



**Invoicing, Receipt, Acceptance and Property Transfer**

## **Invoice and Receiving Report (Combo)**

To learn how to electronically submit and take action on iRAPT documents through simulations and step-by-step procedures, visit the [WAWF e-Business Suite Web Based Training Main Menu](#) and select iRAPT.

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# 1 Description

COMBO documents represent an Invoice and a Receiving Report created from a single Data Capture session. Consult the Invoice or Receiving Report sections to determine associated data elements associated with COMBO creation.

If an iRAPT user attempts to create a COMBO with an Inspector or Acceptor DoDAAC which has no active users registered against it, the following rules apply. For Batch processing, the Invoice will be created and the Receiving Report will be rejected. For Web processing, the user will receive a pop-up message stating no active users are registered against the entered DoDAAC and advising them to submit a stand-alone Invoice. In iRAPT, the user is advised to submit a stand-alone Invoice only when the DoDAAC field is a required field.

iRAPT includes the functionality for submission and processing of an Invoice and Receiving Report (Combo).

## 1.1 Affected Entitlement Systems

The following table defines what DFAS Entitlement Systems are capable of accepting an Invoice and Receiving Report (Combo) transaction.

**Affected Entitlement Systems**

<b>Entitlement System</b>	<b>iRAPT Support</b>	<b>EDI Capable</b>
MOCAS	YES	YES
EBS	YES	YES
One Pay	YES	YES
IAPS-E	YES	YES
CAPS-C	YES	NO
CAPS-W	YES	YES
Navy ERP	YES	YES
Standard Pay	YES	YES

## 1.2 Table Convention

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

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

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

## 1.3 Standard Workflow and Status

**S/S**

	<b>Role</b>	<b>Action</b>	<b>Recipient Location</b>	<b>Status</b>
<b>Standard Process</b>	Initiator	Created	Inspector	Submitted
	Inspect By	Inspection/Acceptance	LPO Reviewer/LPO (if entered)	Accepted
	LPO Reviewer	Pre-Certification	LPO	Pre-Certified
	LPO	Certification	Pay Office	Certified if non EDI Processed if EDI
<b>Pack Later and Transportation Later</b>	Initiator	Created	Inspector	Submitted
	Inspect By	Inspection/Acceptance	Initiator	Accepted
	Initiator	Adds Pack Data	LPO	Accepted

			Reviewer/LPO (if entered)	
	LPO Reviewer	Pre-Certification	LPO	Pre-Certified
	LPO	Certification	Pay Office	Certified if non EDI Processed if EDI

### S/D (includes S/O)

	Role	Action	Recipient Location	Status
<b>Standard Process</b>	Initiator	Created	Inspector	Submitted
	Inspect By	Inspection	Acceptor	Inspected
	Acceptor	Acceptance	LPO Reviewer/LPO (if entered)	Accepted
	LPO Reviewer	Pre-Certification	LPO	Pre-Certified
	LPO	Certification	Pay Office	Certified if non EDI Processed if EDI
<b>Pack Later and Transportation Later</b>	Initiator	Created	Inspector	Submitted
	Inspect By	Acceptance	Initiator	Inspected
	Initiator	Enters Pack Data	Acceptor	Inspected
	Acceptor	Acceptance	LPO Reviewer/LPO (if entered)	Accepted
	LPO Reviewer	Pre-Certification	LPO	Pre-Certified
	LPO	Certification	Pay Office	Certified if non EDI Processed if EDI

### D/D (includes D/O and O/O)

	<b>Role</b>	<b>Action</b>	<b>Recipient</b>	<b>Status</b>
<b>Standard Process</b>	Initiator	Created	Inspector/Acceptor	Submitted
	Inspect By (if entered)	Inspection	Acceptor	Inspected
	Acceptor	Acceptance	LPO Reviewer/LPO (if entered)	Accepted
	LPO Reviewer	Pre-Certification	LPO	Pre-Certified
	LPO	Certification	Pay Office	Certified if non EDI Processed if EDI
<b>Pack Later and Transportation Later</b>	Initiator	Created	Initiator	Submitted (held)
	Initiator	Enters Pack Data	Inspector/Acceptor	Submitted
	Inspect By (if entered)	Inspection	Acceptor	Inspected
	Acceptor	Acceptance	LPO Reviewer/LPO (if entered)	Accepted
	LPO Reviewer	Pre-Certification	LPO	Pre-Certified
	LPO	Certification	Pay Office	Certified if non EDI Processed if EDI

## 2 Document Creation

### 2.1 Contract, Originator, & Entitlement System Identification

For Web-based input, a Vendor electing to submit an Invoice (Standalone) selects “Create Document” link in the Vendor Folder.

***Contract Number Edits***

<b>Label</b>	<b>Entry Requirement</b>	<b>Size</b>
Contract Number	Mandatory	
<b>DOD FAR FY17 and later</b>		
No special characters, Cannot have 'I' or 'O' in any position. <ul style="list-style-type: none"> <li>○ POS 1-6: Must be a valid DoDAAC</li> <li>○ POS 7-8 (Fiscal Year): must be numeric and must be <math>\geq 16</math> and <math>&lt; 66</math></li> <li>○ POS 9: Must be alpha. Cannot be: B, E, I, J, O, Q, R, U, W, X, Y, or Z.</li> <li>○ POS 10+: POS 10-13 cannot be '0000'</li> </ul>		13
<b>DOD FAR FY16 and prior</b>		
No special characters, Cannot have 'I' or 'O' in any position. <ul style="list-style-type: none"> <li>○ POS 1-6: Must be a valid DoDAAC</li> <li>○ POS 7-8 (Fiscal Year): must be numeric and must be <math>\leq 16</math> or <math>&gt;65</math></li> <li>○ POS 9: Must be alpha. Cannot be: B, E, I, J, N, O, Q, R, T, U or Y</li> <li>○ POS 10+: POS 10-13 cannot be '0000'</li> </ul>		13
<b>Uniform PIID FY16 and later</b>		
No special characters, Cannot have 'I' or 'O' in any position. <ul style="list-style-type: none"> <li>○ POS 1-6: Must be a valid FEDAAC</li> <li>○ POS 7-8 (Fiscal Year) : Must be numeric and must be <math>\geq 16</math></li> <li>○ POS 9: Must be alpha. Cannot be: B, E, I, J, O, Q, R, U, W, X, Y, or Z</li> <li>○ POS 10+: Position 10 and after cannot be all zeros.</li> </ul>		13-17
<b>Uniform PIID FY15 and prior</b>		
Not Allowed because Contract # Fiscal Year must be greater than or equal to 16.		
<b>All Other Contracts</b>		
No special characters		1-19

***Delivery Order Number Edits***

<b>Label</b>	<b>Entry Requirement</b>	<b>Size</b>
Delivery Order Number	Conditional	
<b>DOD FAR FY17 and later</b>		

<p>No special characters. Cannot have 'I' or 'O' in any position.          Prohibited when POS 9 of Contract Number is C, F, H, M, P or V          Required when POS 9 of Acquisition or Property Contract Number is 'A' or 'G'          Required when POS 9 of Acquisition Contract Number is 'D'</p> <ul style="list-style-type: none"> <li>○ POS 1-6: Must be a valid DoDAAC</li> <li>○ POS 7-8: Must be numeric, Must be <math>\geq 16</math> and <math>&lt; 66</math></li> <li>○ POS 9 must be 'F'.</li> <li>○ POS 10+: POS 10-13 cannot be '0000'</li> </ul>	13
<b>DOD FAR FY16 and prior</b>	
<p>No special characters, Cannot have 'I' or 'O' in any position.          Prohibited when POS 9 of Contract Number is C, F, M, P, V or W          Required when POS 9 of Acquisition or Property Contract Number is 'A' or 'G'          Required when POS 9 of Acquisition Contract Number is 'D'</p> <p>4 Character DO Numbers Edits:</p> <ul style="list-style-type: none"> <li>○ 'A' and 'P' prohibited in first position</li> <li>○ '0000' is not an acceptable value</li> </ul> <p>13 Character DO Numbers Edits:</p> <ul style="list-style-type: none"> <li>○ POS 1-6: Must be a valid DoDAAC</li> <li>○ POS 7-8: Must be numeric</li> <li>○ POS 9 must be 'F'.</li> <li>○ POS 10+: POS 10-13 cannot be '0000'</li> </ul>	0,4 or 13
<b>Uniform PIID FY16 and later</b>	
<p>No special characters, Cannot have 'I' or 'O' in any position.          Prohibited when POS 9 of Contract Number is C, F, H, P or V          Required when POS 9 of Acquisition or Property Contract Number is 'A' or 'G'          Required when POS 9 of Acquisition Contract Number is 'D'</p> <ul style="list-style-type: none"> <li>○ POS 1-6: Must be a valid FEDAAC</li> <li>○ POS 7-8 (Fiscal Year) : Must be numeric and must be <math>\geq 16</math></li> <li>○ POS 9: Must be 'F'</li> <li>○ POS 10+: Position 10 and after cannot be all zeros.</li> </ul>	13-17
<b>Uniform PIID FY15 and prior</b>	

Not Allowed because Contract # Fiscal Year must be greater than or equal to 16.	
<b>All Other Contracts</b>	
No special characters	1-19

### Cage Code & Pay Office

Label	Entry Requirement	Size
CAGE Code / DUNS / DUNS+4 / Ext.	Mandatory	5/5 9/9 13/13
	Drop-down selection based upon User Profile/Logon	
Pay DoDAAC	Mandatory	6/6
Reference Procurement Identifier	Optional	1/19
	<p>The system will attempt to pre-populate the Reference Procurement Instrument Number (Reference Procurement Identifier) with the Ordering Instrument Number from EDA for Web, FTP/EDI documents and IUID registry when the following conditions are met:</p> <ul style="list-style-type: none"> <li>• The Contract Number Type is DoD Contract (FAR) or Uniform PIID (4.16).</li> <li>• The entered Contract Number Fiscal Year (Contract Number Positions 7-8) is equal to or later than: <ul style="list-style-type: none"> <li>- The value for 'Fiscal Year For DoD Contract FAR' System Parameter for DoD Contract (FAR) documents.</li> <li>- The value for 'Fiscal Year For Uniform PIID' System Parameter for Uniform PIID (4.16) documents.</li> </ul> </li> <li>• The entered Contract Number has an "F" in the 9th position.</li> </ul>	

Following entry of the Contract Number, Delivery Order, originator's CAGE code and selecting "Y" or "N" from the From Template dropdown, the application will initiate a query of the Electronic Document Access (EDA) application. Based upon the results of that query, the Pay Office may be pre-populated.

In addition, it is mandatory to pre-populate EDA CLIN data, if available. If the user selects "Y" from the From Template dropdown, no CLINs from EDA will be pre-populated. The From

Template option will default to "N" if not selected. If there are CLINs against the contract in EDA, the list of CLINs in EDA will be displayed.

