



Wide Area Workflow

Performance Based Payments (PBP)

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 Contract Financing Payments. The type of Contract Financing Payments covered by this document is: Performance Based Payments (PBP).

1.1 Affected Entitlement Systems

Entitlement System	WAWF Support	EDI Capable
MOCAS	YES	YES
ONE-PAY	YES	YES
IAPS-E	YES	YES
CAPS-C	YES	NO
CAPS-W	YES	YES
EBS	NO	YES
Navy ERP	NO	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.

1.3 Extract

If the payment system accepts an 810P:

- 810P is released following Acceptor if an LPO is not included.
- 810P is released following LPO if LPO is included.

1.4 Exceptions To The WAWF Standard Processing Rules

Specific exceptions related to a role/function are highlighted in the appropriate section of this Appendix as they apply.

2 Document Creation

Creation of a PBP is limited to the Vendor.

2.1 EDI/FTP

The PBP may be created with the submission of the EDI 810P (PBP/CIF) or the Performance Based Payments UDF.

2.2 Web

2.3 Contract, Originator, & Entitlement System Identification

The Vendor must enter the following data elements to properly set up the document and editing requirements.

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. 	13

<ul style="list-style-type: none"> 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.” 	
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, 	13	

<p>M, P, or V.</p> <ul style="list-style-type: none"> For Acquisition, Delivery Order is required when the 9th position of the Contract Number is A, D, or G. 	
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 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
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, 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.

2.4 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
Performance Based Payment	Mandatory	1/1
FMS	Mandatory	1/1
	Drop-down selection; “Yes” or “No;” system defaults to “No.”	

2.5 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.

Label	Entry Requirement	Size
Issue Date	Optional	10/10
Issue By DoDAAC	Optional	6/6
Admin DoDAAC	Mandatory	6/6
Inspect By DoDAAC	Optional	6/6
	If the Inspect By is not entered, the code is populated with the Ship To DoDAAC	
Ext	Conditional	1/6
	Requires entry of the Inspect By DoDAAC	
Contracting Officer	Mandatory	6/6
Ext	Conditional	1/6
	Requires entry of the Ship To DoDAAC	
LPO	Conditional	6/6
	MOCAS: Not permitted One Pay: Mandatory CAPS-W: Optional IAPS-E: Optional CAPS-C: Optional	
Ext	Conditional	1/6

	Requires entry of the LPO DoDAAC	
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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.

2.6 Data Capture

Once the basic data required to set up 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.

2.7 Header Tab

The Header tab is used to gather document-level details.

Label	Entry Requirement	Size
Request Number	Mandatory	7/7
	Transmitted in EDI as the Shipment Number; stored in the database as the Shipment Number and the Invoice Number. Should be sequential – however, because requests may have been made before using WAWF or because some may be handled outside WAWF, the application will only ensure that the number is not duplicative per Contract Number/Delivery Order combination. Must start with “PBPA” if not FMS-related or “PBPB” if FMS-related for Advance Payments. For Web-based input the four-letter designators are system-generated based on type of document selected and FMS indicator. The Vendor must include the full Request Number for FTP and EDI submissions.	
Invoice Number	Mandatory	1/22
	Transmitted in EDI as the Vendor’s Invoice Number; stored in the database as the Vendor’s Invoice Number. Should be sequential – however, because requests may have been made before using WAWF or because some may be handled outside WAWF, the application will only ensure that the number is not duplicative per Contract Number/Delivery Order combination.	
	MOCAS: Invoice Number must be 1-8 AN characters	
Invoice Date	Mandatory	10/10

Date of Last Communication	Optional	10/10
Date of encumbrance notification	Optional	10/10
Date of most recent financial information	Mandatory	10/10
Currency Code	Mandatory	3/3
	Defaults to USD	
Currency Code	Conditional	3/3

2.8 Address Data Tab

The address data is pre-populated based upon the codes entered on the routing window. 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	2/30
State	Optional	2/2
Zip	Optional	3/15
Country	Optional	2/3
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 is the minimum required to complete the Address. Other fields are optional.

For Non-U. S. Addressing: Activity Name is the minimum required to complete the Address. Other fields are optional.

For U. S. Military Addressing: Activity Name is the minimum required to complete the Address. Other fields are optional.

2.9 Comments Tab

The Initiator is able to enter document-level comments.

Label	Entry Requirement	Size
Comments	Optional	1/2000

2.10 Line Item Tab

The Line Item details are constructed on a bi-level concept. The CLIN/SLIN consists of detail level data while the Event data contains the specifics of the request for that particular contract Line Item.

