



Wide Area Workflow

**Navy Construction / Facilities
Management 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 provides the functionality for submission and processing of a Navy Construction / Facilities Management [NAVCON].

1.1 Affected Entitlement Systems

The following Table defines what DFAS Entitlement Systems are capable of accepting a Navy Construction / Facilities Management [NAVCON] transaction.

Table 1-1 Entitlement Systems

Entitlement System	WAWF Support	EDI Capable
MOCAS	NO	YES
EBS	NO	YES
ONE-PAY	YES	YES
IAPS-E	NO	YES
CAPS-C	NO	NO
CAPS-W	YES	YES
Navy ERP	NO	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**
- **Entry Requirement**
 - Mandatory – must be entered
 - Optional – may/may not be entered depending upon the contract requirements
 - Conditional – requires entry of some other data element
 - System Generated – WAWF calculated or populated field
- **Size Minimum/Maximum Field Size**

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 Data Entry

Creation of the Navy Construction / Facilities Management Invoice is limited to the Vendor.

2.1.1 Contract Information

The Vendor must enter the following data elements to begin creating the document:

Table 2-1 Contract Information (Initiator)

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	
Contractual?	Mandatory	1/1
	Defaults to [Y]. [Y] for all document types which require a Contract Number.	
Contract Number Type	Mandatory	
	Defaults to [DoD Contract (FAR)] when Contract Number Type is not selected	
Contract Number	Mandatory	1/19
	See Table 2-2 Contract Number Edits for additional information	
Delivery Order	Conditional	0/19
	See Table 2-3 Delivery Order Number Edits for additional in	
From Template?	Optional	
	Defaults to [N]. Select [Y] to create from a previous document template.	

2.1.2 Contract Number Type Edits

Contract Number and Delivery Order Number edits are based upon the Contract Number Type selected.

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 • Must be between 1 and 19 characters in length 		1-19

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 • Position 9 must be F • Position 10 through the end of the Delivery Order Number may not be all zeroes 		13-17

<ul style="list-style-type: none"> • 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

2.1.3 Entitlement System Identification

Table 2-2 Pay DoDAAC Information (Initiator)

Label	Entry Requirement	Size
Reference Procurement Identifier	Optional	0/19
	<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. 	
Pay Official	Mandatory	6/6
	Enter the Pay DoDAAC from your contract	

2.1.4 Document Selection

Navy Construction / Facilities Management Invoice is limited to the One Pay and CAPS-W entitlement systems.

Table 2-3 Document Selection (Initiator)

Label	Entry Requirement	Size
Currency Code	Mandatory	3/3
Navy Construction / Facilities Management Invoice	Mandatory	1/1
	Select the “Navy Construction / Facilities Management Invoice” radio button.	

2.1.5 Routing Codes

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.

Table 2-4 Routing Codes (Initiator)

Label	Entry Requirement	Size
Issue Date	Optional	10/10
	Refers to the issue date of the contract.	
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.	
Inspect By DoDAAC	Mandatory	6/6
Inspect By Extension	Optional	1/6
	Requires entry of the Inspect By Code.	
Accept By DoDAAC	Mandatory	6/6
	Refers to the service/agency responsible for accepting the goods and services.	

Accept By Extension	Optional	1/6
	Requires entry of the Accept By DoDAAC.	
LPO DoDAAC	Conditional	6/6
	Refers to the Local Processing Office (LPO) responsible for certifying the document.	
One Pay	Mandatory	
CAPS-W	Optional	
LPO Extension	Optional	1/6
	Requires entry of the LPO DoDAAC	

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.

2.1.6 Header Tab

The Header Tab is used to gather document level details.

- The system will require entry of the Invoice Number and Invoice Date field at the document level.
- The system will limit the values of Fixed Price Indicator to [Y] or [N]; defaulting to [Y].
- The system will limit the values of the Construction Indicator to [Y] or [N]; defaulting to [N].
- The system will limit the values of the Final Invoice Indicator to [Y] or [N]; defaulting to [blank].
- The system will default the Currency Code field at the document level to “USD” when creating the document.