## 2.2 Document Selection

Based upon the Pay Office entered the application will present the document types (Web-create only) that may be created for the associated Entitlement System. There may be one or more additional data elements to be flagged to further identify required document elements.

### Document Selection (Initiator)

Label	Entry Requirement	Size
Invoice and Receiving Report (Combo)	Mandatory	1/1
	<ul style="list-style-type: none"> <li>Allows the initiator to submit an Invoice Receiving Report Combo</li> </ul>	
Inspection	Mandatory	1/1
Acceptance	Mandatory	1/1
Currency Code	Mandatory	3/3
	<ul style="list-style-type: none"> <li>Will default to USD (United States Dollar) if another Currency Code is not specified. Currency Codes allowed are based on Pay DoDAAC.</li> </ul>	
Fast Pay Indicator	Optional	1/1
	<ul style="list-style-type: none"> <li>Fast Pay box will display once the Invoice and Receiving Report (Combo) is selected.</li> <li>Invoice portion of the Combo can be designated as "Fast Pay" when the Fast Pay clause (FAR 52.213-1) is cited on the contract</li> </ul>	
FMS Indicator	Optional	1/1
	<ul style="list-style-type: none"> <li>If FMS is selected the workflow options may only be Source/Source, Source/Other, Other/Other or Destination/Other</li> </ul>	

After the template document has been selected and the page submitted, the user is redirected to a window that displays the Routing Codes on the document. The routing codes are populated from the template and are editable and revalidated.

When the Data Capture window is displayed, all the document information from the template pre-populates the new document's fields except for the Shipment (Invoice/Voucher/Request) Number/Date fields. The Initiator can edit all pre-filled information.

### 2.3 Routing Codes

If the contract number is in the EDA database, iRAPT will automatically populate some of the Routing code fields. The user has the option to edit/update these codes. Any required fields (as denoted by an asterisk) that are not automatically populated will need to be completed. The routing elements entered are used to route the document through the workflow to the appropriate users.

#### Routing Codes (Initiator)

Label	Entry Requirement	Size
Issue Date	Optional	10/10
Issue By DoDAAC	Optional	6/6
Admin DoDAAC	Mandatory	6/6
Inspect By DoDAAC	Conditional	6/6
	<ul style="list-style-type: none"> <li>○ Mandatory if S/S, S/D or S/O document.</li> </ul>	
Inspect By Extension	Optional	1/6
	<ul style="list-style-type: none"> <li>○ Requires an Inspect By DoDAAC</li> </ul>	
Mark For Code	Conditional	6/6
	<ul style="list-style-type: none"> <li>○ Mark For Code is mandatory for FMS COMBO and must be a valid MAPAC.</li> <li>○ Further delineates shipping instructions</li> </ul>	
Mark For Extension	Optional	1/6
	<ul style="list-style-type: none"> <li>○ Requires a Mark For DoDAAC</li> </ul>	
Ship To DoDAAC	Mandatory	6/6
	<ul style="list-style-type: none"> <li>○ Refers to the service/agency responsible for accepting the goods and services.</li> </ul>	
Ship To Extension	Optional	1/6
	<ul style="list-style-type: none"> <li>○ Requires a Ship To DoDAAC</li> </ul>	

Ship From Code	Optional	5/6
	<ul style="list-style-type: none"> <li>○ Refers to the agency/organization if the shipment originates from the location different from the contractor location</li> <li>○ May be a CAGE or DoDAAC</li> </ul>	
LPO DoDAAC	Conditional	6/6
	<ul style="list-style-type: none"> <li>○ Mandatory for One Pay entitlement pay system</li> <li>○ Not permitted for MOCAS, Standard, EBS and NAVY ERP</li> </ul>	
LPO Extension	Optional	1/6
	<ul style="list-style-type: none"> <li>○ Requires a LPO DoDAAC</li> </ul>	
Accept By DoDAAC	Conditional	6/6
	<ul style="list-style-type: none"> <li>○ Mandatory is Acceptance Point is Other</li> </ul>	
Accept By Extension	Optional	1/6
	<ul style="list-style-type: none"> <li>○ Requires an Accept By DoDAAC</li> </ul>	

Upon selecting Continue, the application will validate that each of the entered codes are valid and that there is an active user for each step in the workflow. If the result is NO for either of these tests, the Vendor is notified and not allowed to proceed.

## 2.4 Data Capture

Once the basic data requirements are entered and workflow requirements established, the user is provided the opportunity to enter the data that creates the document. This is presented in a series of data capture tabs.

## 2.5 Header Tab

Invoice and Receiving Report (Combo) will be reflected on Header Page of the document. Fast Pay Invoice and Receiving Report (Combo) will be reflected on Header Page of the document if Fast Pay was selected.

### Header Tab (Initiator)

Label	Entry Requirement	Size
Supplies or Services	Mandatory	1/1
	<ul style="list-style-type: none"> <li>○ One must be selected; defaults to Services</li> </ul>	
CoC	Optional	1/1

	<ul style="list-style-type: none"> <li>○ May not be selected with ARP</li> <li>○ Not available for D/D documents</li> </ul>	
ARP	Optional	1/1
	<ul style="list-style-type: none"> <li>○ May not be selected with CoC</li> <li>○ Not available for D/D documents</li> </ul>	
Shipment Number	Mandatory	2/22
	<ul style="list-style-type: none"> <li>○ Must be 7 or 8 characters in format AAA(AN)NNN or AAA(AN)NNNZ. Eighth position is only used for Final Shipment and must be a Z for MOCAS entitlement pay system.</li> <li>○ Must be 7 or 8 characters in format AAA(AN)NNN or AAA(AN)NNNZ. Eighth position is only used for Final Shipment and must be a Z for DCMA Administered document.</li> <li>○ Must be 2 to 8 characters; eighth position is only used for Final Shipment and must be a Z for EBS entitlement pay system.</li> </ul>	
Shipment Date	Mandatory	10/10
Estimated	Optional	1/1
Estimated Delivery Date	Conditional	10/10
Final Shipment	Mandatory	1/1
	<p>“Y” or “N” required; defaults to blank.</p> <p>If a Shipment Number has been entered, the Final Shipment indicator will require a selection of ‘N’ or ‘Y’.</p>	
FMS	Conditional	6/8
	<ul style="list-style-type: none"> <li>○ Mandatory for FMS COMBO</li> <li>○ First 2 characters must be a valid FMS Country Code.</li> </ul>	
Invoice Number	Mandatory	1/22
	<ul style="list-style-type: none"> <li>○ 1/16 characters for EBS</li> <li>○ 1/8 characters for MOCAS</li> </ul>	
Invoice Date	Mandatory	10/10
Final Invoice	Mandatory	1/1

	<p>“Y” or “N” required; defaults to blank.</p> <p>If an Invoice Number has been entered, the Final Invoice indicator will require a selection of ‘N’ or ‘Y’.</p>	
Submit Transportation Data Later	Optional	1/1
	<ul style="list-style-type: none"> <li>○ See Transportation Later information found below table.</li> </ul>	
Transportation Account Code	Optional	4/4
	<ul style="list-style-type: none"> <li>○ Used to identify the appropriation or user responsible for paying the transportation costs.</li> </ul>	
TNC	Optional	17/17
	<ul style="list-style-type: none"> <li>○ TCN must be the 17 alphanumeric characters. The 16<sup>th</sup> position must be alpha character and it cannot be “I” or “O”.</li> </ul>	
Gross Weight	Optional	1/6
	<ul style="list-style-type: none"> <li>○ Must be less than 999,999. No decimals</li> </ul>	
Cube	Optional	1/8
	<ul style="list-style-type: none"> <li>○ If entered may not be zero.</li> </ul>	
FOB	Mandatory	1/1
	<ul style="list-style-type: none"> <li>○ Will be “S”, “D” or “O”; defaults to “S”.</li> </ul>	
Serial Shipping Container Code	Optional	18/18
	<ul style="list-style-type: none"> <li>○ Must be 18 numeric characters</li> </ul>	
Transportation Leg	Conditional	1/1
Standard Carrier Alpha Code	Optional	2/4
	<ul style="list-style-type: none"> <li>○ Must be between 2 and 4 alphanumeric characters</li> </ul>	
Bill of Lading Number	Optional	1/30
	<ul style="list-style-type: none"> <li>○ Must be between 1 and 30 alphanumeric characters</li> </ul>	
Bill of Lading Type	Conditional	1/1
	<ul style="list-style-type: none"> <li>○ Mandatory if Bill of Lading Number is entered</li> <li>○ The Bill of Lading Type radio button will display when Bill of Lading Number is entered.</li> </ul>	

	<ul style="list-style-type: none"> <li>○ Defaults to “Commercial”</li> </ul>	
Secondary Transportation Tracking Number	Optional	1/30
	<ul style="list-style-type: none"> <li>○ Must be between 1 and 30 alphanumeric characters</li> <li>○ Up to entries for Secondary Transportation Tracking Number is permitted.</li> </ul>	
Secondary Transportation Tracking Type	Conditional	2/2
	<ul style="list-style-type: none"> <li>○ Mandatory if Secondary Transportation Tracking Number is entered.</li> </ul>	
Transportation Method/Type	Conditional	1/1
	<ul style="list-style-type: none"> <li>○ Mandatory for MOCAS Fast Pay.</li> </ul>	

## 2.6 Transportation Later

Transportation Later applies to the Receiving Report portion of the COMBO and will follow the same workflow as Pack Later. During create, the Vendor can select the Submit Transportation Data Later Checkbox on the Header Tab and submit the document. If Source Acceptance, Inspector can inspect/accept the document at this time.

Vendor can access the document through the History folder’s 'Add' link and can either add the Transportation Data to the document and submit, OR, the vendor can submit without Transportation Data.

### Transportation Method/Type Codes

Please refer to the Transportation Method/Type Code Table maintained under the "Lookup" tab on the iRAPT web site to access the current list of codes.

## 2.7 Address Data Tab

Based on the routing Location Codes entered, iRAPT pre-populates the Address Information for each of the Location Codes in the document. From the Addresses tab, the Vendor is afforded the opportunity to review and/or change this Address Information. There must be at least a name of the organization/agency (Activity Name 1).

Any changes made apply only to the document being created.

The fields in the table below will be displayed for all Routing Codes entered.

### Address Data Tab (Initiator)

Label	Entry Requirement	Size
Payee Name 1	Mandatory	1/60
Payee Name 2	Optional	1/60
Payee Name 3	Optional	1/60
Activity Name 1	Mandatory	1/60
Activity Name 2	Optional	1/60
Activity Name 3	Optional	1/55
Address 1	Optional	1/55
Address 2	Optional	1/55
Address 3	Optional	1/55
Address 4	Optional	1/55
City	Optional	1/30
State	Optional	2/2
Zip Code	Optional	3/15
Country	Optional	3/3
Military Location Description	Optional	2/6

### 2.8 Discounts Tab

**NOTE:** Except for where noted below, iRAPT allows up to 5 instances of a Discount Percentage/Due Days combination, Discount Amount/Discount Date combination or Net Days Discount.

