



**Invoicing Receipt Acceptance Property Transfer**

# **Navy Shipbuilding Invoice (Fixed Price)**

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

iRAPT includes the functionality for submission and processing of the Navy Shipbuilding Invoice (Fixed Price).

## 1.1 Affected Entitlement Systems

The following table defines what DFAS Entitlement Systems are capable of accepting a Navy Shipbuilding Invoice transaction.

**Entitlement Systems**

<b>Entitlement System</b>	<b>WAWF Support</b>	<b>EDI Capable</b>
MOCAS	NO	NA
ONE-PAY	YES	YES
IAPS-E	NO	NA
CAPS-C	NO	NA
CAPS-W	NO	NA
EBS	NO	NA
Navy ERP	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.

## 2 Document Creation

### 2.1 EDI/SFTP

The Navy Shipbuilding Invoice may be created with the submission of the EDI 810C or the Navy Shipbuilding Invoice UDF.

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

For Web-based creation of a Navy Shipbuilding Invoice (Fixed Price) input, the Vendor provides the following information:

#### *Contract Number Edits*

Label	Entry Requirement	Size
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> </ul>		13-17

<ul style="list-style-type: none"> <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>	
<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***

Label	Entry Requirement	Size
Delivery Order Number	Conditional	
<b>DOD FAR FY17 and later</b>		
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' <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>		
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' 4 Character DO Numbers Edits: <ul style="list-style-type: none"> <li>○ 'A' and 'P' prohibited in first position</li> <li>○ '0000' is not an acceptable value</li> </ul> 13 Character DO Numbers Edits: <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> </ul>		0,4 or 13

○ POS 10+: POS 10-13 cannot be '0000'	
<b>Uniform PIID FY16 and later</b>	
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'	13-17
○ POS 1-6: Must be a valid FEDAAC ○ POS 7-8 (Fiscal Year) : Must be numeric and must be $\geq 16$ ○ POS 9: Must be 'F' ○ POS 10+: Position 10 and after cannot be all zeros.	
<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</li> </ul> </li> </ul>	

	Parameter for DoD Contract (FAR) documents. - The value for 'Fiscal Year For Uniform PIID' System Parameter for Uniform PIID (4.16) documents. • The entered Contract Number has an "F" in the 9th position.	
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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.

### 2.3 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. Currently, Navy Shipbuilding Invoices are only available to One Pay and Navy ERP entitlement systems.

#### Document Selection

Label	Entry Requirement	Size
Navy Shipbuilding Invoice (Fixed Price)	Mandatory	1/1
Template	Optional	1/1
ALL	After selecting the document type, a "Template" check box is presented.	
Invoice Number	Optional	1/30
ALL	An optional text box is provided to input the document Invoice Number of the requested template documents.	
Active Documents or Archived Documents	Mandatory	1/1
ALL	The user may query either the active or archive database to query for available template documents, but not at the same time. The active database is selected by default. The window lists the available documents based on the Contract Number, Delivery Order, CAGE Code, Pay DoDAAC, the type of document that was selected, and the	

	Document Number input in the previous windows.	
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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 Invoice/Shipment Number/Date fields. The Initiator can edit all pre-filled information.

## 2.4 Routing Codes

Based upon the results of the EDA query previously conducted the available routing codes will be pre-populated and visible at this point. The user has the option to edit/update these codes. The Routing elements entered are used to route the document through the workflow to the appropriate users.

### Routing Codes

Label	Entry Requirement	Size
Issue Date	Optional	10/10
Issue By DoDAAC	Optional	6/6
ALL	Absence of Issue By entry triggers a reminder message to enter an Issue By DoDAAC or continue without entering.	
Admin DoDAAC	Mandatory	6/6
Inspect By DoDAAC	Mandatory	6/6
Inspect By Extension	Conditional	1/6
ALL	Requires entry of the Inspect By DoDAAC	
Acceptor DoDAAC	Mandatory	6/6
Acceptor Extension	Conditional	1/6
ALL	Requires entry of the Acceptor DoDAAC	
LPO DoDAAC	Conditional	6/6
One Pay	Mandatory and must be a valid SUPSHIP DoDAAC	
Navy ERP	Not allowed	
LPO Extension	Conditional	1/6
ALL	Requires entry of the LPO DoDAAC	

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.