Table 2-5 Header Tab (Initiator)

Label	Entry Requirement	Size
Invoice Number	Mandatory	1-22
	Enter the applicable Invoice Number	
Invoice Date	Mandatory	10/10
	Defaults to WAWF System Server Date	
Final 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’.	
Construction Indicator	Mandatory	1/1
	Dropdown with a [Y] and [N]. Defaults to [N].	
Fixed Price Indicator	Mandatory	1/1
	Dropdown with a [Y] and [N]. Defaults to [Y].	
Contractor Certification Statement	Conditional	
	Mandatory when NAVCON is Fixed Priced Construction	
Signature Date	Conditional	10/10
	Mandatory when NAVCON is Fixed Priced Construction	
Signature	Conditional	
	Mandatory when NAVCON is Fixed Priced Construction	

2.1.7 Addresses 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 following fields will be displayed for all Routing Codes entered.

When entering Address data, WAWF will require Payee Name 1 and Activity Name. Other fields are optional.

Table 2-6 Addresses Tab (Initiator)

Label	Entry Requirement	Size
Payee Name 1	Mandatory	1/60
Payee Name 2	Optional	1/60
Payee Name 3	Optional	1/60
Activity Name 1	Mandatory	1/60
Activity Name 2	Optional	1/60
Activity Name 3	Optional	1/55
Address 1	Optional	1/55

Address 2	Optional	1/55
Address 3	Optional	1/55
Address 4	Optional	1/55
City	Optional	1/30
State	Optional	2/2
Zip Code	Optional	3/15
Country	Optional	3/3
Military Location Description	Optional	2/6

2.1.8 Discounts Tab

Net Days Discount defaults based on Final Invoice and Construction Invoice Indicators selected.

One Pay allows for either one Discount Amount/Discount Date combination or up to two combinations of Discount Percent/Due Days.

CAPS-W allows for up to three combinations of Discount Percent/Due Days.

Table 2-7 Discounts Tab (Initiator)

Label	Entry Requirement	Size
Discount Percentage	Optional	1/6
One Pay	Allows 2 positions to the right of the decimal	
CAPS-W	Allows 3 positions to the right of the decimal	
Due Days	Conditional	1/2
	Mandatory if the Discount Percent is entered.	
Discount Amount	Optional	1/11
One Pay	Allows up to 8 digits to the left of the decimal and 2 digits to the right of the decimal.	
CAPS-W	Not allowed	
Discount Date	Conditional	10/10
One Pay	Mandatory when Discount Amount is entered	

CAPS-W	Not Allowed	
Net Days	Mandatory	2/2
	Defaults to 14 when NAVCON is Non Final Construction Defaults to 30 when NAVCON is NOT Non Final Construction	

2.1.9 Comments Tab

The system will provide a Comments field at the document level. This field will be mandatory after a Final Invoice has been submitted for a specific Contract Number / Delivery Order combination.

Table 2-8 Comments Tab (Initiator)

Label	Entry Requirement	Size
Comments	Conditional	1/2000
	Mandatory when a Final Invoice already exists for the entered Contract Number and Delivery Order Number	

Line Item Tab

- Item Number is 4 Numeric or 4 Numeric and 2 Alpha. Up to 999 Line Items permitted.
- Quantity Provided: Field size is 8 positions to left of decimal and 2 to the right.
- The system will calculate the Extended Line Item Amount by multiplying the Quantity times the Unit Price.