Only one instance of Net Days Discount is allowed.

### Discounts Tab (Initiator)

Label	Entry Requirement	Size
Discount Percentage (%)	Optional	0.2/2.2
	<ul style="list-style-type: none"> <li>○ MOCAS allows for 1 instance of a Discount Percentage/Due Days combination.</li> <li>○ EBS allows for 1 instance of a Discount Percentage/Due Days combination.</li> </ul>	

	<ul style="list-style-type: none"> <li>○ One Pay allows for either 1 Discount Amount/Discount Date combination and 1 Net Days discount or up to 2 Discount Percentage/Due Days combination and 1 Net Days Discount.</li> <li>○ CAPS-C &amp; CAPS-W allow for up to 3 Discount Percentage/Due Days combinations and 1 Net Days Discount.</li> <li>○ IAPS-E allows for 1 instance of Discount Percentage/Due Days combination, a Discount Amount/Discount Date combination, or Net Days Discount.</li> </ul>	
Due Days	Conditional	1/2
	<ul style="list-style-type: none"> <li>○ Mandatory if Discount Percentage is entered.</li> </ul>	
Discount Amount (\$)	Optional	0.2/10.2
	<ul style="list-style-type: none"> <li>○ MOCAS not allowed.</li> <li>○ EBS not allowed.</li> <li>○ One Pay allows for either 1 Discount Amount/Discount Date combination and 1 Net Days discount or up to 2 Discount Percentage/Due Days combination and 1 Net Days Discount.</li> <li>○ CAPS-C &amp; CAPS-W not allowed.</li> <li>○ IAPS-E allows for 1 instance of Discount Percentage/Due Days combination, a Discount Amount/Discount Date combination, or Net Days Discount.</li> </ul>	
Discount Date	Conditional	10/10
	<ul style="list-style-type: none"> <li>○ Mandatory if Discount Amount is entered.</li> <li>○ MOCAS not allowed.</li> </ul>	
Net Days	Optional	1/2
	<ul style="list-style-type: none"> <li>○ MOCAS not allowed.</li> <li>○ EBS not allowed</li> <li>○ One Pay allows for either 1 Discount Amount/Discount Date combination and 1 Net Days discount or up to 2 Discount Percentage/Due Days combination and 1 Net Days Discount.</li> <li>○ CAPS-C &amp; CAPS-W allow for up to 3 Discount Percentage/Due Days combinations and 1 Net Days Discount.</li> <li>○ IAPS-E allows for 1 instance of Discount Percentage/Due Days combination, a Discount</li> </ul>	

	Amount/Discount Date combination, or Net Days Discount.	
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## 2.9 Mark for Tab

The Initiator is able to enter Mark for comments.

### Mark for Tab (Initiator)

Label	Entry Requirement	Size
Mark For Rep	Conditional	1/2000
Mark For Secondary	Conditional	1/2000

## 2.10 Comments Tab

The Initiator is able to enter document level comments.

### Comments Tab (Initiator)

Label	Entry Requirement	Size
Comments	Conditional	1/2000
	<ul style="list-style-type: none"> <li>○ Mandatory is there is a previously submitted final Invoice against the Contract Number and Delivery Order</li> </ul>	

## 2.11 Line Item Tab

Requires at least 1 Contract Line Item Number (CLIN), Subsidiary Line Item Number (SLIN), or Exhibit Line Item (ELIN).

**NOTE:** CLIN/SLIN/ELIN data will be pre-populated from EDA if contract information is available, and will remain editable.

### CLIN/SLIN/ELIN Tab (Initiator)

Label	Entry Requirement	Size
Line Item Details	Mandatory	1/1
	<ul style="list-style-type: none"> <li>○ At least one CLIN/SLIN/ELIN is required.</li> </ul>	

	<ul style="list-style-type: none"> <li>○ 1 – 999 Line Items allowed per document.</li> </ul>	
AAI	Optional	6/6
	<ul style="list-style-type: none"> <li>○ There may be AAI on document level.</li> </ul>	
SDN	Optional	1/30
	<ul style="list-style-type: none"> <li>○ There may be SDN on document level.</li> <li>○ Must be 13, 14, or 15 alphanumeric characters if the AAI is not in the SDN_AAI table (One Pay and Fast Pay)</li> <li>○ Must be 9, 13, 14 or 15 alphanumeric characters if the AAI is in the SDN_AAI table (One Pay and Fast Pay).</li> </ul>	
ACRN	Optional	2/2
	<ul style="list-style-type: none"> <li>○ There may be ACRN at document level</li> </ul>	
Special Package Markings/Special Handling Requirements	Optional	1/1
	<ul style="list-style-type: none"> <li>○ Allows user to select values that should be applied to all line items added after values are entered.</li> <li>○ Up to 3 values may be selected.</li> </ul>	
Item No.	Mandatory	4/6
	<ul style="list-style-type: none"> <li>○ At least one CLIN/SLIN/ELIN is required.</li> <li>○ 1 – 999 Line Items allowed per document.</li> </ul>	
Product/Service ID	Mandatory	1/48
	<ul style="list-style-type: none"> <li>○ Product/Service ID may be 1-48 alphanumeric characters.</li> <li>○ Product/Service ID for FS-National Stock Number must be 13 numeric characters.</li> <li>○ If “Services” is selected; ensure the word “Services” is entered for the Product/Service ID.</li> <li>○ If ZR-Military Articles and Services List (MASL) Number may be selected for FMS Receiving Reports/COMBO; Product /Service ID must be 13 alphanumeric characters, the letters O and I are not permitted.</li> </ul>	
Product/Service ID Qualifier	Mandatory	1/1
	<ul style="list-style-type: none"> <li>○ There may be only one FS-National Stock Number entered as Product/Service ID Qualifier.</li> <li>○ There may be 14 Product/Service ID Qualifiers, in addition to the FS-National Stock Number entered per</li> </ul>	

	<p>line item.</p> <ul style="list-style-type: none"> <li>○ If “Services” is selected; ensure “SV” is entered for the Product/Service ID Qualifier.</li> <li>○ If ZR-Military Articles and Services List (MASL) Number may be selected for FMS Receiving Reports/COMBO; Product /Service ID must be 13 alphanumeric characters, the letters O and I are not permitted.</li> </ul>	
Qty. Shipped	Mandatory	0.2/8.2
	<ul style="list-style-type: none"> <li>○ Must be 1-8 digits. No decimals allowed.</li> </ul>	
Unit of Measure	Mandatory	2/2
Actual Quantity	Conditional	1/8
	<ul style="list-style-type: none"> <li>○ Must be 1-8 digits. No decimals allowed.</li> <li>○ Actual Quantity field exists only in Receiving Reports/COMBO document with MOCAS pay system, where Line Item has Quantity Shipped = 0 (zero) and Unit of Measure = LO.</li> </ul>	
NSP	Optional	1/1
	<ul style="list-style-type: none"> <li>○ Not Separately Priced</li> </ul>	
Unit Price	Mandatory	0.2/9.5
	<ul style="list-style-type: none"> <li>○ Must be 0 – 9 numeric characters with 2 decimal</li> <li>○ Permits 5 numbers to the right of decimal.</li> </ul>	
AAI	Optional	6/6
	<ul style="list-style-type: none"> <li>○ Must be six numeric characters</li> </ul>	
SDN	Optional	1/30
	<ul style="list-style-type: none"> <li>○ Must be 13, 14, or 15 alphanumeric characters if the AAI is not in the SDN_AAA table (One Pay and Fast Pay)</li> <li>○ Must be 9, 13, 14 or 15 alphanumeric characters if the AAI is in the SDN_AAA table (One Pay and Fast Pay).</li> </ul>	
ACRN	Optional	2/2
	<ul style="list-style-type: none"> <li>○ ACRN information is entered on ACRN tab for One Pay documents not on CLIN/SLIN/ELIN tab.</li> </ul>	
MILSTRIP Document No.	Conditional	14/15
	<ul style="list-style-type: none"> <li>○ Either MIPSTRIP Document No. or PR Number are</li> </ul>	

	mandatory for FMC Receiving Report/COMBO	
Project Code	Optional	3/3
	<ul style="list-style-type: none"> <li>○ Must be 3 alphanumeric characters.</li> </ul>	
Multiple Box Indicator	Mandatory	1/1
	<ul style="list-style-type: none"> <li>○ Will default to “N”</li> </ul>	
PR Number	Conditional	14/15
	<ul style="list-style-type: none"> <li>○ Either MIPSTRIP Document No. or PR Number are mandatory for FMC Receiving Report/COMBO</li> </ul>	
GFE	Mandatory	1/1
	<ul style="list-style-type: none"> <li>○ Will default to “N”</li> </ul>	
Advice Code	Optional	1/1
Special Package Markings/Special Handling Requirements	Optional	1/1
	<ul style="list-style-type: none"> <li>○ Allows user to select values that should be applied to the line item.</li> <li>○ Up to 3 values may be selected.</li> </ul>	
Other Special Package Markings/Special Handling Requirements	Optional	1/80
	<ul style="list-style-type: none"> <li>○ Field will accept 1-80 alphanumeric characters</li> </ul>	
Type Designation Method	Conditional	1/1
	<ul style="list-style-type: none"> <li>○ Required when Type Designation Value is entered.</li> </ul>	
Type Designation Value	Conditional	1/1
	<ul style="list-style-type: none"> <li>○ Required when Type Designation Method is entered.</li> </ul>	
Description	Mandatory	1/2000

## 2.12 ACRN Tab

ACRN Tab available for MOCAS and One Pay only.

**NOTE:** If ACRN information is entered on the ACRN tab, the ACRN amount total must balance with the Line Item total.

**ACRN Tab (Initiator)**

<b>Label</b>	<b>Entry Requirement</b>	<b>Size</b>
Item No.	System Generated	4/6
CLIN Amount	System Generated	0.2/12.2
ACRN Amount	System Generated	0.2/12.2
Difference	System Generated	0.2/12.2
ACRN	Optional	0.2/12.2
	<ul style="list-style-type: none"> <li>○ If entered, the ACRN amounts must balance the line item total.</li> <li>○ Multiple ACRNs are permitted.</li> </ul>	
Amount	Conditional	0.2/12.2
	<ul style="list-style-type: none"> <li>○ Mandatory if ACRN is entered.</li> <li>○ ACRN amounts must balance the line item total.</li> <li>○ Negative amount is permitted; include negative sign (-) in field.</li> <li>○ The amount represents the TOTAL amount to be paid against a particular ACRN by the entitlement system.</li> </ul>	

**2.13 UID Tab**

UID Tab is populated on Line Item (CLIN/SLIN/ELIN) page.

There may be one or more instances of UIDs per Line Item. Duplicate UIDs per document will not be allowed.