2.10.1 CLIN Detail

Label	Entry Requirement	Size
CLIN	Mandatory	4/6
	May be a CLIN/SLIN or the word "NONE." Must be at least one CLIN and one Event combination. All Combinations of CLIN/SLIN and Events may not exceed 999 in any combination.	
	One Pay: 4 Numeric or 4 Numeric and 2 Alpha MOCAS: Must be 4N, 4N2A, 1A3AN, "NONE" or "NONE"NN	
Unit of Measure	Mandatory	2/2
	Only acceptable value is "EA;" system defaulted and not displayed on window. Required due to EDI 810P outbound requirements for delivery to entitlement systems. Is not displayed on document.	
Quantity Invoiced	Mandatory	1/1
	Required due to EDI 810P outbound requirements for delivery to entitlement systems. Is not displayed on document. Only accepted value is "1;" system defaulted and not displayed on window.	
CLIN Price	Mandatory	.02/12.2

	System calculated from the total price of the Event lines. Can be negative; Negative sign (-) included in field size for negative amounts. While one or more CLINs and/or Events may be negative, the total of the request must be a positive amount.	
SDN	Optional	13/15
	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.	
AAI	Optional	6/6
	If entered must be 6 numeric characters	

2.10.2 Event Detail

Label	Entry Requirement	Size
Event ID	Mandatory	1/10
	There must be at least one Event created per CLIN; must be an alphanumeric character or the word "NONE." All Combinations of CLIN/SLIN and Events may not exceed 999 in any combination. If there are multiple "null event" descriptions under a single common description (i.e. use of a "NONE" event identifier under a "NONE" or single CLIN identifier), the Vendor must assign a unique sequence number (e.g. PB0001 through PB0250).	
Code	Mandatory	1/1
	Will be either "S" or "C", will default to "C".	
ACRN	Optional	2/2
	If multiple ACRNs are entered on the ACRN tab, a single ACRN may not be entered on the Event tab	
	One Pay: Not available	
Quantity	Mandatory	0.2/9.2
	MOCAS: Must be 1-9 numeric characters without decimals	
UofM Code	Mandatory	2/2
Unit of Measure	Mandatory	2/70

Price	Mandatory	0.2/12.2
	Can be negative; negative sign (-) included in field size for negative amounts. While one or more CLINs and/or Events may be negative, the total of the request must be a positive amount.	

2.11 ACRN Tab

The following rules are applied:

- If multiple ACRNs are entered on the ACRN tab, a single ACRN may not be entered on the Event tab.
- If multiple ACRNs are entered on the ACRN tab, the ACRN amount total must balance with the Event total.

Not available for CAPS W, IAPS E, CAPS C

Label	Entry Requirement	Size
Item Number	Pre-populated	4/6
	Pre-populated from the previous entry for view purposes only.	
CLIN Amount	System Generated	0.2/12.2
	System generated from the Quantity X Price on Event tab.	
ACRN Amount	System Generated	0.2/12.2
	System generated from the total of the ACRN Amounts.	
Difference	System Generated	0.2/12.2
	Calculated as the CLIN Amount minus the ACRN Amount.	
ACRN	Optional	2/2
Amount	Conditional	0.2/12.2
	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.	
	One Pay: If entered, the ACRN amount must balance with the extended line item total on the ACRN tab.	

2.12 ACRN Worksheet

The Vendor has the option of providing input for the ACRN Worksheet (used to allocate funds across the contract ACRNs).

Not available for One Pay.

Label	Entry Requirement	Size
ACRN	Optional	2/2
	If the worksheet is used, requires at least one ACRN	
CLIN	Optional	1/6
	The CLIN is provided as a means of assisting the user in distributing funds among the ACRNs. There may be 0, 1 or more CLINs per ACRN. This field permits the user to utilize a CLIN concept for adding CLIN amounts across the same ACRN – neither the CLIN nor the amount entered is forwarded to the entitlement system.	
CLIN Amount	Conditional	0.2/12.2
	Mandatory if the CLIN 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 Amount	Conditional	0.2/12.2
	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.	

2.13 FMS Worksheet

The Vendor must provide the FMS Worksheet (used to allocate funds to FMS countries), if the document is FMS related. Prior to submitting the document, the worksheet total value must match the total document value.

FMS Country Codes are validated to the WAWF FMS Country Code table. If the code entered is not in the WAWF table, the entry is not accepted.

Label	Entry Requirement	Size
Country Code	Mandatory	2/2
	At least one Country Code must be entered	
Associated Dollars	Conditional	0.2/12.2
	Mandatory if the Country Code is entered. Can be a negative amount; negative sign (-) included in field size.	

2.14 Document Submission

2.15 Header Tab

Label	Entry Requirement	Size
Date Signed	Mandatory	10/10
Vendor Signature	Mandatory	1/64

2.16 Contractor Certification

The Vendor reviews the following certification and applies their signature to the document or the transaction is not accepted.