Table 2-9 Line Item Tab (Initiator)

Label	Entry Requirement	Size
Item No	Mandatory	4/6
	Must be 4N or 4N2A	
PR Number	Optional	1/30
	Purchase Request Number	
Qty. Provided	Mandatory	0.2/12.2
One Pay	0 to 99,999,999.99 and can only contain up to 2 digits to the right of the decimal	
CAPS-W	0 to 99,999,999.99 and can only contain up to 2 digits to the right of the decimal	

Unit of Measure	Mandatory	2/2
	Enter at least 2 characters to display a dropdown list of unit of measure suggestions to select from.	
Unit Price	Mandatory	2/2
One Pay	0 to 999,999,999.999999 and can only contain up to 6 digits to the right of the decimal.	R9.5
CAPS-W	0 to 999,999,999.999999 and can only contain up to 6 digits to the right of the decimal.	R9.6
Amount	System Generated	
	Line Item amount is automatically calculated and displayed.	
Description	Mandatory	1/2000
	Line Item Description	

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

2.1.10 Attachments Tab

Table 2-10 Attachments Tab (Initiator)

Label	Entry Requirement	Size
Attachments	Mandatory	6MB
	At least one attachment is required when creating Navy Construction document. Final Construction documents require a minimum of two attachments. As a reminder, one of the attachments should be the 'Release of Claim Form'.	

2.1.11 Preview Document Tab

The Preview Document Tab provides a view of the entire document before submission. This information on the Preview Document Tab is read-only.

2.2 Successful Submission

Once the Vendor is satisfied with the document they may submit the document. Upon successful submission, the Vendor is presented with a “success” message. The system will generate email to the Vendor and Inspector upon submission of the document.

2.3 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.

2.4 Status

Following submission of the NAVCON, the document's status is "Submitted" and is ready for Pre-Inspection / Inspection. The appropriate flags are set to generate the EDI 810C extract.

3 Document Pre-Inspection

The optional role of Field Inspector is incorporated into the normal WAWF workflow process for the NAVCON Invoice. The Field Inspector is permitted to perform a pre-inspection on the Navy Construction and Facilities Management Invoice.

3.1.1 Header Tab

Table 3-1 Header Tab (Pre-Inspection)

Label	Entry Requirement	Size
Work Conforms to Invoice	Mandatory	1/1
Work Does Not Conform to Invoice		
	Field Inspector must select one of the two actions	
Pre-Inspection Date	Mandatory	10/10
Signature Date	Mandatory	10/10
Signature	Mandatory	

3.1.2 Line Item Tab

The information on the Line Item Tab is read-only.

3.1.3 Addresses Tab

The information on the Addresses Tab is read-only.

3.1.4 Misc. Info Tab

Comments may be entered and attachments viewed and/or added.

Table 3-2 Misc. Info Tab (Pre-Inspection)

Label	Entry Requirement	Size
Comments	Conditional	1/2000
	Comments are mandatory upon selecting [Work Does Not Conform to Invoice].	
Attachment	Optional	6MB

3.1.5 Preview Document Tab

The Preview Document Tab provides a view of the entire document before submission. This information on the Preview Document Tab is read-only.

3.2 Successful Submission

Once the Field Inspector is satisfied with the document they may submit the document. Upon successful Pre-Certification, the Field Inspector is presented with a “success” message. The system will generate email to the Vendor and Inspector upon Pre-Inspection of the document.

3.3 Status

Following Pre-Inspection of the NAVCON, the document’s status is “Pre-Inspected” and is ready for Inspection.

4 Document Inspection

This is a mandatory workflow step. The Inspector is required to perform an Inspection on the Navy Construction and Facilities Management Invoice.

4.1.1 Header Tab

Table 4-1 Header Tab (Inspection)

Label	Entry Requirement	Size
Recommend Approval	Mandatory	1/1
Recommend Reduced Amount		
Recommend Rejection		
	Inspector must select one of the three actions	
Inspection Date	Conditional	10/10
	Mandatory when Recommending Approval or Recommending Rejection	
Signature Date	Conditional	10/10
	Mandatory when Recommending Approval or Recommending Rejection	
Signature	Conditional	
	Mandatory when Recommending Approval or Recommending Rejection	

4.1.2 Line Item Tab

Table 4-2 Line Item Tab (Inspection)

Label	Entry Requirement	Size
Recommended Deduction Amount	Conditional	
	Mandatory for at least 1 line item when Recommending Reduced Amount	

4.1.3 Addresses Tab

The information on the Addresses Tab is read-only.

