Navy Local Processing Official (LPO) WAWF Training

Defense Finance and Accounting Service

Epay Services
eSolutions
Format of Training

- **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)
LPO Folders (Con’t)

- 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
LPO View 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.
LPO Reviewer

- 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
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
Invoice

- 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 an 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

Integrity - Service - Innovation
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](image)

- 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](image)
  ![Comments: Updated the Shipment Number which relates to the Receiving Report created using Doc From Doc.](image)

- 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.
*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
Invoice as 2-in-1

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

- **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 (Con’t)

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 (Con’t)

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 (Con’t)

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 (Con’t)

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 (Con’t)

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
*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
Navy Shipbuilding Invoice (Fixed Price)

- 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)

*NPlease note this is the workflow for a Navy Shipbuilding Invoice with an LPO*
Miscellaneous Payment

- 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
Miscellaneous Payment (Con’t)

- 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)
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***
Finding Documents to Certify

- Go to your Certification folder
Finding Documents to Certify (Con’t)

- Select the LPO DoDAAC that you will be certifying under from the DoDAAC* drop down box.
Finding Documents to Certify (Con’t)

- 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

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.

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Delivery Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>N00421</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vendor (Payee) / Vendor (Payee) Extension</th>
<th>Ship From / Ship From Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Shipment No.</th>
<th>Invoice Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SSN / Confirm SSN</th>
<th>Tax Id (EIN)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type Document</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Documents</td>
<td>All Documents</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Create / Update Date (YYYY/MM/DD)</th>
<th>Create / Update Date End (YYYY/MM/DD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012/04/29</td>
<td>2012/05/29</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Acceptance Date (YYYY/MM/DD)</th>
<th>Acceptance Date End (YYYY/MM/DD)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Invoice Received Date (YYYY/MM/DD)</th>
<th>Invoice Received Date End (YYYY/MM/DD)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Estimated Delivery Date (YYYY/MM/DD)</th>
<th>Estimated Delivery Date End (YYYY/MM/DD)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Submit | Help
Finding Documents to Certify (Con’t)

- WAWF will now take you to your LPO Certification Folder

Wide Area Workflow 5.2.1

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          | DAA88797DB686 | 0014 | 092 | N004191F1234       | 2012-05-24     | 2012-05-31     | Accepted   |         |          |        |      |     |    |
| 2    | Invoice    | 1M3W0          | NAVCON | N0008517F1995 | 001 | N0008517F6782       | 2012-05-21     | 2012-05-31     | Accepted   |         |          |        |      |     |    |
| 3    | Invoice 2in1 | 1M3W0          | N883611F1995 | 0014 | 092 | N0024411F3678       | 2012-05-24     | 2012-05-31     | Accepted   |         |          |        |      |     |    |
| 4    | Combo D/D  | 064B1          | 039134218 | 0014 | 092 | N0004612F1234       | 2012-05-24     | 2012-05-31     | Accepted   |         |          |        |      |     |    |
| 5    | Combo D/D  | 1M3W0          | N883611F1995 | 0014 | 092 | N0024411F3678       | 2012-05-24     | 2012-05-31     | Accepted   |         |          |        |      |     |    |
| 6    | Invoice 2in1 | 1M3W0          | N0024411F3678 | 0014 | 092 | N0004612F1234       | 2012-05-24     | 2012-05-31     | Accepted   |         |          |        |      |     |    |
| 7    | Combo D/D  | 1M3W0          | N0024411F3678 | 0014 | 092 | N0004612F1234       | 2012-05-24     | 2012-05-31     | Accepted   |         |          |        |      |     |    |
| 8    | Combo D/D  | 1M3W0          | N0024411F3678 | 0014 | 092 | N0004612F1234       | 2012-05-24     | 2012-05-31     | Accepted   |         |          |        |      |     |    |
| 9    | Combo D/D  | 1M3W0          | N0024411F3678 | 0014 | 092 | N0004612F1234       | 2012-05-24     | 2012-05-31     | Accepted   |         |          |        |      |     |    |

Logon Date: 2012/5/28 12:58:55 EDT  Last Accessed Date: 2012/5/28 13:00:10 EDT
Finding Documents to Certify (Con’t)

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
Finding Documents to Certify (Con’t)

- 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).
Checkpoint

Integrity - Service - Innovation
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)

<table>
<thead>
<tr>
<th>Item</th>
<th>Type</th>
<th>Vendor (Payee)</th>
<th>DUNS</th>
<th>DUNS+4</th>
<th>Ext</th>
<th>Contract Number</th>
<th>Delivery Order</th>
<th>Shipment Number</th>
<th>Submitted</th>
<th>Shipped</th>
<th>Accepted</th>
<th>Status</th>
<th>Purge</th>
<th>Ho</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Receiving Report D/D</td>
<td>1M3W0</td>
<td></td>
<td></td>
<td></td>
<td>DAAB0797DB8608</td>
<td>0014</td>
<td>001</td>
<td>2012-05-23</td>
<td>2012-05-23</td>
<td>Accepted</td>
<td>H</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Invoice</td>
<td>1M3W0</td>
<td></td>
<td></td>
<td></td>
<td>N0!18912P1234</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>NAVCON</td>
<td>1M3W0</td>
<td></td>
<td></td>
<td></td>
<td>N4008512D1956</td>
<td>0001</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Invoice 2in1</td>
<td>1M3W0</td>
<td></td>
<td></td>
<td></td>
<td>N4008512F6789</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Combo D/D</td>
<td>1M3W0</td>
<td></td>
<td></td>
<td></td>
<td>N683611P9999</td>
<td>TMZ1900</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Accepted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Combo D/D</td>
<td>06481</td>
<td>038134218</td>
<td></td>
<td></td>
<td>N0024411F5578</td>
<td>99</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Accepted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Invoice 2in1</td>
<td>1USY9</td>
<td>038309179</td>
<td>1D5J4</td>
<td></td>
<td>N0040612D1234</td>
<td>638648</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Accepted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Combo D/D</td>
<td>1M3W0</td>
<td></td>
<td></td>
<td></td>
<td>N0018911P1234</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Combo D/D</td>
<td>1M3W0</td>
<td></td>
<td></td>
<td></td>
<td>DAAB0797DB8608</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Integrity - Service - Innovation
Certifying Documents (Con’t)

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

***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:
Certifying Documents (Con’t)

- 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
Certifying Documents (Con’t)

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.
Certifying Documents (Con’t)

- 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.
Certifying Documents (Con’t)

- 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
Certifying Documents – Line Level or ACRN Level