**UID Tab (Initiator)**

<b>Label</b>	<b>Entry Requirement</b>	<b>Size</b>
Add UID	Optional	

	<ul style="list-style-type: none"> <li>○ Add link</li> </ul>	
UID Type	Mandatory	1/1
	<ul style="list-style-type: none"> <li>○ Drop down selection. No default selection.</li> <li>○ Available UID types are: <ul style="list-style-type: none"> <li>○ UID1 (Unique ID Construct 1,Serialization within the Enterprise)</li> <li>○ UID2 (Unique ID Construct 2, Serialization within the Original Part Number)</li> <li>○ ESN (Telecomm. Industry Assoc. Electronic Serial Number, for cellular telephone only)</li> <li>○ GIAI (Global Item Asset Identification)</li> <li>○ GRAI (Global Returnable Asset Identifier)</li> <li>○ VIN (Vehicle Identification Number)</li> </ul> </li> </ul>	
Based upon the UID Type entered the various Header elements must be entered as indicated below:		
	<ul style="list-style-type: none"> <li>○ If UID type = UID1 – the following data elements are required: <ul style="list-style-type: none"> <li>● IAC (Mandatory when EID is entered)</li> <li>● Enterprise Identifier</li> <li>● UID Type</li> <li>● Serial Number</li> <li>● Full UID</li> </ul> </li> <li>○ If UID type = UID2 – the following data elements are required: <ul style="list-style-type: none"> <li>● IAC (Mandatory when EID is entered)</li> <li>● Enterprise Identifier</li> <li>● UID Type</li> <li>● Original Part Number or Lot/Batch</li> <li>● Serial Number</li> <li>● Full UID</li> </ul> </li> <li>○ If UID type = GRAI – the following data elements are required: <ul style="list-style-type: none"> <li>● UID Type</li> <li>● Full UID</li> </ul> </li> <li>○ If UID type = GIAI – the following data elements are required: <ul style="list-style-type: none"> <li>● UID Type</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>• Full UID</li> <li>○ If UID type = VIN – the following data elements are required: <ul style="list-style-type: none"> <li>• UID Type</li> <li>• Full UID (the actual Vehicle Identification Number)</li> </ul> </li> <li>○ If UID type = ESN – the following data elements are required: <ul style="list-style-type: none"> <li>• UID Type</li> <li>• Full UID</li> </ul> </li> </ul>	
Issuing Agency Code	Conditional	1/1
	<ul style="list-style-type: none"> <li>○ Required for UID Type 1 and 2.</li> <li>○ The following values are the only available IAC choices: <ul style="list-style-type: none"> <li>• D – CAGE</li> <li>• LD – DoDAAC</li> <li>• UN – DUNS</li> <li>• LB – ANSI T1.220</li> <li>• LH – EHIBCC Numbers</li> <li>• 0 – EAN.UCC Company Prefix</li> <li>• 1 - EAN.UCC Company Prefix</li> <li>• 2 – EAN.UCC Company Prefix</li> <li>• 3 – EAN.UCC Company Prefix</li> <li>• 4 – EAN.UCC Company Prefix</li> <li>• 5 – EAN.UCC Company Prefix</li> <li>• 6 – EAN.UCC Company Prefix</li> <li>• 7 – EAN.UCC Company Prefix</li> <li>• 8 – EAN.UCC Company Prefix</li> <li>• 9 – EAN.UCC Company Prefix</li> </ul> </li> </ul>	
Original Part Number	Conditional	1/32
	<ul style="list-style-type: none"> <li>○ Required for UID Type 2 if Lot/ Batch is not entered.</li> </ul>	
Enterprise Identifier	Conditional	5/13
	<ul style="list-style-type: none"> <li>○ The following edit check is in place in relation to the Enterprise Identifier: When the IAC type is selected the Enterprise Identifier is checked to ensure that the length of the code entered is of the appropriate length. <ul style="list-style-type: none"> <li>• D = 5</li> <li>• LD = 6</li> <li>• LH = 4</li> <li>• LB, 0-9 = 9 or 13</li> </ul> </li> </ul>	

Lot / Batch	Conditional	1/20
	<ul style="list-style-type: none"> <li>○ Required for UID Type 2 if Original Part Number is not entered.</li> </ul>	
Warranty Indicator	Optional	1/1
	<ul style="list-style-type: none"> <li>○ Selection “Y”, “N” or blank. There is no default for this field.</li> </ul>	
Original Manufacturer Code	Conditional	1/1
	<ul style="list-style-type: none"> <li>○ Required if the Original Manufacturer ID is entered.</li> </ul>	
Original Manufacturer ID	Conditional	1/13
	<ul style="list-style-type: none"> <li>○ Required if Original Manufacturer Code is selected.</li> </ul>	
Special Tooling or Test Equipment	Mandatory	1/1
	<ul style="list-style-type: none"> <li>○ Defaults to “Not Special Tooling or Test Equipment”</li> </ul>	

## 2.14 UID Detail Data

Label	Entry Requirement	Size
UID Number	Mandatory	1/50
	<ul style="list-style-type: none"> <li>○ When the UID Type is “UID1”, the UII must be 17 characters long. Concatenate the following elements in the order listed: <ul style="list-style-type: none"> <li>• Issuing Agency Code, (Omit from concatenation if value is 0-9)</li> <li>• Enterprise Identifier, Serial Number</li> </ul> </li> <li>○ When the UID Type is “UID2”, concatenate the following elements in the order listed: <ul style="list-style-type: none"> <li>• Issuing Agency Code, (Omit from concatenation if value is 0-9)</li> <li>• Enterprise Identifier, Original Part Number, or Batch/Lot Number, Serial Number</li> </ul> </li> <li>○ When UID Type is “ESN”, the following must be applied: <ul style="list-style-type: none"> <li>• The UII must be 8 characters long</li> <li>• The UII must consist of digits 0-9</li> </ul> </li> <li>○ When the UID Type is “VIN”, the following must be applied: <ul style="list-style-type: none"> <li>• The UII must be 17 characters long.</li> <li>• The UII must be composed of letters and numbers</li> </ul> </li> </ul>	

	<p>only and cannot contain the letters “I”, “O” and “Q”</p> <ul style="list-style-type: none"> <li>○ When the UID Type is “GIAI”, the following must be applied: <ul style="list-style-type: none"> <li>• The first position of the UII must be a number 0-9.</li> <li>• Applies to Acquisition only</li> </ul> </li> <li>○ When the UID Type is “GRAI”, the following must be applied: <ul style="list-style-type: none"> <li>• The UII cannot be greater than 30 characters or less than 15 characters; the 15<sup>th</sup> character being the 1<sup>st</sup> digit of the serialization within the Product Identification.</li> <li>• The UII first position must be the digit 0 (zero).</li> <li>• The UII positions 2 – 15 can only be digits 0 – 9.</li> <li>• The UII, 14<sup>th</sup> position must contain the check digit. To verify its correctness, perform the following: <ol style="list-style-type: none"> <li>1. Sum the digits in positions 1, 3, 5, 7, 9, 11 and 13 then multiply the sum by 3.</li> <li>2. Sum the digits in positions 2, 4, 6, 8, 10, and 12.</li> <li>3. Add the two resulting sums together.</li> <li>4. Determine the smallest number which when added to the sum produces a multiple of 10.</li> <li>5. This number is the check digit.</li> </ol> </li> </ul> </li> </ul>	
Serial Number	Mandatory	1/30
	○ Required for UID Type 1 and 2.	

## 2.15 Embedded UIDs

The 'Special Tooling and Test Equipment' status is mandatory when adding GFP Embedded UIDs and Non-GFP Embedded UIDs and will default to 'Not Special Tooling or Test Equipment' Status. The Original Part number should be entered even if not used in UII creation.

## 2.16 Milstrip Tab

### Milstrip Tab (Initiator)

Label	Entry Requirement	Size
Milstrip Number	Optional	1/15

	<ul style="list-style-type: none"> <li>○ Should be “NONE” or a 14-15 alphanumeric value</li> </ul>	
Milstrip Quantity	Conditional	0.0/8.2
	<ul style="list-style-type: none"> <li>○ Mandatory id Milstrip Number is entered.</li> </ul>	

## 2.17 CDRL ELIN LINE ITEM DETAILS

**NOTE:** Not available for One Pay and EBS pay systems.

Label	Entry Requirement	Size
Line Item Details	Mandatory	1/1
	<ul style="list-style-type: none"> <li>○ At least one CDRL ELIN is required.</li> <li>○ 1 – 250 Line Items allowed per document.</li> </ul>	
Item No.	Mandatory	1/4
	<ul style="list-style-type: none"> <li>○ CDRL ELIN must be 1 alpha and 3 alphanumeric characters</li> </ul>	
Quantity Shipped	System Generated	1
	<ul style="list-style-type: none"> <li>○ Defaults to “1”</li> </ul>	
Unit of Measure	System Generated	2/2
	<ul style="list-style-type: none"> <li>○ Defaults to “EA”</li> </ul>	
NSP	Optional	1
	<ul style="list-style-type: none"> <li>○ Not Separately Priced if checked.</li> </ul>	
Unit Price	Mandatory	0.2/9.5
	<ul style="list-style-type: none"> <li>○ Must be 0 – 9 numeric characters with 2 decimal</li> <li>○ Permits 5 numbers to the right of decimal.</li> </ul>	
Amount	System Generated	0.6/9.6
	<ul style="list-style-type: none"> <li>○ Quantity multiplied by Unit Price</li> </ul>	
AAI	Optional	6/6
	<ul style="list-style-type: none"> <li>○ Must be six numeric characters.</li> <li>○ Not permitted if NSP indicator is checked.</li> </ul>	
SDN	Optional	1/30
	<ul style="list-style-type: none"> <li>○ Must be 1 – 30 alphanumeric characters.</li> <li>○ Not permitted if NSP indicator is checked.</li> </ul>	
ACRN	Optional	2/2

	<ul style="list-style-type: none"> <li>○ Must be 2 alphanumeric characters</li> <li>○ Not permitted if NSP indicator is checked.</li> </ul>	
SYSUID	Mandatory	1
	<ul style="list-style-type: none"> <li>○ At least one SYSUID must be entered with a maximum of 2.</li> </ul>	
Attachment	Mandatory	5MB
	<ul style="list-style-type: none"> <li>○ At least one attachment is mandatory per CDRL ELIN.</li> </ul>	
Description	Mandatory	1/2000

## 2.18 Pack Tab

Here is where detailed packaging information for the shipment is provided. The Pack Data form is used to visually create how the various pallets, packages, boxes, containers, etc. of a shipment are put together.

Entry of the Radio Frequency Identification (RFID) tag data may be required by contract. Radio Frequency Identification is the identification number is entered into an iRAPT document as Pack (Package) data. See the DoD RFID Web site (<http://www.acq.osd.mil/log/rfid/index.htm>) for up-to-date RFID information.