I certify to the best of my knowledge and belief that —

This request for performance-based payment is true and correct; this request (and attachments) has been prepared from the books and records of the Contractor, in accordance with the contract and the instructions of the Contracting Officer;

(Except as reported in writing on (1)), all payments to subcontractors and suppliers under this contract have been paid, or will be paid, currently, when due in the ordinary course of business

There are no encumbrances (except as reported in writing on (2)) against the property acquired or produced for, and allocated or properly chargeable to, the contract which would affect or impair the Government's title;

There has been no materially adverse change in the financial condition of the Contractor since the submission by the Contractor to the Government of the most recent written information dated (3); and

After the making of this requested performance-based payment, the amount of all payments for each deliverable item for which performance-based payments have been requested will not exceed any limitation in the contract, and the amount of all payments under the contract will not exceed any limitation in the contract.

NOTE: Data elements within the certification (noted as (1), (2), and (3)) are obtained from document-level information entry.

Signature at this point locks the form. Any optional data elements not completed prior to signature may not be completed after signature. Vendor has to select return to undo data capture and recreate the form.

2.17 Misc. Info Tab

Label	Entry Requirement	Size
Comments	Optional	1/2000
	Populated from the Comments Tab entry	
Attachments	Optional	6 MB

2.18 Additional Information

2.18.1 Status

When a PBP is created, with or without an LPO, the status is “Submitted.”

3 Inspector/Contract Administrator (Optional)

This is an optional workflow step. The Inspector acts as a first point of review within the government workflow process. For Navy utilization, the user assigned to this function may be utilized to balance the FMS/ACRN pages and review/assign the LLA as appropriate prior to acceptance of the document by the ACO/PCO.

The Inspector is able to:

- Recommend approval of the document.
- Recommend approval of the document for a reduced amount. (Recommended amount is included in the Comments).
- Recommend rejection of the document.

3.1 Header Tab

Label	Entry Requirement	Size
Action By	Mandatory	1/1
	Inspector may Recommend approval of the document,	

	Recommend approval of the document for a lesser amount. (Recommended amount is included in the Comments), and Recommend rejection of the document.	
--	--	--

3.2 Address Tab

The Inspector may **not** adjust any data on the Address tab.

3.3 Line Item Tab

Label	Entry Requirement	Size
SDN	Optional	13/15
	One Pay: Must be either 13, 14 or 15 alphanumeric characters. Entry may be edited by Inspector.	
AAI	Optional	6/6
	Entry may be edited by Inspector	

3.4 ACRN Tab

Available for One Pay only. At the same time there will be no ACRN Worksheet tab for One Pay documents.

Label	Entry Requirement	Size
ACRN	Optional	2/2
	One Pay: If the ACRNs tab is used, requires at least one ACRN. Entry of multiple ACRNs is allowed.	
ACRN Approved Amount	Conditional	0.2/12.2
	One Pay: Mandatory if the ACRN is entered. ACRN Approved Amount Total does not have to balance to Document Total at this point.	

3.5 ACRN Worksheet Tab

The Inspector may enter or modify a previously entered ACRN worksheet. The total worksheet value must match the total document value, unless an LPO is included in the workflow.

The Inspector may enter or modify a previously entered worksheet. The total worksheet value need not balance to the document total.

Not available for One Pay.

Label	Entry Requirement	Size
ACRN	Optional	2/2
	If the worksheet is used, requires at least one ACRN	
CLIN	Optional	1/6
	The CLIN is provided as a means of assisting the user in distributing funds among the ACRNs. There may be 0, 1 or more CLINs per ACRN. This field permits the user to utilize a CLIN concept for adding CLIN amounts across the same ACRN –neither the CLIN nor the amount entered is forwarded to the entitlement system.	
CLIN Amount	Conditional	0.2/12.2
	Mandatory if the CLIN 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.	

3.6 FMS Worksheet

The Inspector may modify a previously entered FMS worksheet. The total worksheet value need not balance to the document total.

Label	Entry Requirement	Size
Country Code	Mandatory	2/2
	At least one Country Code must be entered	
Associated Dollars	Conditional	0.2/12.2
	Mandatory if the Country Code is entered. Can be a negative amount; negative sign (-) included in field size.	

3.7 Long Line Of Accounting

Not available in this release.

3.8 Misc. Info Tab

Label	Entry Requirement	Size
Comments	Conditional	1/2000
	Mandatory for Recommended Rejection or Recommended Reduced Amount	
Attachments	Optional	6 MB

3.9 Additional Information

3.9.1 Recall

The Inspector is **not** permitted to “Recall” a document.

3.9.2 Reject

The Inspector is **not** permitted to “Reject” a document.

