendor (Payee) are correct according to the contract
- Also check to make sure the document does not appear to be a duplicate

LPO Certification Folder for 'N00421' (9 items, sorted by Invoice Received Date)

Item	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	Purge	Ho
1	Receiving Report D/D	1M3W0				DAAB0797DB608	0014	001	2012-05-23	2012-05-01	2012-05-23	Accepted		H
2	Invoice	1M3W0				N0018912P1234								
3	NAVCON	1M3W0				N4008512D1956	0001							
4	Invoice 2in1	1M3W0				N4008512F6789		TMZ1901	2012-05-21	2012-05-21	2012-05-16	Accepted		H
5	Combo D/D	1M3W0				N6883611P9999		TMZ1900	2012-05-21	2012-05-21	2012-05-21	Accepted		H
6	Combo D/D	06481	039134218			N0024411F5678		99	2012-05-22	2012-05-03	2012-05-21	Accepted		H
7	Invoice 2in1	1U6Y9	039309179		1D5J4	N0040612D1234	0008	638948	2012-05-22	2012-05-22	2012-05-11	Accepted		H
8	Combo D/D	1M3W0				N0018911P1234								
9	Combo D/D	1M3W0				DAAB0797DB608								

Certifying Documents (Con't)



- To open the Invoice, click on the hyperlinked Invoice Number

LPO Certification Folder for 'N00421' (9 items, sorted by Invoice Received Date)

umber	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	Purge	Hold	Invoice Number	Submitted	Received ▲	Status	Purge	Hold	Amount
JB608	0014	001	2012-05-23	2012-05-01	2012-05-23	Accepted		H							\$50.00
1234									TMZ1902	2012-05-21	2012-05-21	Submitted		H	\$1,100.00
1956	0001								TMZ1905	2012-05-21	D2012-05-21	Accepted		H	\$20,000.00
6789		TMZ1901	2012-05-21	2012-05-21	2012-05-16	Accepted		H	TMZ1901	2012-05-21	2012-05-21	Accepted		H	\$1,200.00
9999		TMZ1900	2012-05-21	2012-05-21	2012-05-21	Accepted		H	TMZ1900	2012-05-21	2012-05-21	Submitted		H	\$69,501.94
5678		99	2012-05-22	2012-05-03	2012-05-21	Accepted		H	74	2012-05-22	2012-05-22	Submitted		H	\$500.00
1234	0008	638948	2012-05-22	2012-05-22	2012-05-11	Accepted		H	638948	2012-05-22	2012-05-22	Accepted		H	\$699.93
1234									537148	2012-05-23	2012-05-23	Resubmitted		H	\$7,500.00
JB608									CCV0001	2012-05-24	2012-05-24	Submitted		H	\$1,533.33

***When certifying Combos, you need to make sure the Receiving Report is in Accepted status before you certify. Before certifying the Invoice of a Combo, you need to view (process) the Receiving Report first. Step-by-step instructions for viewing the Receiving Report can be found at:

<https://wawftraining.eb.mil/xhtml/unauth/web/wbt/demo/CertificationOfRrDocument.pdf>



- ▶ The document should now be open
- ▶ First, review everything on all the tabs except for the LLA tab including but not limited to:
 - ✓ Check to make sure the Contract Number, Delivery Order, and Reference Procurement Identifier fields are correct
 - For non-GS contracts, the contract # should be in the Contract Number field and if there is a delivery order #, it should be in the Delivery Order field; nothing should be in the Reference Procurement Identifier field
 - For GS contracts, the GS contract # and delivery order # can be entered two different ways (both are correct):
 - 1) the GS contract # in the Reference Procurement Identifier field and the delivery order # in the Contract Number field; nothing in the Delivery Order field
 - 2) the GS contract # in the Contract Number field and the delivery order # in the Delivery Order field; nothing in the Reference Procurement Identifier field
 - ✓ Check to make sure the vendor's CAGE code matches the CAGE code listed on the contract
 - ✓ Check to make sure the DoDAACs entered by the vendor match the ones listed on the contract (will be in the WAWF routing table if there is one)





Review (cont'd):

- ✓ Check to make sure the Item Numbers for each Line Item are correct per the contract
 - Must be billing correct item
 - Must have added SLINs if necessary
 - Must bill for only funded CLINs/SLINs
- ✓ Check to make sure the CLIN quantities and amounts on the document do not exceed the CLIN quantities and amounts on the contract



Review (cont'd):

- ✓ Make sure the vendor billed for shipping or freight correctly
 - Must be authorized to bill for shipping/freight in contract
 - If there is a separate CLIN for shipping/freight on the contract, they must bill using that CLIN
 - If there is not a separate CLIN for shipping/freight on the contract, they must bill using Item Number 9999
 - If the shipping/freight is over \$100, the vendor needs to attach shipping/freight receipts
- ✓ Check to make sure the overall document amount is not \$0 or a negative amount
- ✓ If the vendor offered a discount, make sure it's valid. Examples of an invalid discount would be a 0% discount, a ≥ 30 day discount, or a discount date ≥ 30 days from the Invoice Date.





- ▶ If everything looks okay on all the tabs (except LLA), you now need to go to the LLA tab to enter the proper LOA information and then finish certifying the document

- ▶ Instructions on rejection will be discussed on slide 124





- ▶ **VERY IMPORTANT** rules to follow when entering LOA info on the LLA tab:
 - ✓ Enter complete and accurate data on the LLA tab
 - ✓ Make sure funds are obligated before certifying the Invoice
 - ✓ The data you enter on the LLA tab **MUST** match what is on the contract and **MUST** match the obligation
 - In case the LOA information is different between the contract and the obligation, the obligation would need to be fixed to match the contract or a contract modification would need to be done if the LOA information is wrong on the contract

- ▶ **If you do not follow the above rules, the document will error out in One Pay**
 - ✓ This will require the pay office to make the Invoice available for recall for you to correct
 - ✓ This leads to longer processing times and possible interest penalty charges





- ▶ The LLA Level drop down box toggles between Line Level and ACRN Level
- ▶ Line Level – You must enter 1 Document Record Reference ID, 1 Agency Accounting ID, and 1 ACRN for each item
 - ✓ You can also enter additional LOA data into the Optional LLA Fields for each item
- ▶ ACRN Level – You must enter 1 Document Record Reference ID and 1 Agency Accounting ID for each item, however you can allocate the funding amounts between multiple ACRNs
 - ✓ Use the Add ACRN and Delete ACRN options to add or delete ACRNs to properly allocate the funding
 - ✓ You can also enter additional LOA data into the Optional LLA Fields for each ACRN



Certifying Documents – Line Level or ACRN Level (Con't)



Wide Area Workflow 5.2.1

User ID : GovLpo30

[Printer Friendly](#)

User Government Documentation Lookup Logout

Local Processing Office - Invoice

Header Line Item ACRNs **LLA** Addresses Misc. Info Preview Document

* = Required Fields

Contract Number	Delivery Order	Reference Procurement Identifier	Invoice Number	Invoice Date	Shipment Number
N6883611P9999			TMZ1900	2012/05/21	TMZ1900

An LLOA is required per CLIN/SLIN. The ACRN, SDN, and Agency Accounting Id (AAA) fields are MANDATORY per CLIN/SLIN on this page - the ACRN and SDN on the document will not be forwarded to ONE-PAY. The document cannot be certified for a lesser amount when miscellaneous allowances, fees, or taxes are present on an invoice or combo document.

[\[+\] Populate All](#)

LLA Level

Line Level
Line Level
ACRN Level



Item Number	Document Record Reference ID *	Agency Accounting ID *	ACRN *	Amount (\$) *	CLIN Amount (\$)	Approved Amount (\$) *
0001AC				0.00	26,515.98	0.00

[\[+\] Optional LLA Fields](#)

Item Number	Document Record Reference ID *	Agency Accounting ID *	ACRN *	Amount (\$) *	CLIN Amount (\$)	Approved Amount (\$) *
0001AE				0.00	42,985.96	0.00

[\[+\] Optional LLA Fields](#)

Logon Date : 2012/05/29 12:58:55 EDT Last Accessed Date : 2012/05/29 13:08:57 EDT

[Security & Privacy](#) [Accessibility](#) [Vendor Customer Support](#) [Government Customer Support](#) [FAQ](#) [Site Index](#)



- Once you determine if you need to certify by Line Level or ACRN Level, you will need to determine which fields need to be completed for each item
- 1) Find the LOA for the item on the contract
- 2) Within the LOA, find the AAA (Authorized Accounting Activity)

ACCOUNTING AND APPROPRIATION DATA

AA: 1711804 70CD 000 53824 S 060957 2D R53824
COST CODE: 0010040029SU
AMOUNT: \$11,488.00
CIN R53824100400290001: \$5,289.00
CIN R53824100400290002: \$6,199.00





- ▶ 3) Check this AAA against the One Pay TFS (Transaction for Self) AAA Listing
 - ✓ One Pay TFS AAA Listing can be found at: [Navy Acquisition WAWF Site](#) or on the Look up tab in WAWF (see TFS Agency Accounting Identifier Table)
 - ✓ If the AAA is on the TFS Listing, you will only need to enter the Document Record Reference ID, the Agency Accounting ID, and the ACRN
 - You also need to check if the AAA is contract # driven or requisition # driven – this tells you whether you need to enter the contract # or requisition # as the Document Record Reference ID
 - ✓ If the AAA is not on the TFS listing, then the LOA you are entering is considered to be TFO (Transaction for Other). You will need to enter the Document Record Reference ID, the Agency Accounting ID, the ACRN, and other fields in the Optional LLA Fields.
 - For TFO LOAs, you will need to check the obligation in the appropriate accounting system to determine what to input for the Document Record Reference ID
 - There are different requirements for what to enter in the Optional LLA fields depending on the command or agency the LOA belongs to



