



**Wide Area Workflow**

**Credit Invoice**

To learn how to electronically submit and take action on WAWF documents through simulations and step-by-step procedures, visit the [PIEE Procurement Integrated Enterprise Environment Web Based Training Main Menu](#) and select WAWF.

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# 1 Description

WAWF includes the functionality for submission and processing of the Credit Invoice.

## 1.1 Affected Entitlement Systems

The following table defines which DFAS Entitlement Systems are capable of accepting a Credit Invoice transaction.

**Entitlement Systems**

Entitlement System	WAWF Support	EDI Capable
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 WAWF 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 – WAWF 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 Contract, Originator, & Entitlement System Identification

For Web-based input, a Vendor electing to submit an Invoice (Standalone) makes the appropriate choice.

#### Contract Number Edits

Label	Entry Requirement	Size
<b>Contract Number</b>	<b>Mandatory</b>	
<b>DOD FAR FY18 and later</b>		
	<ul style="list-style-type: none"> <li>• No special characters allowed.</li> <li>• Must be 13 characters in length.</li> <li>• Contract cannot contain "O" or "I" at any position.</li> <li>• Position 1 and 2 cannot both be numeric.</li> <li>• Positions 7 and 8 (FY parameter) must be numeric and greater than or equal to 18 and less than 66.</li> <li>• Position 9 must be alpha.</li> <li>• Position 9 may not be: B, E, I, J, O, Q, R, U, W, X, Y, or Z.</li> <li>• Position 10 through 13 in the Contract Number may not be "0000."</li> </ul>	13
<b>DOD FAR FY17 and prior</b>		
	<ul style="list-style-type: none"> <li>• No special characters allowed.</li> <li>• Must be 13 characters in length.</li> <li>• Contract cannot contain "O" or "I" at any position.</li> <li>• Position 1 and 2 cannot both be numeric.</li> <li>• Positions 7 and 8 (FY parameter) must be numeric and less than 18 or greater than 65.</li> <li>• Position 9 must be alpha.</li> <li>• Position 9 cannot be - B, E, I, J, N, O, Q, R, T, U, or Y.</li> <li>• Position 10 through 13 in the Contract Number may not be "0000."</li> </ul>	13
<b>Uniform PIID FY16 and later</b>		
	<ul style="list-style-type: none"> <li>• No special characters allowed</li> <li>• Must be 13 to 17 characters in length, inclusive</li> <li>• Contract cannot contain "O" or "I" at any position</li> <li>• Positions 1 and 2 must both be numeric.</li> </ul>	13-17

<ul style="list-style-type: none"> <li>• Positions 7 and 8 must be numeric and 16 or greater</li> <li>• Position 9 must be alpha</li> <li>• Position 9 cannot be: B, E, I, J, O, Q, R, U, W, X, Y, or Z</li> <li>• Position 10 through the end of the Contract Number may not be all zeroes</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>	
<ul style="list-style-type: none"> <li>• No special characters allowed</li> <li>• Must be between 1 and 19 characters in length</li> </ul>	1-19

### Delivery Order Number Edits

Label	Entry Requirement	Size
<b>Delivery Order Number</b>	<b>Conditional</b>	
<b>DOD FAR FY18 and later</b>		
<ul style="list-style-type: none"> <li>• No special characters allowed.</li> <li>• Must be 13 characters in length.</li> <li>• Delivery Order Number may not contain "O" or "I" at any position.</li> <li>• Position 1 and 2 cannot both be numeric.</li> <li>• Positions 7 and 8 (FY parameter) must be numeric and 18 or greater and less than 66.</li> <li>• Position 9 must be F.</li> <li>• Position 10 through 13 in the Delivery Order Number may not be "0000" (all zeroes).</li> <li>• Delivery Order is prohibited when the 9<sup>th</sup> position of the Contract Number is C, F, H, M, P, or V.</li> <li>• For Acquisition, Delivery Order is required when the 9<sup>th</sup> position of the Contract Number is A, D, or G.</li> </ul>		13
<b>DOD FAR FY17 and prior</b>		
<ul style="list-style-type: none"> <li>• No special characters allowed.</li> <li>• Must be 0, 4, or 13 characters in length.</li> <li>• May not contain "O" or "I" at any position.</li> <li>• For Acquisition, Delivery Order required when the ninth position of Contract Number is A, D or G.</li> <li>• Delivery Order prohibited when ninth position of Contract Number is C, F, M, P, V, or W.</li> <li>• If the Delivery Order is 4 characters, the following edits will be applied: <ul style="list-style-type: none"> <li>○ The characters "A" and "P" are prohibited in the first position of 4-character Delivery Order Number.</li> <li>○ "0000" is not acceptable value.</li> </ul> </li> <li>• If the Delivery Order is 13 characters, the following edits will be applied:</li> </ul>		0,4 or 13