3.10 Status

When the PBP is inspected, with or without an LPO assigned, the status is “Inspected.”

4 Document Acceptance

This is a mandatory workflow step. The Acceptor acts as the government Approver and locks the approved amount for payment. Approved amount may be based upon an amount per Event or a total amount for the document.

If an LPO is **not** assigned within the workflow all funds indicated on any FMS/ACRN worksheets must balance to this approved amount. If an LPO has been assigned to the workflow, then the funds need not be balanced at this step.

The Acceptor is able to:

- Approve the document.
- Approve for a lesser amount.
- Reject the document.

4.1 Header Tab

Label	Entry Requirement	Size
Action By	Mandatory	1/1
Approved Amount	Mandatory	0.2/12.2
	Whenever Acceptor opens the document, Approved Amount is pre-populated from the Document total amount. May be equal to or less than the total of all requested CLIN totals. There is no calculated correlation between this field and approved amount per CLIN. The Acceptor must enter a total value in this field. While one or more CLINs and/or Events may be negative, the total of the request must be a positive amount. Must be greater than zero.	
Acceptance Date	Mandatory	10/10
Signature	Mandatory	1/64

4.2 Line Item Detail

The Acceptor may use the fields available on the Line Item detail to indicate the amount approved for payment. The fields are upwardly accrued. That is, any amount entered in the Event fields add up to the appropriate CLIN approved total. However, any amount entered in the approved amount for a CLIN does **not** move downward to the approved amount per Event blocks. Additionally, there is no relationship between the amount indicated as approved on the Line Item tab and the approved amount that is to be entered on the Header tab.

Label	Entry Requirement	Size
SDN	Optional	13/15
	One Pay: Must be either 13, 14 or 15 alphanumeric characters. Entry may be edited by Acceptor.	
AAI	Optional	6/6
	Entry may be edited by Acceptor	
Approved	Optional	0.2/12.2
	May be less than or equal to the requested Event total. Can be a negative amount; negative sign (-) included in field size.	
Approved	Optional	0.2/12.2
	May be less than or equal to the requested CLIN total. Can be a negative amount; negative sign (-) included in	

	field size. Auto calculates price of all Event approved amounts; may be overwritten.	
Approved	Optional	0.2/12.2
	This is a calculation field to permit the Acceptor to know the difference between the document total and approved amount. This amount does not populate the document level approved amount on the Header tab. While one or more CLINs and/or Events may be negative; the total of the request must be a positive number.	

4.3 ACRNs Tab

Available for One Pay only. At the same time there will be no ACRN Worksheet tab for One Pay documents.

Label	Entry Requirement	Size
ACRN	Optional	2/2
One Pay	If the ACRNs tab is used, requires at least one ACRN. Entry of multiple ACRNs is allowed.	
ACRN Approved Amount	Conditional	0.2/12.2
One Pay	Mandatory if the ACRN is entered. ACRN Approved Amount Total does not have to balance to Document Total at this point.	

4.4 ACRN Worksheet Tab

The Acceptor may enter or modify a previously entered ACRN worksheet. The total worksheet value must match the total document value, unless an LPO is included in the workflow.

Not available for One Pay.

Label	Entry Requirement	Size
ACRN	Optional	2/2
	If the worksheet is used, requires at least one ACRN	
CLIN	Optional	1/6
	The CLIN is provided as a means of assisting the user in distributing funds among the ACRNs. There may be 0, 1 or more CLINs per ACRN. This field permits the user to utilize a CLIN concept for adding CLIN amounts across the same ACRN – neither the CLIN nor the amount	

	entered is forwarded to the entitlement system.	
CLIN Amount	Conditional	0.2/12.2
	Mandatory if the CLIN 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 Amount	Conditional	0.2/12.2
	Mandatory if the ACRN is entered. This amount represents the total amount to be paid against a particular ACRN by the entitlement system. While one or more CLINs and/or Events may be negative, the total of the request MUST be a positive amount.	

4.5 FMS Worksheet

If the Acceptor accepts less than the amount requested by the Vendor then the total worksheet value must be adjusted to match the total revised document value, unless an LPO is included in the workflow.

Label	Entry Requirement	Size
Country Code	Mandatory	2/2
	At least one Country Code must be entered.	
Associated Dollars	Conditional	0.2/12.2
	Mandatory if the Country Code is entered. Can be a negative amount; negative sign (-) included in field size.	

4.6 LLA Tab

Not available in this release.

4.7 Misc. Info Tab

Label	Entry Requirement	Size
Comments	Conditional	1/2000
	Mandatory for Rejection or Approval for a Lesser Amount	
Attachments	Optional	6 MB

4.8 Additional Information

4.8.1 Reject

The Acceptor may only “Reject” to the Vendor.