- 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

Local Processing Office - Invoice

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Delivery Order</th>
<th>Reference Procurement Identifier</th>
<th>Invoice Number</th>
<th>Invoice Date</th>
<th>Shipment Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>N6803611P9999</td>
<td></td>
<td>TMZ1900</td>
<td>2012/05/21</td>
<td></td>
<td>TMZ1900</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Line Level</th>
<th>ACRN Level</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Document Record Reference ID</th>
<th>Agency Accounting ID</th>
<th>ACRN</th>
<th>Amount ($)</th>
<th>Approved Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001AC</td>
<td></td>
<td></td>
<td>26,515.98</td>
<td>0.00</td>
</tr>
</tbody>
</table>

[+] Optional LLA Fields

Item Number

<table>
<thead>
<tr>
<th>Item Number</th>
<th>CLIN Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001AE</td>
<td>42,985.95</td>
</tr>
</tbody>
</table>

[+] Optional LLA Fields

Logon Data: 2012/05/29 12:58:55 EDT  Last Accessed Date: 2012/05/29 13:08:57 EDT
Certifying Documents – TFS or TFO

- 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)
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
<table>
<thead>
<tr>
<th>ACTIVITY NAME</th>
<th>AAA</th>
<th>DOC #</th>
<th>ONE PAY REGION</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRANE, NJ</td>
<td>000164</td>
<td>Contract #</td>
<td>C - CHARLESTON</td>
</tr>
<tr>
<td>CARDEROCK, MD</td>
<td>000167</td>
<td>Contract #</td>
<td>C - CHARLESTON</td>
</tr>
<tr>
<td>NRL WASHINGTON, D.C.</td>
<td>000173</td>
<td>Contract #</td>
<td>C - CHARLESTON</td>
</tr>
<tr>
<td>INDIAN HEAD, MD</td>
<td>000174</td>
<td>Contract #</td>
<td>C - CHARLESTON</td>
</tr>
<tr>
<td>DAHLGREN, VA</td>
<td>000178</td>
<td>Contract #</td>
<td>C - CHARLESTON</td>
</tr>
<tr>
<td>PWC NORFOLK</td>
<td>000187</td>
<td>Contract #</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>KEYPORT, WA</td>
<td>000253</td>
<td>Contract #</td>
<td>C - CHARLESTON</td>
</tr>
<tr>
<td>MC BASE, HAWAII</td>
<td>000318</td>
<td>Requisition #</td>
<td>H - PACIFIC</td>
</tr>
<tr>
<td>FEC/EUROPE</td>
<td>033191</td>
<td>Contract #</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>PWC WASHINGTON</td>
<td>040080</td>
<td>Contract #</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>PWC GREAT LAKES</td>
<td>040083</td>
<td>Contract #</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>PWC JAPAN</td>
<td>040084</td>
<td>Contract #</td>
<td>Y - JAPAN</td>
</tr>
<tr>
<td>PWC NORFOLK</td>
<td>040085</td>
<td>Contract #</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>PWC GUAM</td>
<td>040192</td>
<td>Contract #</td>
<td>Y - JAPAN</td>
</tr>
<tr>
<td>NAVO EDTED</td>
<td>042794</td>
<td>Contract #</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>FEC/NORTHWEST</td>
<td>044255</td>
<td>Contract #</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>DFAS-CL PACIFIC</td>
<td>045924</td>
<td>Requisition #</td>
<td>H - PACIFIC</td>
</tr>
<tr>
<td>DFAS-CL NORFOLK VA (FLEET)</td>
<td>061331</td>
<td>Requisition #</td>
<td>Y - CLEVELAND</td>
</tr>
<tr>
<td>DFAS-CL SAN DIEGO CA (FLEET)</td>
<td>062395</td>
<td>Requisition #</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>PANAMA CITY</td>
<td>062473</td>
<td>Contract #</td>
<td>C - CHARLESTON</td>
</tr>
<tr>
<td>PWC GUAM</td>
<td>062478</td>
<td>Contract #</td>
<td>Y - JAPAN</td>
</tr>
<tr>
<td>PWC SAN DIEGO</td>
<td>062479</td>
<td>Contract #</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>PWC PEARL HARBOR</td>
<td>062480</td>
<td>Contract #</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>DFAS-CL YOKOTA JPN</td>
<td>062649</td>
<td>Requisition #</td>
<td>Y - JAPAN</td>
</tr>
<tr>
<td>PWC PEARL HARBOR</td>
<td>062755</td>
<td>Contract #</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>NAVO NEWPORT ROTA</td>
<td>062863</td>
<td>Requisition #</td>
<td>X - PENSACOLA</td>
</tr>
<tr>
<td>NAVO NEWPORT</td>
<td>063387</td>
<td>Contract #</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>NAVO PORT HUENEME</td>
<td>063394</td>
<td>Contract #</td>
<td>C - CHARLESTON</td>
</tr>
<tr>
<td>NAVO CORAL</td>
<td>064267</td>
<td>Contract #</td>
<td>C - CHARLESTON</td>
</tr>
<tr>
<td>NAVO CANAL</td>
<td>065113</td>
<td>Contract #</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>NAVO PENSACOLA</td>
<td>065114</td>
<td>Contract #</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>PWC JAPAN</td>
<td>065115</td>
<td>Contract #</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>NAVO PENSACOLA</td>
<td>065886</td>
<td>Contract #</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>NAVO NORTH ISLAND</td>
<td>065888</td>
<td>Contract #</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>NAVO CHERRY POINT</td>
<td>065923</td>
<td>Contract #</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>NEWPORT, RI</td>
<td>066604</td>
<td>Contract #</td>
<td>C - CHARLESTON</td>
</tr>
<tr>
<td>DFAS/KC MARINES</td>
<td>067004</td>
<td>Contract #</td>
<td>H - PACIFIC</td>
</tr>
<tr>
<td>MC AIR STATION, IWAKUNI, JAPAN</td>
<td>067400</td>
<td>Requisition #</td>
<td>Y - JAPAN</td>
</tr>
<tr>
<td>DFAS/KC MARINES HQ</td>
<td>067443</td>
<td>Requisition #</td>
<td>H - PACIFIC</td>
</tr>
<tr>
<td>DFAS-CL CHARLESTON SC (HCM)</td>
<td>068342</td>
<td>Contract #</td>
<td>W - STARS HCM</td>
</tr>
<tr>
<td>DFAS-CL PENSACOLA FL</td>
<td>068566</td>
<td>Requisition #</td>
<td>X - PENSACOLA</td>
</tr>
<tr>
<td>DFAS-CL SAN DIEGO CA (ASHORE)</td>
<td>068688</td>
<td>Requisition #</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>DFAS-CL NORFOLK VA (ASHORE)</td>
<td>068732</td>
<td>Requisition #</td>
<td>F - CLEVELAND</td>
</tr>
<tr>
<td>DFAS-CL CHARLESTON SC (FL)</td>
<td>068892</td>
<td>Requisition #</td>
<td>C - CHARLESTON</td>
</tr>
<tr>
<td>NFESE, PORT HUENEME</td>
<td>068894</td>
<td>Contract #</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>PWC WASHINGTON</td>
<td>068925</td>
<td>Contract #</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>PWC JACKSONVILLE</td>
<td>068931</td>
<td>Contract #</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>PWC JACKSONVILLE</td>
<td>069450</td>
<td>Contract #</td>
<td>A - SAN DIEGO</td>
</tr>
</tbody>
</table>

