

## Government

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This is an overview of the LPO Help links provided on the LLA tab.

Help links will be visible on the LLA tab for the following document types when the Pay System is One Pay:

Invoice

Invoice 2n1

Commercial Item Financing

Performance Based Payment

Cost Voucher

Navy Shipbuilding Invoice

Navy Construction/Facilities Management Invoice

Telecom Invoice (Contractual)

Misc. Pay

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## Government

### Local Processing Office

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### Local Processing Office Reviewer

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To access the LPO's Certification Folder, cursor over the "Government" dropdown menu or click the Government link. Then select the Certification Folder link from the Local Processing Office or Local Processing Office Reviewer menu.

[Help](#)

## Search Criteria - LPO Certification Folder

### **FOUO - Privacy Sensitive:**

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

DoDAAC \*

Select Location Code ▼



The "Search Criteria - LPO Certification Folder" page is displayed.

Select the "DoDAAC" from the dropdown list.

Contract Number

Vendor (Payee) / Vendor (Payee) Extension

Ship From / Ship From Extension

Shipment No.

Invoice Number

SSN / Confirm SSN

Tax Id (EIN)

Type Document

All Documents ▼

Status

All Documents ▼

Create / Update Date (YYYY/MM/DD)

2012/10/16

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

2012/11/15

## Search Criteria - LPO Certification Folder

### **FOUO - Privacy Sensitive:**

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DoDAAC \*

FU4417 

Contract Number

Delivery Order

Vendor (Payee) / Vendor (Payee) Extension

Ship From / Ship From Extension

Shipment No.

Invoice Number

After entering in the information in the search fields, click the "Submit" button for the results. The more information you enter in the search fields, the more you can narrow your results to the specific documents you are looking to review.

Tax Id (EIN)

Status

All Documents 

Create / Update Date (YYYY/MM/DD)

2012/10/16 

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

2012/11/15 

Submit (access key S)

Logon Date : 2012/11/15 14:14:02 EST Last Accessed Date : 2012/11/15 14:48:36 EST

[User](#) [Administration Console](#) [Government](#) [Property Transfer](#) [Documentation](#) [Lookup](#) [Logout](#)

## LPO Certification Folder for 'FU4417' (100 items, sorted by Invoice Received Date Descending)

Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	Purge	Hold	Invoice Number	Submitted	Received▲
	<a href="#">000250VCAUG09</a>	2012-08-09	2012-08-09	2012-11-01	Accepted		<a href="#">H</a>	<a href="#">000250VCAUG09</a>	2012-08-09	2012-08-09
R139	<a href="#">MPC0848</a>	2012-08-14	2012-08-14 E	2012-10-22	Accepted		<a href="#">H</a>	<a href="#">52</a>	2012-08-14	D2012-08-14
R139	<a href="#">MPC0858</a>	2012-08-14	2012-08-14 E	2012-10-22	Accepted		<a href="#">H</a>	<a href="#">02</a>	2012-08-14	D2012-08-14
PQRSNQUUNBALANCED								<a href="#">INV1624</a>	2012-10-18	F2012-10-18
MADU								<a href="#">INV1031</a>	2012-10-19	D2012-10-19
0004								<a href="#">INV0855</a>	2012-10-19	2012-10-19
0480QRELATERRTOCI								<a href="#">INV0855</a>	2012-10-19	F2012-10-19
PQRSNQUUNBALANCED								<a href="#">INV0855</a>	2012-10-19	F2012-10-19
N68688W000001	<a href="#">INV0855</a>	2012-10-19		2012-11-01	Accepted		<a href="#">H</a>	<a href="#">INV0855</a>	2012-10-19	2012-10-19
	<a href="#">VCIAPSE503000OCT22</a>	2012-10-22		2012-11-01	Accepted		<a href="#">H</a>	<a href="#">VCIAPSE503000OCT22</a>	2012-10-22	2012-10-22
	<a href="#">VCSTANFIN012161OCT22</a>	2012-10-22		2012-11-09	Accepted		<a href="#">H</a>	<a href="#">VCSTANFIN012161OCT22</a>	2012-10-22	2012-10-22
	<a href="#">VCSTANFIN012161OCT22</a>	2012-10-22		2012-11-09	Accepted		<a href="#">H</a>	<a href="#">VCSTANFIN012161OCT22</a>	2012-10-22	2012-10-22
0004								<a href="#">INV1456</a>	2012-10-23	2012-10-23
0480QRELATERRTOCI								<a href="#">INV1456</a>	2012-10-23	F2012-10-23
PQRSNQUUNBALANCED								<a href="#">INV1456</a>	2012-10-23	F2012-10-23
N68688W000001	<a href="#">INV1456</a>	2012-10-23		2012-11-01	Accepted		<a href="#">H</a>	<a href="#">INV1456</a>	2012-10-23	2012-10-23

After entering in the search criteria information, the "LPO Certification Folder" for the DoDAAC selected on the search criteria page is displayed.

The Invoice Number link is clicked for a One Pay Invoice document.

Select this document

[First](#) [Prev](#) [01](#) [02](#) [03](#) [04](#) [05](#) [Next](#) [Last](#)

[\[-\] Shipment](#) [\[-\] Invoice](#)

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## Local Processing Office - Invoice

Header Line Item ACRNs LLA Addresses Misc. Info Preview Document

Populate Accounting Data from Template

Contract Number Type	Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	Supplies or Services
DoD Contract (FAR)	N6868812E1023	0004		2008/02/08	SPL

Invoice Number	Invoice Date	Final Invoice?	Invoice Received Date
INV1456	2008/02/08	N	2012/10/23

Summary of Detail Level Information	Total (\$)
3 CLIN/SLIN(s)	2,088.48
0 Miscellaneous Amount(s)	0.00
<b>Document Total (\$):</b>	<b>2,088.48</b>

The Header page is displayed and the LPO selects the LLA tab.