4.8.2 Status

When a PBP document has been approved, without an LPO in place and is destined for an EDI capable entitlement system, the status becomes “Processed.”

When a PBP document has been approved by the ACO, with an LPO assigned or without an LPO but destined for a non-EDI capable entitlement system, the status becomes “Accepted.”

5 Document Pre-Certification

This is an optional workflow step that is controlled by payment specific edits.

The LPO Reviewer provides a point for the certification of funds associated with the payment request. If the FMS/ACRN entries have not been made they must be entered and balanced at this step. The LPO Reviewer does not have the capability to adjust the quantity accepted or the approved dollar amount. If the LPO Reviewer believes there is an error they must work with the Vendor/Inspector/Acceptor, as appropriate to resolve it.

The LPO Reviewer is able to:

- Recommend to certify the document.

5.1 Header Tab

Label	Entry Requirement	Size
Recommend Document Certified	Mandatory	1/1

A "Populate Accounting Data from Template" button is provided on the Header tab for One Pay only. 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).

5.2 Address Tab

The LPO Reviewer is unable to modify the Address Tab.

5.3 Line Item Tab

Label	Entry Requirement	Size
AAI	Optional	6/6
	Entry may be edited by LPO Reviewer	
	One Pay: View only field. All changes must be made on LLA tab.	
SDN	Optional	1/30
	One Pay: View only field. All changes must be made on LLA tab.	
ACRN	Optional	2/2
	One Pay: View only field. All changes must be made on LLA tab.	

5.4 ACRN Worksheet

The LPO Reviewer may create or modify a previously entered ACRN worksheet. The total worksheet value must match the total document value. The LPO Reviewer may change the Acceptor’s input to achieve this balance.

One Pay documents - View only field. All changes must be made on LLA tab

Label	Entry Requirement	Size
ACRN	Optional	2/2
	If the worksheet is used, requires at least one ACRN	
One Pay	View only fields. All changes must be made on LLA tab.	
CLIN	Optional	1/6
	The CLIN is provided as a means of assisting the user in distributing funds among the ACRNs. There may be 0, 1 or more CLINs per ACRN. This field permits the user to utilize a CLIN concept for adding CLIN amounts across the same ACRN – neither the CLIN nor the amount entered is forwarded to the entitlement system.	
One Pay	View only fields. All changes must be made on LLA tab.	
CLIN Amount	Conditional	0.2/12.2
	Mandatory if the CLIN 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.	
One Pay	View only fields. All changes must be made on LLA tab.	
ACRN Amount	Conditional	0.2/12.2
	Mandatory if the ACRN is entered. This amount represents the TOTAL amount to be paid against a particular ACRN by the entitlement system. While one or more CLINs and/or Events may be negative, the total of the request MUST be a positive amount.	
One Pay	View only fields. All changes must be made on LLA tab.	

5.5 FMS Worksheet

If the Acceptor has accepted less than the amount requested by the Vendor, then the total worksheet value must be adjusted to match the total revised document value. The LPO Reviewer may change the Acceptor’s input to achieve this balance.

Label	Entry Requirement	Size
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Country Code	Mandatory	2/2
	At least one Country Code must be entered	
Associated Dollars	Conditional	0.2/12.2
	Mandatory if the Country Code is entered. Can be a negative amount; negative sign (-) included in field size.	

5.6 Long Line Of Accounting

Entry of the LLA is restricted to One Pay only.

The SDN, AAI, ACRN and ACRN Amounts are brought over to the LLA tab if the Vendor entered them on the Line Item and ACRN Tabs.

The LPO Reviewer may enter the LLA at either the line level or the ACRN level

The LPO Reviewer may modify the data on the LLA Tab. Any changes to LLA data will apply to the LLA Tab only, changes are not carried back to the Line Item or ACRN Tabs.

5.7 LLA Tab (Pre-Certification)

Label	Entry Requirement	Size
Help Links	<p>One Pay: Click the Help Links link and the four available Help links are displayed:</p> <ul style="list-style-type: none"> TFO LOA Crosswalks LPO Training LPO Checklist One Pay TFS AAI Listing <p>These Links will be parameter driven as requested by the PMO.</p>	
Populate All	Conditional	1/1
	<p>One Pay: At the top of the LLA Tab, the LPO Reviewer can update LLA Data, including the SDN, AAI and single ACRN. Selecting Populate All will apply updated LLA data to all Line Items and overwrite what was originally on the LLA tab. The LPO Reviewer will still be required to enter ACRN Amounts for each Line Item. If multiple ACRNs previously existed, they will be removed and replaced by the new single ACRN. The LPO Reviewer can continue to add additional ACRNs by selecting the Add ACRNs icon located at the bottom of</p>	