<ul style="list-style-type: none"> <li>○ Position 1 and 2 cannot both be numeric.</li> <li>○ Positions 7 and 8 must be numeric.</li> <li>○ Position 9 must be F.</li> <li>○ Positions 10 through 13 cannot be all zeroes.</li> </ul>	
<b>Uniform PIID FY16 and later</b>	
<ul style="list-style-type: none"> <li>● No special characters allowed</li> <li>● Must be 13 to 17 characters in length, inclusive</li> <li>● Delivery Order Number may not contain "O" or "I" at any position</li> <li>● Positions 1 and 2 must both be numeric.</li> <li>● Positions 7 and 8 must be numeric and 16 or greater</li> <li>● Position 9 must be F</li> <li>● Position 10 through the end of the Delivery Order Number may not be all zeroes</li> <li>● Delivery Order is prohibited when the 9<sup>th</sup> position of the Contract Number is C, F, H, P, or V.</li> <li>● For Acquisition, Delivery Order is required when the 9th position of the Contract Number is A, D, or G.</li> <li>● For Property, Delivery Order is required when the 9th position of the Contract Number is A or G.</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>	
<ul style="list-style-type: none"> <li>● No special characters allowed</li> <li>● Must be between 1 and 19 characters in length</li> </ul>	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
	The system will attempt to pre-populate the Reference Procurement Instrument Number (Reference Procurement Identifier) with the Ordering Instrument Number from EDA	

	<p>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>	
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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.

**NOTE:** The From Template dropdown will be available however, it will be ignored for Credit Invoices.

## 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.

**NOTE:** Creation from another document will not be permitted for Credit Invoices.

### Document Selection

Label	Entry Requirement	Size
Invoice	Mandatory	1/1
All	Allows the initiator to submit a Credit Invoice	
Template	Not Available	1/1
All	An informational message will be displayed if ‘Y’ was selected in the From Template dropdown and Credit Invoice is selected as the document type, letting the user know that Creation from Template is not permitted for Credit Invoices. The From Template selection of “Y” will be ignored.	

Currency Code	Optional	3/3
All	This is a mandatory field that will default to USD (United States Dollar) if another Currency Code is not specified. Currency Codes that are allowed are based on the Pay DoDAAC.	

After the page is 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.

### 2.3 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
	Refers to the issue date of the contract, not the date the document is being created.	
Issue By DoDAAC	Optional	6/6
	Refers to the organization that issued the contract.	
Admin DoDAAC	Mandatory	6/6
	Refers to the agency responsible for administering the contract terms.	
Ship To Code	Optional	6/6
	Refers to the service/agency responsible for accepting the goods and services.	
Ship To Extension	Conditional	1/6
	Requires entry of the Ship To DoDAAC.	
Ship From Code	Optional	5/6
	Refers to the agency/organization if the shipment originates from a location different from the contractor location. May be a CAGE or a DoDAAC.	



Ship From Extension	Conditional	1/6
	Requires entry of the Ship From Code.	
LPO DoDAAC	Conditional	6/6
	Refers to the Local Processing Office (LPO) responsible for certifying the document.	
One Pay	Mandatory	
MOCAS EBS NAVY ERP STANDARD	LPO not permitted	
IAPS-E CAPS-C CAPS-W	Optional	
LPO Extension	Conditional	1/6

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 Header Tab

### Header Tab (Initiator)

Label	Entry Requirement	Size
Shipment Number	Conditional	2/22
MOCAS DMCA Administered	Mandatory. Must be 7-8 alphanumeric characters. If 8 characters, the last position must be Z.	
EBS Non DCMA/Non DSS Ship To	Mandatory. Must be 7-8 alphanumeric characters. If 8 characters, the last position must be Z. Shipment Number must be 2-22 alphanumeric characters.	
DSS Ship To	Shipment Number must be 7 to 8 alphanumeric characters.	
Shipment Date	Conditional	10/10
All	If Shipment Number is provided, then Shipment date is mandatory	

Credit Invoice Number	Mandatory	1/22
EBS	1/16 Characters	
MOCAS	1/8 Characters	
Bill of Collection Number	Optional	1/14
All		

## 2.5 Address Data Tab

Based on the routing Location Codes entered, WAWF 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); all other data fields associated with the address may be removed if desired.

