



Wide Area Workflow

Energy 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.

Table of Contents

| | | |
|------|---|----|
| 1 | Description..... | 1 |
| 1.1 | Affected Entitlement Systems..... | 1 |
| 1.2 | Table Convention..... | 1 |
| 2 | Document Creation..... | 2 |
| 2.1 | Contract, Originator, & Entitlement System Identification | 2 |
| 2.2 | Document Selection | 5 |
| 2.3 | Energy Price Corrected Invoice | 6 |
| 2.4 | Routing Codes..... | 7 |
| 2.5 | Data Entry | 8 |
| 2.6 | Header Tab..... | 9 |
| 2.7 | Address Data Tab..... | 9 |
| 2.8 | Discounts Tab..... | 10 |
| 2.9 | Comments Tab | 11 |
| 2.10 | Line Item Tab | 11 |
| 2.11 | Reference Tax Tab..... | 12 |
| 2.12 | Misc. Amounts Tab | 13 |
| 2.13 | Attachments Tab..... | 14 |
| 2.14 | Document Submission..... | 14 |
| 2.15 | Duplicate Validation..... | 15 |
| 2.16 | EDI/SFTP | 15 |
| 2.17 | Submission | 16 |
| 2.18 | Forwarding Data to the Entitlement Systems..... | 16 |
| 3 | Document Inspection..... | 16 |
| 4 | Document Acceptance..... | 16 |
| 5 | Payment Processing..... | 16 |
| 5.1 | Payment Processing..... | 16 |
| 5.2 | Header Tab | 17 |
| 5.3 | Line Item Tab | 17 |
| 5.4 | Address Tab..... | 17 |
| 5.5 | Regenerate EDI Tab..... | 17 |
| 5.6 | Misc. Info Tab | 18 |
| 5.7 | Status | 18 |

1 Description

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

1.1 Affected Entitlement Systems

The following table defines what DFAS Entitlement Systems are capable of accepting an Energy Invoice (Standalone) transaction.

Entitlement Systems

| Entitlement System | WAWF Support | EDI Capable |
|---------------------------|---------------------|--------------------|
| EBS | 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 selecting to submit an Energy Invoice (Standalone) makes the appropriate choice.

Contract Number Edits

| Label | Entry Requirement | Size |
|---|-------------------|------|
| Contract Number | Mandatory | |
| DOD FAR FY18 and later | | |
| <ul style="list-style-type: none"> No special characters allowed. Must be 13 characters in length. Contract cannot contain "O" or "I" at any position. Position 1 and 2 cannot both be numeric. Positions 7 and 8 (FY parameter) must be numeric and greater than or equal to 18 and less than 66. Position 9 must be alpha. Position 9 may not be: B, E, I, J, O, Q, R, U, W, X, Y, or Z. Position 10 through 13 in the Contract Number may not be "0000." | 13 | |
| DOD FAR FY17 and prior | | |
| <ul style="list-style-type: none"> No special characters allowed. Must be 13 characters in length. Contract cannot contain "O" or "I" at any position. Position 1 and 2 cannot both be numeric. Positions 7 and 8 (FY parameter) must be numeric and less than 18 or greater than 65. Position 9 must be alpha. Position 9 cannot be - B, E, I, J, N, O, Q, R, T, U, or Y. Position 10 through 13 in the Contract Number may not be "0000." | 13 | |
| Uniform PIID FY16 and later | | |
| <ul style="list-style-type: none"> No special characters allowed Must be 13 to 17 characters in length, inclusive Contract cannot contain "O" or "I" at any position Positions 1 and 2 must both be numeric. Positions 7 and 8 must be numeric and 16 or greater Position 9 must be alpha Position 9 cannot be: B, E, I, J, O, Q, R, U, W, X, Y, or Z Position 10 through the end of the Contract Number may not be all zeroes | 13-17 | |
| Uniform PIID FY15 and prior | | |
| Not Allowed because Contract # Fiscal Year must be greater than or equal to 16. | | |
| All Other Contracts | | |
| <ul style="list-style-type: none"> No special characters allowed | | 1-19 |