## 2.5 Data Entry

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

## 2.6 Header Tab

### Header Tab (Initiator)

Label	Entry Requirement	Size
Invoice Number	Mandatory	1/22
Invoice Date	Mandatory	10/10
Final Invoice Indicator	Mandatory	1/1
ALL	“Y” or “N” required; defaults to blank. If an Invoice Number has been entered, the Final Invoice indicator will require a selection of ‘N’ or ‘Y’.	
Shipment Number	Optional	2/22
Currency Code	Mandatory	3/3
ALL	Defaults to “USD”	

## 2.7 Address Data Tab

The address data is pre-populated based upon the codes entered on the routing screen. The data can be modified by the user. The fields in the table below will be displayed for all Routing Codes entered.

### Address Data Tab

Label	Entry Requirement	Size
Activity Name 1	Mandatory	1/60
Activity Name 2	Optional	1/60

Activity Name 3	Optional	1/60
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	Optional	3/15
Country	Optional	2/3
Military Location Description	Optional	2/6

When entering Address data, WAWF will require the following Address combinations **if** a user attempts to modify pre-populated data:

**For U. S. Addressing:** Activity Name, Address, City, State and ZIP Code are the minimum required to complete the Address. Other fields are optional.

e.g. Fred’s Computer Software, 1234 Main Street, Jacksonville, FL 32043

**For Non-U. S. Addressing:** Activity Name, Address, City, State/Province, ZIP Code, and Country are the minimum required to complete the Address. Other fields are optional.

e.g. FCC Company, 23 Main St, Bedford Nova Scotia, B4B 1G9, Canada

**For U. S. Military Addressing:** Activity Name, Address, ZIP Code, and Military Location are the minimum required to complete the Address. Other fields are optional.

e.g. 51st Activity Company, Camp David, 33043-0525, AR FPO AA

## 2.8 Comments Tab

### Comments Tab (Initiator)

**NOTE:** If the Navy Shipbuilding Invoice was created from a template, the comments that the user entered will be prefaced with, “Submitted Web, From Template”

Label	Entry Requirement	Size
Comments	Optional	1/2000

ALL	Mandatory if there is a previously submitted final Invoice against the Contract Number and Delivery Order	
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## 2.9 Line Item Tab

### CLIN Data (Initiator)

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

Label	Entry Requirement	Size
LINE Item ID CLIN/SLIN/ELIN	Mandatory	4/6
ALL	Requires at least 1 entry and up to 999 Line Items.	
CAPS-C CAPS-W IAPS-E MOCAS	Must be 4 or 6 alphanumeric characters	
ONE-PAY	Must be 4 numeric or 4 numeric and 2 alpha characters	
EBS	Must be 4 numeric or 4 numeric and 2 alpha characters	
Navy ERP	Must be 4 Numeric, 4 Numeric and 2 Alphanumeric or 1alpha and 3 Alphanumeric characters	
Amount Billed	Mandatory	0.2/11.2
ALL	Total Amount Billed for the document must be less than 100 billion.	
Item Description	Mandatory	1/2000

## 2.10 Document Submission

To continue with creation of the Navy Shipbuilding Invoice, click the Create Document button found at the bottom of the Header tab page. This allows for to Vendor to review the Document prior to submission and to add attachments under the Misc. Info Tab.

When submitting a Navy Shipbuilding Invoice created from a Template, clicking the "Create Document" button displays a pop-up message, "The data in this document was populated based on a template and all data from that template was brought onto this new document. Please ensure that you have updated all applicable data to reflect desired values for this submission."

The system will default the NET Days to 7 upon submission.

## 2.11 Duplicate Validation

When the user attempts to Submit or Resubmit a document, a warning validation will occur to determine if the current document is a possible duplicate. If this is the case, a popup with a warning message will appear.

If the user selects 'OK' then the document will be submitted/resubmitted according to current guidelines. By clicking 'Cancel' on the validation warning popup, the user will be returned to the document creation screen. Here they will now have access to a link (View Validation Warnings) which allows access to the warning messages.