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	1/25
State	Optional	2/2
Zip	Optional	5/15
Country	Optional	3/3
Military Location Description	Optional	2/6

## 2.6 Discounts Tab

**NOTE:** The Discounts Tab is not available for the Credit Invoice.

## 2.7 Comments Tab

### Comments Tab (Initiator)

Label	Entry Requirement	Size
Comments	Optional	1/2000
All		

## 2.8 Line Item Tab

At least 1 Line Item is required.

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

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

Label	Entry Requirement	Size
Item Number	Mandatory	4/6
All CAPS-C, CAPS-W, IAP-E MOCAS ONE-PAY EBS Navy ERP	Requires at least 1 entry and up to 999 Line Items Must be 4 or 6 alphanumeric characters Must be 4N, 4N2A, 1A3AN, "NONE" or "NONE"NN Must be 4 numeric or 4 numeric and 2 alpha characters Must be 4 numeric or 4 numeric and 2 alpha characters Must be 4 Numeric, 4 Numeric and 2 Alphanumeric or 1alpha and 3 Alphanumeric characters	
Quantity Shipped	Mandatory	.02/8.2
MOCAS EBS	1-8 Digits, no decimals allowed	
Unit of Measure Code	Mandatory	2/2
All	Units of Measure Table can be found under the Units of Measure Table link under the Lookup Menu in WAWF.	
Unit of Measure	Mandatory	2/70
Unit Price	Mandatory	0.2/9.5

MOCAS EBS One Pay	Permits 5 numbers to the right of the decimal	
Line Item Amount	System Generated	-0.2/9.3
All	System calculated; based upon Quantity Shipped X Unit Price. Line Item Amount must be less than 10 Billion, in the range of 0 to 9,999,999,999.99. <b>NOTE:</b> The Document Total must be a negative amount.	
Agency Accounting Identifier	Optional	6/6
Standard Document Number	Optional	1/30
One Pay	Must be 13, 14 or 15 alphanumeric characters if the AAA is not in the SDN_AAA table. Must be 9,13, 14 or 15 alphanumeric characters if the AAA is in the SDN_AAA table.	
Accounting Classification Reference Number	Optional	2/2
One Pay	ACRN field at line level is not available. ACRN can be entered on ACRN Tab	
PR Number	Optional	1/30
	Purchase Request Number	
Item Description	Mandatory	1/2000

## 2.9 ACRN Tab

### ACRN Tab (Initiator)

**NOTE:** ACRN Tab available for MOCAS and One Pay only.

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

Label	Entry Requirement	Size
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Item Number	Prepopulated	4/6
MOCAS One Pay	Pre-populated from the previous entry for view purposes only.	
CLIN Amount	System Generated	-0.2/12.2
MOCAS One Pay	System generated from the Quantity Shipped X Unit Price on CLIN/SLIN tab. <b>NOTE:</b> Must be negative Amount.	
ACRN Amount	System Generated	0.2/12.2
MOCAS One Pay	System generated from the total of the ACRN Amounts entered	
Difference	System Generated	0.2/12.2
MOCAS One Pay	Calculated as the CLIN Amount minus the ACRN Amount.	
Accounting Classification Reference Number	Conditional	2/2
MOCAS One Pay	If ACRN information is entered on the ACRN tab, a single ACRN may not be entered on the CLIN/SLIN tab. Multiple ACRNs allowed.	
ACRN Amount	Conditional	0.2/12.2
MOCAS One Pay	Mandatory if the ACRN is entered on ACRN Tab. Amount must be less than 1 Billion. ACRN Amounts entered must balance with the extended line item total. Can be a negative amount; negative sign (-) included in field size. This amount represents the TOTAL amount to be paid against a particular ACRN by the entitlement system.	
Reference Shipment Number	Conditional	2/22
One Pay	Reference Shipment Number available for One Pay only. If not One Pay Fast Pay without LPO, Reference Shipment information permitted at either the Document Level (Reference Shipment Number Tab) or the ACRN level (ACRN Tab).	
Reference Shipment Amount	Conditional	0.2/12.2