Certifying Documents – One Pay TFS AAA Listing



ACTIVITY NAME	AAA	DOC #	ONE PAY REGION
CRANE, IN	000164	Contract #	C - CHARLESTON
CARDEROCK, MD	000167	Contract #	C - CHARLESTON
NRL WASHINGTON, D.C.	000173	Contract #	C - CHARLESTON
INDIAN HEAD, MD	000174	Contract #	C - CHARLESTON
DAHLGREN, VA	000178	Contract #	C - CHARLESTON
PWC NORFOLK	000187	Contract #	A - SAN DIEGO
KEYPORT, WA	000253	Contract #	C - CHARLESTON
MC BASE, HAWAII	000318	Requisition #	H - PACIFIC
FEC/EUROPE	033191	Contract #	A - SAN DIEGO
PWC WASHINGTON	040080	Contract #	A - SAN DIEGO
PWC GREAT LAKES	040083	Contract #	A - SAN DIEGO
PWC JAPAN	040084	Contract #	Y - JAPAN
PWC NORFOLK	040085	Contract #	A - SAN DIEGO
PWC GUAM	040192	Contract #	Y - JAPAN
NAVEDOTD	042794	Contract #	F - CLEVELAND
FEC/NORTHWEST	044255	Contract #	A - SAN DIEGO
DFAS-CL PACIFIC	045924	Requisition #	H - PACIFIC
DFAS-CL NORFOLK VA (FLEET)	060955	Requisition #	F - CLEVELAND
DFAS-CL SAN DIEGO CA (FLEET)	060997	Requisition #	A - SAN DIEGO
PANAMA CITY	061331	Contract #	C - CHARLESTON
PWC GUAM	062395	Contract #	Y - JAPAN
PWC SAN DIEGO	062477	Contract #	A - SAN DIEGO
PWC PEARL HARBOR	062478	Contract #	A - SAN DIEGO
DFAS-CL YOKOTA JAPAN	062649	Requisition #	Y - JAPAN
PWC PEARL HARBOR	062755	Contract #	A - SAN DIEGO
NAVAL STATION ROTA SPAIN	062866	Requisition #	X - PENSACOLA
KEYLAW	064036	Requisition #	X - PENSACOLA
PWC SAN DIEGO	063387	Contract #	A - SAN DIEGO
PORT HUENEME	063394	Contract #	C - CHARLESTON
CORON	064267	Contract #	C - CHARLESTON
PWC GREAT LAKES	065113	Contract #	A - SAN DIEGO
PWC PENSACOLA	065114	Contract #	A - SAN DIEGO
PWC JAPAN	065115	Contract #	A - SAN DIEGO
NADFP JACKSONVILLE	065886	Contract #	A - SAN DIEGO
NADFP NORTH ISLAND	065888	Contract #	A - SAN DIEGO
NADFP CHERRY POINT	065923	Contract #	A - SAN DIEGO
NEWPORT, RI	066604	Contract #	C - CHARLESTON
DFAS/KC MARINES	067004	Contract #	H - PACIFIC
MC AIR STATION, IWAKUNI, JAPAN	067400	Requisition #	Y - JAPAN
DFAS/KC MARINES HQ	067443	Requisition #	H - PACIFIC
DFAS-CL CHARLESTON SC (HCM)	068342	Contract #	W - STARS HCM
DFAS-CL PENSACOLA FL	068566	Requisition #	X - PENSACOLA
DFAS-CL SAN DIEGO CA (ASHORE)	068688	Requisition #	A - SAN DIEGO
DFAS-CL NORFOLK VA (ASHORE)	068732	Requisition #	F - CLEVELAND
DFAS-CL CHARLESTON SC (FL)	068892	Requisition #	C - CHARLESTON
NFESC, PORT HUENEME	068894	Contract #	A - SAN DIEGO
PWC WASHINGTON	068925	Contract #	A - SAN DIEGO
PWC JACKSONVILLE	068931	Contract #	A - SAN DIEGO
PWC JACKSONVILLE	069450	Contract #	A - SAN DIEGO

FOR TRAINING PURPOSES ONLY
 DO NOT USE THIS LISTING FOR
 ACTUAL CERTIFYING

***Please note that
 050120 (Navy ERP AAA)
 is NOT on the listing and
 is thus TFO



Certifying Documents –TFS LOA



ACTIVITY NAME	AAA	DOC #	ONE PAY REGION
CRANE, IN	000164	Contract #	C - CHARLESTON
CARDEROCK,MD	000167	Contract #	C - CHARLESTON
NRL WASHINGTON, D.C.	000173	Contract #	C - CHARLESTON
INDIAN HEAD, MD	000174	Contract #	C - CHARLESTON
DAHLGREN, VA	000178	Contract #	C - CHARLESTON
PWC NORFOLK	000187	Contract #	A - SAN DIEGO
KEYPORT, WA	000253	Contract #	C - CHARLESTON
MC BASE, HAWAII	000318	Requisition #	H - PACIFIC
FEC/EUROPE	033191	Contract #	A - SAN DIEGO
PWC WASHINGTON	040080	Contract #	A - SAN DIEGO
PWC GREAT LAKES	040083	Contract #	A - SAN DIEGO
PWC JAPAN	040084	Contract #	Y - JAPAN
PWC NORFOLK	040085	Contract #	A - SAN DIEGO
PWC GUAM	040192	Contract #	Y - JAPAN
NAVEDOTD	042794	Contract #	F - CLEVELAND
FEC/NORTHWEST	044255	Contract #	A - SAN DIEGO
DFAS-CL PACIFIC	045924	Requisition #	H - PACIFIC
DFAS-CL NORFOLK VA (FLEET)	060951	Requisition #	F - CLEVELAND
DFAS-CL SAN DIEGO CA (FLEET)	060957	Requisition #	A - SAN DIEGO
PANAMA CITY	061591	Contract #	C - CHARLESTON
PWC GUAM	062395	Contract #	Y - JAPAN
PWC SAN DIEGO	062473	Contract #	A - SAN DIEGO
PWC PEARL HARBOR	062478	Contract #	A - SAN DIEGO
DFAS-CL YOKOTA JAPAN	062649	Requisition #	Y - JAPAN
PWC PEARL HARBOR	062755	Contract #	A - SAN DIEGO
NAVAL STATION ROTA SP	062866	Requisition #	X - PENSACOLA
KEFLAVIK	063103	Requisition #	X - PENSACOLA
PWC SAN DIEGO	063387	Contract #	A - SAN DIEGO
PORT HUENEME	063394	Contract #	C - CHARLESTON
CORONA	064176	Contract #	C - CHARLESTON
PWC GREAT LAKES	065113	Contract #	A - SAN DIEGO
PWC PENSACOLA	065114	Contract #	A - SAN DIEGO
PWC JAPAN	065115	Contract #	A - SAN DIEGO
NADEP JACKSONVILLE	065186	Contract #	A - SAN DIEGO
NADEP NORTH ISLAND	065188	Contract #	A - SAN DIEGO
NADEP CHERBY POINT	065923	Contract #	A - SAN DIEGO
NEWPORT, RI	066604	Contract #	C - CHARLESTON
DFAS/KC MARINES	067004	Contract #	H - PACIFIC
MCNIP STATION, WASHINGTON, JAPAN	067400	Requisition #	Y - JAPAN
DFAS/KC MARINES HQ	067443	Requisition #	H - PACIFIC
DFAS-CL CHARLESTON SC (HCM)	068342	Contract #	W - STARS HCM
DFAS-CL PENSACOLA FL	068566	Requisition #	X - PENSACOLA
DFAS-CL SAN DIEGO CA (ASHORE)	068688	Requisition #	A - SAN DIEGO
DFAS-CL NORFOLK VA (ASHORE)	068732	Requisition #	F - CLEVELAND
DFAS-CL CHARLESTON SC (FL)	068892	Requisition #	C - CHARLESTON
NFESC, PORT HUENEME	068894	Contract #	A - SAN DIEGO
PWC WASHINGTON	068925	Contract #	A - SAN DIEGO
PWC JACKSONVILLE	068931	Contract #	A - SAN DIEGO
PWC JACKSONVILLE	069450	Contract #	A - SAN DIEGO

FOR TRAINING PURPOSES ONLY
DO NOT USE THIS LISTING FOR
ACTUAL CERTIFYING





▶ Entering a TFS LOA on the LLA tab

- ✓ Document Record Reference ID: This will be either the contract # or requisition #. Check the AAA of the LOA against the One Pay TFS AAA Listing to determine which one to use.
- ✓ Agency Accounting ID: Also known within the Navy as the AAA or Authorized Accounting Activity. This will be in the LOA.
- ✓ ACRN: This will be in the LOA. You can have multiple ACRNs if you are certifying at the ACRN level.
- ✓ Approved Amount: Amount you are certifying.
 - On certain documents, you can certify for a lesser amount if the amount accepted/approved by the Acceptor is less than the vendor billed amount

ACCOUNTING AND APPROPRIATION DATA

AA: 1711804 70CD 000 53824 S 060957 2D R53824
COST CODE: 0010040029SU
AMOUNT: \$11,488.00
CIN R53824100400290001: \$5,289.00
CIN R53824100400290002: \$6,199.00

***Please note this is just one example of how a Navy TFS LOA can show up on a contract. The funding document #, AAA, and ACRN may not always be in the same spot on the contract.



Certifying Documents – TFS LOA (Con't)



LLA Level	Invoice Amount (\$)	Certify For Lesser Amount
Line Level <input type="button" value="v"/>	7500.00	<input type="checkbox"/>

Item Number				CLIN Amount (\$)
0001				7,500.00
Document Record Reference ID *	Agency Accounting ID *	ACRN *	Amount (\$) *	Approved Amount (\$) *
<input type="text" value="R5382410040029"/>	<input type="text" value="060957"/>	<input type="text" value="AA"/>	0.00	<input type="text" value="7,500.00"/>

[+] Optional LLA Fields



► Checking the obligation for a TFS LOA in One Pay

- ✓ Log into STARS, then go to One Pay by going to CICS1PAY
- ✓ Check the AAA against the One Pay TFS AAA Listing and find the appropriate One Pay region
- ✓ The letter that identifies the region will be how you search for the obligation e.g. 060951 = F (Cleveland)
- ✓ In One Pay, you enter a Transaction ID of *IFA where * is the letter of the One Pay region e.g. to search for an obligation where the AAA is 060951, you would enter F1FA
- ✓ You then enter the requisition number into the REQUISITION NUMBER field or the contract number into the PIIN (Procurement Instrument Identification Number) field, depending on which number you used for the Document Record Reference ID
- ✓ It should then list all the obligations under that requisition number or contract number





▶ Checking the obligation for a TFS LOA in One Pay

- ✓ To open the obligation, type an S beside it and hit Enter
- ✓ The ACRN you entered into WAWF should match the PIIN ACRN
- ✓ The LOA you entered into WAWF should match what is displayed on this screen
- ✓ The Outstanding Obligation amount should have enough funding to cover the item you are certifying under both REQ LEVEL and PIIN LEVEL (both levels will not always be used)
 - ******IMPORTANT:** If there is not enough funding, you need to contact the funds holder to get additional funds loaded to STARS-FL BEFORE certifying the invoice in WAWF



Certifying Documents – TFS LOA (Con't)



ACTIVITY NAME	AAA	DOC #	ONE PAY REGION
CRANE, IN	000164	Contract #	C - CHARLESTON
CARDEROCK, MD	000167	Contract #	C - CHARLESTON
NRL WASHINGTON, D.C.	000173	Contract #	C - CHARLESTON
INDIAN HEAD, MD	000174	Contract #	C - CHARLESTON
DAHLGREN, VA	000178	Contract #	C - CHARLESTON
PWC NORFOLK	000187	Contract #	A - SAN DIEGO
KEYPORT, WA	000253	Contract #	C - CHARLESTON
MC BASE, HAWAII	000318	Requisition #	H - PACIFIC
FEC/EUROPE	033191	Contract #	A - SAN DIEGO
PWC WASHINGTON	040080	Contract #	A - SAN DIEGO
PWC GREAT LAKES	040083	Contract #	A - SAN DIEGO
PWC JAPAN	040084	Contract #	Y - JAPAN
PWC NORFOLK	040085	Contract #	A - SAN DIEGO
PWC GUAM	040192	Contract #	Y - JAPAN
NAVEDOTD	042794	Contract #	F - CLEVELAND
FEC/NORTHWEST	044255	Contract #	A - SAN DIEGO
DFAS-CL PACIFIC	045924	Requisition #	H - PACIFIC
DFAS-CL NORFOLK VA (FLEET)	060951	Requisition #	F - CLEVELAND
DFAS-CL SAN DIEGO CA (FLEET)	060957	Requisition #	A - SAN DIEGO
PANAMA CITY	061331	Contract #	C - CHARLESTON
PWC GUAM	062395	Contract #	Y - JAPAN
PWC SAN DIEGO	062473	Contract #	A - SAN DIEGO
PWC PEARL HARBOR	062478	Contract #	A - SAN DIEGO
DFAS-CL YOKOTA JAPAN	062649	Requisition #	Y - JAPAN
PWC PEARL HARBOR	062755	Contract #	A - SAN DIEGO
NAVAL STATION ROTA SP	062863	Requisition #	X - PENSACOLA
KEFLAVIK	063032	Requisition #	X - PENSACOLA
PWC SAN DIEGO	063387	Contract #	A - SAN DIEGO
PORT HUENEME	063394	Contract #	C - CHARLESTON
CORONA	063426	Contract #	C - CHARLESTON
PWC GREAT LAKES	065113	Contract #	A - SAN DIEGO
PWC PENSACOLA	065114	Contract #	A - SAN DIEGO
PWC JAPAN	065115	Contract #	A - SAN DIEGO
NADEP JACKSONVILLE	065806	Contract #	A - SAN DIEGO
NADEP NORTH WISCONSIN	065888	Contract #	A - SAN DIEGO
NADEP CHARLESTON POINT	065922	Contract #	A - SAN DIEGO
NEWPORT, RI	066074	Contract #	C - CHARLESTON
DFAS/KC MARINES	067004	Contract #	H - PACIFIC
MC AIR STATION YOKOTA, JAPAN	067400	Requisition #	Y - JAPAN
DFAS/KC MARINES HQ	067443	Requisition #	H - PACIFIC
DFAS-CL CHARLESTON SC (HCM)	068342	Contract #	W - STARS HCM
DFAS-CL PENSACOLA	068566	Requisition #	X - PENSACOLA
DFAS-CL SAN DIEGO CA (ASHORE)	068688	Requisition #	A - SAN DIEGO
DFAS-CL NORFOLK VA (ASHORE)	068732	Requisition #	F - CLEVELAND
DFAS-CL CHARLESTON SC (FL)	068892	Requisition #	C - CHARLESTON
NFES, PORT HUENEME	068894	Contract #	A - SAN DIEGO
PWC WASHINGTON	068925	Contract #	A - SAN DIEGO
PWC JACKSONVILLE	068931	Contract #	A - SAN DIEGO
PWC JACKSONVILLE	069450	Contract #	A - SAN DIEGO

