

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

Government

Local Processing Office

[Certification Folder](#)

[History Folder by DoDAAC](#)

[History Folder by User](#)

[Discount Folder](#)

[Hold Folder](#)

[Recall - Action Required Folder](#)

[Pure Edge Folder](#)

Local Processing Office Reviewer

[Certification Folder](#)

[History Folder by DoDAAC](#)

[History Folder by User](#)

[Discount Folder](#)

[Hold Folder](#)

[Recall - Action Required Folder](#)

[Pure Edge Folder](#)

This presentation provides an overview of the LPO Reviewer/LPO Template Capabiltiy portion of ECP_0680.

This presentation contains audio narrative. Please adjust your volume accordingly.

[Help](#)

Local Processing Office - Invoice

Header Line Item ACRNs LLA Addresses Misc. Info Preview Document

Populate Accounting Data from Template

Contract Number Type	Reference Procurement Identifier	Issue Date	Supplies or Services
DoD Contract (FAR)		2008/02/08	SPL
Invoice Number	Final Invoice?	Invoice Received Date	
INV0855	N	2012/10/19	

Click Populate Accounting Data from Template to select a document as a template for accounting data. (access key P)

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

A template feature similar to that available to the vendor is available to the LPO Reviewer/LPO for the following document types:

- All One Pay except Telecommunications Invoice (Contractual and Non-Contractual), Receiving Reports, Repairables Receiving Reports, Grant Vouchers and Non Procurement Instruments Voucher
- All Miscellaneous Payments except USMC

Shipment Number	Shipment
SHP0855	
Bill of Lading Number	
BL1234675	

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

Submit Save Draft Document Previous Help

Local Processing Office - Invoice

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

[Populate Accounting Data from Template](#)

Contract Number Type DoD Contract (FAR)	Reference Procurement Identifier	Issue Date 2008/02/08	Supplies or Services SPL
Invoice Number INV0855	Final Invoice? N	Invoice Received Date 2012/10/19	

Click Populate Accounting Data from Template to select a document as a template for accounting data. (access key P)

Summary of Detail Level In	Total (\$)
3 CLIN/SLIN(s)	2,088.48
0 Miscellaneous Amount(s)	0.00
	2,088.48

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.
- For Misc Pay documents - Same Pseudo-PIIN:
 - CAPS-C, CAPS-W, & One Pay: positions 1-6 must match
 - IAPS-E: positions 1-6 and 12 must match
- Must have been worked by a user at the location code for the same role as the current user
- Document must be in a Processed, Paid, or myInvoice status

Shipment Number SHP0855	Shipment
Bill of Lading Number BL1234675	

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

[Submit](#) [Save Draft Document](#) [Previous](#) [Help](#)

Local Processing Office - Invoice

Header Line Item ACRNs LLA Addresses Misc. Info Preview Document

Populate Accounting Data from Template

Click Populate Accounting Data from Template to select a document as a template for accounting data. (access key P)

A "Populate Accounting Data from Template" button is provided on the Header tab (first tab) for each document type.

Contract Number Type	DoD Contract (FAR)	Reference Procurement Identifier	Issue Date	Supplies or Services
Invoice Number	INV0855	Final Invoice?	Invoice Received Date	
		N	2012/10/19	
Summary of Detail Level In	3 CLIN/SLIN(s)			Total (\$)
	0 Miscellaneous Amount(s)			2,088.48
				0.00
			Document Total (\$):	2,088.48
Shipment Number	SHP0855	Shipment Date	Final Shipment	
		2008/02/08	N	
Bill of Lading Number	BL1234675	Bill of Lading Type		
		Government		
Routing Information				
Role	Location Code	Extension	Name	
Pay Official	N68688		DEFENSE FINANCE AND ACCOUNTING SERV	
Ship To	1QU78		CACI INC FEDERAL	
Issue By	FU4417		FU4417 1 SOCS SOCS ATTN BECO	

Submit Save Draft Document Previous Help

Local Processing Office - Invoice

Contract Number	Delivery Order	Invoice Number	Shipment Number
N6868813W0111		INV0420	

Populate Invoice Accounting Data from Template:

Invoice Number	Status	Invoice Received Date
<input checked="" type="checkbox"/> INV0416	Processed	2013/01/21

Upon clicking the "Populate Accounting Data from Template" button, the documents that match the "from template" criteria will be listed for selection.

Note: The document list will contain the most recent 10 documents sorted newest to oldest.

[Update Document](#)[Cancel](#)

Click Update Template to update your accounting data with data from this template. (access key U)

2013/01/22 09:05:24 EST **Last Accessed Date :** 2013/01/22 09:23:32 EST

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

Local Processing Office - Invoice

Contract Number	Delivery Order	Invoice Number	Shipment Number
N6868813W0111		INV0420	

Populate Invoice Accounting Data from Template:

Invoice Number	Status	Invoice Received Date
<input checked="" type="checkbox"/> INV0416	Processed	2013/01/21

After selecting a document from the list, click the "Update Document" button.