### Scenarios For Prompt of Duplicate Message:

- NOTE: The new warning validation will not impact the current exact duplicate validation.
- Primary key = Request/Invoice/Voucher number depending on document type.
- If the last character of the primary key is a letter, the system will check to see if the value, minus the final character, has been previously used for the same Contract Number / Delivery Order Number.
- If a previous submission exists in a non-voided state, the system will check to see if the gross amounts of the two documents are the same. If so, the warning message will be issued.
- If this check passes, the system will then validate against the same Delivery Date, Service Start / End dates or Period To / From dates and matching CLIN values to include quantity and cost.

## 2.12 Misc. Info Tab

### Misc. Info Tab (Initiator)

Label	Entry Requirement	Size
Attachments	Optional	6 MB

To complete the creation of the Navy Shipbuilding Invoice, sign and date the document. 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.

The user receives a Success message from the system indicating that his/her document was successfully saved, and that e-mail notification was sent to the appropriate government users.

### 2.13 Submission Status

- When the Navy Shipbuilding Invoice is created for One Pay entitlement system, the document's status is "Submitted".
- When the Navy Shipbuilding Invoice is created for Navy-ERP entitlement system the document's status is "Navy-in Process".

### 2.14 Forwarding Data to the Entitlement Systems

Upon submission of the document the appropriate flags are set to generate the EDI extract for those entitlement systems that are EDI capable and accept the Navy Shipbuilding Invoice.

The 810C\_SHIP is released to NAVY\_ERP systems designated as Acceptors/Approvers:

- after Submission

The 810C\_AAA is released to AAA systems:

- after Acceptance

The 810C is released to entitlement systems:

- after Acceptance if an LPO is not included
- after Certification if an LPO is included

## 3 Document Inspection

This is an optional workflow step. The Inspector acts as a first point of review within the government workflow process. The Inspector does not have the capability to adjust the approved dollar amount. If the Inspector believes there is an error, they must work with the Vendor and Government Approver to resolve it.

The Inspector is able to:

- Recommend Approval.
- Recommend Reduced Amount.
- Recommend Rejection.

### 3.1 Header Tab

#### Header Tab

Label	Entry Requirement	Size
Action block entries: Recommend Approval Recommend Reduced Amount Recommend Rejection	Mandatory	1/1
ALL	The user must select one of the actions to be applied to the document	
Inspection Date	Mandatory	10/10
Signature Date	Mandatory	10/10
Signature	Conditional	1/64
ALL	Not available on rejections.	

### 3.2 Line Item Tab

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

### 3.3 Address Tab

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

### 3.4 Misc Info Tab

#### Misc. Info Tab

Label	Entry Requirement	Size
Comments	Conditional	1/2000
ALL	Mandatory when recommending reduced amount or rejection.	
Attachments	Optional	6 MB

### 3.5 Submission Status

After the Inspector's action on the Navy Shipbuilding Invoice, the status is "Inspected."

# 4 Document Acceptance

This is a MANDATORY workflow step. The Acceptor acts as the Government Approver and locks the approved amount for payment. The Acceptor has the capability to adjust the approved dollar amount. If the Acceptor believes there is an error they must work with the Vendor to resolve it.

The Acceptor is able to:

- Approve the document.
- Approve for a lesser amount
- Reject the document to the Initiator.

## 4.1 Header Tab

**Header Tab**

<b>Label</b>	<b>Entry Requirement</b>	<b>Size</b>
Action block entries:  Approval Approve lesser amount Reject to Initiator	Mandatory	1/1
ALL	The user must select one of the actions to be applied to the document	
Approval Date	Mandatory	10/10
Signature Date	Mandatory	10/10
Signature	Conditional	1/64
ALL	Not available on rejections.	

A "Populate Accounting Data from Template" button is provided on the Header tab. 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).

#### 4.2 Line Item Tab

Based upon results of an EDA query, the available CLIN accounting data consisting of ACRN, Standard Document Number (SDN) and Agency Accounting Identifier (alias AAA) will be pre-populated and visible at this point. The Acceptor has the option to edit/update these accounting data.

#### Line Item Detail

Label	Entry Requirement	Size
ACRN	Optional	2/2
ALL	Entry available for each Line Item.	
SDN	Optional	1/30
ALL	Entry available for each Line Item. For Navy Shipbuilding Invoices One Pay	
AAI	Optional	6/6
ALL	Entry available for each Line Item.	
Approved Amount	Mandatory	0.2/11.2
ALL	Total Approved Amount for the document must be less than 100 billion.	