FOR TRAINING PURPOSES ONLY
DO NOT USE THIS LISTING FOR
ACTUAL CERTIFYING



Certifying Documents – TFS LOA (Con't)



A screenshot of a terminal window titled "STARS CAC/PKI 80 Char '{V2}'". The window has a menu bar with "File", "Edit", "Connection", "Setup", "Macro", "Views", and "Help". Below the menu bar is a toolbar with icons for "Print", "Copy", "Paste", "IND\$FILE", "Terminal", "Color", "Keyboard", "Mouse", "Keys", "Buttons", "Play", "Record", "New Action", "Stop", and "Help". The main terminal area has a black background with white and red text. The text reads: "WELCOME TO ONE PAY", "THIS SYSTEM CONTAINS INFORMATION COVERED BY THE PRIVACY ACT OF 1974, AS AMENDED, 5 U.S.C. 552A, AND IT MUST BE PROTECTED FROM UNAUTHORIZED ACCESS OR USE. THIS SYSTEM CONTAINS 'FOR OFFICIAL USE ONLY' INFORMATION.", "ENTER TRANSACTION ID: AIFA", "OR", "SITE CODE FOR TRANSACTION MENU:". At the bottom of the terminal area, there is a green cursor at "MA" followed by a plus sign and a right arrow, and the text "15/056". The status bar at the bottom of the window shows "15,56", a right arrow, "ibm3270 2E Connected Bound", a key icon, "3.1 RSA with triple DES/3.1 RSA with no encryption", and "tn3270e://miaproxxy.csd.disa.mil:992".



Certifying Documents – TFS LOA (Con't)

A screenshot of a terminal window titled "STARS CAC/PKI 80 Char '{V2}'". The window has a menu bar (File, Edit, Connection, Setup, Macro, Views, Help) and a toolbar with icons for Print, Copy, Paste, IND\$FILE, Terminal, Color, Keyboard, Mouse, Keys, Buttons, Play, Record, New Action, Stop, and Help. The terminal content is as follows:
FP: ONE PAY FADA INQUIRY 05/13/2011
15:57:28

REQUISITION NUMBER R5382410040029_ ACRN ___ SPIIN ___

PIIN _____ ACRN ___ SPIIN ___

ENTER THE COMPLETE OR PARTIAL REQ # / PIIN #

F1 = FPHELP F2 = REFRESH SHIFT+F1 = SCREEN HELP
MA + >> 04/035
The status bar at the bottom shows "4,35", "ibm3270 2E Connected Bound", and "3.1 RSA with triple DES/3.1 RSA with no encryption".

Certifying Documents – TFS LOA (Con't)



STARS CAC/PKI 80 Char '{V2}'

File Edit Connection Setup Macro Views Help

Print Copy Paste IND\$FILE Terminal Color Keyboard Mouse Keys Buttons Play Record New Action Stop Help

```
FP:                                ONE PAY FADA INQUIRY                                05/13/2011
                                     MULTIPLE SELECT SCREEN                                15:58:28
```

SELECT	REQUISITION NUMBER	REF	ACRN	SPIN	PIIN	PIIN	ACRN	SPIN
S	R5382410040029			AA				

END OF DATA

F1 = FPHELP F3 = SEARCH SCREEN F7 = BACKWARD F8 = FORWARD

MA + >> 01/006

1,6 >> ibm3270 2E Connected Bound 3.1 RSA with triple DES/3.1 RSA with no encryption tn3270e://miaproxy.csd.disa.mil:992

Certifying Documents – TFS LOA (Con't)



STARS CAC/PKI 80 Char '{V2}'

File Edit Connection Setup Macro Views Help

Print Copy Paste IND\$FILE Terminal Color Keyboard Mouse Keys Buttons Play Record New Action Stop Help

```
FP:                                ONE PAY FADA INQUIRY                                05/13/2011
                                     MULTIPLE SELECT SCREEN                                15:59:44
```

SELECT	REQUISITION NUMBER	REF	ACRN	SPIN	PIIN	PIIN	ACRN	SPIN
-	R5382410040029		AA					
s	R5382410040029		AA		N0024411F0101		AA	

END OF DATA

F1 = FPHELP F3 = SEARCH SCREEN F7 = BACKWARD F8 = FORWARD

MA + >> 07/011

7,11 >> ibm3270 2E Connected Bound 3.1 RSA with triple DES/3.1 RSA with no encryption tn3270e://miaproxy.csd.disa.mil:992

Certifying Documents – TFS LOA (Con't)



STARS CAC/PKI 80 Char '{V2}'

File Edit Connection Setup Macro Views Help

Print Copy Paste IND\$FILE Terminal Color Keyboard Mouse Keys Buttons Play Record New Action Stop Help

FP: ONE PAY FADA INQUIRY 05/13/2011
SUMMARY DISPLAY 13:57:01
STARS FL

REQUISITION NUMBER: R5382410040029 REF ACRN: AA SPIIN:
PIIN NUMBER: N0024411F0101 PIIN ACRN: AA SPIIN:

MC	GA	TA	BY	EY	APPN	SUBH	OBJ	BCN	S	AAA	TT	PAA	COST CODE
70	17	00	11	11	1804	70CD	250	53824	S	060957	2D	40029	538241SUSK0Q

	REQ LEVEL FUNDS	PIIN LEVEL FUNDS
G3230: OUTSTANDING OBLIGATION	19,593.50	19,593.50
G2140: ACCOUNTS PAYABLE	.00	.00
G1060: DISBURSEMENTS	.00	.00
G1520: PROGRESS PAYMENTS	.00	.00
G1422: WORKS IN PROGRESS	.00	.00
PROGRESS PAYMENT RATE	0.000	0.000
PROGRESS LIQUIDATION RATE	0.000	0.000

F1 = FPHELP F3 = SEARCH SCREEN F4 = MULTIPLE SCREEN
F5 = OBLIGATIONS F6 = EXPENDITURES F11 = HISTORY

MA + >> 01/006

1,6 >> ibm3270 2E Connected Bound 3.1 RSA with triple DES/3.1 RSA with no encryption tn3270e://miaproxy.csd.disa.mil:992





▶ Entering a Navy or USMC TFO LOA on the LLA tab

- ✓ Document Record Reference ID: This will be either the contract # or requisition #. There is no list to determine what to use for a TFO LOA. You need to determine which document # the funds are obligated under.
- ✓ Agency Accounting ID: Known as the AAA or Authorized Accounting Activity in Navy/Marine Corps funding terms. This will be in the LOA.
- ✓ ACRN: This will be in the LOA. Can have multiple ACRNs if you are certifying at ACRN level.
- ✓ Optional LLA Fields: For Navy/Marine Corps TFO LOAs, you need to enter the full LOA into a number of the Optional LLA Fields. See the next slides for how to enter the full Navy/Marine Corps LOA.
- ✓ Approved Amount: Amount you are certifying
 - On certain documents, you can certify for a lesser amount if the amount accepted/approved by the Acceptor is less than the vendor billed amount





▶ Navy/Marine Corps LOA Formats on Contracts

AA: 1791804 52FA 252 00052 0 065236 2D C010FN 614149FS405Q

-or-

ACRN	GN/GRNT	BGN/END	SYMBL	SBHD	OBJ	BCN	SA	AAA	TT	PAA	COST-CODE
AA	17	00	09	09	1804	52FA	252	00052	0	065236	2D C010FN 614149FS405Q

▶ Navy/Marine Corps term(contract term)/WAWF term

ACRN(ACRN)/**ACRN**: AA

Gaining agency(GN)/**Department Indicator**: 17

Fiscal year(BGN/END)/**Fiscal Year Indicator**: 09 (must be only two or four positions)

Appropriation(SYMBL)/**Basic Symbol Number**: 1804

Subhead(SBHD)/ **Limit/Sub Head**: 52FA

Object Class(OBJ)/**Object Class**: 252 (only enter 3 characters)

Bureau Control Number(BCN)/**Allotment Serial Number**: 00052

Suballotment(SA)/**Sub-Allotment Recipient**: 0 (not always part of LOA)

Authorized Accounting Activity(AAA)/**Agency Accounting ID**: 065236

Transaction Type(TT)/**Transaction Type**: 2D

Property Accounting Activity(PAA)/ **Job/Work Order Code**: C010FN

Cost Code(COST-CODE)/**Cost Code**: 614149FS405Q



Certifying Documents – Navy/Marine Corps TFO LOA (Con't)



LLA Level	Invoice Amount (\$)	Certify For Lesser Amount
Line Level <input type="button" value="v"/>	7500.00	<input type="checkbox"/>

Item Number				CLIN Amount (\$)
0001				7,500.00
Document Record Reference ID *	Agency Accounting ID *	ACRN *	Amount (\$) *	Approved Amount (\$) *
<input type="text" value="N1234512P1234"/>	<input type="text" value="065236"/>	<input type="text" value="AA"/>	<input type="text" value="0.00"/>	<input type="text" value="7,500.00"/>
[] Optional LLA Fields				
Agency Qualifier Code	Defense Agency Allocation Recipient	Cost Code	Department Indicator	
<input type="text" value="DD"/>	<input type="text"/>	<input type="text" value="614149FS405Q"/>	<input type="text" value="17"/>	
Job/Work Order Code	Cost Allocation Code	Transfer from Department	Sub-Allotment Recipient	
<input type="text" value="C010FN"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	
Classification Code	Fiscal Year Indicator	Work Center Recipient	DoD Budget Accounting Classification Code	
<input type="text"/>	<input type="text" value="09"/>	<input type="text"/>	<input type="text"/>	
Basic Symbol Number	Major Reimbursement Source Code	Limit/Sub Head	Reimbursement Source Code	
<input type="text" value="1804"/>	<input type="text"/>	<input type="text" value="52FA"/>	<input type="text"/>	
Fund Code	Customer Indicator/MPC	Fund Org Admin Code	Object Class	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="252"/>	
IFS Number	Allotment Serial Number	Government Public Sector ID	Transaction Type	
<input type="text"/>	<input type="text" value="00052"/>	<input type="text"/>	<input type="text" value="2D"/>	
Activity Address Code	Foreign Currency Code	Program/ Planning Code	Program Element Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
FMS Case Number (1-3)	FMS Case Number (4-5)	FMS Case Number (6-8)	Project Task/Budget Subline	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	