	the LLA screen provided at the ACRN Level.	
Line Item Level or ACRN Level	Mandatory	1/1
	One Pay: The LLA Level is defaulted to Line Item Level when the Line Items does not contain an ACRN or contains a single ACRN. The LLA Level is defaulted to ACRN Level when a Line Item contains multiple ACRNs. The LPO Reviewer can change the LLA Level as necessary. Changing from ACRN to Line Item Level will remove all ACRN data if the Line Items contain multiple ACRNs. Line Item Level will provide one LLA screen per each Line Item. Multiple ACRNs not allowed at the Line Item Level. ACRN Level will present one LLA screen for each ACRN. The LPO Reviewer can enter multiple ACRNs at the ACRN Level. The Add ACRNs Icon is provided at the bottom of the LLA screen. When multiple ACRNs are used, the sum of the ACRN Approved Amounts must balance with the Line Item Amount.	
Certify for Lesser Amount	Conditional	1/1
	One Pay: Certification for Less field will not be available when Invoice contains Misc. Amounts. Selecting Certify for Lesser Amount will make Qty Certified Field available for edit for each Line Item.	
Certified Amount	System Generated	0.2/12.2
	One Pay: System calculated; based upon LPO Reviewer's entry to Qty. Certified for each Line Item X Unit Price for each Line Item.	
Qty. Certified	Conditional	0.2/9.2
	One Pay: LPO Reviewer can recommend certification for lesser quantity.	
Certified Amount	System Generated	0.2/12.2
	One Pay: System calculated; based upon Qty Certified X Unit Price	
Doc Record Ref ID	Conditional	13/15
	One Pay: Mandatory. 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.	
Agency Accounting ID	Conditional	6/6

	One Pay: Mandatory	
ACRN	Conditional	2/2
	One Pay: Mandatory	
Approved Amount	Conditional	0.2/12.2
	One Pay: Mandatory. The sum of all Approved Amounts must balance with the Line Item Amount. Approved Amount must be less than 1 Billion. Can be a negative amount; negative sign (-) included in field size.	
Add ACRNs	Conditional	
	One Pay: Can be used to add additional ACRNs to Line Item. Available only when LLA Level is ACRN Level.	
Agency Qualification Code	Mandatory	2/2
	One Pay: Defaults to DD	
Dept Indicator	Optional	1/2
	One Pay: If the AAA is in TFS_AAAs table, the Department Indicator is optional. If the AAA is not in TFS_AAAs table, the Department Indicator is mandatory.	
Transfer from Dept	Optional	1/2
Fiscal Year Indicator	Optional	1/4
	One Pay: If the AAA is in TFS_AAAs table, the Fiscal Year Indicator is optional. If the AAA is not in TFS_AAAs table, the Fiscal Year Indicator is mandatory.	
Basic Symbol Number	Optional	1/4
	One Pay: If the AAA is in TFS_AAAs table, the Basic Symbol Number is optional. If the AAA is not in TFS_AAAs table, the Basic Symbol Number is mandatory.	
Reimb Source Cd	Optional	1/4
Fund Code	Optional	1/2
Op Ag Cd/Fund Ad	Optional	1/2
Allot Serial Number	Optional	1/5
Act Addr Cd/UIC	Optional	1/6
Prog Element Cd	Optional	1/12

Proj Tsk/Bud Subl	Optional	1/8
Def Ag Alloc Recp	Optional	1/2
Job Work Order Code	Optional	1/8
Sub-Allot Receipt	Optional	1/1
Work Cnt Receipt	Optional	1/6
Maj Reimb Src Cd	Optional	1/1
Reimb Source Code	Optional	1/3
Cust Ind/MPC	Optional	1/6
Object Class	Optional	1/5
Govt/Pub Sec ID	Optional	1/1
Foreign Currency Cd	Optional	1/4
Prog/Planning Cd	Optional	1/4
Spec Int/Prog Cost	Optional	1/2
Cost Code	Optional	1/13
Cost Alloc Code	Optional	1/8
Classification Cd	Optional	1/9
DoD BACC Shrthd	Optional	1/6
IFS No	Optional	1/18
Transaction Type	Optional	1/3
FMS Case No (1-3)	Optional	1/3
FMS Case No (4-5)	Optional	1/2
FMS Case No (6-8)	Optional	1/3

5.8 Misc. Info. Tab

Label	Entry Requirement	Size
Comments	Optional	1/2000
	Maximum of 2000 characters	
Attachments	Optional	6 MB

5.9 Recall

The LPO Reviewer is **not** permitted to “Recall” a document.

5.9.1 Reject

The LPO Reviewer is **not** permitted to “Reject” a document.