### 4.3 Address Tab

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

### 4.4 Misc Info Tab

#### Misc. Info Tab

Label	Entry Requirement	Size
Comments	Conditional	1/2000
ALL	Mandatory for Approve For Lesser Amount. Mandatory for Reject to Initiator.	
Attachments	Optional	6 MB

### 4.5 Submission Status

When the Navy Shipbuilding Invoice is accepted and is destined for Navy ERP entitlement system, the status is “Processed.”

When the Navy Shipbuilding Invoice is accepted and is destined for One Pay entitlement system, the status is “Accepted.”

## 5 Document Pre-Certification

This is an optional workflow step. The LPO Reviewer provides a point for the certification of funds associated with the payment request. The LPO Reviewer does not have the capability to adjust the amount billed. If the LPO Reviewer believes there is an error they must work with the Vendor/LPO to resolve it.

The LPO Reviewer is able to:

- Recommend Document Certified.
- Recommend Document Certified For Lesser Amount
- Recommend Document Rejected

## 5.1 Header Tab

### Header Tab (Pre-Certification)

Label	Entry Requirement	Size
Action block entries: Recommend Document Certified Recommend Document Certified For Lesser Amount Recommend Document Rejected	Mandatory	1/1
ALL	The user must select one of the actions to be applied to the document	

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

The LPO Reviewer may **not** adjust any data on the Line Item tab.

## 5.3 ACRNWS Tab

The LPO Reviewer is required to enter at least one ACRN, SDN, AAI and Certified Amount under each Line Item.

### ACRNWS Tab (Pre-Certification)

Label	Entry Requirement	Size
Approved Amount	System Generated	0.2/11.2
	Populated from the Line Item tab for view purposes only.	
Certification Target	Mandatory	0.2/11.2
	Populated from the Approved Amount but can be adjusted	
Certified Total	System Generated	0.2/11.2
	Dynamically calculated as the sum of all Line Certified Amounts on the worksheet	
Difference	System Generated	0.2/11.2
	Dynamically calculated as Certified Target less the Certified Total	
Document Level Pre-pop ACRN	Optional	2/2
	Populates entry to all Line Pre-pop ACRN text boxes	
Document Level Pre-pop SDN	Optional	13/30
	Populates entry to all Line Pre-pop SDN text boxes	
Document Level Pre-pop AAI	Optional	6/6
	Populates entry to all Line Pre-pop AAI text boxes	

CLIN/SLIN Number	System Generated	4/6
ALL	Populated from the Line Item tab for view purposes only.	
CLIN Amount Billed	System Generated	0.2/11.2
ALL	Populated from the Line Item tab for view purposes only.	
CLIN Amount Approved	System Generated	0.2/11.2
ALL	Populated from the Line Item tab for view purposes only.	
Line Level ACRN	System Generated	2/2
ALL	Populated from the Line Item tab for view purposes only.	
Line Level SDN	System Generated	13/30
ALL	Populated from the Line Item tab for view purposes only.	
Line Level AAI	System Generated	6/6
ALL	Populated from the Line Item tab for view purposes only.	
Line Approved Amount	System Generated	0.2/11.2
ALL	Populated from the Line Item tab for view purposes only.	
Line Certified Amount	System Generated	0.2/11.2
ALL	Dynamically calculated as the sum of all sub-Line Item Certified Amounts.	
Line Difference	System Generated	0.2/11.2
ALL	Dynamically calculated as Line Approved Amount less Line Certified Amount	
Line Pre-pop ACRN	Optional	2/2
ALL	May be populated from Document Level Pre-pop ACRN entries Populates data to succeeding sub-Line ACRN entries	
Line Pre-pop SDN	Optional	13/30
ALL	May be populated from Document Level Pre-pop SDN entries Populates data to succeeding sub-Line SDN entries	
Line Pre-pop AAI	Optional	6/6
ALL	May be populated from Document Level Pre-pop AAI entries Populates data to succeeding sub-Line AAI entries	
sub-Line ACRN	Mandatory	2/2