The Vendor either selects the “Pack Later” check box or start packaging via the “Add Package Id” icon. Once the first Package ID has been added, the Vendor may elect to add additional Package Ids beneath the first one. Once packages are created, Vendor can click on “Pack CLIN” icon. Vendor can add the CLIN/SLIN/ELIN/UIDs to the Pack ID via the “Pack CLIN” icon. When finished, the Pack Tab will consist of a series of nested containers representing the packing structure of the transaction. The following rules are applied:

- A Pack must contain either another pack, or a CLIN. It may contain multiple packs.
- Every CLIN on the document must be accounted for on the Pack tab.
- Total quantities for each CLIN must be accounted for on the Pack tab.
- Every UID on the document must be accounted for on the Pack tab.
- CDRLS cannot be packed.

### Pack Tab (Initiator)

Label	Entry Requirement	Size
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Pack Later	Optional	1
	<ul style="list-style-type: none"> <li>○ When “Pack Later” is selected the Add option will disappear from the page</li> <li>○ For Pack Later, the Vendor must access the document from the Vendor History folder and select the “Add” link under the Pack column. The will allow the Vendor to add the pack data. Vendor may also de-select pack later by clicking the checkbox marked “Submit without Pack Data” on the line item tab. Comments will be mandatory.</li> </ul>	
Add link	Optional	1
	<ul style="list-style-type: none"> <li>○ Used to add Pack Data</li> </ul>	
Package Type	Conditional	1
	<ul style="list-style-type: none"> <li>○ Mandatory if adding Pack Data.</li> </ul>	
Package ID	Conditional	16/64
	<ul style="list-style-type: none"> <li>○ Mandatory if adding Pack Data.</li> <li>○ The Package ID for “RFID” must have a length of exactly 16, 24, 32 or 64.</li> <li>○ Only characters allowed are numerals 0-9 and letters A-F. Spaces and special characters are not permitted.</li> </ul>	
Add link within Pack Data	Optional	1
	<ul style="list-style-type: none"> <li>○ Add link will display after the Package ID has been added.</li> <li>○ Selecting the Add link displayed within the box represents placing another package inside that package.</li> <li>○ Packing levels can only nested five levels deep.</li> <li>○ The Department of Defense adheres to ISO standards for RFID tagging.</li> </ul>	
Pack CLIN	Conditional	1
	<ul style="list-style-type: none"> <li>○ Mandatory if adding Pack Data</li> <li>○ Click the Pack CLIN button to begin packing item inside the packages.</li> </ul>	
Add link for Pack CLIN	Conditional	1
	<ul style="list-style-type: none"> <li>○ Mandatory if adding Pack Data</li> </ul>	
Package ID	Conditional	1

	<ul style="list-style-type: none"> <li>○ Mandatory if adding Pack Data</li> <li>○ All Package ID Types entered will be displayed in the dropdown menu.</li> </ul>	
Quantity Packed	Conditional	1/8.2
	<ul style="list-style-type: none"> <li>○ Mandatory if adding Pack Data</li> <li>○ If adding Pack Data, all line items must be packed.</li> <li>○ For MOCAS Zero Lot shipments, Pack quantities must balance the Actual Qty. (not the Qty. shipped).</li> </ul>	
Pack All UIDs	Conditional	1
	<ul style="list-style-type: none"> <li>○ Will display when UIDs are included with the line item.</li> <li>○ Vendor must select the UIDs to be packed.</li> </ul>	
Unpack All UIDs	Conditional	1
	<ul style="list-style-type: none"> <li>○ Will display when UIDs are included with the line item.</li> </ul>	
Pack	Conditional	1
	<ul style="list-style-type: none"> <li>○ Pack checkbox will display when UIDs are included with the line item.</li> </ul>	
Mark Indicator	Conditional	1
	<ul style="list-style-type: none"> <li>○ If the indicated UIDs would be packed in multiple boxes (by selecting Y for Multiple Box Indicator on the CLIN/SLIN/ELIN tab) AND associated UID with each item, the vendor will need to mark each Package ID with the UID.</li> </ul>	

### RFID: The Five Packing Layers

There can be a total of five layers for packing (RFID tagging). The diagram below depicts these five levels. Each layer is then described in detail below the diagram.

**Layer 5 - Movement Vehicle (truck, aircraft, ship, train)**

**Layer 4 - Freight container (20 or 40 foot Sea Vans, 463L Pallets with net)**

**Layer 3 - Unit Load (Warehouse pallet, tri-wall packaging, commercial fiberboard packaging): One or more transport units or other items held together by means such as pallet, slip sheet, strapping, interlocking, glue, shrink wrap, or net wrap, making them suitable for transport, stacking, and storage as a unit. In distribution, an item or**

assembly of items assembled or restrained for handling and transportation as a single entity.

**Layer 2 - Transport Unit (cartons, boxes - second level packaging):** Packaging designed to contain one or more articles or packages or bulk material for the purposes of transport, storage, handling and/or distribution.

**Layer 1 - Package (first level packaging - the "bubble pack"):** The first tie, wrap or container of a single item or quantity thereof that constitutes a complete identifiable pack. A product package may be an item packaged singularly, multiple quantities of the same item packaged together or a group of parts packaged together.

**Layer 0 - Product item (individual item):** A first level or higher assembly that is sold in a complete end-useable configuration.

- Source: Background on the Use of RFID in the DOD Supply Chain: Attachment 1 - Background and Requirement for RFID in the DOD Supply Chain

## 2.19 Misc. Amounts Tab

### Misc. Amounts Tab (Initiator)

Label	Entry Requirement	Size
Misc. Fee	Optional	1
	<ul style="list-style-type: none"> <li>○ Miscellaneous Fees are added to the total document.</li> <li>○ Requires attachment of a document substantiating Miscellaneous Transportation Fees greater than \$100.</li> <li>○ One Misc. Fee allowed for MOCAS, CAPS-C and CAPS-W.</li> <li>○ One Pay allows a maximum of 3 Misc. Fees and Misc. Allowances combined per invoice.</li> <li>○ EBS allows 1 Misc. Fee.</li> <li>○ EBS restricts Misc. Amounts to less than \$250.00.</li> <li>○ IAPS-E allows a maximum of 25 Misc. Fees and Misc. Allowances combined per document.</li> </ul>	
Misc. Fee Price	Conditional	0.2/9.2
	<ul style="list-style-type: none"> <li>○ Mandatory if Misc. Fee is entered.</li> </ul>	
Description	Conditional	1/2000
	<ul style="list-style-type: none"> <li>○ Mandatory if Misc. Fee is entered.</li> <li>○ Once the code is entered, the description is pre-populated and can be edited.</li> </ul>	
Misc. Allowance	Optional	1
	<ul style="list-style-type: none"> <li>○ Misc. Allowances are deductions from the total cost</li> </ul>	

	<p>of the document thus displayed as negative numbers.</p> <ul style="list-style-type: none"> <li>○ Allows for 11 entries per Invoice, except where noted below.</li> <li>○ Prohibited for MOCAS, EBS and Standard</li> <li>○ One Pay allows a maximum of 3 Misc. Fees and Misc. Allowances combined per invoice.</li> <li>○ IAPS-E allows a maximum of 25 Misc. Fees and Misc. Allowances combined per document.</li> </ul>	
Misc. Allowance Amount	Conditional	0.2/9.2
	<ul style="list-style-type: none"> <li>○ Mandatory if Misc. Allowance is entered.</li> </ul>	
Misc. Allowance Description	System Generated	1/2000
	<ul style="list-style-type: none"> <li>○ Mandatory if Misc. Allowance is entered.</li> <li>○ Once the code is entered, the description is pre-populated and can be edited.</li> </ul>	
Tax	Optional	1
	<ul style="list-style-type: none"> <li>○ Allows for 10 Tax entries per Invoice, except where noted below.</li> <li>○ Prohibited for MOCAS, EBS and Standard</li> <li>○ One Pay allows 3 Tax entries.</li> </ul>	
Misc. Tax Amount	Conditional	0.2/9.2
	<ul style="list-style-type: none"> <li>○ Mandatory if Misc. Tax is entered.</li> </ul>	
Misc. Tax Description	System Generated.	1/2000
	<ul style="list-style-type: none"> <li>○ Mandatory if Misc. Tax is entered.</li> <li>○ Once the code is entered, the description is pre-populated and can be edited.</li> </ul>	

## 2.20 Attachments Tab (Initiator)

Label	Entry Requirement	Size
Attachments	Optional	6MB

Once the Vendor is satisfied with the document they will then submit the document to the database. Signature at this point locks the form. Any optional data elements not completed prior to signature may not be completed after signature. Vendor has to select return to undo data capture and recreate the form.

Upon successful saving of the data the Vendor will be presented with a “success” message highlighting the email that has been generated based upon their submission and given the opportunity to submit additional e-mails.

## 2.5 EDI/SFTP

The Invoice and Receiving Report (Combo) may also be created with the submission of the EDI 857 or the COMBO Invoice &RR UDF. FTP/EDI Guides are available under the **Documentation** link in the Navigation Menu in iRAPT.

# 3 Document Inspection

The Invoice and Receiving Report (Combo), has both a Shipment Number Link and Invoice Number Link. The Inspector only has to take action on the Combo's Receiving Report of the Shipment Number link.

The Inspector is only permitted to view the Invoice portion of the Combo.

Depending upon the workflow of the Invoice and Receiving Report (Combo), this may be an optional or mandatory step.

The Inspector acts as a first point of review within the government workflow process. The Inspector is able to:

- Inspect the document. (CQA)
- Reject the document to the Initiator.
- Accept the document (S/S workflow)
- Add/modify ACRNs.
- If a COMBO created Receiving Report or Repairable Receiving Report is being rejected to the Initiator by the Inspector, the related Invoice may be automatically rejected by the system if the following conditions are met:
  - The Pay Office is not CAPS-C.
  - There is an LPO DoDAAC on the document.
  - The Invoice status is Submitted or Resubmitted.

- The Invoice has not been partially worked and saved.

### 3.1 Header Tab (Inspection)

For Data Capture to take place, one of the three options listed must be checked.

Label	Entry Requirement	Size
CQA Acceptance Reject to Initiator	Conditional	1/1
	<ul style="list-style-type: none"> <li>○ User must select one of the options or select the Inspect/Date/Sign/Submit option</li> <li>○ Acceptance option applies and will display only for S/S workflow</li> </ul>	
Inspection Date	Mandatory	10/10
Signature	Mandatory	1/64
Inspect/Date/Sign/Submit	Conditional	1/1
	<ul style="list-style-type: none"> <li>○ Allows user to Inspect (Accept for S/S workflow), Date, Sign and Submit the document.</li> <li>○ User must select either the Inspect/Date/Sign/Submit or the CQA or Reject to Initiator options.</li> </ul>	

### 3.2 Line Item Tab

The Inspector can enter or modify the Type Designation Method and Type Designation Value information that was originally submitted on the document.