ARMY LINE OF ACCOUNTING

A	B	C	D	E	F	G	H	I	J	K	L	M
21	8	2020	0015	57	3106	325796.BD	26FB	QSUP	CA200	GRE12350109003	AB22	S34031

C-357

A – Department (DPT)

J – Functional Cost Account (FCA)

B – Period of Availability (FY)

K – Standard Document Number (SDN)

C – Basic Symbol Number (BSN)

L – Accounting Processing Code (APC)

D – Limit (LIM)

M – Fiscal Station Number (FSN)

E – Operating Agency (OA)

F – Allotment Serial Number (ASN) or
Reimbursement Source Code (RSC)

G – Army Management Structure Code (AMSCO)

H – Element of Resource (EOR)

I – Management Decision Package (MDEP)





▶ Entering an Army TFO LOA on the LLA tab

- ✓ Document Record Reference ID: You need to determine which document # the funds are obligated under
- ✓ Agency Accounting ID: Known as the Fiscal Station Number in Army funding terms. This will be in the LOA. It usually starts with 'S'.
- ✓ ACRN: This will be in the LOA. Can have multiple ACRNs if you are certifying at ACRN level.
- ✓ Optional LLA Fields: For Army TFO LOAs, you need to enter the minimum number of fields depending on the CMET table. See the next slides for how to use the CMET table to determine what fields you need to enter.
- ✓ Approved Amount: Amount you are certifying
 - On certain documents, you can certify for a lesser amount if the amount accepted/approved by the Acceptor is less than the vendor billed amount

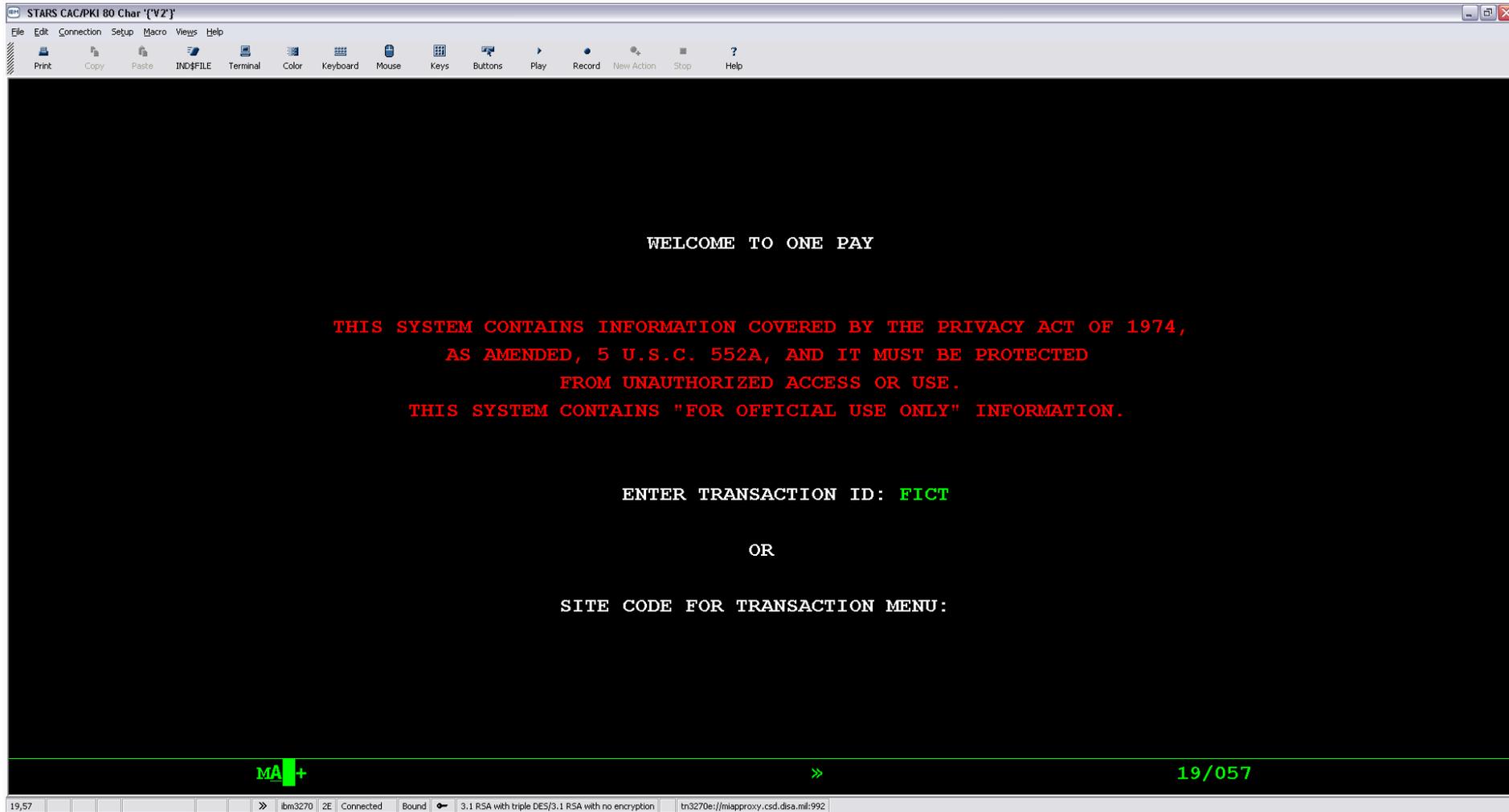




- ▶ To determine which Optional LLA fields need to be entered, go to the One Pay system and view the CMET Inquiry screen
 - ✓ Log into STARS
 - ✓ Go to One Pay by going to CICS1PAY
 - ✓ Enter FICT into the Transaction ID and hit Enter



Certifying Documents – Army TFO LOA (Con't)





- Find the Basic Symbol Number, Limit, and Fiscal Station Number in the Army LOA
 - ✓ This can be tricky because Army LOAs are not always in a standard format
 - ✓ Below is one example of an Army LOA

ACCOUNTING AND APPROPRIATION DATA

AB: 21 1 2020 0000 6B-6BCE 211029.00 2540 VWR3 MIPR1ADASJA007 1HEC3B S11173 WO:A31192
AMOUNT: \$148,178.30
CIN F1M3E30230AQ030000AB: \$148,178.30





- ▶ After finding those fields, enter one or more of the fields into the One Pay CMET Inquiry screen in One Pay and hit Enter
 - ✓ The screen will give you all the possible LOAs and the fields that need to be entered
 - Find the one that best matches the LOA you need to certify
 - If a field is blank, do not enter it in WAWF
 - If a field is all @ symbols, that means any valid value in this field will pass the CMET table. You need to enter the correct value from the LOA.



Certifying Documents – Army TFO LOA (Con't)



STARS CAC/PKI 80 Char '[VZ']

File Edit Connection Setup Macro Views Help

Print Copy Paste IND\$FILE Terminal Color Keyboard Mouse Keys Buttons Play Record New Action Stop Help

```
FP:                                ONE PAY CMET INQUIRY                                05/14/2011
                                     17:50:53

APPN 2020    SUBH          AAA
                                     S
GA TA SUBH   BCN  A  AAA  FISCAL YEARS
21 00                @@@@@@ XXXX 0505 0606 0707 0808 0909 1010 1111
21 00 CNP0     @@@@@@ 0909 1010 1111
21 00 0000     @@@@@@ XXXX 0505 0606 0707 0808 0909 1010 1111
21 00 0012     @@@@@@ 0606 0707 0808 0909 1010 1111
21 00 0014     @@@@@@ 0606 0707 0808 0909 1010 1111
21 00 0015     @@@@@@ 0606 0707 0808 0909 1010 1111
21 00 0017     @@@@@@ 0606 0707 0808 0909 1010 1111
21 00 0019     @@@@@@ 0606 0707 0808 0909 1010 1111
21 00 0026     @@@@@@ 0606 0707 0808 0909 1010 1111
21 00 27A0     @@@@@@ 0909 1010 1111
21 00 27A0    55000    067443 1010 1111
21 00 27A0    67854    067443 0909 1010 1111

END OF DATA
F1 = FPHelp  F2 = REFRESH  F7 = BACKWARD  F8 = FORWARD  SHIFT+F1 = SCREEN HELP
MA + >>> 01/006
```

1,6 | >> | ibm3270 | 2E | Connected | Bound | 3.1 RSA with triple DES/3.1 RSA with no encryption | tn3270e://miaproxy.csd.dsa.mil:992



Certifying Documents – Army TFO LOA (Con't)



- ▶ Army LOA Format on Contracts (not always in this format)

AB: 21 1 2020 0000 6B-6BCE 211029.00 2540 VWR3 MIPR1ADASJA007 1HEC3B S11173 WO:A31192

- ▶ Army term(contract term)/WAWF term

ACRN/**ACRN**: AB

Department/**Department Indicator**: 21

Fiscal year/**Fiscal Year Indicator**: 11 (must be only two or four positions)

Basic Symbol Number/**Basic Symbol Number**: 2020

Limit/**Limit/Sub Head**: 0000 (if needed – would be on CMET table under SUBH column)

Allot Serial Number/**Allotment Serial Number**: 06BCE - add leading 0 (if needed – would be on CMET table under BCN column)

Fiscal Station Number/**Agency Accounting ID**: 011173 (enter 0 for first character if a letter)

*If you know for sure any of the other LOA elements should go into a certain field on the LLA tab (such as the Cost Code), feel free to add it to make the LOA info entered more complete in WAWF.