	ALL	May be populated from Line Pre-pop ACRN entries. Each line item must have at least one ACRN-SDN-AAI sub-Line entry. Each ACRN-SDN-AAI sub-Line combination must be unique under the Line Item.	
sub-Line SDN		Mandatory	13/30
	ALL	May be populated from Line Pre-pop SDN entries. Each line item must have at least one ACRN-SDN-AAI sub-Line entry. Each ACRN-SDN-AAI sub-Line combination must be unique under the Line Item.	
sub-Line AAI		Mandatory	6/6
	ALL	May be populated from Line Pre-pop AAI entries. Each line item must have at least one ACRN-SDN-AAI sub-Line entry. Each ACRN-SDN-AAI sub-Line combination must be unique under the Line Item.	
sub-Line Certified Amount		Mandatory	0.2/11.2
	ALL	Populated with Line Difference when adding sub-Line entries. Can be a positive, zero or negative amount.	

#### 5.4 Long Line of Accounting (LLA)

Long Line of Accounting tab is restricted to ONE PAY only. The Item Number, ACRN, SDN and AAI are populated from the ACRNWS tab.

The LPO Reviewer may manually enter the LLA data under each ACRN or replicate entries across all ACRN level LLA fields via the 'Populate All' feature.

#### LLA Tab (Pre-Certification)

Label	Entry Requirement	Size
Help Links		
One Pay	Four available Help links will be visible on the LLA tab so that the LPO can better perform their functions when the Pay System is One Pay:	

	<p>TFO LOA Crosswalks  LPO Training  LPO Checklist  One Pay TFS AAI Listing</p> <p>These Links will be parameter driven as requested by the PMO.</p>	
Dept Indicator	Optional	1/2
Fiscal Year Indicator	Optional	1/8
Basic Symbol Number	Optional	1/4
Limit/Sub Head	Optional	1/4
Object Class	Optional	1/5
Allot Serial Number	Optional	1/5
Sub-Allotment Recipient	Optional	1/1
Transaction Type	Optional	1/3
Job Work Order Code	Optional	1/8
Cost Code	Optional	1/13
Agency Qual Code	Mandatory	2/2
ALL	Defaults to DD	
Project Task/ Budget Sub-line	Optional	1/8
Program/ Planning Code	Optional	1/4
Agency Allocation Recipient	Optional	1/2
Special Interest/ Program Cost	Optional	1/2
Transfer from Dept	Optional	1/2
Cost Allocation Code	Optional	1/8
Work Center Recipient	Optional	1/6
Classification Code	Optional	1/9
Major Reimbursement Source Code	Optional	1/1

Budget Accounting Classification Code	Optional	1/6
Fund Code	Optional	1/2
Reimbursement Source Code	Optional	1/3
IFS Number	Optional	1/18
Fund Org Admin Code	Optional	1/2
Customer Indicator/ MPC	Optional	1/6
Foreign Military Sales Case Number (1-3)	Optional	1/3
Activity Address Code/ UIC	Optional	1/6
Government Public Sector Identifier	Optional	1/1
Foreign Military Sales Case Number (4-5)	Optional	1/2
Program Element Code	Optional	1/12
Foreign Currency Code	Optional	1/4
Foreign Military Sales Case Number (6-8)	Optional	1/3
CLIN/SLIN Number	System Generated	4/6
ALL	Populated from the ACRN WS tab for view purposes only.	
Accounting Classification Reference Number	System Generated	2/2
ALL	Populated from the ACRN WS tab for view purposes only.	
Standard Document Number	System Generated	13/30
ALL	Populated from the ACRN WS tab for view purposes only.	
Agency Accounting Identifier	System Generated	6/6

ALL	Populated from the ACRN WS tab for view purposes only.	
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## 5.5 Address Tab

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

## 5.6 Misc. Info Tab

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

Label	Entry Requirement	Size
Comments	Conditional	1/2000
ALL	Mandatory for Recommend Document Certified For Lesser Amount Mandatory for Recommend Document Rejected	
Attachments	Optional	6 MB

## 5.7 Submission Status

After the LPO Reviewer's action on the Navy Shipbuilding Invoice, the status is "Pre-Certified."

# 6 Document Certification

This is a MANDATORY workflow step for documents destined for One Pay entitlement systems. The Local Processing Official (LPO) provides a point for the certification of funds associated with the payment request. The LPO does not have the capability to adjust the amount billed. If the LPO believes there is an error he must work with the Vendor to resolve it.

Upon opening a document as the LPO, if the User ID of the LPO is the same as the User ID of the Acceptor that worked the document, an error message will be given.