- Must be between 1 and 19 characters in length

Delivery Order Number Edits

| Label | Entry Requirement | Size |
|------------------------------------|--|--------------|
| Delivery Order Number | Conditional | |
| DOD FAR FY18 and later | | |
| | <ul style="list-style-type: none"> • No special characters allowed. • Must be 13 characters in length. • Delivery Order Number may not contain "O" or "I" at any position. • Position 1 and 2 cannot both be numeric. • Positions 7 and 8 (FY parameter) must be numeric and 18 or greater and less than 66. • Position 9 must be F. • Position 10 through 13 in the Delivery Order Number may not be "0000" (all zeroes). • Delivery Order is prohibited when the 9th position of the Contract Number is C, F, H, M, P, or V. • For Acquisition, Delivery Order is required when the 9th position of the Contract Number is A, D, or G. | 13 |
| DOD FAR FY17 and prior | | |
| | <ul style="list-style-type: none"> • No special characters allowed. • Must be 0, 4, or 13 characters in length. • May not contain "O" or "I" at any position. • For Acquisition, Delivery Order required when the ninth position of Contract Number is A, D or G. • Delivery Order prohibited when ninth position of Contract Number is C, F, M, P, V, or W. • If the Delivery Order is 4 characters, the following edits will be applied: <ul style="list-style-type: none"> ○ The characters "A" and "P" are prohibited in the first position of 4-character Delivery Order Number. ○ "0000" is not acceptable value. • If the Delivery Order is 13 characters, the following edits will be applied: <ul style="list-style-type: none"> ○ Position 1 and 2 cannot both be numeric. ○ Positions 7 and 8 must be numeric. ○ Position 9 must be F. ○ Positions 10 through 13 cannot be all zeroes. | 0,4 or 13 |
| Uniform PIID FY16 and later | | |
| | <ul style="list-style-type: none"> • No special characters allowed • Must be 13 to 17 characters in length, inclusive • Delivery Order Number may not contain "O" or "I" at any position • Positions 1 and 2 must both be numeric. • Positions 7 and 8 must be numeric and 16 or greater | 13-17 |

| | |
|--|------|
| <ul style="list-style-type: none"> • Position 9 must be F • Position 10 through the end of the Delivery Order Number may not be all zeroes • Delivery Order is prohibited when the 9th position of the Contract Number is C, F, H, P, or V. • For Acquisition, Delivery Order is required when the 9th position of the Contract Number is A, D, or G. • For Property, Delivery Order is required when the 9th position of the Contract Number is A or G. | |
| Uniform PIID FY15 and prior | |
| Not Allowed because Contract # Fiscal Year must be greater than or equal to 16. | |
| All Other Contracts | |
| <ul style="list-style-type: none"> • No special characters allowed • Must be between 1 and 19 characters in length | 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"> • The Contract Number Type is DoD Contract (FAR) or Uniform PIID (4.16). • The entered Contract Number Fiscal Year (Contract Number Positions 7-8) is equal to or later than: <ul style="list-style-type: none"> - The value for 'Fiscal Year For DoD Contract FAR' System | |

| | | |
|--|--|--|
| | 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. | |
|--|--|--|

Following entry of the Contract Number where first six positions are Energy Issue By DoDAAC, Delivery Order, originator's CAGE Code, EBS Pay DoDAAC 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 Contract Number and Pay Office entered the application will present the Energy 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

| Label | Entry Requirement | Size |
|----------------|---|------|
| Currency Code | Mandatory | 3/3 |
| | 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. | |
| Energy Invoice | Mandatory | 1/1 |
| From | Energy Receiving Report Multiple Energy Receiving Report Archived Energy Receiving Report Archived Multiple Energy Shipments | |

| | | |
|--|---|-----|
| | Active and Archived Energy Receiving Report Active and Archived Multiple Energy Shipments | |
| Energy Price Corrected Invoice | Optional | 1/1 |
| | Correct existing WAWF Document. The Vendor can select the Correct existing WAWF Document checkbox to attempt to populate the document data and link the new document to a previous Energy Invoice in WAWF. See additional information below regarding the Energy Price Corrected Invoice. | |
| Invoice as 2-in-1 (Services Only) | Optional | 1/1 |
| | The Invoice 2-in-1 (Services Only) document is normally submitted for service contracts with no supply deliverables. | |
| Energy Receiving Report | Optional | 1/1 |
| | Inspection Acceptance Tanker/Barge From Invoice | |
| Energy Invoice and Energy Receiving Report (Combo) | Optional | 1/1 |
| | Inspection Acceptance Tanker/Barge | |

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 (Energy Invoice/Voucher/Request) Number/Date fields. The Initiator can edit all pre-filled information.