Certifying Documents – Army TFO LOA (Con't)



LLA Level	Invoice Amount (\$)	Certify For Lesser Amount
Line Level <input type="button" value="v"/>	7500.00	<input type="checkbox"/>

Item Number				CLIN Amount (\$)
0001				7,500.00
Document Record Reference ID *	Agency Accounting ID *	ACRN *	Amount (\$) *	Approved Amount (\$) *
<input type="text" value="MIPR1ADASJA007"/>	<input type="text" value="011173"/>	<input type="text" value="AB"/>	0.00	<input type="text" value="7,500.00"/>
[] Optional LLA Fields				
Agency Qualifier Code	Defense Agency Allocation Recipient	Cost Code	Department Indicator	
<input type="text" value="DD"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="21"/>	
Job/Work Order Code	Cost Allocation Code	Transfer from Department	Sub-Allotment Recipient	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Classification Code	Fiscal Year Indicator	Work Center Recipient	DoD Budget Accounting Classification Code	
<input type="text"/>	<input type="text" value="11"/>	<input type="text"/>	<input type="text"/>	
Basic Symbol Number	Major Reimbursement Source Code	Limit/Sub Head	Reimbursement Source Code	
<input type="text" value="2020"/>	<input type="text"/>	<input type="text" value="0000"/>	<input type="text"/>	
Fund Code	Customer Indicator/MPC	Fund Org Admin Code	Object Class	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
IFS Number	Allotment Serial Number	Government Public Sector ID	Transaction Type	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Activity Address Code	Foreign Currency Code	Program/ Planning Code	Program Element Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
FMS Case Number (1-3)	FMS Case Number (4-5)	FMS Case Number (6-8)	Project Task/Budget Subline	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	





AIR FORCE LINE OF ACCOUNTING

A	B	C	D	E	F	G	H	I	J	K	L	M	N
57	8	3400	.2000	30	8	48	10	404200	01	609	20	660700	1Z

A – Department (DPT)

K – Element of Expense Investment Code (EEIC)

B – Period of Availability (FY)

L – Sales Code (Reimbursements only)

C – Appropriation Symbol (APP SYM)

M – Accounting and Disbursing Station Number (ADSN)

D – Limit (LIM)

N – Emergency and Special Program Code (ESP)

E – Fund Code (FC)

F – Fiscal Year (FY)

G – Operating Agency Code (OAC)

H – Operating Budget Account Number (OBAN)

I – Responsibility Center/Cost Center Code (RCCC)

J – Budget Activity (BA) / Major Force Program (MFP)





▶ Entering an Air Force TFO LOA on the LLA tab

- ✓ Document Record Reference ID: You need to determine which document # the funds are obligated under
- ✓ Agency Accounting ID: Known as the Accounting and Disbursing Station Number in Air Force funding terms. This will be in the LOA. It sometimes starts with 'F'.
- ✓ ACRN: This will be in the LOA. Can have multiple ACRNs if you are certifying at ACRN level.
- ✓ Optional LLA Fields: For Air Force TFO LOAs, you need to enter the minimum number of fields depending on the CMET table. The proceeding slides illustrate how to use the CMET table to determine what fields you need to enter.
- ✓ Approved Amount: Amount you are certifying
 - On certain documents, you can certify for a lesser amount if the amount accepted/approved by the Acceptor is less than the vendor billed amount





- Find the Appropriation Symbol, Limit, and Accounting and Disbursing Station Number in the Air Force LOA
 - ✓ This can be tricky because Air Force LOAs are not always in a standard format
 - ✓ Below is one example of an Air Force LOA
 - In this example, there is no Limit

ACCOUNTING AND APPROPRIATION DATA

AA: 5713400 301 65MJ 3A4444 020000 53100 41879F 667100 F67100 WO:A31191 ESP:MZ
AMOUNT: \$251,072.92
CIN F1M3E30230AQ030000AA: \$251,072.92



Certifying Documents – Air Force TFO LOA (Con't)



IBM STARS CAC/PKI 80 Char '{V2}'

File Edit Connection Setup Macro Views Help

Print Copy Paste IND\$FILE Terminal Color Keyboard Mouse Keys Buttons Play Record New Action Stop Help

```
FP: ONE PAY CMET INQUIRY 05/16/2011
11:04:36

APPN 3400 SUBH AAA
S
GA TA SUBH BCN A AAA FISCAL YEARS
57 00 000000 0606 0707 0808 0909 1010 1111
57 00 MRAP 000000 1010 1111
57 00 MRAP 67854 067443 1010 1111
```

END OF DATA

F1 = FPHelp F2 = REFRESH F7 = BACKWARD F8 = FORWARD SHIFT+F1 = SCREEN HELP

MA+ >> 01/005

1,5 >> ibm3270 2E Connected Bound 3.1 RSA with triple DES/3.1 RSA with no encryption tn3270e://miaproxy.csd.disa.mil:992



Certifying Documents – Air Force TFO LOA (Con't)



- ▶ Air Force LOA Format on Contracts (not always in this format)

AA: 5713400 301 65MJ 3A4444 020000 53100 41879F 667100 F67100 WO:A31191 ESP:MZ

- ▶ Air Force term(contract term)/WAWF term

ACRN/**ACRN**: AA

Department/**Department Indicator**: 57

Fiscal year/**Fiscal Year Indicator**: 11 (must be only two or four positions)

Appropriation Symbol/**Basic Symbol Number**: 3400

Limit/**Limit/Sub Head**: None in this example (if needed – would be on CMET table under SUBH column)

Operating Agency Code+Operating Budget Account Number/**Allotment Serial Number**: 065MJ - add leading 0 (if needed – would be on CMET table under BCN column)

Accounting and Disbursing Station Number/**Agency Accounting ID**: 067100 (enter 0 for first character if a letter)

*If you know for sure any of the other LOA elements should go into a certain field on the LLA tab (such as the Cost Code), feel free to add it to make the LOA info entered more complete in WAWF



Certifying Documents – Air Force TFO LOA (Con't)



LLA Level		Invoice Amount (\$)		Certify For Lesser Amount	
Line Level <input type="button" value="v"/>		7500.00		<input type="checkbox"/>	
Item Number				CLIN Amount (\$)	
0001				7,500.00	
Document Record Reference ID *		Agency Accounting ID *	ACRN *	Amount (\$) *	Approved Amount (\$) *
<input type="text" value="F1234512P1234"/>		<input type="text" value="067100"/>	<input type="text" value="AA"/>	0.00	<input type="text" value="7,500.00"/>
[] Optional LLA Fields					
Agency Qualifier Code		Defense Agency Allocation Recipient	Cost Code	Department Indicator	
<input type="text" value="DD"/>		<input type="text"/>	<input type="text"/>	<input type="text" value="57"/>	
Job/Work Order Code		Cost Allocation Code	Transfer from Department	Sub-Allotment Recipient	
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	
Classification Code		Fiscal Year Indicator	Work Center Recipient	DoD Budget Accounting Classification Code	
<input type="text"/>		<input type="text" value="11"/>	<input type="text"/>	<input type="text"/>	
Basic Symbol Number		Major Reimbursement Source Code	Limit/Sub Head	Reimbursement Source Code	
<input type="text" value="3400"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	
Fund Code		Customer Indicator/MPC	Fund Org Admin Code	Object Class	
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	
IFS Number		Allotment Serial Number	Government Public Sector ID	Transaction Type	
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	
Activity Address Code		Foreign Currency Code	Program/ Planning Code	Program Element Code	
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	
FMS Case Number (1-3)		FMS Case Number (4-5)	FMS Case Number (6-8)	Project Task/Budget Subline	
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	





DEPARTMENT OF DEFENSE LINE OF ACCOUNTING

A	B	C	D	E	F	G	H	I	J
97	0	0100	5169	001	P62190	21.11	RD	RD0XQ000073TT	033181
						C2400			

A – Department (DPT)

J – Fiscal Station Number (FSN)

B – Period of Availability (FY)

C – Basic Symbol Number (BSN)

D – Subhead (SBHD)

E – Allotment Serial Number (ASN)

F – Cost Account Code (CAC)

**G – Object Class (OC) or
Reimbursement Source Code (RSC)**

H – Organization Code (ORG CODE)

I – Standard Document Number (SDN)



Certifying Documents – DoD TFO LOA (WCF)



DEPARTMENT OF DEFENSE LINE OF ACCOUNTING

A	B	C	D	E	F	G	H	I	J	K
97	X	4930	5L60	00110	735.01	26.40	GDG200	AA8CCC212345TP	034031	0JON12
						C612				1JON12

A – Department (DPT)

J – Fiscal Station Number (FSN)

B – Period of Availability (FY)

K – Job Order Number (JON)

C – Basic Symbol Number (BSN)

D – Subhead (SBHD)

E – Allotment Serial Number (ASN)

F – Cost Account Code (CAC)

*******PLEASE NOTE THIS LOA IS NOT A NAVY WCF LOA E.G. 97XX4930NC1A FOR NAVY WCF LOAS THAT ARE TFO, PLEASE FOLLOW THE NAVY TFO LOA INSTRUCTIONS**

G – Object Class (OC) or
Reimbursement Source Code (RSC)

H – Accounting Processing Code (APC)

I – Standard Document Number (SDN)





▶ Entering a DoD TFO LOA on the LLA tab

- ✓ Document Record Reference ID: You need to determine which document # the funds are obligated under
 - Note: If you get a 9 character funding document # and WAWF does not allow you to enter it as 9 characters, you should enter the Document Record Reference ID as:
9 character funding document # + 0 + Object Class
e.g. JUAC1Z045 + 0 + 1705 = enter JUAC1Z04501705
- ✓ Agency Accounting ID: Known as the Fiscal Station Number in DoD funding terms. This will be in the LOA.
- ✓ ACRN: This will be in the LOA. Can have multiple ACRNs if you are certifying at ACRN level.
- ✓ Optional LLA Fields: For DoD TFO LOAs, you need to enter the minimum number of fields depending on the CMET table. The proceeding slides illustrate how to use the CMET table to determine what fields you need to enter.
- ✓ Approved Amount: Amount you are certifying
 - On certain documents, you can certify for a lesser amount if the amount accepted/approved by the Acceptor is less than the vendor billed amount





Find the Basic Symbol Number, Subhead, and Fiscal Station Number in the DoD LOA

- ✓ This can be tricky because DoD LOAs are not always in a standard format
- ✓ Below is one example of a DoD LOA

ACRN: AH

CIN: DWAM10435000401

Acctng Data: 97104001120000 0494472I 000000

Increase: \$606,938.58

Total: \$606,938.58

Cost Code: DWAM10435



Certifying Documents – DoD TFO LOA (Con't)



IBM STARS CAC/PKI 80 Char '["V2"]

File Edit Connection Setup Macro Views Help

Print Copy Paste IND\$FILE Terminal Color Keyboard Mouse Keys Buttons Play Record New Action Stop Help

```
FP:                                ONE PAY CMET INQUIRY                                12/23/2011
                                                                15:39:49

APPN 0400  SUBH 1120  AAA
      S
GA TA SUBH  BCN  A  AAA  FISCAL YEARS
97 00 1120  @@@@@@ 0607 0708 0809 0910 1011 1112 1213
```

END OF DATA

F1 = FPHELP F2 = REFRESH F7 = BACKWARD F8 = FORWARD SHIFT+F1 = SCREEN HELP

MA+ >>> 24/080

24,80 >> ibm3270 2E Connected Bound 3.1 RSA with triple DES/3.1 RSA with no encryption tn3270e://miaproxy.csd.disa.mil:992

Certifying Documents – DoD TFO LOA (Con't)



- ▶ DoD LOA Format on Contracts (not always in this format)

AH: 9710400 1120 000 049447 2I 000000 DWAM10435

- ▶ Air Force term(contract term)/WAWF term

ACRN/**ACRN**: AH

Department/**Department Indicator**: 97

Fiscal year/**Fiscal Year Indicator**: 11 (must be only two or four positions)

Basic Symbol Number/**Basic Symbol Number**: 0400

Subhead/**Limit/Sub Head**: 1120 (if needed – would be on CMET table under SUBH column)

Cost Account Code/**Allotment Serial Number**: none in this example (if needed – would be on CMET table under BCN column)

Fiscal Station Number/**Agency Accounting ID**: 049447 (enter 0 for first character if a letter)

*If you know for sure any of the other LOA elements should go into a certain field on the LLA tab (such as the Cost Code), feel free to add it to make the LOA info entered more complete in WAWF



Certifying Documents – DoD TFO LOA (Con't)



LLA Level	Invoice Amount (\$)		Certify For Lesser Amount	
Line Level <input type="button" value="v"/>	7500.00		<input type="checkbox"/>	
Item Number				CLIN Amount (\$)
0001				7,500.00
Document Record Reference ID *	Agency Accounting ID *	ACRN *	Amount (\$) *	Approved Amount (\$) *
<input type="text" value="DWAM10435000401"/>	<input type="text" value="049447"/>	<input type="text" value="AH"/>	<input type="text" value="0.00"/>	<input type="text" value="7,500.00"/>
[] Optional LLA Fields				
Agency Qualifier Code	Defense Agency Allocation Recipient	Cost Code	Department Indicator	
<input type="text" value="DD"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="97"/>	
Job/Work Order Code	Cost Allocation Code	Transfer from Department	Sub-Allotment Recipient	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Classification Code	Fiscal Year Indicator	Work Center Recipient	DoD Budget Accounting Classification Code	
<input type="text"/>	<input type="text" value="11"/>	<input type="text"/>	<input type="text"/>	
Basic Symbol Number	Major Reimbursement Source Code	Limit/Sub Head	Reimbursement Source Code	
<input type="text" value="0400"/>	<input type="text"/>	<input type="text" value="1120"/>	<input type="text"/>	
Fund Code	Customer Indicator/MPC	Fund Org Admin Code	Object Class	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
IFS Number	Allotment Serial Number	Government Public Sector ID	Transaction Type	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Activity Address Code	Foreign Currency Code	Program/ Planning Code	Program Element Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
FMS Case Number (1-3)	FMS Case Number (4-5)	FMS Case Number (6-8)	Project Task/Budget Subline	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	



▶ Checking the obligation for a TFO LOA

- ✓ Because these funds do not reside within STARS, you will not be able to check the obligation for TFO LOAs within STARS/One Pay. Regardless of that fact, as the LPO, you are responsible for ensuring there are sufficient funds obligated for the LOA you enter into WAWF before certifying the Invoice.