4.1.4 Misc. Info Tab

Comments may be entered and attachments viewed and/or added.

Table 4-3 Misc. Info Tab (Inspection)

Label	Entry Requirement	Size
Comments	Conditional	1/2000
	Comments are mandatory when [Recommend Reduced Amount] or [Recommend Rejection] is selected.	
Attachment	Optional	6MB

4.1.5 Preview Document Tab

The Preview Document Tab provides a view of the entire document before submission. This information on the Preview Document Tab is read-only.

4.2 Successful Submission

Once the Inspector is satisfied with the document they may submit the document. Upon successful Inspection, the Inspector is presented with a “success” message. The system will generate email to the Vendor and Acceptor upon Inspection of the document.

4.3 Status

Following Inspection of the NAVCON, the document’s status is “Inspected” and is ready for Acceptance.

5 Document Acceptance

This is a mandatory workflow step. The Contracting Officer acts as the government approver and locks the approved amount for payment. They are able to:

- Approve the document
- Approval with Deductions
- Reject the document to Initiator

5.1 Data Entry

5.1.1 Header Tab

Table 5-1 Header Tab (Acceptance)

Label	Entry Requirement	Size
Populate Accounting Data from Template	Optional	
	<p>If selected, the Accounting Data will populate the Sub-Line information on the Line Item Tab.</p> <p>The “template” will be retrieved based on the:</p> <ul style="list-style-type: none"> ○ Same document type, Contract Number and Delivery Order Number combination ○ Document must be in a Processed, Paid, or myInvoice or Extracted status ○ Only those accounting entries pertaining to the role selecting the template will be pre-populated ○ 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. 	
Approve	Mandatory	1/1
Approval with Deductions		
Reject to Initiator		
	Acceptor must select one of the three actions	
Acceptance Date	Conditional	10/10
	Mandatory if [Approve] or [Approve with Deductions] is selected	

Signature Date	Conditional	10/10
	Mandatory if [Approve] or [Approve with Deductions] is selected	
Signature	Conditional	
	Mandatory if [Approve] or [Approve with Deductions] is selected	

5.1.2 Line Item Tab

The system will require at least one Sub-Line for all Line Item(s).

The system requires entry of the Sub-Line Number, Agency Accounting Identifier, Standard Document Number (SDN), ACRN and ACRN Amount at the Sub-Line level.

The Acceptor may enter a Deduction and Retention amounts at the Sub-Line level.

When the Line Item is four numeric (4N), the system will permit the addition of multiple Sub-Lines at the point of Acceptance.

When the Line Item is four numeric and two alpha (4N2A), the system will restrict the Line Item to a single Sub-Line at the point of Acceptance.

Note: The ACRN Approved Amount, calculated by WAWF, is the ACRN Amount minus the sum of the Deduction Amount and the Retention Amount.

Table 5-2 Line Item Tab (Acceptance)

Label	Entry Requirement	Size
Sub-Line No	Conditional	6/6
Line Item format (4N)	Mandatory. The first four characters default to the Line Item Number. The Acceptor must enter the last 2 numbers between 01-99.	
Line Item format (4A2N)	Defaults to the Line Item Number entered by the Vendor	
AAA	Mandatory	6/6
	Must be 6 numeric characters	
TFO	Mandatory	1/1
	Transactions For Others	

	Defaults to [N]	
SDN	Mandatory	1-30
One Pay	One Pay SDN AAI	9,13,14 or 15
	One Pay TFS AAI: (Transactions for Self)	13,14 or 15
	TFO AAI (Transactions for Others)	1-15
CAPS-W	1-30 alphanumeric	1-30
ACRN	Mandatory	2/2
ACRN Amount	Conditional	
Line Item format (4N)	Mandatory	
Line Item format (4A2N)	Not Allowed	
Deduction Amount	Conditional	
	Mandatory when [Approval with Deductions] is selected	
Retention Amount	Conditional	
	Mandatory when [Approval with Deductions] is selected	

5.1.3 Addresses Tab

The information on the Addresses Tab is read-only.