2.3 Energy Price Corrected Invoice

If the Correct existing WAWF Document checkbox was selected on the Document page, the user is given a list of Energy Invoices currently in WAWF to select from. If there are multiple corrections on a single Energy Invoice, only the most recent will display in this list.

The existing Energy Invoice edits are applied for the Routing information. All fields on the Header, Addresses, Discounts, and Misc Amounts tab will be read only. The user may enter in information on the Comments and Attachments tabs and modify the price on the Line Item tab. On Submit, the existing edits for the Energy Invoice will be applied. If the generated Invoice Number is a duplicate, the user will be required to update it.

When a previous Energy Invoice is NOT used, a new message will be displayed at the top of the Header page. The Vendor will enter data on the available tabs and the Invoice Number will be prefixed with UPADJA. On Submit, the existing edits for the Energy Invoice will be applied.

Documents populated from existing WAWF Energy Invoices will have the line items brought over. New line items cannot be added and existing line items cannot be deleted. The Vendor will be able to add line items to documents NOT populated from existing WAWF Energy Invoices.

When a previous Energy Invoice is used, all fields will be read only except the Unit Price field. The Unit Price must be a positive number. Existing Energy Invoice edits will apply when saving the CLIN.

When a previous Energy Invoice is NOT used, all fields can be entered in and the Unit Price must be a positive number. Existing Energy Invoice edits will apply when saving the CLIN.

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 |
| | Refers to the issue date of the contract, not the date the document is being created. | |
| Issue By DoDAAC | Mandatory | 6/6 |
| | Refers to the organization that issued the contract. | |
| Admin DoDAAC | Mandatory | 6/6 |
| | Refers to agency responsible for administering the contract terms. | |

| | | |
|---------------------|--|-------|
| Shipment Date | Mandatory | 10/10 |
| | Refers to the date of the shipment. | |
| Ship To Code | Mandatory | 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. May be a CAGE or DoDAAC. | |
| Ship From Extension | Conditional | 1/6 |
| | Requires entry of the Ship From Code. | |
| Accept By DoDAAC | Optional | 6/6 |
| | Refers to the agency/organization that will accept the shipment. | |
| Accept By Extension | Conditional | 1/6 |
| | Requires entry of Accept By 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 |
|--------------------------------|--|-------|
| Shipment Number | Mandatory | 2/8 |
| | Must be 2 to 8 characters. Eighth position is only used for Final Shipment and must be a 'Z'. | |
| Supplies | Mandatory | |
| | Radio button selection. "Supplies" is default selection. | |
| Final Shipment Indicator | Mandatory | 1/1 |
| | "Y" or "N" required; defaults to blank. If a Shipment Number has been entered, the Final Shipment indicator will require a selection of 'N' or 'Y'. | |
| Energy Invoice Number | Mandatory | 1/16 |
| | 1/16 Characters | |
| Energy Invoice Date | Mandatory | 10/10 |
| | | |
| Final Energy Invoice Indicator | Mandatory | 1/1 |
| | "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'. | |
| Bill of Landing Number | Optional | 1/30 |
| | 'Commercial' or 'Government' may be selected; defaults to 'Commercial'. | |

2.7 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 |
|-------------------------------|-------------------|------|
| Payee (Activity) Name 1 | Mandatory | 1/60 |
| Payee (Activity) Name 2 | Optional | 1/60 |
| Payee (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 |

2.8 Discounts Tab

NOTE: Only one instance of Discount Percentage/Due Days combination is allowed for EBS.