5.10 Status

When a PBP document has been Pre-certified & is destined for an EDI capable entitlement system, the status becomes “Pre-certified.”

6 Document Certification

This is an optional workflow step that is controlled by payment specific edits.

The LPO provides a point for the certification of funds associated with the payment request. If the FMS/ACRN entries have not been made they must be entered and balanced at this step. The LPO does not have the capability to adjust the quantity accepted or the approved dollar amount. If the LPO believes there is an error they must work with the Vendor/Inspector/Acceptor, as appropriate to resolve it.

Upon opening a document as the LPO, if the User ID of the LPO is the same as the User ID of the Acceptor that worked the document, an error message will be given.

The LPO is able to:

- Certify the document.

6.1 Header Tab

Label	Entry Requirement	Size
Document Certified	Mandatory	1/1
Date	Mandatory	10/10
Signature	Mandatory	1/64

A "Populate Accounting Data from Template" button is provided on the Header tab for One Pay only. 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).

6.2 Address Tab

The LPO may **not** manipulate any address information.

6.3 Line Item Tab

Label	Entry Requirement	Size
AAI	Optional	6/6
	Entry may be edited by LPO Reviewer	
	One Pay: View only field. All changes must be made on LLA tab.	
SDN	Optional	1/30
	One Pay: View only field. All changes must be made on LLA tab.	
ACRN	Optional	2/2
	One Pay: View only field. All changes must be made on LLA tab.	

6.4 ACRN Worksheet

The LPO may create or modify a previously entered ACRN worksheet. The total worksheet value must match the total document value. The LPO may change the Acceptor's input to achieve this balance.

One Pay documents - View only field. All changes must be made on LLA tab

Label	Entry Requirement	Size
ACRN	Optional	2/2
	If the worksheet is used, requires at least one ACRN.	
	One Pay: View only fields. All changes must be made on LLA tab.	
CLIN	Optional	1/6
	The CLIN is provided as a means of assisting the user in distributing funds among the ACRNs. There may be 0, 1 or more CLINs per ACRN. This field permits the user to utilize a CLIN concept for adding CLIN amounts across the same ACRN – neither the CLIN nor the amount entered is forwarded to the entitlement system.	
	One Pay: View only fields. All changes must be made on LLA tab.	
CLIN Amount	Conditional	0.2/12.2
	Mandatory if the CLIN 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.	
	One Pay: View only fields. All changes must be made on LLA tab.	
ACRN Amount	Conditional	0.2/12.2
	Mandatory if the ACRN is entered. This amount represents the total amount to be paid against a particular ACRN by the entitlement system. While one or more CLINs and/or Events may be negative, the total of the request must be a positive amount.	
	One Pay: View only fields. All changes must be made on LLA tab.	

6.5 FMS Worksheet

If the Acceptor has accepted less than the amount requested by the Vendor, then the total worksheet value must be adjusted to match the total revised document value. The LPO may change the Acceptor's input to achieve this balance.

Label	Entry Requirement	Size
Country Code	Mandatory	2/2
	At least one Country Code must be entered	
Associated Dollars	Conditional	0.2/12.2
	Mandatory if the Country Code is entered. Can be a negative amount; negative sign (-) included in field size.	

6.6 Long Line Of Accounting

Entry of the LLA is restricted to One Pay only.

The SDN, AAI, ACRN and ACRN Amounts are brought over to the LLA tab if the Vendor entered them on the Line Item and ACRN Tabs.

The LPO Reviewer may enter the LLA at either the line level or the ACRN level

The LPO Reviewer may modify the data on the LLA Tab. Any changes to LLA data will apply to the LLA Tab only, changes are not carried back to the Line Item or ACRN Tabs.

LLA Tab (Certification)

Label	Entry Requirement	Size
Help Links	One Pay: Click the Help Links link and the four available Help links are displayed: TFO LOA Crosswalks LPO Training LPO Checklist One Pay TFS AAI Listing These Links will be parameter driven as requested by the PMO.	
Populate All	Conditional	
	One Pay: At the top of the LLA Tab, the LPO Reviewer can update LLA Data, including the SDN, AAI, and single ACRN. Selecting Populate All will apply updated LLA data to all Line Items and overwrite what was originally on the LLA tab. The LPO Reviewer will still be required to enter ACRN Amounts for each Line Item. If multiple ACRNs previously existed, they will be removed	