The LPO is able to:

- Certify the document.
- Certify the document for Lesser Amount.
- Reject the document to the Initiator.

## 6.1 Header Tab

### Header Tab (Certification)

Label	Entry Requirement	Size
Action block entries: Document Certified Document Certified for Lesser Amount Document Rejected	Mandatory	1/1
ALL	The user must select one of the actions to be applied to the document	
Certification 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

The LPO Reviewer may **not** adjust any data on the Line Item tab.

## 6.3 ACRNWS Tab

The LPO ensures that at least one ACRN, SDN, AAI and Certified Amount has been entered under each Line Item.

### ACRNWS Tab (Certification)

Label	Entry Requirement	Size
Approved Amount	System Generated	0.2/11.2
	Populated from the Line Item tab for view purposes only.	
Certification Target	Mandatory	0.2/11.2
	Populated from the Approved Amount but can be adjusted	
Certified Total	System Generated	0.2/11.2
	Dynamically calculated as the sum of all Line Certified Amounts on the worksheet	
Difference	System Generated	0.2/11.2
	Dynamically calculated as Certified Target less the Certified Total	
Document Level Pre-pop ACRN	Optional	2/2
	Populates entry to all Line Pre-pop ACRN text boxes	
Document Level Pre-pop SDN	Optional	13/30
	Populates entry to all Line Pre-pop SDN text boxes	
Document Level Pre-pop AAI	Optional	6/6
	Populates entry to all Line Pre-pop AAI text boxes	

CLIN/SLIN Number	System Generated	4/6
ALL	Populated from the Line Item tab for view purposes only.	
CLIN Amount Billed	System Generated	0.2/11.2
ALL	Populated from the Line Item tab for view purposes only.	
CLIN Amount Approved	System Generated	0.2/11.2
ALL	Populated from the Line Item tab for view purposes only.	
Line Level ACRN	System Generated	2/2
ALL	Populated from the Line Item tab for view purposes only.	
Line Level SDN	System Generated	13/30
ALL	Populated from the Line Item tab for view purposes only.	
Line Level AAI	System Generated	6/6
ALL	Populated from the Line Item tab for view purposes only.	
Line Approved Amount	System Generated	0.2/11.2
ALL	Populated from the Line Item tab for view purposes only.	
Line Certified Amount	System Generated	0.2/11.2
ALL	Dynamically calculated as the sum of all sub-Line Item Certified Amounts.	
Line Difference	System Generated	0.2/11.2
ALL	Dynamically calculated as Line Approved Amount less Line Certified Amount	
Line Pre-pop ACRN	Optional	2/2
ALL	May be populated from Document Level Pre-pop ACRN entries Populates data to succeeding sub-Line ACRN entries	
Line Pre-pop SDN	Optional	13/30
ALL	May be populated from Document Level Pre-pop SDN entries Populates data to succeeding sub-Line SDN entries	
Line Pre-pop AAI	Optional	6/6
ALL	May be populated from Document Level Pre-pop AAI entries Populates data to succeeding sub-Line AAI entries	
sub-Line ACRN	Mandatory	2/2

	ALL	May be populated from Line Pre-pop ACRN entries. Each line item must have at least one ACRN-SDN-AAI sub-Line entry. Each ACRN-SDN-AAI sub-Line combination must be unique under the Line Item.	
sub-Line SDN		Mandatory	13/30
	ALL	May be populated from Line Pre-pop SDN entries. Each line item must have at least one ACRN-SDN-AAI sub-Line entry. Each ACRN-SDN-AAI sub-Line combination must be unique under the Line Item.	
sub-Line AAI		Mandatory	6/6
	ALL	May be populated from Line Pre-pop AAI entries. Each line item must have at least one ACRN-SDN-AAI sub-Line entry. Each ACRN-SDN-AAI sub-Line combination must be unique under the Line Item.	
sub-Line Certified Amount		Mandatory	0.2/11.2
	ALL	Populated with Line Difference when adding sub-Line entries. Can be a positive, zero or negative amount.	

#### 6.4 Long Line of Accounting (LLA)

Long Line of Accounting tab is restricted to ONE PAY only. The Item Number, ACRN, SDN and AAI are populated from the ACRNWS tab.