Shipment Number	Shipment Date	Final Shipment
SHP1456	2008/02/08	N

Bill of Lading Number	Bill of Lading Type
BL1234675	Government

Routing Information			
Role	Location Code	Extension	Name
Pay Official	N68688		DEFENSE FINANCE AND ACCOUNTING SERV
Ship To	1QU78		CACI INC FEDERAL
Issue By	FU4417		FU4417 1 SOCS SOCS ATTN BECO

Submit Save Draft Document Previous Help

## Local Processing Office - Invoice

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

\* = Required Fields

Contract Number	Delivery Order	Reference Procurement Identifier	Invoice Number	Invoice Date	Shipment Number
N6868812E1023	0004		INV1456	2008/02/08	SHP1456

An LLOA is required per CLIN/SLIN. The document cannot be processed if there is a LLOA REQUIRED per CLIN/SLIN on this page - the ACRN and SDN on the document will not be forwarded if there are fees, or taxes are present on an invoice or combo document.

[\[+\] Help Links](#)

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

The LLA page is displayed and the LPO clicks the Help Links link for a list of available options.

LLA Level	Invoice Amount (\$)	Certify For Lesser Amount
<input type="text" value="ACRN Level"/>	2088.48	<input type="checkbox"/>

Item Number	CLIN Amount (\$)	Actions
0001	451.98	<a href="#">Add ACRN</a>
<b>Document Record Reference ID *</b>	<b>Agency Accounting ID *</b>	
<input type="text"/>	<input type="text"/>	
<b>ACRN</b>		<b>Actions</b>
AB		<a href="#">Delete ACRN</a>
<b>ACRN *</b>	<b>Amount (\$) *</b>	<b>Approved Amount (\$) *</b>
<input type="text" value="AB"/>	225.99	<input type="text" value="225.99"/>
<b>Reference Shipment Number *</b>	<b>Reference Shipment Amount (\$) *</b>	<b>Actions</b>

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

## Local Processing Office - Invoice

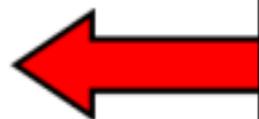
[Header](#) [Line Item](#) [ACRNs](#) [LLA](#) [Addresses](#) [Misc. Info](#) [Preview Document](#)

\* = Required Fields

Contract Number	Delivery Order	Reference Procurement Identifier	Invoice Number	Invoice Date	Shipment Number
N6868812E1023	0004		INV1456	2008/02/08	SHP1456

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

- [\[-\] Help Links](#)  
[TFO LOA Crosswalks](#)  
[LPO Training](#)  
[LPO Checklist](#)  
[One Pay TFS AAI Listing](#)



The four available Help Links are displayed:  
TFO LOA Crosswalks  
LPO Training  
LPO Checklist  
One Pay TFS AAI Listing

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

LLA Level	Certify For Lesser Amount
ACRN Level <input type="button" value="v"/>	<input type="checkbox"/>

Item Number	CLIN Amount (\$)	Actions
0001	451.98	<a href="#">Add ACRN</a>
Document Record Reference ID *	Agency Accounting ID *	
<input type="text"/>	<input type="text"/>	
ACRN	Actions	
AB	<a href="#">Delete ACRN</a>	

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## Local Processing Office - Invoice

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\* = Required Fields

Contract Number	Delivery Order	Reference Procurement Identifier	Invoice Number	Invoice Date	Shipment Number
N6868812E1023	0004		INV1456	2008/02/08	SHP1456

An LLOA is required per CLIN/SLIN. The ACRN and SDN on the document will not be forwarded to ONE-PAY. The document cannot be certified if mandatory per CLIN/SLIN on this page - the ACRN and SDN on the document will not be forwarded if charges, fees, or taxes are present on an invoice or combo document.

[-] Help Links

[TFO LOA Crosswalks](#)[LPO Training](#)[LPO Checklist](#)[One Pay TFS AAI Listing](#)

[+] Populate All

LLA Level	Invoice Amount (\$)	Certify For Lesser Amount
ACRN Level <input type="button" value="v"/>	2088.48	<input type="checkbox"/>

Item Number	CLIN Amount (\$)	Actions
0001	451.98	<a href="#">Add ACRN</a>
Document Record Reference ID *	Agency Accounting ID *	
<input type="text"/>	<input type="text"/>	
ACRN	Actions	
AB	<a href="#">Delete ACRN</a>	

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\* = Required Fields

Contract Number	Delivery Order	Reference Procurement Identifier	Invoice Number	Invoice Date	Shipment Number
N6868812E1023	0004		INV1456	2008/02/08	SHP1456

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

[\[-\] Help Links](#)

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- [LPO Training](#)
- [LPO Checklist](#)
- [One Pay TFS AAI Listing](#)

Links will be parameter driven as requested by the PMO.

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

LLA Level	Invoice Amount (\$)	Certify For Lesser Amount
ACRN Level <input type="button" value="v"/>	2088.48	<input type="checkbox"/>

Item Number	CLIN Amount (\$)	Actions
0001	451.98	<a href="#">Add ACRN</a>
Document Record Reference ID *	Agency Accounting ID *	
<input type="text"/>	<input type="text"/>	
ACRN	Actions	
AB	<a href="#">Delete ACRN</a>	

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This concludes the overview of the LPO Help links provided on the LLA tab.

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