- ▶ Once all the LOA information has been entered on the LLA tab, you are now ready to finish certifying the document
- ▶ Go to the Preview Document tab and review all the information, including the LOA info you entered. It is important to review all the information one last time.
- ▶ If everything looks correct, proceed to the Header tab and check the Document Certified box





- ▶ You will now need to enter dates in the different dates boxes

- ▶ Entering correct dates is very important
 - ✓ Dates in WAWF are used to calculate the payment date and interest penalty (if late) or if a discount should be taken (if discount offered)

- ▶ Refer to the WAWF Dates Guidance document for assistance with entering the correct dates for each WAWF document type
 - ✓ The WAWF Dates Guidance document is at: [Navy Acquisition WAWF Site](#)





► Important Dates Formulas to follow:

- ✓ Invoice Date **must be on or before** Vendor Create Date (Invoice Received Date)
- ✓ Shipment Date **must be on or before** Date Goods/Services Inspected (if applicable)
- ✓ Date Goods/Services Received **must be on or before** Date Goods/Services Accepted
- ✓ LPO Certification Date **must be on or before** Date Processed in WAWF



- ▶ To sign and process the document:
 - ✓ Click on Signature
 - ✓ Sign the document
 - ✓ Check the Submit Without Preview box and click Next at the bottom to process the document right away
 - ✓ Uncheck the Submit Without Preview box and click Next to preview the document once last time before clicking Submit at the bottom to process the document
- ▶ You should now get a message that says the document was successfully processed
- ▶ It will also show the individuals who received automated email notifications of your action
 - ✓ You can send additional email notifications if needed by using the Send Additional Email Notifications link



- ▶ Click Return to go back to your LPO Certification Folder
- ▶ Congratulations! You're finished!







- ▶ If you go to one of your History folders, you can locate the document you just certified. The document should be in a Processed status.
- ▶ One important thing to remember is that Processed ≠ Paid
 - ✓ Processed means the document made it through WAWF and will now flow to One Pay. It is an overnight process for a Processed document to make it into One Pay.
 - ✓ Upon interfacing with One Pay, One Pay will schedule the payment date based on the document type used, the contract terms, and the various dates entered on the WAWF document.
 - ✓ You can look up the document in One Pay using your Inquiry access
 - Please note this is an optional thing to do





Looking up the document in One Pay

- ✓ Log into STARS then go to One Pay by going to CICS1PAY
- ✓ Check the pay office DoDAAC against the below chart and find the appropriate One Pay region
- ✓ The letter that identifies the region will be how you search for the document e.g. N68732 = F (Cleveland)
- ✓ Enter a Transaction ID of *IIN where * is the letter of the One Pay region e.g. to search for an document that went to pay office N68732, you would enter FIIN

Pay Office	One Pay Region
N68732	F - Cleveland
N60951	F - Cleveland
HQ0248	Z - Rome
HQ0251	G - Columbus



Looking Up Documents After Certifying (Con't)



STARS CAC/PKI 80 Char ['V2']

File Edit Connection Setup Macro Views Help

Print Copy Paste IND\$FILE Terminal Color Keyboard Mouse Keys Buttons Play Record New Action Stop ? Help

WELCOME TO ONE PAY

THIS SYSTEM CONTAINS INFORMATION COVERED BY THE PRIVACY ACT OF 1974,
AS AMENDED, 5 U.S.C. 552A, AND IT MUST BE PROTECTED
FROM UNAUTHORIZED ACCESS OR USE.
THIS SYSTEM CONTAINS "FOR OFFICIAL USE ONLY" INFORMATION.

ENTER TRANSACTION ID: FIIN

OR

SITE CODE FOR TRANSACTION MENU:

MA + 15/056

15,56 ibm3270 2E Connected Bound 3.1 RSA with triple DES/3.1 RSA with no encryption trn3270e://miapproxy.csd.dsa.mil:1992





Looking up the document in One Pay

- ✓ You will now be on the One Pay Invoice Inquiry search screen
- ✓ You can search by Contract # (PIIN), Delivery Order # (SPIIN), LPO DoDAAC (Certifying UIC), Invoice Number, or Invoice Date range
- ✓ Based on the criteria you entered, you should get a list of documents. Type S beside the one you want to open and hit Enter.
- ✓ The document will open. The amount of information you can find on this document is too much for the scope of this training guide. Some key things to look for are on the next couple slides.



Looking Up Documents After Certifying (Con't)



STARS CAC/PKI 80 Char ['V2']

File Edit Connection Setup Macro Views Help

Print Copy Paste INDFILE Terminal Color Keyboard Mouse Keys Buttons Play Record New Action Stop ? Help

FP: ONE PAY INVOICE INQUIRY 05/14/2011
SITE F ** INVOICE STATUS CODE 12:45:13

PIIN SPIIN CERTIFYING UIC

INVOICE NUMBER 4012188 DCN NUMBER

INV DATE FROM TO CHK DTE FROM TO DUE DATE
VENDOR ID REQ ACRN CHECK NUM

** RANGE OF INVOICE STATUS CODES

D = DISBURSED NOT RECONCILED - CHECK DATE, NUMBER, AND AMOUNT BLANK
E = DELETED INVOICES
I = IN PROCESS FOR PAYMENT - NOT FUND CERTIFIED - MAY HAVE ERRORS
L = LOGGED-IN BY PAYING OFFICE
P = PAID INVOICES (WITH STATUS = SPACE)
Q = CASH MANAGEMENT QUEUE (PROCESSED AND AWAITING SELECTION FOR PAYMENT)
R = RETURNED INVOICES
V = FUNDS SUFFICIENT - TO BE VALIDATED IN PAYING OFFICE
M = SUSPENDED FROM PAYMENT - FUNDS INSUFFICIENT
H = PAYMENTS HELD DUE TO CEFT VENDOR STATUS
F = MANUAL FOREIGN CURRENCY INVOICES AWAITING ADS PAYMENT

PLEASE MAKE A NEW SELECTION

F1 = FPHELP F2 = REFRESH SHIFT+F1 = SCREEN HELP

MA+ >> 06/024

6,24 >> ibm3270 2E Connected Bound 3.1 RSA with triple DES/3.1 RSA with no encryption trn3270e://miaproxy.csd.dsa.mil:992



Looking Up Documents After Certifying (Con't)



STARS CAC/PKI 80 Char '[V2]'

File Edit Connection Setup Macro Views Help

Print Copy Paste IND\$FILE Terminal Color Keyboard Mouse Keys Buttons Play Record New Action Stop Help

FP: ONE PAY INVOICE INQUIRY 05/14/2011
12:45:33

VENDOR ID INV STATUS: COUNT: 1
INV DATE - CK DATE - ALTERNATE FORMAT

S	INVOICE NUMBER	PIIN	SPIIN	DTE PAID	CK/EFT NO	DATE DUE
s	4012188	N0025311F0023		110420	79617751	110421
	1CF9YIQ 110310	19232.50		37627.60	7061AX	

F1 = FPHELP F3 = SEARCH F7 = BACKWARD F8 = FORWARD

MA+ >> 01/006

1,6 >> ibm3270 2E Connected Bound 3.1 RSA with triple DES/3.1 RSA with no encryption trn3270e://miapproxy.csd.dsa.mil:992



Looking Up Documents After Certifying (Con't)



STARS CAC/PMI 80 Char '[V2]'

File Edit Connection Setup Macro Views Help

Print Copy Paste INDFILE Terminal Color Keyboard Mouse Keys Buttons Play Record New Action Stop Help

FP: ONE PAY INVOICE INQUIRY SCREEN DTE: 05/14/2011 TM: 12:45:51

INPUT DATE 110323 DCN 1CF9YIQ INV NO 4012188 RR GTS

INV DATE/MAT REC DTE 110310 110317 MAT ACPT/INV REC DTE 110322 110310

DATE FWDDED/FIPC DATE 110323 110323 AWARD DT/CERT ACT 101001 00253

DISC CD/TERMS N DISC DTE/AMT

PYMT TYPE/GROSS PO 1923250 PP CD/CNTR CD/ACPT LMT X S 007C

PIIN/SPIIN/SVC N0025311F0023 N DISC STAT/LOST REASON/ACT 9

INTRST REASON/ACT TAX/TRANS AMT

DED CD/AMT RMKS CD/FMS DTE/FOB

REJECT CD/DTE/ACT DAO PAY/RETURN DT

CAGE/DUNS 3MJNO 124120655 DI

VNDR NAME TRIMBLE NAVIGATION LIMITED VND ID/PAY/IRSCD 7061AX V F S

INFO/ATTN ASSGNEE ID/REMIT

ST/BOX ACCTS PAY TME 110323 234354

CTY/ST/ZIP RELEASE DTE/INLS 110323 SYS

SP RMKS 1) MAN CK

2) SGNL CD

INPUT BY STARS, I.N. OPERATR STARS, I.N.