***Please note that 050120 (Navy ERP AAA) is NOT on the listing and is thus TFO***
<table>
<thead>
<tr>
<th>ACTIVITY NAME</th>
<th>AAA</th>
<th>DOC #</th>
<th>ONE PAY REGION</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRANE, IN</td>
<td>000164</td>
<td>Contract</td>
<td>C - CHARLESTON</td>
</tr>
<tr>
<td>CARDEROCK, MD</td>
<td>000167</td>
<td>Contract</td>
<td>C - CHARLESTON</td>
</tr>
<tr>
<td>NRL WASHINGTON, D.C.</td>
<td>000173</td>
<td>Contract</td>
<td>C - CHARLESTON</td>
</tr>
<tr>
<td>INDIAN HEAD, MD</td>
<td>000174</td>
<td>Contract</td>
<td>C - CHARLESTON</td>
</tr>
<tr>
<td>DAHLGREN, VA</td>
<td>000178</td>
<td>Contract</td>
<td>C - CHARLESTON</td>
</tr>
<tr>
<td>PWC NORFOLK</td>
<td>000187</td>
<td>Contract</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>KEYPORT, WA</td>
<td>00253</td>
<td>Contract</td>
<td>C - CHARLESTON</td>
</tr>
<tr>
<td>MC BASE, HAWAII</td>
<td>000318</td>
<td>Requisition</td>
<td>H - PACIFIC</td>
</tr>
<tr>
<td>FEC/EUROPE</td>
<td>033191</td>
<td>Contract</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>PWC WASHINGTON</td>
<td>040080</td>
<td>Contract</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>PWC GREAT LAKES</td>
<td>040083</td>
<td>Contract</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>PWC JAPAN</td>
<td>040084</td>
<td>Contract</td>
<td>Y - JAPAN</td>
</tr>
<tr>
<td>PWC NORFOLK</td>
<td>040085</td>
<td>Contract</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>PWC GUAM</td>
<td>040392</td>
<td>Contract</td>
<td>Y - JAPAN</td>
</tr>
<tr>
<td>NAVAL OYSTER</td>
<td>042794</td>
<td>Contract</td>
<td>F - CLEVELAND</td>
</tr>
<tr>
<td>PWC WASHINGTON</td>
<td>044255</td>
<td>Contract</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>PWC JAPAN</td>
<td>045924</td>
<td>Requisition</td>
<td>H - PACIFIC</td>
</tr>
<tr>
<td>PWC NORFOLK VA (FLEET)</td>
<td>060015</td>
<td>Requisition</td>
<td>F - CLEVELAND</td>
</tr>
<tr>
<td>PWC SAN DIEGO CA (FLEET)</td>
<td>060057</td>
<td>Requisition</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>PANAMA CITY</td>
<td>061991</td>
<td>Contract</td>
<td>C - CHARLESTON</td>
</tr>
<tr>
<td>PWC GUAM</td>
<td>062395</td>
<td>Contract</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>PWC SAN DIEGO</td>
<td>062473</td>
<td>Contract</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>PWC PEARL HARBOR</td>
<td>062478</td>
<td>Contract</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>DFAS-CL YOKOTA JAPAN</td>
<td>062649</td>
<td>Contract</td>
<td>Y - JAPAN</td>
</tr>
<tr>
<td>PWC PEARL HARBOR</td>
<td>062755</td>
<td>Contract</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>NAVAL STATION ROTA SP</td>
<td>062863</td>
<td>Requisition</td>
<td>PENSACOLA</td>
</tr>
<tr>
<td>KEFLAVIK</td>
<td>063837</td>
<td>Contract</td>
<td>X - PENSACOLA</td>
</tr>
<tr>
<td>PWC SAN DIEGO</td>
<td>063894</td>
<td>Contract</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>PORT HUENEME</td>
<td>063954</td>
<td>Contract</td>
<td>C - CHARLESTON</td>
</tr>
<tr>
<td>CORONA RANCH</td>
<td>065113</td>
<td>Contract</td>
<td>C - CHARLESTON</td>
</tr>
<tr>
<td>PWC GREAT LAKES</td>
<td>065125</td>
<td>Contract</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>PWC NORFOLK</td>
<td>065114</td>
<td>Contract</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>PWC SAN DIEGO</td>
<td>065115</td>
<td>Contract</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>NADEP JACOBSVILLE</td>
<td>066143</td>
<td>Contract</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>DEP NORTH ISLAND</td>
<td>066243</td>
<td>Contract</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>CCP CHERNOESC</td>
<td>066283</td>
<td>Contract</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>NEWPORT AIR</td>
<td>066604</td>
<td>Contract</td>
<td>C - CHARLESTON</td>
</tr>
<tr>
<td>DFAS/KC MARINES</td>
<td>067004</td>
<td>Contract</td>
<td>C - CHARLESTON</td>
</tr>
<tr>
<td>NADEP NORTH ISLAND</td>
<td>067005</td>
<td>Contract</td>
<td>C - CHARLESTON</td>
</tr>
<tr>
<td>NADEP JACOBSVILLE</td>
<td>067440</td>
<td>Requisition</td>
<td>H - PACIFIC</td>
</tr>
<tr>
<td>NADEP JACOBSVILLE</td>
<td>067443</td>
<td>Requisition</td>
<td>H - PACIFIC</td>
</tr>
<tr>
<td>DFAS-CL JACOBSVILLE (HCM)</td>
<td>068342</td>
<td>Contract</td>
<td>H - STARS HCM</td>
</tr>
<tr>
<td>DFAS-CL PENSACOLA FL</td>
<td>068566</td>
<td>Requisition</td>
<td>X - PENSACOLA</td>
</tr>
<tr>
<td>DFAS-CL SAN DIEGO (ASHORE)</td>
<td>068688</td>
<td>Requisition</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>DFAS-CL NORFOLK VA (ASHORE)</td>
<td>068732</td>
<td>Requisition</td>
<td>F - CLEVELAND</td>
</tr>
<tr>
<td>DFAS-CL CHARLESTON SC (FL)</td>
<td>068892</td>
<td>Requisition</td>
<td>C - CHARLESTON</td>
</tr>
<tr>
<td>NADEP JACOBSVILLE</td>
<td>068984</td>
<td>Contract</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>PWC WASHINGTON</td>
<td>068925</td>
<td>Contract</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>PWC NORFOLK</td>
<td>068931</td>
<td>Contract</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>PWC JACKSONVILLE</td>
<td>069450</td>
<td>Contract</td>
<td>A - SAN DIEGO</td>
</tr>
</tbody>
</table>
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: 0010040 29SU
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)