5.1.4 Misc. Info Tab

Table 5-3 Misc. Info Tab (Acceptance)

Label	Entry Requirement	Size
Comments	Conditional	1/2000
	Comments are mandatory when [Approval with Deductions] or [Reject to Initiator] is selected	
Attachment	Optional	6MB

5.1.5 Preview Document Tab

The Preview Document Tab provides a view of the entire document before submission. This information on the Preview Document Tab is read-only.

5.2 Successful Submission

Once the Acceptor is satisfied with the document they may submit the document. Upon successful acceptance, the Acceptor is presented with a “success” message. If the Acceptor entered an Agency Accounting Identifier that is set up to receive 810C_AAA extract, the extract will generate at this time.

Upon Acceptance of the document where an LPO is included in the workflow, the system will generate email to the Vendor and LPO.

Upon Acceptance of the document where an LPO is not included in the workflow, the system will generate email to the Vendor and Pay Official. The 810C extract will generate at this time.

Upon Rejection of the document, the system will generate email to the Vendor.

5.3 Status

Following Acceptance of the NAVCON with LPO included in the workflow, the document’s status is “Accepted” and is ready for Pre-Certification / Certification.

Following Acceptance of the NAVCON without LPO included in the workflow, the document’s status is “Extracted” and is ready for Payment.

Following Rejection of the NAVCON, the document is sent back to the Vendor with ‘Rejected’ status.

6 Document Pre-Certification

The Local Processing Office Reviewer (LPOR) is an optional step in the document workflow. The LPOR is permitted to perform a pre-certification on the Navy Construction and Facilities Management Invoice.

6.1 Data Entry

6.1.1 Header Tab

Table 6-1 Header Tab (Pre-Certification)

Label	Entry Requirement	Size
Populate Accounting Data from Template	Optional	
One Pay	<p>If selected, the Accounting Data will populate on the LLA Tab.</p> <p>The “template” will be retrieved based on the:</p> <ul style="list-style-type: none"> ○ Same document type, Contract Number and Delivery Order Number combination ○ Document must be in a Processed, Paid, or myInvoice or Extracted status ○ Only those accounting entries pertaining to the role selecting the template will be pre-populated ○ 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. 	
CAPS-W	Does not apply	
Recommend Certification Recommend Rejection	Mandatory	1/1
	LPOR must select one of the two actions	

6.1.2 Line Item Tab

The information on the Line Item Tab is read-only.

6.1.3 LLA Tab

LLA tab applies to One Pay Only. When pre-certifying a One Pay Navy Construction / Facilities Management Invoice, the LPOR can enter Line of Accounting (LOA) data on the Long Line of Accounting (LLA) Tab.

When the AAI is on the TFS Listing, the AAI, ACRN and SDN fields are mandatory. These fields are pre-populated from the Sub-Line information.

When the AAI is not on the TFS AAI Listing, the LOA is considered to be TFO (Transaction for Other). In this case, WAWF will provide this warning message: [Please enter all mandatory fields in addition to the other elements that are applicable to the agency/department Long Line of Accounting.](#)

Four available Help links will be visible on the LLA Tab so that the LPO / LPOR can better perform their functions when the Pay System is One Pay:

- TFO LOA Crosswalks
- LPO Training
- LPO Checklist
- One Pay TFS AAI Listing

Table 6-2 LLA Tab (Pre-Certification)

Label	Entry Requirement	Size
LLA Level	Mandatory	1/1
Item Number	Pre-populates from the Line Item Information	
Sub Line	Pre-populates from the Sub-Line Item Information	
ACRN	Pre-populates from the Sub-Line Item Information	
Document Record Reference ID	Mandatory	1/30
	Pre-populates from the Sub-Line Item Information	
Agency Accounting Id	Mandatory	6/6
	Pre-populates from the Sub-Line Item Information	
ACRN	Mandatory	2/2
	Pre-populates from the Sub-Line Item Information	
Agency Qualifier Code	System Generated	2/2
	Defaults to DD	
Defense Agency Allocation Recipient	Optional	1/2
Cost Code	Optional	1/13
Department Indicator	Conditional	1/2
	Mandatory when the AAI is not in the TFS_AAI Table.	