One Pay	<p>Amount must be less than 1 Billion.</p> <p>Can be a negative amount; negative sign (-) included in field size.</p> <p>Multiple Reference Shipment Numbers allowed May be a CAGE or a DoDAAC.</p>	
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## 2.10 Misc. Amounts Tab

### Misc. Amounts

Label	Entry Requirement	Size
Misc Fee	Optional	4/4
<p>All MOCAS CAPS-C CAPS-W One Pay</p> <p>EBS</p> <p>IAPS-E</p>	<p>Miscellaneous Fees are added to the total document. Allows for 1 Misc. Fee.</p> <p>A maximum of 3 Misc. Fees and Misc. Allowances combined will be allowed per Invoice. For transportation fee (I260), enter amount as CLIN 9999, with stock number of NONE, stock number type of VP, quantity of 1, unit of measure of EA, Unit Price of the amount, and description as Transportation.</p> <p>Allows for 1 Misc. Fee EBS restricts Misc. Amounts to less than \$250.00</p> <p>A maximum of 25 Misc. Fees and Misc. Allowances combined will be allowed per document.</p>	
Misc. Fee Amount	Conditional	0.2/9.2
All	Mandatory if Misc. Fee entered	
Misc. Fee Description	System Generated	1/2000
All	<p>Mandatory if Misc. Fee entered.</p> <p>Once the code is entered, the description is pre-populated and can be edited.</p>	
Misc. Allowance	Optional	1/4
All	Allows for 11 Allowance entries per Invoice, except where noted below.	

MOCAS EBS Standard  One Pay  IAPS-E	Miscellaneous Allowances are deductions from the total cost of the document thus, displayed as negative numbers. Not Allowed  A maximum of 3 Misc. Fees and Misc. Allowances combined will be allowed per Invoice A maximum of 25 Misc. Fees and Misc. Allowances combined will be allowed per document	
Misc. Allowance Amount	Conditional	0.2/9.2
All	Mandatory if Misc. Allowance entered	
Misc. Allowance Description	System Generated	1/2000
All	Mandatory if Misc. Allowance entered. Once the code is entered, the description is pre-populated and can be edited.	
Tax	Optional	1/2
All  MOCAS EBS Standard One Pay	Allows for 10 Tax entries per Invoice, except where noted below. Not Allowed Allows for 3 tax entries	
Misc. Tax Amount	Conditional	0.2/9.2
All	Mandatory if Misc. Tax entered	
Misc. Tax Description	System Generated	1/2000
All	Mandatory if Misc. Tax entered. Once the code is entered, the description is pre-populated and can be edited.	

### 2.11 Reference Ship Number Tab

Label	Entry Requirement	Size
Reference Shipment Number(s)	Optional	2/22

One Pay	Available for One Pay only Multiple Reference Shipment Numbers allowed Reference Shipment information permitted at the either the Document (Reference Shipment Number Tab) or ACRN level (ACRN Tab).	
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## 2.12 Document Submission

To complete the creation of the Credit Invoice, click the Submit button found at the bottom of the Header tab page. The information is permanently saved to the database, and the Invoice Received Date is set to the current date. 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 EDI/SFTP

The Credit Invoice may also be created with the submission of the EDI 810C or the Invoice UDF.

## 2.14 Submission Status

- Upon submission of the Credit Invoice, the document will flow to the Pay Office in a 'Credit' status.

# 3 Document Inspection

There is no Inspection of a Credit Invoice, nor is the document available for view by an Inspector.

The View Only Credit Invoice Search option will apply to the following roles:

- Vendor View Only
- Pay Official View Only
- Issue By View Only
- Admin By View Only
- Ship To View Only
- Accept By View Only
- LPO View Only



## **4 Document Acceptance**

All Credit Invoices are available to the Accept By DoDAAC via a View Only role in the View Only Credit Invoice Folder.

## **5 Document Certification**

All Credit Invoices are available to the LPO DoDAAC via a View Only role in the View Only Credit Invoice Folder.

## **6 Payment Processing**

All Credit Invoices are available to the Pay Official via a View Only role in the View Only Credit Invoice Folder.