



Wide Area Workflow

**Non Procurement Instruments (NPI)
Voucher**

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 the submission and processing of Non Procurement Instruments (NPI) Voucher (Grants).

1.1 Affected Entitlement Systems

The following table defines what DFAS Entitlement Systems are capable of accepting a Non Procurement Instruments (NPI) Voucher transaction.

Affected Entitlement Systems

Entitlement System	WAWF Support	EDI Capable
CAPS-C	YES	NO
CAPS-W	YES	YES
IAPS-E	YES	YES
MOCAS	YES	YES
One Pay	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 a Non Procurement Instruments (NPI) Voucher selects “Create New Document” link in the Vendor Folder.

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. 	13-17

<ul style="list-style-type: none"> • 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 	
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. 		0,4 or 13

<ul style="list-style-type: none"> ○ Position 9 must be F. ○ Positions 10 through 13 cannot be all zeroes. 	
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 ● 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. 	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

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

Following entry of the Contract Number, Delivery Order, originator's CAGE code and selecting "Y" or "N" from the From Template dropdown, the application will initiate a query of the Electronic Document Access (EDA) application. Based upon the results of that query, the Pay Office may be pre-populated.

In addition, it is mandatory to pre-populate EDA CLIN data, if available. If the user selects "Y" from the From Template dropdown, no CLINs from EDA will be pre-populated. The From Template option will default to "N" if not selected. If there are CLINs against the contract in EDA, the list of CLINs in EDA will be displayed.

2.2 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.

Label	Entry Requirement	Size
Non Procurement Instruments (NPI) Voucher	Mandatory	1/1
ALL	Requires radio button selection.	.
Final Voucher?	Mandatory	1/1
ALL	“Y” or “N” required; Defaults to blank	

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.

2.4 Routing Non Procurement Instruments (NPI) Voucher

(Non-Final)

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.	
Grant Approver	Mandatory	6/6
ALL	Must be a valid DCMA or Office of Naval Research DoDAAC	

Grant Approver Extension	Conditional	1/6
ALL	Requires entry of the Inspect By DoDAAC	

Upon selecting Next, the application will validate each of the entered codes and verify that there is an active user for each step in the workflow.

If the result is NO for any of the above tests, the Vendor is notified and not allowed to proceed. If the results of both tests are YES, the Vendor is provided the opportunity to enter data capture.

(Final)

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.	
Grant Approver	Mandatory	6/6
ALL	Must be a valid DCMA or Office of Naval Research DoDAAC	
Grant Approver Extension	Conditional	1/6
ALL	Requires entry of the Inspect By DoDAAC	

Upon selecting Next, 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 any of the above tests, the Vendor is notified and not allowed to proceed. If the results of both tests are YES, the Vendor is provided the opportunity to enter data capture.

2.5 Data Entry

Once the basic data required to setup the document and workflow requirements have 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

The Header tab is used to gather document level details.

Label	Entry Requirement	Size
Voucher Number	Mandatory	2/22
MOCAS	First 3 positions alpha (BVN), 4th position is Alphanumeric, 5th – 7th positions are numeric, 8th position is only used for final shipment and is a Z.	7/8
Voucher Date	Mandatory	10/10
Final Voucher	Mandatory	1/1
ALL	“Y” or “N” required; Defaults to blank	
Vendor Invoice Number	Optional	1/22
Service Start Date	Mandatory	10/10
	When creating a Non-Procurement Instrument Voucher from a template, the Service Start / End Dates will not be pre-populated.	
Service End Date	Mandatory	10/10
	When creating a Non-Procurement Instrument Voucher from a template, the Service Start / End Dates will not be pre-populated.	
Currency Code	Mandatory	3/3

2.7 Address Data Tab

The address data is pre-populated based upon the codes entered on the routing screen. The data can be modified by the user.