The LPO may manually enter the LLA data under each ACRN or replicate entries across all ACRN level LLA fields via the 'Populate All' feature.

#### LLA Tab (Certification)

Label	Entry Requirement	Size
Help Links		
One Pay	Four available Help links will be visible on the LLA tab so that the LPO can better perform their functions when the Pay System is One Pay:	

	<p>TFO LOA Crosswalks  LPO Training  LPO Checklist  One Pay TFS AAI Listing</p> <p>These Links will be parameter driven as requested by the PMO.</p>	
Dept Indicator	Optional	1/2
Fiscal Year Indicator	Optional	1/8
Basic Symbol Number	Optional	1/4
Limit/Sub Head	Optional	1/4
Object Class	Optional	1/5
Allot Serial Number	Optional	1/5
Sub-Allotment Recipient	Optional	1/1
Transaction Type	Optional	1/3
Job Work Order Code	Optional	1/8
Cost Code	Optional	1/13
Agency Qual Code	Mandatory	2/2
ALL	Defaults to DD	
Project Task/ Budget Sub-line	Optional	1/8
Program/ Planning Code	Optional	1/4
Agency Allocation Recipient	Optional	1/2
Special Interest/ Program Cost	Optional	1/2
Transfer from Dept	Optional	1/2
Cost Allocation Code	Optional	1/8
Work Center Recipient	Optional	1/6
Classification Code	Optional	1/9
Major Reimbursement Source Code	Optional	1/1

Budget Accounting Classification Code	Optional	1/6
Fund Code	Optional	1/2
Reimbursement Source Code	Optional	1/3
IFS Number	Optional	1/18
Fund Org Admin Code	Optional	1/2
Customer Indicator/ MPC	Optional	1/6
Foreign Military Sales Case Number (1-3)	Optional	1/3
Activity Address Code/ UIC	Optional	1/6
Government Public Sector Identifier	Optional	1/1
Foreign Military Sales Case Number (4-5)	Optional	1/2
Program Element Code	Optional	1/12
Foreign Currency Code	Optional	1/4
Foreign Military Sales Case Number (6-8)	Optional	1/3
CLIN/SLIN Number	System Generated	4/6
ALL	Populated from the ACRN WS tab for view purposes only.	
Accounting Classification Reference Number	System Generated	2/2
ALL	Populated from the ACRN WS tab for view purposes only.	
Standard Document Number	System Generated	13/30
ALL	Populated from the ACRN WS tab for view purposes only.	
Agency Accounting Identifier	System Generated	6/6

	ALL	Populated from the ACRN WS tab for view purposes only.	
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## 6.5 Address Tab

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

## 6.6 Misc. Info Tab

### Misc. Info Tab (Certification)

Label	Entry Requirement	Size
Comments	Conditional	1/2000
	ALL	Mandatory for rejection
Attachments	Optional	6 MB

## 6.7 Submission Status

After the LPO has certified the Navy Shipbuilding Invoice, the status is “Processed.”

# 7 Payment Processing

The Navy Shipbuilding Invoice is currently available only for EDI entitlement systems and goes directly into “Processed” status. As an optional step, the Payment Office is able to recall the document then:

- Review the document
- Process the document
- View history.
- Suspend the Document.
- Reject the document to the Initiator.

- When a document has either myInvoice or Paid status, the Pay Official won't be able to manually update the status of the document. Yet, the Pay Official can use the "Recall" link to open the document in editable mode just for entering comments and attachments on the Misc. Info tab.

## 7.1 Header Tab

### Header Tab (Payment)

Label	Entry Requirement	Size
Action block entries: Document Accepted Document Processed Document Suspended Document Rejected	Mandatory	1/1
ALL	The user must select one of the actions to be applied to the document.	
Action block entries: Document in MyInvoice Document Paid	Mandatory	1/1
ALL	The checkboxes are displayed only when status of the document is either myInvoice or Paid, and they are non-editable.	

## 7.2 Line Item Tab

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

## 7.3 ACRN WS Tab

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

## 7.4 Address Tab

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

### 7.5 LLA Tab

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

### 7.6 Misc. Info Tab

#### Misc. Info Tab

Label	Entry Requirement	Size
Comments	Conditional	1/2000
ALL	Mandatory for rejection.	
Attachments	Optional	6 MB

### 7.7 Submission 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."