



- ▶ Please note the following slides are meant as quick reference crosswalks for entering LOAs into the LLA tab in WAWF. For more detailed info on how to enter LOAs into WAWF, please refer to our full LPO training guide located at:

https://acquisition.navy.mil/home/acquisition_one_source/ebusiness/don_ebusiness_solutions/wawf_overview/government_information





▶ 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: 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. 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/MC TFS LOA can show up on a contract. The funding document #, AAA, and ACRN may not always be in the same location on a contract.





▶ Entering a Navy or USMC 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 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 the Optional LLA Fields.
- ✓ 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 TFO LOA (Con't)



▶ 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 field

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

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

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)

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

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

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





▶ 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 sometimes starts with 'S'. It must be on the CMET table.
- ✓ 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 fill out the necessary fields according to the LOA that matches best on the CMET table.
- ✓ 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



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 field

ACRN/**ACRN**: AB

Fiscal Station Number/**Agency Accounting ID**: 011173 (enter 0 for first character if a letter) (will be on CMET table under AAA)

Department/**Department Indicator**: 21 (will be on CMET table under GA)

Fiscal year/**Fiscal Year Indicator**: 11 (must be only two or four positions) (will be on CMET table under FISCAL YEARS)

Basic Symbol Number/**Basic Symbol Number**: 2020 (will be on CMET table in APPN)

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

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

*If you know for sure that 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 more complete in WAWF.





▶ 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'. It must be on the CMET table.
- ✓ 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 fill out the necessary fields according to the LOA that matches best on the CMET table.
- ✓ 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



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 field

ACRN/**ACRN**: AA

Accounting and Disbursing Station Number/**Agency Accounting ID**: 067100 (enter 0 for first character if a letter) (will be on CMET table under AAA)

Department/**Department Indicator**: 57 (will be on CMET table under GA)

Fiscal year/**Fiscal Year Indicator**: 11 (must be only two or four positions) (will be on CMET table under FISCAL YEARS)

Appropriation Symbol/**Basic Symbol Number**: 3400 (will be on CMET table in APPN)

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

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

*If you know for sure that 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 more complete in WAWF.





▶ Entering a DoD 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 DoD funding terms. This will be in the LOA. It must be on the CMET table.
- ✓ 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 fill out the necessary fields according to the LOA that matches best on the CMET table.
- ✓ 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





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

AH: 9710400 1120 000 049447 2I 000000 DWAM10435

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

ACRN/**ACRN**: AH

Fiscal Station Number/**Agency Accounting ID**: 049447 (enter 0 for first character if a letter) (will be on CMET table under AAA)

Department/**Department Indicator**: 97 (will be on CMET table under GA)

Fiscal year/**Fiscal Year Indicator**: 11 (must be only two or four positions) (will be on CMET table under FISCAL YEARS)

Basic Symbol Number/**Basic Symbol Number**: 0400 (will be on CMET table in APPN)

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

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

*If you know for sure that 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 more complete in WAWF.