INV CLS/DUE DTE/STATUS F 110421 DEL/BTCH/OBL DEF DTE ~082

PYMT NO/DTE 79617751 110420 PYMT AMOUNT 37,627.60

INV NET AMT 19,232.50 AMT CERT FOR PYMT 19,232.50

MSG:

F1=FPHELP F3=SEARCH F4=SELECTION F6=ACRN/CLIN

MA + >> 01/006

1,6 >> ibm3270 2E Connected Bound 3.1 RSA with triple DES/3.1 RSA with no encryption trn3270e://miapproxy.csd.dsa.mil:992





► Dates

- ✓ INPUT DATE - Date document actually enters One Pay (overnight batch process)
- ✓ INV DATE - Invoice Date
- ✓ MAT REC DATE – Material Received Date
- ✓ MAT ACPT – Material Acceptance Date
- ✓ INV REC DTE - Date vendor submitted document in WAWF
- ✓ DATE FWDED - Date LPO forwarded document to pay office
- ✓ FIPC DATE - Date One Pay received the document





Other fields

- ✓ PIIN/SPIIN = Contract #/Delivery Order #
 - For GS contracts, the Delivery Order # is what shows in PIIN and there will be no SPIIN
- ✓ INV NO = Invoice Number
- ✓ VNDR NAME = Vendor's name
- ✓ CAGE/DUNS = Vendor's CAGE Code/DUNS #
- ✓ DUE DTE = Document due date
- ✓ STATUS = 1 letter code for status of document
 - List of Invoice status codes is on the Invoice Inquiry search screen (can hit F3 to get back to)
 - If STATUS field is "Q", that means there are no errors on the document and it is scheduled to pay
 - If STATUS field is blank, that means the document has paid
- ✓ PYMT NO/DTE = EFT/check number and payment date

***Dates are in format YYMMDD



Looking Up Documents After Certifying (Con't)



LOA Info

- ✓ Hit F6 to go the LOA information
- ✓ Hit F5 to go back to the Invoice information

```
STARS CAC/PI 80 Char ['VZ']
File Edit Connection Setup Macro Views Help
Print Copy Paste INDFILE Terminal Color Keyboard Mouse Keys Buttons Play Record New Action Stop Help

FP:                                ONE PAY LOA INQUIRY                                05/14/2011
                                                                12:46:16
INVOICE NO 4012188                DCN 1CF9YIQ PIIN N0025311F0023    SPIIN

ACRN ACCOUNTING LINE (LOA)
CLIN/SLIN      REQN NO      AMOUNT      LOA
AA  97 XXXX 4930 NH6B 000 77777  A00253 2F      2120002ANRNT
                                0001  N0025311F0023      14,000.00 W
AA  97 XXXX 4930 NH6B 000 77777  A00253 2F      2120002ANRNT
                                0002  N0025311F0023      3,482.50 W
AA  97 XXXX 4930 NH6B 000 77777  A00253 2F      2120002ANRNT
                                0003  N0025311F0023      875.00 W
AA  97 XXXX 4930 NH6B 000 77777  A00253 2F      2120002ANRNT
                                0004  N0025311F0023      875.00 W

END OF DATA
F1=PFHELP F3=SRCH F4=SELECT F5=INV F6=SHPMT F7=BWD F8=FWD F11=AK
MA + >> 01/006
```



- ▶ If your document is Processed in WAWF and no errors are identified in One Pay, One Pay will schedule the document for payment. Payment will occur on the scheduled date.

***Cash Management Note: Unless time discounts or certain early release scenarios (e.g. 8(a) small vendors, Memo for immediate payment) apply, documents are automatically scheduled to be paid just prior to the date in which Prompt Pay interest would apply.





- ▶ There may be times when you need to correct a document or have it corrected by another user
- ▶ This can be accomplished by **recalling** the document or **rejecting** the document
- ▶ Recalling can mean two different things:
 - ✓ 1) To open a document that was made available for recall by the pay office
 - Click on the hyperlinked R under the Recall column in your Recall – Action Required Folder
 - This loads the document so that action can be taken on it
 - ✓ 2) To send a document back to the previous user in the workflow
 - Accomplished by unchecking all boxes on the Header tab and then clicking Submit
 - Comments should be entered on the Misc. Info tab as to why you are recalling the document
 - ✓ You may need to use a combination of the two recall functions to get a document where it needs to be



- ▶ Rejecting means to send a document all the way back to the vendor or Initiator
- ▶ Not all users in a document's workflow can reject the document
- ▶ Before rejecting a document back to the vendor, it is very important to be sure it is the vendor who needs to make the correction
 - ✓ Rejecting a document back to the vendor resets the Prompt Pay Act clock which will delay the vendor's payment date
 - ✓ If you erroneously reject a document, the vendor may be able to collect interest that will be charged against your command
- ▶ To reject a document, enter comments on the Misc. Info tab and then check the Document Rejected or Reject to Initiator box on the Header tab and click Submit





- ▶ If the pay office makes a document available for recall, open it then scroll to the bottom of the screen and read the comments the Payment Official (pay office) entered
 - ✓ Determine whether it is something you or another government user must fix or if it is something only the vendor can fix
 - If it is something you as the LPO can fix, you will need to recall the document, make the necessary changes, then re-certify it.
 - If it is something a previous workflow government user (e.g. Acceptor) can fix, you will need to recall the document and then recall it to the previous user in the workflow.
 - If it is something that only the vendor can fix, you need to recall the document then reject it back to the vendor.
 - BE SURE that only the vendor can correct the issue before rejecting as rejecting the documents will reset the Prompt Payment Act clock and cause longer processing times for the documents.
- ***Remember for Combos, there is an Invoice and Receiving Report. For recalled Combos, make sure appropriate action is taken on both documents.



Correcting Documents (Con't)



- Example of comments made by pay office on document they made available for recall:

Wide Area Workflow - Windows Internet Explorer provided by DFAS

https://nemo.nit.disa.mil/xhtml/auth/web/folder/DocumentFolder.xhtml

File Edit View Favorites Tools Help

Wide Area Workflow

wawftest@honeywell.com

Attachments:

Comments:

Payment Official

Name:	Date of Action:	Phone #:	DSN:
Payer Lighthouse	2011/05/16 0928 MST	123-123-1231	
Email:	Title:	Action(s):	
wawf_undel@ecedi.nit.disa.mil	analyst	[Recalled, Recall Available]	
Org Email:	wawftest@honeywell.com		
Attachments:			
Comments:	Document Record Reference ID is incorrect. Please change and resubmit.		

[-]Workflow Information

ACTION BY: N00189

Certified Amount: \$ 375.00

I certify that the goods/services have been received, inspected, and accepted.

Document Certified **Date Received** **Acceptance Date** **Signature Date** **Reagan National**

Document Rejected 2011/05/15 2011/05/16 2011/05/16

Signature Of Authorized Government





- ▶ To recall a document that was made available for recall and re-certify it:
 - ✓ Go to your Recall – Action Required Folder
 - ✓ Search for the document
 - ✓ In your LPO Recall - Action Required Folder, click on the hyperlinked R under the appropriate Recall column
 - ✓ The document will open. Go to whichever tabs you need to make changes on and make them.
 - ✓ Once changes are done, go to the Header tab, check the Document Certified box, enter all needed dates, click on Signature and sign the Invoice, then submit it





- ▶ To recall a document that was made available for recall and then recall it to the previous workflow user:
 - ✓ Go to your Recall – Action Required Folder
 - ✓ Search for the document
 - ✓ In your LPO Recall - Action Required Folder, click on the hyperlinked R under the appropriate Recall column
 - ✓ The document will open. Go to the Misc. Info tab.
 - ✓ Enter comments as to why you are recalling the document
 - ✓ Go to the Header tab
 - ✓ Scroll to the bottom of the screen. Uncheck all boxes.
 - ✓ Click Submit

*Note that this will put the document back in the status it was in before it originally came to you (e.g. Accepted). The previous workflow user would recall it from their History Folder.





- ▶ To recall a document made available for recall and reject it to the vendor:
 - ✓ Go to your Recall – Action Required Folder
 - ✓ Search for the document
 - ✓ In your LPO Recall - Action Required Folder, click on the hyperlinked R under the appropriate Recall column
 - ✓ The document will open. Go to the Misc. Info tab.
 - ✓ Enter comments as to why you are rejecting the document
 - ✓ Go back to the Header tab
 - ✓ Uncheck the Document Certified box
 - ✓ Check the Document Rejected or Reject to Initiator box
 - ✓ Click Submit





■ Saved documents

- ✓ Users can save drafts of documents they are working on and return to them later
- ✓ To save a draft, the user will click on the Save Draft Document button
- ✓ To return to the document to finish processing it, the user should open the document from the same folder they opened it from originally before saving the draft
- ✓ The status will be the same except with “S-” in front of it
 - e.g. an LPO opens an Invoice in Submitted status from their Certification Folder by clicking on the Invoice Number; they then save a draft of the document. To open it back up to finish certifying it, they would go back to their Certification Folder, find the appropriate Invoice in S-Submitted status, and then click on the Invoice Number to open it and continue processing it



► Saved documents

- ✓ After a document is saved as a draft, a hyperlinked number will appear under the Purge column in the working folders
 - Purge means to remove all information that had been added to the document by the user before they saved the document
 - If the user would rather purge a saved document before processing it instead of opening the saved document and continuing to process it, they would click on the hyperlinked number under the Purge column to open the document and then click Purge at the bottom of the screen
 - This will revert the status of the document back to what it was when it originally got to the user e.g. S-Submitted would become Submitted
 - A saved document is automatically purged by the system after 7 days if the user hasn't opened it back up and finished processing it
 - The hyperlinked number under the Purge column is the # of days until the system automatically purges the document





Extensions

- ✓ DoDAACs and CAGE codes in WAWF can have extensions
- ✓ Extensions “break up” a DoDAAC or CAGE into groups, usually for the purpose of restricting access to documents
 - e.g. instead of having 10 users with access to N00189 who all can see all documents going to N00189, several extensions are added such as PAC, LANT, and MID. 2 of the 10 users get access to N00189 ext. PAC, 5 get access to N00189 ext. LANT, and 3 get access to N00189 ext. MID. The 2 users with access to N00189 ext. PAC would only see the documents where the vendor entered the DoDAAC N00189 with extension PAC. They would not be able to see or process the documents going to N00189 ext. LANT or MID, nor would they be able to process documents going to just N00189 without an extension.
- ✓ If a DoDAAC is broken up into extensions and a user gets access to just the DoDAAC with no extension, they would be able to see and process all documents going to that DoDAAC, regardless of if an extension was added or not
 - e.g. in the example above, if a user got access to just N00189, they would be able to see and process all documents going to N00189, N00189 ext. PAC, N00189 ext. LANT, and N00189 ext. MID
- ✓ Extensions can be added by the GAMs for the DoDAAC





▶ Printing documents

- ✓ The whole purpose of WAWF is to eliminate paper in the invoicing and receiving process
- ✓ Thus, printing anything from WAWF is generally discouraged
- ✓ Documents are required to remain in WAWF 6 years and 3 months **however** no documents have ever been deleted from the system and there are currently no plans to do so
- ✓ If you absolutely must print something from the system, the easiest way is to use the Printer Friendly link in the top right corner of the screen or the Print Document button at the bottom of the page (only shows up for certain document types)





▶ Active Documents, Archive Documents, and Contract Review

- ✓ On the Search Criteria screen in WAWF, you may have a drop down box under Search For (depending on what folder you are searching in)
- ✓ **Active documents** – documents that can be worked by users in the system
- ✓ **Archive documents** – documents that are in the system for view-only purposes and they cannot be worked
 - Documents in Void status will go to the archive after 30 days
 - Documents in Processed status will go to the archive after 120 days
- ✓ **Contract Review** – will display all active and archive documents for the entered contract number/delivery order number, except for those in Void status





Accounting Data From Template

- ✓ Line Item entries on the target document that match entries on the selected template document will be pre-populated.
- ✓ Only those accounting entries pertaining to the role selecting the template 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



Accounting Data From Template (Con't)



- Upon opening the document select Accounting data from template

Populate Accounting Data from Template

Contract Number Type	Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date
DoD Contract (FAR)	N0010412P1984			
Invoice Number	Invoice Date	Final Invoice?	Invoice Received Date	
DFVFP521N04	2012/04/16	N	2012/04/25	
Summary of Detail Level Information				Total (\$)
1 CLIN/SLIN(s)				50.00
0 Miscellaneous Amount(s)				0.00
Document Total (\$):				50.00

Routing Information			
Role	Location Code	Extension	Name
Payee	1GFR8		BOAT DEPOT INC
Pay Official	N68732		DEFENSE FINANCE AND ACCOUNTING SERV
Admin	N00244		NAVSUP FLT LOG CTR SAN DIEGO
Ship To	N68711		NAVFAC ENGINEERING FIELD DIVISION
LPO	N63124		SUPSHIP NEW ORLEANS

ACTION BY: N63124 ^

Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.