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Invoice Amount ($)</th>
<th>Certify For Lesser Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>7,500.00</td>
<td></td>
</tr>
</tbody>
</table>

**Document Record Reference ID**: RS582410040029

**Agency Accounting ID**: 060957

**ACRN**: AA

**Amount ($)**: 0.00

**Approved Amount ($)**: 7,500.00

[Optional LLA Fields]
Certifying Documents – TFS LOA (Con’t)

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 FIFA
- 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
<table>
<thead>
<tr>
<th>ACTIVITY NAME</th>
<th>AAA</th>
<th>DOC #</th>
<th>ONE PAY REGION</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRANE, IN</td>
<td>000164</td>
<td>Contract #</td>
<td>C - CHARLESTON</td>
</tr>
<tr>
<td>CARDEROCK, MD</td>
<td>000167</td>
<td>Contract #</td>
<td>C - CHARLESTON</td>
</tr>
<tr>
<td>NRL WASHINGTON, D.C.</td>
<td>000173</td>
<td>Contract #</td>
<td>C - CHARLESTON</td>
</tr>
<tr>
<td>INDIAN HEAD, MD</td>
<td>000174</td>
<td>Contract #</td>
<td>C - CHARLESTON</td>
</tr>
<tr>
<td>DAHLGREN, VA</td>
<td>000178</td>
<td>Contract #</td>
<td>C - CHARLESTON</td>
</tr>
<tr>
<td>PWC NORFOLK</td>
<td>000187</td>
<td>Contract #</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>KEYPORT, WA</td>
<td>000253</td>
<td>Contract #</td>
<td>C - CHARLESTON</td>
</tr>
<tr>
<td>MC BASE, HAWAII</td>
<td>000318</td>
<td>Requisition #</td>
<td>H - PACIFIC</td>
</tr>
<tr>
<td>FEC/EUROPE</td>
<td>033191</td>
<td>Contract #</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>PWC WASHINGTON</td>
<td>040080</td>
<td>Contract #</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>PWC GREAT LAKES</td>
<td>040083</td>
<td>Contract #</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>PWC JAPAN</td>
<td>040084</td>
<td>Contract #</td>
<td>Y - JAPAN</td>
</tr>
<tr>
<td>PWC NORFOLK</td>
<td>040085</td>
<td>Contract #</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>PWC GUAM</td>
<td>040192</td>
<td>Contract #</td>
<td>Y - JAPAN</td>
</tr>
<tr>
<td>NAVEO TD</td>
<td>042794</td>
<td>Contract #</td>
<td>F - CLEVELAND</td>
</tr>
<tr>
<td>FEC/NORTHWEST</td>
<td>044255</td>
<td>Contract #</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>DFAS-CL PACIFIC</td>
<td>045924</td>
<td>Requisition #</td>
<td>H - PACIFIC</td>
</tr>
<tr>
<td>DFAS-CL NORFOLK VA (FLEET)</td>
<td>060951</td>
<td>Requisition #</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>DFAS-CL SAN DIEGO CA (FLEET)</td>
<td>060957</td>
<td>Requisition #</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>PANAMA CITY</td>
<td>061331</td>
<td>Contract #</td>
<td>F - CHARLESTON</td>
</tr>
<tr>
<td>PWC GUAM</td>
<td>062395</td>
<td>Contract #</td>
<td>Y - JAPAN</td>
</tr>
<tr>
<td>PWC SAN DIEGO</td>
<td>062473</td>
<td>Contract #</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>PWC PEARL HARBOR</td>
<td>062478</td>
<td>Contract #</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>DFAS-CL YOKOTA JAPAN</td>
<td>062649</td>
<td>Requisition #</td>
<td>Y - JAPAN</td>
</tr>
<tr>
<td>PWC PEARL HARBOR</td>
<td>062755</td>
<td>Contract #</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>NAVAL STATION ROTATE SP</td>
<td>062863</td>
<td>Requisition #</td>
<td>X - PENSACOLA</td>
</tr>
<tr>
<td>KEFLAVIK</td>
<td>063032</td>
<td>Requisition #</td>
<td>X - PENSACOLA</td>
</tr>
<tr>
<td>PWC SAN DIEGO</td>
<td>063395</td>
<td>Contract #</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>PORT HUENEME</td>
<td>065113</td>
<td>Contract #</td>
<td>F - CHARLESTON</td>
</tr>
<tr>
<td>CORONA</td>
<td>065113</td>
<td>Contract #</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>PWC GREAT LAKES</td>
<td>065113</td>
<td>Contract #</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>PWC PENSACOLA</td>
<td>065113</td>
<td>Contract #</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>PWC JAPAN</td>
<td>065113</td>
<td>Contract #</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>NADEP JACKSONVILLE</td>
<td>065113</td>
<td>Contract #</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>NADEP PORT HUENEME</td>
<td>065113</td>
<td>Contract #</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>PORT HUENEME</td>
<td>065113</td>
<td>Contract #</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>NADEP GIBRALTAR</td>
<td>065113</td>
<td>Contract #</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>NADEP JACKSONVILLE</td>
<td>065113</td>
<td>Contract #</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>NADEP NEW YORK</td>
<td>065113</td>
<td>Contract #</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>DFAS/KC MARINES</td>
<td>065113</td>
<td>Contract #</td>
<td>H - PACIFIC</td>
</tr>
<tr>
<td>NADEP STATION HAWAI I</td>
<td>065113</td>
<td>Contract #</td>
<td>C - CHARLESTON</td>
</tr>
<tr>
<td>NADEP STATION SAN DIEGO</td>
<td>065113</td>
<td>Contract #</td>
<td>X - STARS HCM</td>
</tr>
<tr>
<td>NADEP STATION MARANAS</td>
<td>065113</td>
<td>Contract #</td>
<td>H - PACIFIC</td>
</tr>
<tr>
<td>NADEP STATION JAPAN</td>
<td>065113</td>
<td>Contract #</td>
<td>Y - JAPAN</td>
</tr>
<tr>
<td>DFAS/KC MARINES HQ</td>
<td>065113</td>
<td>Requisition #</td>
<td>H - PACIFIC</td>
</tr>
<tr>
<td>DFAS/KC CHARLESTON 15</td>
<td>068342</td>
<td>Contract #</td>
<td>W - STARS HCM</td>
</tr>
<tr>
<td>DFAS/KC PENSACOLA</td>
<td>068566</td>
<td>Requisition #</td>
<td>X - PENSACOLA</td>
</tr>
<tr>
<td>DFAS/CL PENSACOLA (ASHORE)</td>
<td>068688</td>
<td>Requisition #</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>DFAS-CL PENSACOLA VA (ASHORE)</td>
<td>068732</td>
<td>Requisition #</td>
<td>F - CLEVELAND</td>
</tr>
<tr>
<td>DFAS-CL CHARLESTON SC (FL)</td>
<td>068892</td>
<td>Requisition #</td>
<td>C - CHARLESTON</td>
</tr>
<tr>
<td>NAVEO TD</td>
<td>068944</td>
<td>Requisition #</td>
<td>X - PENSACOLA</td>
</tr>
<tr>
<td>PWC WASHINGTON</td>
<td>068944</td>
<td>Requisition #</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>PWC JACKSONVILLE</td>
<td>068944</td>
<td>Requisition #</td>
<td>A - SAN DIEGO</td>
</tr>
<tr>
<td>PWC JACKSONVILLE</td>
<td>068944</td>
<td>Requisition #</td>
<td>A - SAN DIEGO</td>
</tr>
</tbody>
</table>
Certifying Documents – TFS LOA (Con’t)