#### Line Item Tab (Inspection)

Label	Entry Requirement	Size
AAI	Optional	6/6
	<ul style="list-style-type: none"> <li>○ User may Add or edit a previously entered AAI at line item level</li> </ul>	
SDN	Optional	1/30
	<ul style="list-style-type: none"> <li>○ User may add or edit a previously entered SDN at line</li> </ul>	

	item level	
ACRN	Optional	2/2
	<ul style="list-style-type: none"> <li>○ User may add or edit a previously entered ACRN at line item level</li> <li>○ ACRN field is not available on Line Item tab for One Pay documents. ACRN information will be entered on ACRN tab.</li> </ul>	
Type Designation Method	Conditional	1/1
	<ul style="list-style-type: none"> <li>○ Mandatory is Type Designation Value is entered.</li> </ul>	
Type Designation Value	Conditional	1/1
	<ul style="list-style-type: none"> <li>○ Mandatory is Type Designation Method is entered.</li> </ul>	

### 3.3 UID Tab

If the shipment required UID, the UID page displays the Unique Identifier information for each item shipped. For S/S, the Inspector may accept or reject each tangible item in the shipment.

The Inspector has the option to update the Vendor submitted 'Special Tooling or Test Equipment' status for each UID Header by choosing the options available in the dropdown menu. The options are 'Special Tooling', 'Special Test Equipment' or 'Not Special Tooling or Test Equipment' status.

The Inspector has the option to update the Vendor submitted 'Special Tooling or Test Equipment' status for each Embedded GFP and Non-GFP Embedded UII.

The 'Special Tooling or Test Equipment' status selected by the Inspector will be applicable for all the UIIs under that UID header.

#### UID Tab (Acceptance)

Label	Entry Requirement	Size
Accept All	Conditional	1/1
	<ul style="list-style-type: none"> <li>○ Optional with the exception of S/S workflow.</li> <li>○ Inspector must select Accept All or Reject All for S/S workflow.</li> </ul>	
Reject All	Conditional	1/1
	<ul style="list-style-type: none"> <li>○ Optional with the exception of S/S workflow.</li> <li>○ Inspector must select Accept All or Reject All for S/S workflow.</li> </ul>	

Received All	Optional	1/1
	○ Applies to all UIDs at the Document Level	
Received None	Optional	1/1
	○ Applies to all UIDs at the Document Level	
Qty. Accepted	System Generated	
Qty. Rejected	System Generated	
Received All	Optional	1/1
	○ Applies to all UIDs at the Line Item Level	
Received None	Optional	1/1
	○ Applies to all UIDs at the Line Item Level	
Accept	Optional	1/1
	○ Applies to an individual UID	
Reject	Optional	1
	○ Applies to an individual UID	
Received	Optional	1/1
	○ Applies to an individual UID	
Not Received	Optional	1/1
	○ Applies to an individual UID	

### 3.4 ACRN Tab

The Inspector may enter or modify a previously entered worksheet.

**NOTE:** If ACRN information is entered on the ACRN tab, the ACRN amount total must balance with the Line Item total.

#### ACRN Tab (Inspection)

Label	Entry Requirement	Size
Item Number	Pre-populated	4/6

CLIN Amount	System Generated	0.2/1 2.2
ACRN Amount	System Generated	0.2/1 2.2
	<ul style="list-style-type: none"> <li>○ Total of the ACRN Amounts entered.</li> </ul>	
Difference	System Generated	0.2/1 2.2
	<ul style="list-style-type: none"> <li>○ Calculated as the CLIN Amount minus the ACRN Amount.</li> <li>○ ACRN amount must balance CLIN Amount leave a difference of \$0.</li> </ul>	
ACRN	Conditional	2/2
	<ul style="list-style-type: none"> <li>○ Inspector may add or modify an existing ACRN.</li> </ul>	
Amount	Conditional	0.2/1 2.2
	<ul style="list-style-type: none"> <li>○ Mandatory if ACRN is entered.</li> <li>○ Amount represents the TOTAL amount to be paid against a particular ACRN.</li> </ul>	

### 3.5 Address Tab

The Inspector may **not** adjust any data on the Address tab.

### 3.6 Misc. Info Tab

The Inspector is able to:

- View the document's history
- View the previous user's comments and attachments
- Add comments and attachments

#### Misc. Info. Tab (Inspection)

Label	Entry Requirement	Size
Comments	Conditional	1/20 00

	○ Mandatory if document is Recommended for Rejection	
Attachment	Optional	6MB

### 3.7 Pack Tab

The Inspector may **not** adjust any data on the Pack Tab.

## 4 Document Acceptance

The Combo has both a Shipment Number Link and Invoice Number Link. The Acceptor only has to take action on the Combo's Receiving Report of the Shipment Number link.

The Acceptor is only permitted to view the Invoice portion of the Combo.

This is a mandatory workflow step. The Acceptor acts as the government Approver and locks the approved amount for payment.

The Acceptor is able to:

1. Accept the document.
2. Reject the document to Initiator:
  - If a COMBO created Receiving Report or Repairable Receiving Report is being rejected to the Initiator by the Acceptor, the related Invoice may be automatically rejected by the system if the following conditions are met:
    - The Pay Office is not CAPS-C.
    - There is an LPO DoDAAC on the document.
    - The Invoice status is Submitted or Resubmitted.
    - The Invoice has not been partially worked and saved.
3. Reject the document to the Inspector

### 4.1 Header Tab

### Header Tab (Acceptance)

Label	Entry Requirement	Size
CQA Acceptance Reject to Initiator	Conditional	1/1
	User must select one of the options.	
Date Received	Mandatory	10/10
Acceptance Date	Mandatory	10/10
Signature	Mandatory	1/64

#### 4.2 Line Item Tab

The Acceptor can enter or modify the Type Designation Method and Type Designation Value information that was originally submitted on the document.

### Line Item Tab (Acceptance)

Label	Entry Requirement	Size
AAI	Optional	6/6
	<ul style="list-style-type: none"> <li>○ User may Add or edit a previously entered AAI at line item level</li> </ul>	
SDN	Optional	1/30
	<ul style="list-style-type: none"> <li>○ User may add or edit a previously entered SDN at line item level</li> </ul>	
ACRN	Optional	2/2
	<ul style="list-style-type: none"> <li>○ User may add or edit a previously entered ACRN at line item level</li> <li>○ ACRN field is not available on Line Item tab for One Pay documents. ACRN information will be entered on ACRN tab.</li> </ul>	
Type Designation Method	Conditional	1/1
	<ul style="list-style-type: none"> <li>○ Mandatory is Type Designation Value is entered.</li> </ul>	
Type Designation Value	Conditional	1/1
	<ul style="list-style-type: none"> <li>○ Mandatory is Type Designation Method is entered.</li> </ul>	
Quantity Accepted	Conditional	

	<ul style="list-style-type: none"> <li>○ Qty. Accepted field will not be available for entry when Vendor created the document with UID data.</li> </ul>	
Product/Service ID	Optional	1/13
	<ul style="list-style-type: none"> <li>○ User may enter or edit Product/Service ID for FS-National Stock Number Qualifier.</li> <li>○ Must be 13 numeric characters.</li> </ul>	

**4.3 UID Tab**

If the shipment required UID, the UID page displays the Unique Identifier information for each item shipped. On the UID page, the Acceptor may accept or reject each tangible item in the shipment.

The Acceptor has the option to update the submitted 'Special Tooling or Test Equipment' status for each UID Header by choosing the options available in the dropdown menu. The options are 'Special Tooling', 'Special Test Equipment' or 'Not Special Tooling or Test Equipment' status.

The Acceptor has the option to update the Vendor submitted 'Special Tooling or Test Equipment' status for each Embedded GFP and Non-GFP Embedded UII.

The 'Special Tooling or Test Equipment' status selected by the Acceptor will be applicable for all the UIIs under that UID header.

**UID Tab (Acceptance)**

<b>Label</b>	<b>Entry Requirement</b>	<b>Size</b>
Accept All	Conditional	1/1
	<ul style="list-style-type: none"> <li>○ Acceptor must select Accept All or Reject All.</li> <li>○ Applies to all UIIDs at the Document Level</li> </ul>	
Reject All	Conditional	1/1
	<ul style="list-style-type: none"> <li>○ Acceptor must select Accept All or Reject All.</li> <li>○ Applies to all UIIDs at the Document Level</li> </ul>	
Received All	Conditional	1/1
	<ul style="list-style-type: none"> <li>○ Acceptor must select Received All or Received None.</li> <li>○ Applies to all UIIDs at the Document Level</li> </ul>	
Received None	Conditional	1/1
	<ul style="list-style-type: none"> <li>○ Acceptor must select Received All or Received None.</li> <li>○ Applies to all UIIDs at the Document Level</li> </ul>	

Qty. Accepted	System Generated	
Qty. Rejected	System Generated	
Received All	Conditional	1/1
	<ul style="list-style-type: none"> <li>○ Acceptor must select Received All or Received None.</li> <li>○ Applies to all UIDs at the Line Item Level</li> </ul>	
Received None	Conditional	1/1
	<ul style="list-style-type: none"> <li>○ Acceptor must select Received All or Received None.</li> <li>○ Applies to all UIDs at the Line Item Level</li> </ul>	
Accept	Conditional	1/1
	<ul style="list-style-type: none"> <li>○ Acceptor must select Accept or Reject.</li> <li>○ Applies to an individual UID</li> </ul>	
Reject	Conditional	1/1
	<ul style="list-style-type: none"> <li>○ Acceptor must select Accept or Reject.</li> <li>○ Applies to an individual UID</li> </ul>	
Received	Conditional	1/1
	<ul style="list-style-type: none"> <li>○ Acceptor must select Received or Not Received.</li> <li>○ Applies to an individual UID</li> </ul>	
Not Received	Conditional	1/1
	<ul style="list-style-type: none"> <li>○ Acceptor must select Received or Not Received.</li> <li>○ Applies to an individual UID</li> </ul>	

#### 4.4 ACRN Worksheet Tab

The Acceptor may enter or modify a previously entered ACRN worksheet.

##### ACRN Tab (Acceptance)

Label	Entry Requirement	Size
Item Number	Pre-populated	4/6
CLIN Amount	System Generated	0.2/12.2

ACRN Amount	System Generated	0.2/12.2
	<ul style="list-style-type: none"> <li>○ Total of the ACRN Amounts entered.</li> </ul>	
Difference	System Generated	0.2/12.2
	<ul style="list-style-type: none"> <li>○ Calculated as the CLIN Amount minus the ACRN Amount.</li> <li>○ ACRN amount must balance CLIN Amount leave a difference of \$0.</li> </ul>	
ACRN	Conditional	2/2
	<ul style="list-style-type: none"> <li>○ Acceptor may add or modify an existing ACRN.</li> </ul>	
ACRN Approved Amount	Conditional	0.2/12.2
	<ul style="list-style-type: none"> <li>○ Mandatory if ACRN is entered.</li> <li>○ Amount represents the TOTAL amount to be paid against a particular ACRN.</li> </ul>	

#### 4.5 Address Tab

The Acceptor may **not** adjust any data on the Address tab.

#### 4.6 Pack Tab

The Acceptor may **not** adjust any data on the Pack Tab.