Job / Work Order Code	Optional	1/8
Cost Allocation Code	Optional	1/8
Transfer from Department	Optional	1/2
Sub-Allotment Recipient	Optional	1/1
Classification Code	Optional	1/9
Fiscal Year Indicator	Conditional	1/8
	Mandatory when the AAI is not in the TFS_AAI Table.	
Work Center Recipient	Optional	1/6
DoD Budget Accounting Classification Code	Optional	1/6
Basic Symbol Number	Conditional	1/4
	Mandatory when the AAI is not in the TFS_AAI Table.	
Major Reimbursement Source Code	Optional	1/1
Limit/Sub Head	Optional	1/6
Reimbursement Source Code	Optional	1/3
Fund Code	Optional	1/2
Customer Indicator/MPC	Optional	1/6
Fund Org Admin Code	Optional	1/2

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

6.1.4 Addresses Tab

The information on the Addresses Tab is read-only.

6.1.5 Misc. Info Tab

Misc. Info Tab (Pre-Certification)

Label	Entry Requirement	Size
Comments	Conditional	1/2000
	Comments are mandatory when Recommending Rejection	
Attachment	Optional	6MB

6.1.6 Preview Document Tab

The Preview Document Tab provides a view of the entire document before submission. This information on the Preview Document Tab is read-only.

6.2 Successful Submission

The system will generate email to LPO upon Pre-certification of the document.

6.3 Status

Following pre-certification, the status is “Pre-Certified.”

7 Document Certification

This is a mandatory workflow step in the document workflow. LPOs are responsible for certifying that documents in WAWF are correct and proper for payment and that there are sufficient obligated funds to pay for the documents.

7.1 Data Entry

7.1.1 Header Tab

Table 7-1 Header Tab (Certification)

Label	Entry Requirement	Size
Populate Accounting Data from Template	Optional	
	<p>If selected, the Accounting Data will populate on the LLA Tab.</p> <p>The “template” will be retrieved based on the:</p> <ul style="list-style-type: none"> ○ Same document type, Contract Number and Delivery Order Number combination ○ Document must be in a Processed, Paid, or myInvoice or Extracted status ○ Only those accounting entries pertaining to the role selecting the template will be pre-populated ○ 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. 	
Document Certified Document Rejected	Mandatory	1/1
	LPO must select one of the two actions	
Signature Date	Conditional	10/10
	Mandatory when [Document Certified] is selected	

7.1.2 Line Item Tab

The information on the Line Item Tab is read-only.

7.1.3 LLA Tab

LLA tab applies to One Pay Only. When certifying a One Pay Navy Construction / Facilities Management Invoice, the LPO is responsible for entering the Line of Accounting (LOA) data on the Long Line of Accounting (LLA) Tab.

When the AAI is on the TFS Listing, the AAI, ACRN and SDN fields are mandatory. These fields are pre-populated from the Sub-Line information.

When the AAI is not on the TFS AAI Listing, the LOA is considered to be TFO (Transaction for Other). In this case, WAWF will provide this warning message: [Please enter all mandatory fields in addition to the other elements that are applicable to the agency/department Long Line of Accounting.](#)

Four available Help links will be visible on the LLA Tab so that the LPO / LPOR can better perform their functions when the Pay System is One Pay:

- TFO LOA Crosswalks
- LPO Training
- LPO Checklist
- One Pay TFS AAI Listing

Table 7-2 LLA Tab (Certification)