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:
Certifying Documents – TFS LOA (Con’t)

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 = HELP  F2 = REFRESH
SHIFT+F1 = SCREEN HELP

04/035
Certifying Documents – TFS LOA (Con’t)

STARS CAC/PKI 80 Char [‘VZ’]

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

SELECT REQUISITION NUMBER REF ACRN SPIIN PIIN PIIN ACRN SPIIN
= R5302410040029 AA

END OF DATA
F1 = FPHELP F3 = SEARCH SCREEN F7 = BACKWARD F8 = FORWARD

01/006

Integrity - Service - Innovation 71
Certifying Documents – TFS LOA (Con’t)

<table>
<thead>
<tr>
<th>SELECT</th>
<th>REQUISITION NUMBER</th>
<th>REF</th>
<th>ACRN</th>
<th>SPIIN</th>
<th>PIIN</th>
<th>PIIN ACRN</th>
<th>SPIIN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>R53824100400029</td>
<td></td>
<td>AA</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>R53824100400029</td>
<td></td>
<td>AA</td>
<td>N0024411F0101</td>
<td>AA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FP: ONE PAY FADA INQUIRY
MULTIPLE SELECT SCREEN

05/13/2011
15:59:44

END OF DATA

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

07/011

Integrity - Service - Innovation
Certifying Documents – TFS LOA (Con’t)

<table>
<thead>
<tr>
<th>REQUISITION NUMBER: R538210040029</th>
<th>REF ACRN: AA</th>
<th>SPIIN:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PIIN NUMBER: N00244111F0101</td>
<td>PIIN ACRN: AA</td>
<td>SPIIN:</td>
</tr>
</tbody>
</table>

- MC: GA TA BY EY APPN SUBH OBJ HCN S AAA TT PAA COST CODE
- 70 17 00 11 11 1804 70CD 250 53824 S 060957 2D 40029 5382418USEK0Q

<table>
<thead>
<tr>
<th>GR200: OUTSTANDING OBLIGATION</th>
<th>19,593.50</th>
<th>19,593.50</th>
</tr>
</thead>
<tbody>
<tr>
<td>G2140: ACCOUNTS PAYABLE</td>
<td>.00</td>
<td>.00</td>
</tr>
<tr>
<td>G1060: DISBURSEMENTS</td>
<td>.00</td>
<td>.00</td>
</tr>
<tr>
<td>G1520: PROGRESS PAYMENTS</td>
<td>.00</td>
<td>.00</td>
</tr>
<tr>
<td>G1422: WORKS IN PROGRESS</td>
<td>.00</td>
<td>.00</td>
</tr>
<tr>
<td>PROGRESS PAYMENT RATE</td>
<td>0.000</td>
<td>0.000</td>
</tr>
<tr>
<td>PROGRESS LIQUIDATION RATE</td>
<td>0.000</td>
<td>0.000</td>
</tr>
</tbody>
</table>

**F1** - FHELP  **F2** - SEARCH SCREEN  **F4** - MULTIPLE SCREEN
**F5** - OBLIGATIONS  **F6** - EXPENDITURES  **F11** - HISTORY

**MA** - 01/006
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)

<table>
<thead>
<tr>
<th>LLA Level</th>
<th>Invoice Amount ($)</th>
<th>Certify For Lesser Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line Level</td>
<td>7,500.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item Number</th>
<th>CLIN Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>7,500.00</td>
</tr>
</tbody>
</table>

### Optional LLA Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Record Reference ID</td>
<td>N1234512P1234</td>
</tr>
<tr>
<td>Agency Accounting ID</td>
<td>055238</td>
</tr>
<tr>
<td>ACRN</td>
<td>AA</td>
</tr>
<tr>
<td>Amount ($)</td>
<td>0.00</td>
</tr>
<tr>
<td>Approved Amount ($)</td>
<td>7,500.00</td>
</tr>
<tr>
<td>Agency Qualifier Code</td>
<td></td>
</tr>
<tr>
<td>Job/Work Order Code</td>
<td>C010FN</td>
</tr>
<tr>
<td>Classification Code</td>
<td></td>
</tr>
<tr>
<td>Basic Symbol Number</td>
<td>09</td>
</tr>
<tr>
<td>Fund Code</td>
<td></td>
</tr>
<tr>
<td>IFS Number</td>
<td></td>
</tr>
<tr>
<td>Activity Address Code</td>
<td></td>
</tr>
<tr>
<td>FMS Case Number (1-3)</td>
<td></td>
</tr>
<tr>
<td>FMS Case Number (4-5)</td>
<td></td>
</tr>
<tr>
<td>FMS Case Number (6-8)</td>
<td></td>
</tr>
<tr>
<td>Field</td>
<td>Value</td>
</tr>
<tr>
<td>Defense Agency Allocation Recip</td>
<td></td>
</tr>
<tr>
<td>Cost Code</td>
<td>614149F8405Q</td>
</tr>
<tr>
<td>DepartmentIndicator</td>
<td>17</td>
</tr>
<tr>
<td>Cost Allocation Code</td>
<td></td>
</tr>
<tr>
<td>Work Center Recipient</td>
<td></td>
</tr>
<tr>
<td>DoD Budget Accounting Classification Code</td>
<td></td>
</tr>
<tr>
<td>Limit/Sub Head</td>
<td>52FA</td>
</tr>
<tr>
<td>Reimbursement Source Code</td>
<td></td>
</tr>
<tr>
<td>Object Class</td>
<td>252</td>
</tr>
<tr>
<td>Transaction Type</td>
<td>2D</td>
</tr>
<tr>
<td>Program/Planning Code</td>
<td></td>
</tr>
<tr>
<td>Program Element Code</td>
<td></td>
</tr>
<tr>
<td>Project Task/Budget Subline</td>
<td></td>
</tr>
</tbody>
</table>