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

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

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

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

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

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

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

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

2.8 Comments Tab

The Initiator is able to enter document level comments. If the final invoice exists, then comments are mandatory.

Label	Entry Requirement	Size
Comments	Optional	1/2000

2.9 Line Item Tab

Line Item Detail AAI

Label	Entry Requirement	Size
AAI	Optional	6/6
ALL	May be pre-populated from EDA if the user selects the "Populate CLINs" option and contract data information is available; the data will remain editable. It must be six numeric characters in length.	

Line Item Detail

Label	Entry Requirement	Size
Item No.	Mandatory	4/6
ALL	At least one entry required and up to 999 Line Items. The letters "I" and "O" may not be used within the Line Item Number.	
ONE PAY	Must be 4N or 4N2A	
Product/Service ID	System Generated	
	WAWF requires "NONE"	
Product/Service ID Qualifier	Mandatory	2/2

		“VP” is the only code allowed	
Qty. Invoiced		Mandatory	1/10
	ALL	May be pre-populated from EDA if the user selects the "Populate CLINs" option and contract data information is available; the data will remain editable Must be a numeric value in the range of 0 to 99,999,999.99 and can only contain up to 2 digits to the right of the decimal.	
	MOCAS	No Decimals allowed	1/8
Unit of Measure		Mandatory	2/70
Unit Price		Mandatory	1/16
	ALL	Must be a numeric value in the range of -999,999,999.999999 to 999,999,999.999999 and can only contain up to 6 digits to the right of the decimal.	
Amount		System Generated	1/13
	ALL	System generated from Qty.Invoiced X Unit Price Must be a numeric value containing up to 10 digits to the left of the decimal if positive, or 9 digits if negative, and 2 digits to the right of the decimal.	
AAI		Optional	6/6
		Must be 6 numeric characters.	
SDN		Optional	1/30
		Must be 13, 14, or 15 characters for the One-Pay pay system	
PR Number		Optional	0/30
Description		Mandatory	1/2000

2.10 ACRN Tab

The following rules are applied:

- If multiple ACRN information is entered on the ACRN tab, a single ACRN may not be entered on the CLIN/SLIN tab.
- If multiple ACRN information is entered on the ACRN tab, the ACRN amount total must balance with the line item total.

ACRN Detail

Label	Entry Requirement	Size
CLIN	Pre-populated	4/6
ALL	Pre-populated from the previous entry for view purposes only.	
CLIN Amount	System Generated	1/13
	System generated from Qty.Invoiced X Unit Price	
ACRN Amount	System Generated	1/13
ALL	System generated from the total of the ACRN Amounts.	
Difference	System Generated	1/13
ALL	Calculated as the CLIN Amount minus the ACRN Amount.	
ACRN	Optional	2/2
ACRN Amount	Conditional	1/13
ALL	Mandatory if the ACRN is entered This amount represents the TOTAL amount to be paid against a particular ACRN by the entitlement system Can be a negative amount; negative sign (-) included in field size ACRN total calculated for Line Item must balance the Line Item total.	

2.11 Misc. Amounts Tab

Label	Entry Requirement	Size
Misc. Fee	Optional	1/4

Misc. Fee Price	Conditional	1/12
ALL	Must be a numeric value greater than or equal to zero containing up to 9 digits to the left of the decimal and 2 digits to the right of the decimal. Mandatory if Misc. Fee entered	
Description	Conditional	1/2000
ALL	Mandatory if Misc. Fee entered	
Misc. Allowance	Optional	1/4
ALL	Availability/Display/Number of entries controlled by PSS edits – See Appendix B	
Misc. Allowance Amount	Conditional	1/12
ALL	Mandatory if Misc. Allowance entered	
Misc. Allowance Description	Conditional	1/2000
ALL	Mandatory if Misc. Allowance entered	
Tax	Optional	0/2
ALL	Availability/Display/Number of entries controlled by PSS edits – See Appendix B	
Misc. Tax Amount	Conditional	1/12
ALL	Mandatory if Misc. Tax entered	
Misc. Tax Description	Conditional	1/2000
ALL	Mandatory if Misc. Tax entered	

2.12 Attachments Tab

Initiator may add attachments to the Grant Voucher on the Attachments tab.