<input type="checkbox"/> Document Certified	Date Received	Acceptance Date	Signature Date	<input type="text" value="Certificate Signature"/>
<input type="checkbox"/> Document Rejected	<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="YYYY/MM/DD"/>	Signature Of Authorized Government Representative
				<input checked="" type="checkbox"/> Submit Without Preview





- ▶ Select the template document to populate LOA data then click update document
- ▶ Template documents populate based on
 - ✓ Contract Number
 - ✓ Delivery order number
 - ✓ Processed or Paid status
 - ✓ Ten most recent

User Government Documentation Lookup Logout

Local Processing Office - Invoice - Fast Pay

Contract Number	Delivery Order	Invoice Number	Shipment Number
N0010412P1984		DFVFP521N04	

Populate Commercial Invoice Fast Pay Accounting Data from Template:

Invoice Number	Status	Invoice Received Date
<input type="radio"/> DFVFP521N08	Processed	2012/04/16
<input type="radio"/> DFVFP521N07	Processed	2012/04/16
<input checked="" type="radio"/> DFVFP521N06	Processed	2012/04/16
<input type="radio"/> DFVFP521N05	Processed	2012/04/16
<input type="radio"/> DFVFP521N03	Processed	2012/04/16
<input type="radio"/> DFVFP521N01	Processed	2012/04/16



Accounting Data From Template (Con't)



▶ The Accounting Data will populate on the LLA tab

▶ LPO should still check for accuracy

WARNING: The accounting data in this document was populated based upon a template and the accounting data was brought onto this new document. Please ensure that you have updated all applicable data to reflect desired values for this submission.

Populate Accounting Data from Template

Contract Number Type	Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date
DoD Contract (FAR)	N0010412P1984			

Invoice Number	Invoice Date	Final Invoice?	Invoice Received Date
DFVFP521N04	2012/04/16	N	2012/04/25

Summary of Detail Level Information	Total (\$)
1 CLIN/SLIN(s)	50.00
0 Miscellaneous Amount(s)	0.00
Document Total (\$):	50.00

Routing Information			
Role	Location Code	Extension	Name
Payee	1GFR8		BOAT DEPOT INC
Pay Official	N68732		DEFENSE FINANCE AND ACCOUNTING SERV
Admin	N00244		NAVSUP FLT LOG CTR SAN DIEGO
Ship To	N68711		NAVFAC ENGINEERING FIELD DIVISION
LPO	N63124		SUPSHIP NEW ORLEANS

ACTION BY: N63124 *

Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.

<input type="checkbox"/> Document Certified	Date Received	Acceptance Date	Signature Date	<input type="text" value="Certificate Signature"/>
<input type="checkbox"/> Document Rejected	<input type="text" value="YYYYMMDD"/>	<input type="text" value="YYYYMMDD"/>	<input type="text" value="YYYYMMDD"/>	Signature Of Authorized Government Representative



Accounting Data From Template (Con't)



- Only the LOA for matching CLINS will populate
 - ✓ All others will be left blank
 - ✓ The information can still be edited and the amount must be added

Contract Number	Delivery Order	Reference Procurement Identifier	Invoice Number	Invoice Date	Shipment Number
N0010412P1984			DFVFP521NO4	2012/04/16	

an LLOA is required per CLIN/SLIN. The ACRN, SDN, and Agency Accounting Id (AAA) fields are MANDATORY per CLIN/SLIN on this page - the ACRN and SDN on the document will not be forwarded to ONE-PAY. The document cannot be certified for a lesser amount when miscellaneous allowances, fees, or taxes are present on an invoice or combo document.

[Help Links](#)
[Populate All](#)

LLA Level
Line Level

Item Number	CLIN Amount (\$)
0002AB	50.00

Document Record Reference ID *	Agency Accounting ID *	ACRN *	Amount (\$) *	Approved Amount (\$) *
<input type="text" value="N0016110RCG9200"/>	<input type="text" value="068892"/>	<input type="text" value="AA"/>		<input type="text"/>

Reference Shipment Number *	Reference Shipment Amount (\$) *	Actions
<input type="text" value="0001"/>	<input type="text"/>	Delete Reference Shipment Add Reference Shipment

[\[-\] Optional LLA Fields](#)

[Save Draft Document](#) [Help](#)

Logon Date : 2013/04/18 14:28:14 MST Last Accessed Date : 2013/04/18 15:15:35 MST





Effective April 5th 2013

✓ New Registrants

- All user registering for a government role will have to choose a CAC login method
- You will not be allow to register with a USER ID and Password

✓ Current Users

- All Government Users upon login will be prompted to convert to CAC login.
- Cannot be bypassed

Exception lists are available (requires justification)

- Must contact Navy WAWF Program manager



Effective April 5th 2013

- ✓ WAWF will prohibit all users from acting as the acceptor and LPO on the same document
- ✓ Acceptor and LPOR CAN be the same user
- ✓ LPOR and LPO CAN be the same user
- ✓ Inspector and Acceptor CAN be the same user
- ✓ Document Initiator (misc pay & receiving report) CANNOT be LPO







- ▶ 1-800-756-4571 opt 6

- ▶ CCL-EC-NAVY-WAWF-HELPDESK@DFAS.MIL

- ▶ Hours of Operation
 - ✓ 0700-1800 EST Monday- Thursday
 - ✓ 0700-1700 EST Fridays
 - ✓ excluding federal holidays





Can assist with:

- ✓ How to create/process documents
- ✓ How to correct recalled/rejected documents
- ✓ Registration procedures
- ✓ New DoDAAC requests
- ✓ Payment issues

Cannot assist with:

- ✓ Password resets/other account issues – contact GAMs
- ✓ Recall/reject requests – email appropriate DFAS mailbox





DISA Ogden Help Desk

- ✓ Systems issues
- ✓ Vendor account issues (if no GAM)
- ✓ CAGE code activations
- ✓ 1-866-618-5988
- ✓ cscassig@csd.disa.mil

Army WAWF Help Desk

- ✓ Army WAWF issues
- ✓ 1-800-756-4571 opt 6
- ✓ CCO-EC-ARMY-WAWF-HELPDESK@DFAS.MIL

Marine Corps WAWF Help Desk

- ✓ Marine Corps WAWF issues
- ✓ 540.322.2897 X 3210
- ✓ susan.dibianca@taic.net





▶ Air Force WAWF Help Desk

- ✓ Air Force WAWF issues
- ✓ wawf.team@wpafb.af.mil

▶ DLA WAWF Help Desk

- ✓ DLA WAWF issues
- ✓ 703-767-1915
- ✓ wawf@dla.mil

▶ DCMA WAWF Help Desk

- ✓ DCMA user account issues
- ✓ 888-576-3262
- ✓ helpdesk@dcma.mil



Pay Offices

- ✓ Payment status/issues
- ✓ Can find corresponding entitlement system and contact info
 - **Pay DoDAACs** under Lookup tab
 - Enter City Name or leave City Name field blank and click Submit for full list

Wide Area Workflow 5.2.1

Lookup - Pay DoDAACs

City Name

Enter search criteria or leave field blank for complete list.

Submit Close Help



Wide Area Workflow 5.2.1 User ID : GovLpo30
Printer Friendly

Lookup - Pay DoDAACs (sorted by DoDAAC)

DoDAAC▲	Entitlement System	Office	Phone
964145	CAPS-C	USACE FINANCE CENTER	(901) 874-8671
CRCARD	CRCARD	DMDC PCOLS	703-601-3927
F03000	IAPS-E	Dayton	800-756-4571 Option 2, Option 3
F67100	IAPS-E	Limestone	800-756-4571 Option 2, Option 3
F68800	IAPS-E	Japan-Air Force	011-81-311-755-6517/6288
F78900	IAPS-E	Limestone	800-756-4571 Option2, Option3
H94002	CAPS-C	OASD TMA	303-676-3532
HQ0105	CAPS-W	Indianapolis-DNO	317-212-0300
HQ0131	CAPS-W	Columbus CAPS-W	800-756-4571 Option 2, Option 2 or 614-693-8507 Option 2, Option 2
HQ0248	One-Pay	DFAS Rome	800-553-0527
HQ0250	CAPS-W	Rome-ATEC	800-553-0527
HQ0251	One Pay	DFAS Columbus	800-756-4571 Option 2, Option 4

Previous Close Help





Group Administrators (GAMs)

- ✓ Approve/disapprove user accounts
- ✓ Reset passwords/certificates
- ✓ Update organizational email address for DoDAAC
- ✓ Add extensions
- ✓ Can locate using the Group Administrator Lookup option
 - If logged in, under the User menu
 - If not logged in, on the WAWF homepage under Help
 - If you still cannot locate your GAM, contact the Navy WAWF Help Desk





- ▶ WAWF Production
 - ✓ <https://wawf.eb.mil/>
- ▶ WAWF “Sand Box” Training Site
 - ✓ <https://wawftraining.eb.mil/>
- ▶ WAWF Web-Based Training Site
 - ✓ <https://wawftraining.eb.mil/xhtml/unauth/web/wbt/WbtMainMenu.xhtml>
- ▶ WAWF Software User’s Manual (SUM)
 - ✓ https://wawf.eb.mil/SUM_RoboHelp_Web_Help/WAWF_SUM.htm
- ▶ DAASINQ (DoDAAC Query)
 - ✓ <https://www.daas.dla.mil/daasing/>
- ▶ DoDAAD Committee (add, modify, delete DoDAACs)
 - ✓ <http://www.dla.mil/j-6/dlmso/Programs/Committees/DoDAAD/dodaad.asp>





- ▶ Electronic Document Access (EDA)
 - ✓ <http://eda.ogden.disa.mil/>
- ▶ Navy College Program Tuition Assistance Site
 - ✓ <https://www.navycollege.navy.mil/nta.cfm>
- ▶ DoD Misc Pay Guide
 - ✓ http://www.acq.osd.mil/dpap/ebusiness/Department_of_Defense_Misc_Pay_Guide.doc
- ▶ MyInvoice
 - ✓ <https://myinvoice.csd.disa.mil/>
- ▶ UID Information
 - ✓ https://acquisition.navy.mil/rda/home/acquisition_one_source/item_unique_identification_iuid
 - ✓ <http://www.acq.osd.mil/dpap/pdi/uid/index.html>
 - ✓ <http://iuidtoolkit.com/>





▶ RFID Information

✓ <http://www.acq.osd.mil/log/rfid/index.htm>

▶ Central Contractor Registration

✓ <https://www.bpn.gov/CCRSearch/Search.aspx>





► Training on WAWF site -

<https://wawftraining.eb.mil/xhtml/unauth/web/wbt/WbtSummary.xhtml>

- ✓ WAWF Web-Based Training
 - Training material for users
- ✓ WAWF Practice Training Site
 - Can practice processing documents in WAWF
 - Must know User IDs and passwords
 - See the Training Instructions document or contact us at the help desk for list





▶ Navy Acquisition WAWF Site -

<https://acquisition.navy.mil/content/view/full/99>

- ✓ Government Information
 - WAWF training guides
 - WAWF presentations
 - One Pay Access Guide
 - One Pay TFS AAA Listing
 - WAWF Dates Guidance
- ✓ Vendor information
 - Training guides





DFAS WAWF Site -

<http://www.dfas.mil/ecommerce/wawf/info.html>

- ✓ Frequently asked questions
- ✓ DFAS mailboxes for requesting WAWF rejects/recalls