Integrity - Service - Innovation
# Certifying Documents – Army TFO LOA

**ARMY LINE OF ACCOUNTING**

<p>| | | | | | | | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
<td>F</td>
<td>G</td>
<td>H</td>
<td>I</td>
<td>J</td>
<td>K</td>
<td>L</td>
<td>M</td>
</tr>
<tr>
<td>21</td>
<td>8</td>
<td>2020</td>
<td>0015</td>
<td>57</td>
<td>3106</td>
<td>325796.BD</td>
<td>26FB</td>
<td>QSUP</td>
<td>CA200</td>
<td>GRE12350109003</td>
<td>AB22</td>
<td>S34031</td>
</tr>
</tbody>
</table>

**A** – Department (DPT)

**B** – Period of Availability (FY)

**C** – Basic Symbol Number (BSN)

**D** – Limit (LIM)

**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)

**J** – Functional Cost Account (FCA)

**K** – Standard Document Number (SDN)

**L** – Accounting Processing Code (APC)

**M** – Fiscal Station Number (FSN)
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
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: FICT

OR

SITE CODE FOR TRANSACTION MENU:

19/057
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 $11173 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.
<table>
<thead>
<tr>
<th>FP:</th>
<th>ONE PAY CMET INQUIRY</th>
<th>05/14/2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPN</td>
<td>2020</td>
<td>SUBH</td>
</tr>
<tr>
<td>S</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GA</td>
<td>TA</td>
<td>SUBH</td>
</tr>
<tr>
<td>21</td>
<td>00</td>
<td>@@@@@</td>
</tr>
<tr>
<td>21</td>
<td>00</td>
<td>CNP0</td>
</tr>
<tr>
<td>21</td>
<td>00</td>
<td>0000</td>
</tr>
<tr>
<td>21</td>
<td>00</td>
<td>0012</td>
</tr>
<tr>
<td>21</td>
<td>00</td>
<td>0014</td>
</tr>
<tr>
<td>21</td>
<td>00</td>
<td>0015</td>
</tr>
<tr>
<td>21</td>
<td>00</td>
<td>0017</td>
</tr>
<tr>
<td>21</td>
<td>00</td>
<td>0019</td>
</tr>
<tr>
<td>21</td>
<td>00</td>
<td>0026</td>
</tr>
<tr>
<td>21</td>
<td>00</td>
<td>27A0</td>
</tr>
<tr>
<td>21</td>
<td>00</td>
<td>27A0</td>
</tr>
<tr>
<td>21</td>
<td>00</td>
<td>27A0</td>
</tr>
</tbody>
</table>

END OF DATA

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

01/006
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)

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Invoice Amount ($)</th>
<th>Certify For Lesser Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>7500.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Document Record Reference ID ^</th>
<th>Agency Accounting ID ^</th>
<th>ACRN ^</th>
<th>Amount ($) ^</th>
<th>Approved Amount ($) ^</th>
</tr>
</thead>
<tbody>
<tr>
<td>NIPRIADASJA007</td>
<td>011173</td>
<td>AB</td>
<td>0.00</td>
<td>7,500.00</td>
</tr>
</tbody>
</table>

Optional LLA Fields

- Agency Qualifier Code
- Defense Agency Allocation Recipient
- Cost Code
- Department Indicator
- Transfer from Department
- Sub Allotment Recipient
- Fiscal Year Indicator
- Work Center Recipient
- DoD Budget Accounting Classification Code
- Basic Symbol Number
- Major Reimbursement Source Code
- Limit/Sub Head
- Reimbursement Source Code
- Fund Code
- Customer Indicator/MPC
- Fund Org Admin Code
- Object Class
- IFS Number
- Allotment Serial Number
- Government Public Sector ID
- Transaction Type
- Activity Address Code
- Foreign Currency Code
- Program/Planning Code
- Program Element Code
- FMS Case Number (1-3)
- FMS Case Number (4-5)
- FMS Case Number (6-8)
- Project Task/Budget Subline
Certifying Documents – Air Force TFO LOA

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
<th>L</th>
<th>M</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>57</td>
<td>8</td>
<td>3400</td>
<td>.2000</td>
<td>30</td>
<td>8</td>
<td>48</td>
<td>10</td>
<td>404200</td>
<td>01</td>
<td>609</td>
<td>20</td>
<td>660700</td>
<td>1Z</td>
</tr>
</tbody>
</table>

A – Department (DPT)  
B – Period of Availability (FY)  
C – Appropriation Symbol (APP SYM)  
D – Limit (LIM)  
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)  
K – Element of Expense Investment Code (EEIC)  
L – Sales Code (Reimbursements only)  
M – Accounting and Disbursing Station Number (ADSN)  
N – Emergency and Special Program Code (ESP)
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 E67100  WO:A31191  ESP:MZ
AMOUNT: $251,072.92
CIN F1M3E30230AQ030000AA: $251,072.92
Certifying Documents – Air Force TFO LOA (Con’t)

ONE PAY CMET INQUIRY

05/16/2011
11:04:36

APPN 3400
SUBH
AAA

S

GA TA SUBH
BCN
AAA
FISCAL YEARS

57 00 08 06 07 08 09 10 11
57 00 MRAP 00 10 11
57 00 MRAP 67 05 06 10 11

END OF DATA

B1 = FPHELP B2 = REFRESH B7 = BACKWARD F5 = FORWARD SHIFT-F1 = SCREEN HELP

MA

01/005
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)

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Invoice Amount ($)</th>
<th>Certify For Lesser Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>LLA Level</td>
<td>7500.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>CLIN Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>7,500.00</td>
</tr>
</tbody>
</table>