Discounts Tab

| Label | Entry Requirement | Size |
|---------------------|---|---------|
| Discount Percentage | Optional | 0.2/2.2 |
| | Allows for only 1 instance of a Discount Percentage/Due Days combination. | |
| Due Days | Conditional | 1/2 |
| | Mandatory if Discount Percentage is entered. | |

2.9 Comments Tab

Comments Tab (Initiator)

| Label | Entry Requirement | Size |
|----------|---|--------|
| Comments | Conditional | 1/2000 |
| | Mandatory if there is a previously submitted final Energy Invoice against the Contract Number and Delivery Order. | |

2.10 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.

In addition, a column exists for Pricing Data. If pricing data for the line item was populated from the Prices to Web system, the indicator will set to "Y". If pricing data was not populated or if the user has edited the line item and changed the pricing data, the indicator will be set to "N".

| Label | Entry Requirement | Size |
|---------------------------------------|---|--------|
| Contract CLIN – Basic Contract LIN | System Generated | 4/6 |
| | If available, this will be populated from EDA. | |
| CLIN/SLIN/ELIN – Item No. | Mandatory | 4/6 |
| | Requires at least 1 entry and up to 999 Line Items. Must be 4 numeric or 4 numeric and 2 alpha characters. | |
| Product/Service ID | Mandatory | 1/32 |
| FNSN | If NSN Stock Part Number from Energy NSN table is entered, Vendor signature is required on submission. | |
| Product/Service ID Qualifier | Mandatory | 2/2 |
| | | |
| Quantity Energy Invoiced | Mandatory | 0.3/10 |
| | Maximum field size is 10 digits. If the decimals are submitted, | |

| | | |
|-----------------------------|--|---------|
| DSS / DMLSS Ship To | there may be 8 to the left and 2 to the right of the decimal, or 7 to the left and 3 to the right of the decimal. Quantity must be whole number. Maximum field size is 10 digits. | |
| Unit of Measure Code | Mandatory | 2/2 |
| | Units of Measure Table can be found under the Display Units of Measure Table link under the Lookup Menu in WAWF. | |
| Unit of Measure Description | Mandatory | 2/70 |
| | | |
| Unit Price | Mandatory | 0.2/9.6 |
| | Permits 6 numbers to the right of the decimal. | |
| Line Item Amount | System Generated | 0.2/9.2 |
| | 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 | |
| Purchase Request Number | Optional | 0/30 |
| | Enter Purchase Request Number. | |
| Item Description | Mandatory | 1/2000 |

2.11 Reference Tax Tab

Reference Tax Tab (Initiator)

| Label | Entry Requirement | Size |
|------------------------|---|------|
| Reference Tax Question | Mandatory | 1/1 |
| | Yes / No. If Yes is selected, no Reference Tax entry is required. If No is selected, Vendor must enter at least one of the following taxes: Changed, Deleted, or New. | |
| Tax Type | Mandatory | 1/1 |
| | Values displayed in the Tax Type dropdown will be determined based on the inactive date field. The logic will filter out any tax | |

| | | |
|-------------|--|-----|
| | types where the inactive date is prior/equal to the Shipment Date. | |
| Changed Tax | Conditional | 1/1 |
| | Select this check if Changed Taxes are going to be entered. When a Category is selected, at least one row of the table beneath it must be completed. Tax Type, Name, Rate or Percentage, and Unit are mandatory. | |
| Deleted Tax | Conditional | 1/1 |
| | Select this check box if Deleted Taxes are going to be entered. When a Category is selected, at least one row of the table beneath it must be completed. Tax Type and Name are mandatory. | |
| New Tax | Conditional | 1/1 |
| | Select this check box if New Taxes are going to be entered. When a Category is selected, at least one row of the table beneath it must be completed. Tax Type, Name, Rate or Percentage, and Unit are mandatory. | |