#### 4.7 Misc Info Tab

The Acceptor is able to:

- View the document's history
- View the previous user's comments and attachments
- Add comments and attachments

#### Misc. Info. Tab (Acceptance)

Label	Entry Requirement	Size
Comments	Conditional	1/2000
	<ul style="list-style-type: none"> <li>○ Mandatory if document is Recommended for Rejection</li> </ul>	
Attachment	Optional	6MB

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## 5 Document Pre-Certification

This is an optional workflow step that is controlled by Payment Specific edits. The LPO Reviewer provides a point for the certification of funds associated with the payment request. If the LLA entry is mandatory for the Entitlement System it must be entered at this step. The LPO Reviewer does not have the capability to adjust the quantity accepted. If the LPO Reviewer believes there is an error they must work with the Vendor/ to resolve it.

The LPO Reviewer is able to:

- Recommend that the document be certified, including certify with lesser amount if appropriate.
- Recommend that the document be rejected.
- Enter SDN, AAI and ACRN information.
- Enter the Long Line of Accounting (One-Pay only).

### 5.1 Header Tab

#### Header Tab (Pre-Certification)

Label	Entry Requirement	Size
Recommend Document Certified	Mandatory	1/1
Recommend Document Rejected		
	○ User must select one of the options.	
Date Received	Mandatory	10/10
Acceptance Date	Mandatory	10/10

A "Populate Accounting Data from Template" button is provided on the Header tab for One Pay only. Only those accounting entries pertaining to the role selecting the template will be pre-populated.

For contract documents, the “template” will be retrieved based on the:

- Same document type
- Same Contract Number / Delivery Order Number combination
- When pay office is DMDC the contract number will match the first 13 positions of the pseudo-PIIN.
- Must have been worked by a user at the location code for the same role as the current user.
- Example: both documents must be accepted at FU4417
- Document must be in a Processed, Paid, or myInvoice status.

Line Item entries on the target document that match entries on the selected template document 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.

If accounting data is being populated from a template, it will overwrite the existing accounting data. For example, if line item 0001 has an ACRN AA on it added by the Initiator. If the Acceptor chooses to populate accounting data from a template and grabs a document with line item 0001 with an ACRN ZZ on it, then the current document will now have line item 0001 with an ACRN ZZ on it (AA is now gone).

## 5.2 Line Item Tab

### Line Item Tab (Pre-Certification)

Label	Entry Requirement	Size
AAI	Optional	6/6
	<ul style="list-style-type: none"> <li>○ User may Add or edit a previously entered AAI at line item level</li> <li>○ Line Item Tab is View Only for One Pay. All accounting information updates or entries must be made on LLA tab.</li> </ul>	
SDN	Optional	1/30
	<ul style="list-style-type: none"> <li>○ User may add or edit a previously entered SDN at line</li> </ul>	

	<ul style="list-style-type: none"> <li>item level</li> <li>○ Line Item Tab is View Only for One Pay. All accounting information updates or entries must be made on LLA tab.</li> </ul>	
ACRN	Optional	2/2
	<ul style="list-style-type: none"> <li>○ User may add or edit a previously entered ACRN at line item level</li> <li>○ Line Item Tab is View Only for One Pay. All accounting information updates or entries must be made on LLA tab.</li> </ul>	

### 5.3 ACRN Tab

ACRN Tab is available for One Pay only. It is view only, all accounting information updates or entries must be made on LLA tab.

### 5.4 LLA Tab (Invoice)

LLA tab is available for One Pay only.

The SDN, AAI, ACRN and ACRN Amounts are brought over to the LLA tab if they were entered by previous users on the Line Item and ACRN Tabs.

The LPO Reviewer may modify the data on the LLA Tab. Any changes to LLA data will apply to the LLA Tab only, changes are not carried back to the Line Item or ACRN Tabs.

The LPO Reviewer may enter the LLA at either the line level or the ACRN level. The LLA Level is defaulted to Line Item Level when the Line Items do not contain an ACRN or contain a single ACRN. The LLA Level is defaulted to ACRN Level when the Line Items contain multiple ACRNs.

The LPO Reviewer can change the LLA Level as necessary. Changing from ACRN to Line Item Level will remove all ACRN and associated Reference Shipment Number data if the Line Items contain multiple ACRNs.

#### LLA Tab (Pre-Certification)

Label	Entry Requirement	Size
Help Links	Optional	
	<ul style="list-style-type: none"> <li>○ Four available Help Links are displayed: TFO LOA CrossWalks LPO Training LOP Checklist One Pay TFS AAI Listing</li> </ul>	

Populate All	Optional	
	<ul style="list-style-type: none"> <li>○ Link may be used if same accounting information applies to multiple ACRNs.</li> </ul>	
Line Item Level ACRN Level	Mandatory	1/1
	<ul style="list-style-type: none"> <li>○ The user must select one of the actions to be applied to the document</li> <li>○ ACRN Level will present a Long Line of Accounting information for each ACRN; Line Level will present LLA screen per Line Item on the document</li> </ul>	
Certify For Lesser Amount	Conditional	1/1
	<ul style="list-style-type: none"> <li>○ Certification for Less is not available when Invoice contains Misc. Amounts.</li> <li>○ Certification for Less is not available when Invoice is Fast Pay.</li> <li>○ Selecting Certify for Lesser Amount will make Qty. Certified Field available to edit for each Line Item.</li> </ul>	
Document Record Id	Mandatory	1/15
	<ul style="list-style-type: none"> <li>○ Must be 13, 14 or 15 alphanumeric characters if the AAI is not in the SDN_AAA table.</li> <li>○ Must be 9,13, 14 or 15 alphanumeric characters if the AAI is in the SDN_AAA table</li> </ul>	
Agency Accounting Id	Mandatory	6/6
ACRN	Mandatory	2/2
Approved Amount	Mandatory	0.2/12.2
	<ul style="list-style-type: none"> <li>○ The sum of all Approved Amounts must balance with the Line Item Amount.</li> </ul>	
Add ACRN	Conditional	2/2
	<ul style="list-style-type: none"> <li>○ Can be used to add additional ACRNs to Line Item.</li> <li>○ Available only when LLA Level is ACRN Level.</li> </ul>	
Agency Qualifier Code	System Generated	2/2
	<ul style="list-style-type: none"> <li>○ Defaults to DD</li> </ul>	

Def Ag Alloc Recp	Optional	1/2
Cost Code	Optional	1/13
Dept Indicator	Conditional	1/2
	<ul style="list-style-type: none"> <li>○ If the AAI is in the TFS_AAI table, the Department Indicator is optional</li> <li>○ If the AAI is not in the TFS_AAI table, the Department Indicator is mandatory.</li> </ul>	
Job Work Order Code	Optional	1/8
Cost Allocation Code	Optional	1/8
Transfer from Department	Optional	1/2
Sub-Allotment Recipient	Optional	1/1
Classification Code	Optional	1/9
Fiscal Year Indicator	Conditional	1/8
	<ul style="list-style-type: none"> <li>○ If the AAI is in the TFS_AAI table, the Fiscal Year Indicator is optional</li> <li>○ If the AAI is not in the TFS_AAI table, the Fiscal Year Indicator is mandatory.</li> </ul>	
Work Center Recipient	Optional	1/6
DoD BACC Shrthd	Optional	1/6
Basic Symbol Number	Conditional	1/4
	<ul style="list-style-type: none"> <li>○ If the AAI is in the TFS_AAI table, the Basic Symbol Number is optional</li> <li>○ If the AAI is not in the TFS_AAI table, the Basic Symbol Number is mandatory.</li> </ul>	
Major Reimb Src Cd	Optional	1/1

Limit/Sub Head	Optional	1/6
Reimb Source Code	Optional	1/3
Fund Code	Optional	1/2
Customer Indicator/MPC	Optional	1/6
Fund Org Admin Code	Optional	1/2
Object Class	Optional	1/5
IFS Number	Optional	1/12
Allotment Serial No	Optional	1/5
Govt/Public Sec Id	Optional	1/1
Transaction Type	Optional	1/3
Activity Address Code	Optional	1/6
Foreign Currency Code	Optional	1/4
Program/Planning Code	Optional	1/4
Program Element Code	Optional	1/12
FMS Case No (1-3)	Optional	1/3

FMS Case No (4-5)	Optional	1/2
FMS Case No (6-8)	Optional	1/2
Project Task/Budget Subline	Optional	1/8
Special Interest/ Program Cost	Optional	1/2

### 5.5 Address Tab (Invoice and Receiving Report)

The LPO Reviewer may **not** adjust or add to data on this tab.

### 5.6 UID Tab (Receiving Report)

The LPO Reviewer may **not** adjust any data on the UID Tab.

### 5.7 Pack Tab (Receiving Report)

The LPO Reviewer may **not** adjust any data on the Pack Tab.

### 5.8 Misc. Info Tab (Invoice and Receiving Report)

The LPO Reviewer is able to:

- View the document's history, view previous user's comments and attachments
- Add comments and attachments

### Misc. Info Tab (Pre-Certification)

Label	Entry Requirement	Size
Comments	Conditional	1/2000

	○ Mandatory if Recommending Document Rejection	
Attachment	Optional	6MB

The LPO Reviewer must return to the Header Tab to continue Pre-Certification of the Invoice.

## 5.9 Status

When the Invoice is pre-certified by the LPO Reviewer, the status is “Pre-certified” and forwarded to LPO.

# 6 Document Certification

This is an optional workflow step that is controlled by Payment Specific edits. The LPO provides a point for the certification of funds associated with the payment request. If the LLA entry is mandatory for the Entitlement System it must be entered at this step. The LPO does not have the capability to adjust the quantity accepted. If the LPO believes there is an error they must work with the Vendor to resolve it.

Upon opening an Invoice as the Local Processing Office, if the User ID of the LPO is the same as the User ID of the Inspector that worked the related S/S Receiving Report, an error message will be given.

Upon opening an Invoice as the Local Processing Office, if the User ID of the LPO is the same as the User ID of the Acceptor that worked the related Receiving Report, an error message will be given.

The LPO is able to:

- Certify the document.
- Reject the document to the Initiator.
- If a COMBO created Invoice or Fast Pay Invoice is being rejected to the Initiator by the Local Processing Office, the related Receiving Report may be automatically rejected by the system if the following conditions are met:
  - The Receiving Report Status is Submitted or Resubmitted.
  - A Standard Shipment (by shipment) extract has not been sent to an external system.
  - The Receiving Report has not been partially worked and saved.

- Enter SDN, AAI and ACRN information.
- Enter the Long Line of Accounting (One-Pay only)

## 6.1 Header Tab

### Header Tab (Certification)

Label	Entry Requirement	Size
Document Certified Document Rejected	Mandatory	1/1
	○ User must select one of the options.	
Date Received	Conditional	10/10
	○ Mandatory for One Pay; not available for other entitlement systems.	
Acceptance Date	Conditional	10/10
	○ Mandatory for One Pay; not available for other entitlement systems.	
Signature Date	Mandatory	10/10
Signature	Mandatory	1/64

A "Populate Accounting Data from Template" button is provided on the Header tab for One Pay only. Only those accounting entries pertaining to the role selecting the template will be pre-populated.