#### Optional LLA Fields

<table>
<thead>
<tr>
<th>Agency Qualifier Code</th>
<th>Defense Agency Allocation Recipient</th>
<th>Cost Code</th>
<th>Department Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>DD</td>
<td></td>
<td></td>
<td>57</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Job/Work Order Code</th>
<th>Cost Allocation Code</th>
<th>Transfer from Department</th>
<th>Sub-Allotment Recipient</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Classification Code</th>
<th>Fiscal Year Indicator</th>
<th>Work Center Recipient</th>
<th>DoD Budget Accounting Classification Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Basic Symbol Number</th>
<th>Major Reimbursement Source Code</th>
<th>Limit/Sub Head</th>
<th>Reimbursement Source Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fund Code</th>
<th>Customer Indicator/MPC</th>
<th>Fund Org Admin Code</th>
<th>Object Class</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IFS Number</th>
<th>Allotment Serial Number</th>
<th>Government Public Sector ID</th>
<th>Transaction Typo</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity Address Code</th>
<th>Foreign Currency Code</th>
<th>Program/ Planning Code</th>
<th>Program Element Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FMS Case Number (1-3)</th>
<th>FMS Case Number (4-5)</th>
<th>FMS Case Number (6-8)</th>
<th>Project Task/Budget Subline</th>
</tr>
</thead>
</table>
Certifying Documents – DoD TFO LOA (O&M)

DEPARTMENT OF DEFENSE LINE OF ACCOUNTING

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
</tr>
</thead>
<tbody>
<tr>
<td>97</td>
<td>0</td>
<td>0100</td>
<td>5169</td>
<td>001</td>
<td>P62190</td>
<td>21.11</td>
<td>RD</td>
<td>RD0XQ000073TT</td>
<td>033181</td>
</tr>
</tbody>
</table>

A – Department (DPT)

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)

J – Fiscal Station Number (FSN)
### Certifying Documents – DoD TFO LOA (WCF)

#### DEPARTMENT OF DEFENSE LINE OF ACCOUNTING

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
</tr>
</thead>
<tbody>
<tr>
<td>97</td>
<td>X</td>
<td>4930</td>
<td>5L60</td>
<td>00110</td>
<td>735.01</td>
<td>26.40</td>
<td>GDG200</td>
<td>AA8CCC212345TP</td>
<td>034031</td>
<td>0JON12</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **A** – Department (DPT)
- **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** – Accounting Processing Code (APC)
- **I** – Standard Document Number (SDN)
- **J** – Fiscal Station Number (FSN)
- **K** – Job Order Number (JON)