Label	Entry Requirement	Size
Attachments	Optional	6 MB

2.13 Preview Document Tab

Initiator may view the entire Grant Voucher from the Preview Document tab.

2.14 Document Submission

Signature is required before submitting the Non Procurement Instruments (NPI) Voucher.

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

The Non Procurement Instruments (NPI) Voucher may be created with the submission of the EDI 810V.

2.17 Submission

2.17.1 Status

2.17.2 Non-Final

- Status is “Submitted.”

2.17.3 Final

- Status is “Submitted.”

2.18 Extract

Upon submission of the document the appropriate flags are set to generate the EDI extract for those entitlement systems that are EDI capable and accept the Non Procurement Instruments (NPI) Voucher.

2.18.1 Non-Final

- Following Acceptance.

2.18.2 Final

- Following Acceptance.

3 Document Approval

This is a mandatory workflow step for the Non Procurement Instruments (NPI) Voucher. The Grant Approver acts as the government approver for the Non Procurement Instruments (NPI) Vouchers. There is no ability for the Approver to adjust the quantity invoiced. All Non Procurement Instruments (NPI) Vouchers are available to the Approver DoDAAC via a View Only role. The Grant Approver is able to:

- Approve and certify the document.
- Reject the document to the Vendor.
- View historical documents that were processed directly by him or by anyone within his DoDAAC.
- View documents that were reviewed by the Reviewer.
- Enter single ACRN, SDN and AAI information.
- Enter Multiple ACRN information.
- Add Attachment.

3.1 Header Tab

Label	Entry Requirement	Size
Approved and Certify Reject to Initiator	Mandatory	1/1
	ALL The user must select one of the actions to be applied to the document	
Date	Mandatory	10/10
	ALL Interim CV only; pre-populated with the system date	
Signature	Mandatory	1/64

A "Populate Accounting Data from Template" button is provided on the Header tab. Only those accounting entries pertaining to the role selecting the template will be pre-populated.

For contract documents, the “template” will be retrieved based on the:

- Same document type
- Same Contract Number / Delivery Order Number combination
- When pay office is DMDC the contract number will match the first 13 positions of the pseudo-PIIN.
- Must have been worked by a user at the location code for the same role as the current user
- Example: both documents must be accepted at FU4417
- Document must be in a Processed, Paid, or myInvoice status

Line Item entries on the target document that match entries on the selected template document will be pre-populated.

The accounting data populated will be based on the last accounting data added/updated on the document. For example, if the Acceptor added a AAI as ‘111111’, and the LPO changed it to ‘222222’, then when that document is used as a template by any role, Acceptor or LPO, it will bring over the ‘222222’ that the LPO entered.

If accounting data is being populated from a template, it will overwrite the existing accounting data. For example, if line item 0001 has an ACRN AA on it added by the Initiator. If the Acceptor chooses to populate accounting data from a template and grabs a document with line item 0001 with an ACRN ZZ on it, then the current document will now have line item 0001 with an ACRN ZZ on it (AA is now gone).

3.2 Line Item Detail

Label	Entry Requirement	Size
ACRN	Optional	2/2
ALL	Entry available for each Line Item	
SDN	Optional	1/30
ALL	Entry available for each Line Item	
AAI	Mandatory	6/6
ALL	Entry available for each Line Item	

3.3 ACRN Tab

The following rules are applied:

- If multiple ACRN information is entered on the ACRN tab, a single ACRN may not be entered on the Line Item tab.
- ACRN and ACRN Approved amount are required to balance the One Pay Non Procurement Instruments (NPI) Vouchers.