For contract documents, the “template” will be retrieved based on the:

- Same document type
- Same Contract Number / Delivery Order Number combination
- When pay office is DMDC the contract number will match the first 13 positions of the pseudo-PIIN.
- Must have been worked by a user at the location code for the same role as the current user
- Example: both documents must be accepted at FU4417
- Document must be in a Processed, Paid, or myInvoice status

Line Item entries on the target document that match entries on the selected template document 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.

If accounting data is being populated from a template, it will overwrite the existing accounting data. For example, if line item 0001 has an ACRN AA on it added by the Initiator. If the Acceptor chooses to populate accounting data from a template and grabs a document with line item 0001 with an ACRN ZZ on it, then the current document will now have line item 0001 with an ACRN ZZ on it (AA is now gone).

## 6.2 Line Item Tab

### Line Item Tab (Certification)

Label	Entry Requirement	Size
AAI	Optional	6/6
	<ul style="list-style-type: none"> <li>○ User may Add or edit a previously entered AAI at line item level</li> <li>○ Line Item Tab is View Only for One Pay. All accounting information updates or entries must be made on LLA tab.</li> </ul>	
SDN	Optional	1/30
	<ul style="list-style-type: none"> <li>○ User may add or edit a previously entered SDN at line item level</li> <li>○ Line Item Tab is View Only for One Pay. All accounting information updates or entries must be made on LLA tab.</li> </ul>	
ACRN	Optional	2/2
	<ul style="list-style-type: none"> <li>○ User may add or edit a previously entered ACRN at line item level</li> <li>○ Line Item Tab is View Only for One Pay. All accounting information updates or entries must be made on LLA tab.</li> </ul>	

## 6.3 ACRN Tab

ACRN Tab is available for One Pay only. It is view only, all accounting information updates or entries must be made on LLA tab.

#### 6.4 LLA Tab (Invoice)

LLA tab is available for One Pay only.

The SDN, AAI, ACRN, ACRN Amounts, Reference Shipment Numbers and Reference Shipment Amounts are brought over to the LLA tab if the Vendor entered them on the Line Item and ACRN Tabs.

The LPO may modify the data on the LLA Tab. Any changes to LLA data will apply to the LLA Tab only, changes are not carried back to the Line Item or ACRN Tabs.

The LPO may enter the LLA at either the line level or the ACRN level. The LLA Level is defaulted to Line Item Level when the Line Items do not contain an ACRN or contain a single ACRN. The LLA Level is defaulted to ACRN Level when the Line Items contain multiple ACRNs.

The LPO can change the LLA Level as necessary. Changing from ACRN to Line Item Level will remove all ACRN and associated Reference Shipment Number data if the Line Items contain multiple ACRNs.

#### LLA Tab (Certification)

Label	Entry Requirement	Size
Help Links	Optional	
	<ul style="list-style-type: none"> <li>○ Four available Help Links are displayed: TFO LOA CrossWalks LPO Training LOP Checklist One Pay TFS AAI Listing</li> </ul>	
Populate All	Optional	
	<ul style="list-style-type: none"> <li>○ Link may be used if same accounting information applies to multiple ACRNs.</li> </ul>	
Line Item Level ACRN Level	Mandatory	1/1
	<ul style="list-style-type: none"> <li>○ The user must select one of the actions to be applied to the document</li> <li>○ ACRN Level will present a Long Line of Accounting information for each ACRN; Line Level will present LLA screen per Line Item on the document</li> </ul>	
Certify For Lesser Amount	Conditional	1/1
	<ul style="list-style-type: none"> <li>○ Certification for Less is not available when Invoice contains Misc. Amounts.</li> </ul>	

	<ul style="list-style-type: none"> <li>○ Certification for Less is not available when Invoice is Fast Pay.</li> <li>○ Selecting Certify for Lesser Amount will make Qty. Certified Field available to edit for each Line Item.</li> </ul>	
Document Record Id	Mandatory	1/15
	<ul style="list-style-type: none"> <li>○ Must be 13, 14 or 15 alphanumeric characters if the AAI is not in the SDN_AAA table.</li> <li>○ Must be 9,13, 14 or 15 alphanumeric characters if the AAI is in the SDN_AAA table</li> </ul>	
Agency Accounting Id	Mandatory	6/6
ACRN	Mandatory	2/2
Approved Amount	Mandatory	0.2/12.2
	<ul style="list-style-type: none"> <li>○ The sum of all Approved Amounts must balance with the Line Item Amount.</li> </ul>	
Add ACRN	Conditional	2/2
	<ul style="list-style-type: none"> <li>○ Can be used to add additional ACRNs to Line Item.</li> <li>○ Available only when LLA Level is ACRN Level.</li> </ul>	
Agency Qualifier Code	System Generated	2/2
	<ul style="list-style-type: none"> <li>○ Defaults to DD</li> </ul>	
Def Ag Alloc Recp	Optional	1/2
Cost Code	Optional	1/13
Dept Indicator	Conditional	1/2
	<ul style="list-style-type: none"> <li>○ If the AAI is in the TFS_AAI table, the Department Indicator is optional</li> <li>○ If the AAI is not in the TFS_AAI table, the Department Indicator is mandatory.</li> </ul>	
Job Work Order Code	Optional	1/8
Cost Allocation Code	Optional	1/8

Transfer from Department	Optional	1/2
Sub-Allotment Recipient	Optional	1/1
Classification Code	Optional	1/9
Fiscal Year Indicator	Conditional	1/8
	<ul style="list-style-type: none"> <li>○ If the AAI is in the TFS_AAI table, the Fiscal Year Indicator is optional</li> <li>○ If the AAI is not in the TFS_AAI table, the Fiscal Year Indicator is mandatory.</li> </ul>	
Work Center Recipient	Optional	1/6
DoD BACC Shrthd	Optional	1/6
Basic Symbol Number	Conditional	1/4
	<ul style="list-style-type: none"> <li>○ If the AAI is in the TFS_AAI table, the Basic Symbol Number is optional</li> <li>○ If the AAI is not in the TFS_AAI table, the Basic Symbol Number is mandatory.</li> </ul>	
Major Reimb Src Cd	Optional	1/1
Limit/Sub Head	Optional	1/6
Reimb Source Code	Optional	1/3
Fund Code	Optional	1/2
Customer Indicator/MPC	Optional	1/6
Fund Org Admin Code	Optional	1/2
Object Class	Optional	1/5

IFS Number	Optional	1/12
Allotment Serial No	Optional	1/5
Govt/Public Sec Id	Optional	1/1
Transaction Type	Optional	1/3
Activity Address Code	Optional	1/6
Foreign Currency Code	Optional	1/4
Program/Planning Code	Optional	1/4
Program Element Code	Optional	1/12
FMS Case No (1-3)	Optional	1/3
FMS Case No (4-5)	Optional	1/2
FMS Case No (6-8)	Optional	1/2
Project Task/Budget Subline	Optional	1/8
Special Interest/ Program Cost	Optional	1/2

## 6.5 Address Tab (Invoice and Receiving Report)

The LPO may not adjust or add to data on this tab.

### 6.6 UID Tab (Receiving Report)

The LPO may **not** adjust any data on the UID Tab.

### 6.7 Pack Tab (Receiving Report)

The LPO may **not** adjust any data on the Pack Tab.

### 6.8 Misc. Info Tab (Invoice and Receiving Report)

The LPO is able to:

- View the document's history, previous user's comments and attachments
- Add comments and attachments

#### Misc. Info Tab (Certification)

Label	Entry Requirement	Size
Comments	Conditional	1/2000
	○ Mandatory for document rejection	
Attachment	Optional	6MB

## 7 Payment Processing

This is a mandatory workflow step.

If the Pay Office is not EDI capable, the Pay Official can access the Invoice from the Access Acceptance/Review and Access Process Documents Folders. The Pay Official is able to:

- Review the document
- Process the document

If accessing a processed Invoice from the Invoice Number link or the Contract Number link in the Pay Official’s History Folder, the Pay Official is able to:

- View document history

If accessing a processed Invoice from the Recall Invoice Link in the Pay Official’s History Folder, the Pay Official is able to:

- View document history
- Reject the document:
  - If a COMBO created Invoice or Fast Pay Invoice is being rejected to the Initiator by the Pay Office, the related Receiving Report may be automatically rejected by the system if the following conditions are met:
    - The Receiving Report Status is Submitted or Resubmitted.
    - A Standard Shipment (by shipment) extract has not been sent to an external system.
    - The Receiving Report has not been partially worked and saved.
- Recall a Processed document
- Suspend the document
- Make the document available for LPO to Recall
- Add Attachments
- Regenerate an extract that was previously generated EDI

## 7.1 Header Tab

### Header Tab (Payment)

Label	Entry Requirement	Size
Document Accepted Document Processed Document Rejected Document Suspended Document Available for Recall	Mandatory	1/1
	○ User must select one of the options	

## 7.2 Line Item Tab (Invoice and Receiving Report)

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

## 7.3 ACRN Tab (Invoice and Receiving Report)

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

## 7.4 LLA Tab (Invoice)

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

## 7.5 Address Tab (Invoice)

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

## 7.6 UID Tab (Receiving Report)

The Pay Official may **not** adjust any data on the UID Tab.

## 7.7 Pack Tab (Receiving Report)

The Pay Official may **not** adjust any data on the Pack Tab.

## 7.8 Regenerate EDI Tab

**NOTE:** Regeneration applies to all iRAPT documents forwarded to an EDI-capable Pay Office and applies to all transaction types that are EDI-capable.

### Regenerate EDI Tab (Payment)

Label	Entry Requirement	Size
Regenerate EDI Extract(s)	Optional	1/1
	<ul style="list-style-type: none"><li>Once an EDA transaction extracts, Pay Officials can regenerate a transaction and resend it to the Pay Office.</li></ul>	

Following regeneration, all document status and date indicators are reset to reflect the status and date related to the regenerated transactions.

## 7.9 Misc. Info Tab (Invoice and Receiving Report)

The Pay Official is able to:

- View the document’s history, view the previous user’s comments and attachments.
- Add comments and attachments.

**Misc. Info Tab (Payment)**

<b>Label</b>	<b>Entry Requirement</b>	<b>Size</b>
Comments	Conditional	1/2000
	<ul style="list-style-type: none"><li>○ Mandatory when rejecting or suspending a document.</li></ul>	
Attachment	Optional	6MB

**7.10 Status**

- Following initial review by the Payment Office, the document’s status is “Reviewed.”
- Following processing by the Payment Office, the document’s status is “Processed.”
- If the Payment Office suspends the document, the status is “Suspended.”
- If the Payment Office rejects the document, the status is “Rejected.”
- If the Payment Office makes the document available for recall, the status is “Recall Available.”