2.12 Misc. Amounts Tab

Misc. Amounts

| Label | Entry Requirement | Size |
|-----------------------|--|---------|
| Misc. Fee | Optional | 4/4 |
| | Requires attachment of a document substantiating Miscellaneous Transportation Fees greater than \$100. Miscellaneous Fees are added to the total document. Allows for 1 Misc. Fee. EBS restricts Misc. Amounts to less than \$250.00 | |
| Misc. Fee Amount | Conditional | 0.2/9.2 |
| | Mandatory if Misc. Fee entered. | |
| Misc. Fee Description | System Generated | 1/2000 |
| | Mandatory if Misc. Fee entered. Once the code is entered, the description is pre-populated and can be edited. | |

| | | |
|-----------------|--|---------|
| Tax | Optional | 1/2 |
| | Allows for 3 Tax entries per Energy Invoice, except where noted below. | |
| Tax Amount | Conditional | 0.2/9.2 |
| | Mandatory if Misc. Tax entered. | |
| Tax Description | System Generated | 1/2000 |
| | Mandatory if Misc. Fee entered. Once the code is entered, the description is pre-populated and can be edited. | |

2.13 Attachments Tab

Attachments Tab (Initiator)

| Label | Entry Requirement | Size |
|-------------|---|------|
| Attachments | Optional | 20MB |
| | <p>Attachment size will depend on the community's request and System Administrators capability to increase or decrease size attachment. Currently the attachment size is being set to 20 MB; however, this is subject to change.</p> <p>To add attachment: Select the Add Icon. Enter the File Name of the document and select Browse to locate the document. Select Open to select the document. Then select Continue to upload the attachment.</p> <p>To extract attachment: Select the document name to extract. Select the Extract Icon. From the dialog box, select either Open to view or Save to download the attachment.</p> <p>Deleting/Removing Attachments: Select the document name to delete. Select the Trash Can icon.</p> | |

2.14 Document Submission

To complete the creation of the Energy Invoice, click the Submit button found at the bottom of the Header tab page.

If NSN Stock Part Number from Energy NSN table is entered, Vendor signature is required on submission.

The information is permanently saved to the database, and the Energy 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.

When Energy Invoice is created from a Template, a message is displayed "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."

2.15 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.

2.16 EDI/SFTP

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

2.17 Submission

When the Energy Invoice is created the document's status is "Processed" if forwarded to an EDI capable entitlement system.

2.18 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.

The 810C is released to those systems following Submission.

3 Document Inspection

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

4 Document Acceptance

This is a mandatory workflow entry. However, the Acceptor is not involved in the processing of the Energy Invoice. All Energy Invoices are available to the Acceptor DoDAAC via a View Only role.

5 Payment Processing

5.1 Payment Processing

This is optional workflow step. The Payment Office is able to:

- View history if the document comes in EDI.
- Regenerate an extract that was previously generated EDI
- Suspend the document.
- Reject the document to the Initiator.
- Make the document available for Recall
- 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.

5.2 Header Tab

Header Tab (Payment)

| Label | Entry Requirement | Size |
|--------------|---|------|
| Action Block | Mandatory | 1/1 |
| | The user must select one of the actions to be applied to the document. | |
| Action Block | Read Only | 1/1 |
| | The checkboxes are displayed only when status of the document is either MyInvoice or Paid, and they are non-editable. | |

5.3 Line Item Tab

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

5.4 Address Tab

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

5.5 Regenerate EDI Tab

Regenerate EDI Tab

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

| Label | Entry Requirement | Size |
|---------------------------|---|------|
| Regenerate EDI Extract(s) | Optional | 1/1 |
| | Pay Officials can regenerate a transaction and resend it to the Pay Office, once an EDI transaction extracts from the Pay Office. | |

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

5.6 Misc. Info Tab

Misc. Info Tab

NOTE: Pay Official can view previous user's Attachments and Comments.

| Label | Entry Requirement | Size |
|-------------|---|--------|
| Comments | Conditional | 1/2000 |
| | Mandatory for rejection. | |
| Attachments | Optional | 20MB |
| | Attachment size will depend on the community's request and System Administrators capability to increase or decrease size attachment. Currently the attachment size is being set to 20 MB. Multiple attachments can be associated with the document. Files can only be uploaded one at a time. The attachment may be viewed by clicking the "View Attachment" link and deleted by clicking the "Delete Attachment" link. Only the user who attached a file may delete it. | |

5.7 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."