ACRN Tab (Approval)

Label	Entry Requirement	Size
CLIN	Pre populated	4/6
ALL	Pre-populated from the previous entry for view purpose only.	
CLIN Amount	System Generated	1/13
ALL	System generated from Qty.Invoiced X Unit Price. Must be a numeric value containing up to 10 digits to the left of the decimal if positive, or 9 digits if negative, and 2 digits to the right of the decimal.	
ACRN Amount	System Generated	1/13
ALL	System generated from the total of the ACRN Amounts.	
Difference	System Generated	1/13
ALL	Calculated as the CLIN Amount minus the ACRN Amount.	

ACRN	Optional	2/2
ACRN Amount	Conditional	
ALL	Mandatory if the ACRN is entered. This amount represents the TOTAL amount to be paid against a particular ACRN by the entitlement system. Can be a negative amount; negative sign (-) included in field size.	

ACRN Tab (Approval) One Pay

Label	Entry Requirement	Size
CLIN	Pre-populated	4/6
ALL	Pre-populated from the previous entry for view purposes only.	
CLIN Amount	System Generated	1/13
ALL	System generated from Qty.Invoiced X Unit Price. Must be a numeric value containing up to 10 digits to the left of the decimal if positive, or 9 digits if negative, and 2 digits to the right of the decimal.	
ACRN Amount	System Generated	1/13
ALL	System generated from the total of the ACRN Amounts.	
Difference	System Generated	1/13
ALL	Calculated as the CLIN Amount minus the ACRN Amount.	
Government Approved Amount	System Generated	1/13
ALL	System generated from the total of the Government Approved ACRN Amounts.	
CLIN Approved Amount	System Generated	1/13
ALL	System generated from the total of the CLIN Approved ACRN Amounts.	
CLIN Approved Difference	System Generated	1/13

	ALL	Calculated as the CLIN Amount minus the ACRN Amount.	
ACRN		Optional	2/2
Original Amount		System Generated	1/13
	ALL	System generated from the total of the ACRN Amounts.	
ACRN Approved Amount		Conditional	1/13
	ALL	Mandatory if the ACRN is entered. This amount represents the TOTAL amount to be paid against a particular ACRN by the entitlement system Can be a negative amount; negative sign (-) included in field size	
CLIN Approved Difference		System Generated	1/13
	ALL	Calculated as the CLIN Amount minus the ACRN Amount.	

3.4 Address Tab

The Approver may not modify or add to data on this tab.

3.5 Misc. Info Tab

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

3.6 Submission

3.6.1 Status

- It is destined for an EDI capable entitlement system; the status is “Processed.”
- It is destined for a Non-EDI capable entitlement system; the status is “Processed.”

4 Payment Processing

This is a Mandatory workflow step. The Payment Office is able to:

- Review the document if it does not come in EDI.
- Process the document if it does not come in EDI.
- Review history folder if document comes in EDI.
- Suspend the document.
- Reject the document to the Initiator.
- When a document has either myInvoice or Paid status, the Pay Official won't be able to manually update the status of the document. Yet, the Pay Official can use the "Recall" link to open the document in editable mode just for entering comments and attachments on the Misc. Info tab.

4.1 Header Tab

Label	Entry Requirement	Size
Document Accepted Document Processed Document Suspended Document Rejected Document Available for Recall	Mandatory	1/1
ALL	The user must select one of the actions to be applied to the document.	
Document in MyInvoice Document Paid	Read Only	1/1
ALL	The check boxes are displayed only when status of the document is either myInvoice or Paid, and they are non-editable.	

4.2 Line Item Tab

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

4.3 Address Tab

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

4.4 ACRN Tab

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

4.5 Misc. Info Tab

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

4.6 Submission

4.6.1 Status

- If the Payment Office reviews the document the status is “Reviewed.”
- If the Payment Office processes the document the status is “Processed.”
- If the Payment Office suspends the document, the status is “Suspended.”