Label	Entry Requirement	Size
LLA Level	Mandatory	1/1
Item Number	Pre-populates from the Line Item Information	
Sub Line	Pre-populates from the Sub-Line Item Information	
ACRN	Pre-populates from the Sub-Line Item Information	
Document Record Reference ID	Mandatory	1/30
	Pre-populates from the Sub-Line Item Information	
Agency Accounting Id	Mandatory	6/6
	Pre-populates from the Sub-Line Item Information	
ACRN	Mandatory	2/2
	Pre-populates from the Sub-Line Item Information	
Agency Qualifier Code	System Generated	2/2
	Defaults to DD	
Defense Agency Allocation Recipient	Optional	1/2
Cost Code	Optional	1/13
Department Indicator	Conditional	1/2
	Mandatory when the AAI is not in the TFS_AAI Table.	

Job / Work Order Code	Optional	1/8
Cost Allocation Code	Optional	1/8
Transfer from Department	Optional	1/2
Sub-Allotment Recipient	Optional	1/1
Classification Code	Optional	1/9
Fiscal Year Indicator	Conditional	1/8
	Mandatory when the AAI is not in the TFS_AAI Table.	
Work Center Recipient	Optional	1/6
DoD Budget Accounting Classification Code	Optional	1/6
Basic Symbol Number	Conditional	1/4
	Mandatory when the AAI is not in the TFS_AAI Table.	
Major Reimbursement Source Code	Optional	1/1
Limit/Sub Head	Optional	1/6
Reimbursement Source Code	Optional	1/3
Fund Code	Optional	1/2
Customer Indicator/MPC	Optional	1/6
Fund Org Admin Code	Optional	1/2

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

7.1.4 Addresses Tab

The information on the Addresses Tab is read-only.

7.1.5 Misc. Info Tab

Misc. Info Tab (Certification)

Label	Entry Requirement	Size
Comments	Conditional	1/2000
	Comments are mandatory [Document Rejected] is selected.	
Attachment	Optional	6MB

7.1.6 Preview Document Tab

The Preview Document Tab provides a view of the entire document before submission. This information on the Preview Document Tab is read-only.

7.2 Successful Submission

Upon Certification of the document, the system will generate email to the Vendor and Pay Official. The 810C extract will generate at this time.

7.3 Status

Following certification, the status is “Extracted.”

8 Pay Official – Document Recall

8.1 Data Entry

The Pay Official may Recall the Navy Construction / Facilities Management document to Regenerate an Extract, review the document or have the document corrected by another user.

8.1.1 Header Tab

Table 8-1 Header Tab (Payment Processing)

Label	Entry Requirement	Size
Document Accepted Document Processed Document Rejected Document Suspended Document Available For Recall	Mandatory	1/1

8.1.2 Line Item Tab

The information on the Line Item Tab is read-only.

8.1.3 LLA Tab

The information on the LLA Tab is read-only.

8.1.4 Addresses Tab

The information on the Addresses Tab is read-only.

8.1.5 Regenerate EDI Tab

When processing the document, the system will permit the Pay Official to Regenerate the 810C Invoice Extract.

Table 8-2 Regenerate EDI Tab (Payment Processing)

Label	Entry Requirement	Size
Regenerate EDI Extract(s)	Optional	1/1

8.1.6 Misc. Info Tab

Table 8-3 Misc. Info Tab (Payment Processing)

Label	Entry Requirement	Size
Comments	Conditional	1/2000
	Comments are mandatory when [Document Rejected] or [Document Suspended] is selected.	
Attachment	Optional	6MB

8.1.7 Preview Document Tab

The Preview Document Tab provides a view of the entire document before submission. This information on the Preview Document Tab is read-only.

8.2 Submission

- If the Payment Office rejects the document, the status is “Rejected.”
- If the Payment Office suspends the document, the status is “Suspended.”
- If the Payment Office makes the document available for recall, the status is “Recall Available.”
- If the Payment Office reviews the document, the status is “Reviewed.”
- If the Payment Office processes the document, the status is “Processed.”
-

8.3 Status

Following Payment Processing, the status is “Processed.”