Update Document

Cancel

Click Update Template to update your accounting data with data from this template. (access key U)

2013/01/22 09:05:24 EST **Last Accessed Date :** 2013/01/22 09:23:32 EST

Local Processing Office - Invoice

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

Item Number	CLIN Amount (\$)	Actions
1111	0.00	Add ACRN
Document Record Reference ID *	Agency Accounting ID *	
<input type="text" value="123456789012345"/>	<input type="text" value="068688"/>	
ACRN		Actions
11		Delete ACRN
ACRN *		
<input type="text" value="11"/>		
Reference Shipment Number	Reference Shipment Amount (\$)	Actions
		Add Reference Shipment

[+] Optional LLA Fields

The accounting data will be populated for matching line items on the LLA tab.

Item Number	CLIN Amount (\$)	Actions
2222	1,000.00	Add ACRN
Document Record Reference ID *	Agency Accounting ID *	
<input type="text"/>	<input type="text"/>	
ACRN		Actions

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

Local Processing Office - Invoice

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

[\[-\] Optional LLA Fields](#)

Agency Qualifier Code	Defense Agency Allocation Recipient	Cost Code	Department Indicator
DD	<input type="text"/>	<input type="text"/>	<input type="text"/>
Job/Work Order Code	Cost Allocation Code	Transfer from Department	Sub-Allotment Recipient
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Classification Code	Financial System	Work Order Number	DoD Budget Accounting Classification
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Basic Symbol Number	Code	Limit/Sub Head	Reimbursement Source Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fund Code	Customer Indicator/MPC	Fund Org Admin Code	Object Class
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
IFS Number	Allotment Serial Number	Government Public Sector ID	Transaction Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Activity Address Code	Foreign Currency Code	Program/ Planning Code	Program Element Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The accounting data will be populated for matching line items on the LLA tab.

- Save Draft Document
- Help

Local Processing Office - Misc. Payment Voucher

Voucher **LLA** Addresses Misc. Info Preview Document

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee EIN	DUNS/DUNS+4 Number	Document Total (\$)
PCAWAR08D13499003	AWAR	PCAWAR08D13499003	2008/10/10		060605883	6.00

* = Required Fields

[+] Help Links

LLA Level

If the LPO selected Document Level LLA on the document being used as a template, the accounting data will be populated on the LLA Tab at the Document Level.

Document Record Reference ID *

Agency Qualifier Code **Defense Agency Allocation Recipient** **Cost Code** **Department Indicator ***

Job/Work Order Code **Cost Allocation Code** **Transfer from Department** **Sub-Allotment Recipient**

Classification Code **Fiscal Year Indicator *** **Work Center Recipient** **DoD Budget Accounting Classification Code**

Basic Symbol Number * **Major Reimbursement Source Code** **Limit/Sub Head** **Reimbursement Source Code**

Save Draft Document Help

Wide Area Workflow

User Administration Console Government Property Transfer Documentation Lookup Logout

Local Processing Office - Misc. Payment Voucher

Voucher **LLA** Addresses Misc. Info Preview Document

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee EIN	DUNS/DUNS+4 Number	Document Total (\$)
PCAWAR08D13499003	AWAR	PCAWAR08D13499003	2008/10/10		060605883	6.00

* = Required Fields

[+] Help Links

LLA Level

If the LPO selected Line Level LLA on the document being used as a template, the accounting data will be populated on the LLA Tab at the Line Level.

Item Number	CLIN Amount
0001	6.00

Document Record Reference ID *	Agency Accounting ID *	ACRN *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Agency Qualifier Code	Defense Agency Allocation Recipient	Cost Code	Department Indicator
DD	<input type="text"/>	<input type="text"/>	<input type="text"/>
Job/Work Order Code	Cost Allocation Code	Transfer from Department	Sub-Allotment Recipient
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Classification Code	Fiscal Year Indicator	Work Center Recipient	DoD Budget Accounting Classification Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Draft Document Help

Local Processing Office - Invoice

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

ERROR: There are no documents to reference.

[Populate Accounting Data from Template](#)

If no documents are available to be used as a template, a message will be given.

Contract Number Type	Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	Supplies or Services
DoD Contract (FAR)	N6868812E1019	0004		2008/02/08	SPL

Invoice Number	Invoice Date	Final Invoice?	Invoice Received Date
INV0855	2008/02/08	N	2012/10/19

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

Shipment Number	Shipment Date	Final Shipment
SHP0855	2008/02/08	N

Bill of Lading Number	Bill of Lading Type
BL1234675	Government

Routing Information			
Role	Location Code	Extension	Name
Pay Official	N68688		DEFENSE FINANCE AND ACCOUNTING SERV
Ship To	1QU78		CACI INC FEDERAL

[Submit](#) |
 [Save Draft Document](#) |
 [Previous](#) |
 [Help](#)

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

Government

Local Processing Office

[Certification Folder](#)

[History Folder by DoDAAC](#)

[History Folder by User](#)

[Discount Folder](#)

[Hold Folder](#)

[Recall - Action Required Folder](#)

[Pure Edge Folder](#)

Local Processing Office Reviewer

[Certification Folder](#)

[History Folder by DoDAAC](#)

[History Folder by User](#)

[Discount Folder](#)

[Hold Folder](#)

[Recall - Action Required Folder](#)

[Pure Edge Folder](#)

This concludes the overview of the LPO Reviewer/LPO Template Capabiltiy portion of ECP_0680.

[Help](#)