#### 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
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 04944721000000
Increase: $606,938.58
Total: $606,938.58
Cost Code: DWAM10435
```
Certifying Documents – DoD TFO LOA (Con’t)

STARS CAC/PI 80 Char 'V2'


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  F6 = FORWARD  SHIFT-F1 = SCREEN HELP

MA 24/080
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)

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Invoice Amount ($)</th>
<th>Certify For Lesser Amount</th>
<th>CLIN Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>7,500.00</td>
<td></td>
<td>7,500.00</td>
</tr>
</tbody>
</table>

**Document Record Reference ID**: DWAM104350000401

**Agency Accounting ID**: 049447

**ACRN**: AH

**Approved Amount ($)**: 7,500.00

**Optional LLA Fields**

- **Agency Qualifier Code**: DD
- **Job/Work Order Code**: Cost Allocation Code
- **Classification Code**: Fiscal Year Indicator 11
- **Basic Symbol Number**: 0400
- **Fund Code**: Customer Indicator/MPC
- **IFS Number**: Allotment Serial Number
- **Activity Address Code**: Foreign Currency Code
- **FMS Case Number (1-3)**: FMS Case Number (4-5)
- **FMS Case Number (6-8)**: Project Task/Budget Subline

**Department Indicator**: 97

**DoD Budget Accounting Classification Code**

**Reimbursement Source Code**

**Object Class**

**Transaction Type**

**Program/Planning Code**

**Program Element Code**

**Government Public Sector ID**

**Fund Org Admin Code**

**Limit/Sub Head**: 1120
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.
Certifying Documents (Con’t)

- 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.
Certifying Documents - Dates

- 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
Certifying Documents - Dates

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
Certifying Documents (Con’t)

- 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
Certifying Documents (Con’t)

- 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

<table>
<thead>
<tr>
<th>Pay Office</th>
<th>One Pay Region</th>
</tr>
</thead>
<tbody>
<tr>
<td>N68732</td>
<td>F - Cleveland</td>
</tr>
<tr>
<td>N60951</td>
<td>F - Cleveland</td>
</tr>
<tr>
<td>HQ0248</td>
<td>Z - Rome</td>
</tr>
<tr>
<td>HQ0251</td>
<td>G - Columbus</td>
</tr>
</tbody>
</table>
Looking Up Documents After Certifying (Con’t)

Welcome to OnePay

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:

15/056
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)

** 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 CFT VENDOR STATUS
F = MANUAL FOREIGN CURRENCY INVOICES AWAITING ADS PAYMENT

PLEASE MAKE A NEW SELECTION
**1 = FPHELP **2 = REFRESH **3 = SCREEN HELP **4 = HELP

5 = INV DATE FROM **6 = CHK DATE FROM **7 = DUE DATE
**8 = VENDOR ID **9 = REQ **A = ACRN **B = CHECK NUM

INV DATE FROM 05/14/2011 TO 12:45:13

INVOICE NUMBER 4012188
DCN NUMBER

Please make a new selection.
Looking Up Documents After Certifying (Con’t)

<table>
<thead>
<tr>
<th>VENDOR ID</th>
<th>INV DATE</th>
<th>INV STATUS</th>
<th>CK DATE</th>
<th>COUNT</th>
<th>ALTERNATE FORMAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S</td>
<td>4012188</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>S</th>
<th>INVOICE NUMBER</th>
<th>PIIN</th>
<th>SPIIN</th>
<th>DTE PAID</th>
<th>CK/EFT NO</th>
<th>DATE DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>1CF9YIQ</td>
<td>110310</td>
<td></td>
<td>19232.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STATUS</th>
<th>DCN</th>
<th>INV DTE</th>
<th>GROSS OR AMT BILLED</th>
<th>AMOUNT PAID</th>
<th>VENDOR ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

05/14/2011 12:45:33
Looking Up Documents After Certifying (Con’t)

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 FWDED/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
VNDR NAME  TRIMBLE NAVIGATION LIMITED  VND ID/PAY/IRSCD  7061AX V F S
INFO/ATTN  ASSIGNEE ID/REMIT
ST/BOX  ACCTS PAY TME  110323  234354
CTY/ST/ZIP  RELEASE DTE/INLS  110323 SYS
SP RMKS 1)  MAN CK  SGNL CD
2)  
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
Looking Up Documents After Certifying (Con’t)

**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
Looking Up Documents After Certifying (Con’t)

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

<table>
<thead>
<tr>
<th>ACRN ACCOUNTING LINE (LOA)</th>
<th>CLIN/SLIN</th>
<th>REQN NO</th>
<th>AMOUNT</th>
<th>LOA</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA 97 XXXX 4930 NH6B 000 77777</td>
<td>A00253 2F</td>
<td>2120002ANRNT</td>
<td>2120002ANRNT</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0001</td>
<td>N0025311F0023</td>
<td>14,000.00 W</td>
<td></td>
</tr>
<tr>
<td>AA 97 XXXX 4930 NH6B 000 77777</td>
<td>A00253 2F</td>
<td>2120002ANRNT</td>
<td>2120002ANRNT</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0002</td>
<td>N0025311F0023</td>
<td>3,482.50 W</td>
<td></td>
</tr>
<tr>
<td>AA 97 XXXX 4930 NH6B 000 77777</td>
<td>A00253 2F</td>
<td>2120002ANRNT</td>
<td>2120002ANRNT</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0003</td>
<td>N0025311F0023</td>
<td>875.00 W</td>
<td></td>
</tr>
<tr>
<td>AA 97 XXXX 4930 NH6B 000 77777</td>
<td>A00253 2F</td>
<td>2120002ANRNT</td>
<td>2120002ANRNT</td>
<td></td>
</tr>
<tr>
<td></td>
<td>0004</td>
<td>N0025311F0023</td>
<td>875.00 W</td>
<td></td>
</tr>
</tbody>
</table>
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.
Checkpoint
Correcting Documents

- 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
Correcting Documents (Con’t)

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

- **Payment Official**
  - **Name:** Payer Lighthouse
  - **Date of Action:** 2011/05/16 0928 MST
  - **Phone #:** 123-123-1231
  - **DSN:**

**Email:** wawf_undel@ocedi.disa.mil

**Org Email:** wawf@test@honeywell.com

**Attachments:**

**Comments:**

- Document Record Reference ID is incorrect. Please change and resubmit.
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
Checkpoint
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.
Upon opening the document select Accounting data from template

<table>
<thead>
<tr>
<th>Contract Number Type</th>
<th>Contract Number</th>
<th>Delivery Order</th>
<th>Reference Procurement Identifier</th>
<th>Issue Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>DoD Contract (FAR)</td>
<td>N0010412P1984</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Invoice Number</td>
<td></td>
<td>Invoice Date</td>
<td>Final Invoice?</td>
<td>Invoice Received Date</td>
</tr>
<tr>
<td>DFVFP521N04</td>
<td></td>
<td>2012/04/16</td>
<td>N</td>
<td>2012/04/25</td>
</tr>
</tbody>
</table>

**Summary of Detail Level Information**

<table>
<thead>
<tr>
<th>Description</th>
<th>Total ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 CUN/SLN(s)</td>
<td>50.00</td>
</tr>
<tr>
<td>0 Miscellaneous Amount(s)</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Document Total ($)**: 50.00

**Routing Information**

<table>
<thead>
<tr>
<th>Role</th>
<th>Location Code</th>
<th>Extension</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payee</td>
<td>YGFR8</td>
<td></td>
<td>BCAT DEPOT INC</td>
</tr>
<tr>
<td>Pay Official</td>
<td>N63732</td>
<td></td>
<td>DEFENSE FINANCE AND ACCOUNTING SERV</td>
</tr>
<tr>
<td>Admin</td>
<td>N00244</td>
<td></td>
<td>NAVSUP FLT LOG CTR SAN DIEGO</td>
</tr>
<tr>
<td>Ship To</td>
<td>N63711</td>
<td></td>
<td>NAVFAC ENGINEERING FIELD DIVISION</td>
</tr>
<tr>
<td>LPO</td>
<td>N6312U</td>
<td></td>
<td>SUPSHIP NEW ORLEANS</td>
</tr>
</tbody>
</table>

**ACTION BY**: N63124

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

- Document Certified
- Document Rejected
- Date Received
- Acceptance Date
- Signature Date

Signature Of Authorized Government Representative

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
Accounting Data From Template (Con’t)

- The Accounting Data will populate on the LLA tab

- LPO should still check for accuracy
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
Mandatory CAC Login

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
Separation of Duties

- 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
Checkpoint
Navy WAWF Help Desk

- 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
Navy WAWF Help Desk

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
Other POCs

- **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
Other POCs

- **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
Other POCs

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
Other POCs

- **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
Helpful Links

- **WAWF Production**
  - [https://wawf.eb.mil/](https://wawf.eb.mil/)

- **WAWF “Sand Box” Training Site**
  - [https://wawftraining.eb.mil/](https://wawftraining.eb.mil/)

- **WAWF Web-Based Training Site**
  - [https://wawftraining.eb.mil/xhtml/unauth/web/wbt/WbtMainMenu.xhtml](https://wawftraining.eb.mil/xhtml/unauth/web/wbt/WbtMainMenu.xhtml)

- **WAWF Software User’s Manual (SUM)**

- **DAASINQ (DoDAAC Query)**
  - [https://www.daas.dla.mil/daasing/](https://www.daas.dla.mil/daasing/)

- **DoDAAD Committee (add, modify, delete DoDAACs)**
Helpful Links

- **Electronic Document Access (EDA)**
  - [http://eda.ogden.disa.mil/](http://eda.ogden.disa.mil/)

- **Navy College Program Tuition Assistance Site**
  - [https://www.navycollege.navy.mil/nta.cfm](https://www.navycollege.navy.mil/nta.cfm)

- **DoD Misc Pay Guide**

- **MyInvoice**
  - [https://myinvoice.csd.disa.mil/](https://myinvoice.csd.disa.mil/)

- **UID Information**
  - [https://acquisition.navy.mil/rda/home/acquisition_one_source/item_unique_identification_iuid](https://acquisition.navy.mil/rda/home/acquisition_one_source/item_unique_identification_iuid)
  - [http://iuidtoolkit.com/](http://iuidtoolkit.com/)
Helpful Links

- **RFID Information**

- **Central Contractor Registration**
  - [https://www.bpn.gov/CCRSearch/Search.aspx](https://www.bpn.gov/CCRSearch/Search.aspx)
WAWF Web-Based Training

- Training on WAWF site -
  

  ✓ 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 WAWF Training Materials

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

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