	and replaced by the new single ACRN. The LPO Reviewer can continue to add additional ACRNs by selecting the Add ACRNs icon located at the bottom of the LLA screen provided at the ACRN Level.	
Line Item Level or ACRN Level	Mandatory	1/1
	<p>One Pay: The LLA Level is defaulted to Line Item Level when the Line Item does not contain an ACRN or contains a single ACRN. The LLA Level is defaulted to ACRN Level when a Line Item contains multiple ACRNs. The LPO Reviewer can change the LLA Level as necessary. Changing from ACRN to Line Item Level will remove all ACRN data if the Line Items contain multiple ACRNs.</p> <p>Line Item Level- Line Item Level will provide one LLA screen per each Line Item.</p> <p>Multiple ACRNs not allowed at the Line Item Level.</p> <p>ACRN Level- ACRN Level will present one LLA screen for each ACRN.</p> <p>The LPO Reviewer can enter multiple ACRNs at the ACRN Level. The Add ACRNs Icon is provided at the bottom of the LLA screen. When multiple ACRNs are used, the sum of the ACRN Approved Amounts must balance with the Line Item Amount.</p>	
Certify for Less	Conditional	1/1
	One Pay: Certification for Less field will not be available when Invoice contains Misc. Amounts. Selecting Certify for Lesser Amount will make Qty Certified Field available for edit for each Line Item.	
Certified Amount	System Generated	0.2/9.2
	One Pay: System calculated; based upon LPO's entry to Qty. Certified for each Line Item X Unit Price for each Line Item	
Qty Certified	Conditional	0.2/8.2
	One Pay: LPO can recommend certification for lesser quantity	
Certified Amount	System Generated	0.2/9.2
	One Pay: System calculated; based upon Qty Certified X Unit Price	
Doc Record Ref ID	Conditional	1/15

	One Pay: Mandatory if not entered by LPO Reviewer. 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.	
Agency Accounting ID	Conditional	1/6
	One Pay: Mandatory if not entered by Vendor or LPO Reviewer	
ACRN	Conditional	1/2
	One Pay: Mandatory. Mandatory if not entered by Vendor or LPO Reviewer.	
Approved Amount	Conditional	0.2/10.2
	One Pay: Mandatory if not entered by Vendor or LPO Reviewer. The sum of all Approved Amounts must balance with the Line Item Amount. Approved Amount must be less than 1 Billion. Can be a negative amount; negative sign (-) included in field size.	
Add ACRNs	Conditional	1/1
	One Pay: Can be used to add additional ACRNs to Line Item. Available only when LLA Level is ACRN level.	
Agency Qualification Code	Mandatory	2/2
	One Pay: Defaults to DD	
Dept Indicator	Optional	1/2
	One Pay: If the AAA is in TFS_AAAIs table, the Department Indicator is optional. If the AAA is not in TFS_AAAIs table, the Department Indicator is mandatory.	
Transfer from Dept	Optional	1/2
Fiscal Year Indicator	Optional	1/4
	One Pay: If the AAA is in TFS_AAAIs table, the Fiscal Year Indicator is optional. If the AAA is not in TFS_AAAIs table, the Fiscal Year Indicator is mandatory.	
Basic Symbol Number	Optional	1/4
	One Pay: If the AAA is in TFS_AAAIs table, the Basic Symbol Number is optional. If the AAA is not in TFS_AAAIs table, the Basic Symbol Number is	

	mandatory.	
Limit/Sub Head	Optional	1/4
Fund Code	Optional	1/2
Op Ag Cd/Fund Ad	Optional	1/2
Allot Serial Number	Optional	1/5
Act Addr Cd/UIC	Optional	1/6
Prog Element Cd	Optional	1/12
Proj Tsk/Bud Subl	Optional	1/8
Def Ag Alloc Recp	Optional	1/2
Job Work Order Code	Optional	1/8
Sub-Allot Receipt	Optional	1/1
Work Cnt Receipt	Optional	1/6
Maj Reimb Src Cd	Optional	1/1
Reimb Source Code	Optional	1/3
Cust Ind/MPC	Optional	1/6
Object Class	Optional	1/5
Govt/Pub Sec ID	Optional	1/1
Foreign Currency Cd	Optional	1/4
Prog Planning Cd	Optional	1/4
Spec Int/Prog Cost	Optional	1/2
Cost Code	Optional	1/13
Cost Alloc Code	Optional	1/8
Classification Cd	Optional	1/9
DoD BACC Shrthd	Optional	1/6
IFS No	Optional	1/18
Transaction Type	Optional	1/3
FMS Case No (1-3)	Optional	1/3
FMS Case No (4-5)	Optional	1/2
FMS Case No (6-8)	Optional	1/3

6.7 Misc. Info Tab

Label	Entry Requirement	Size
Comments	Optional	1/2000
	Maximum of 2000 characters	
Attachments	Optional	6 MB

6.8 Recall

The LPO is not permitted to “Recall” a document.

6.9 Reject

The LPO is not permitted to “Reject” a document.

6.10 Status

- When a PBP document has been certified and is destined for an EDI capable entitlement system, the status becomes “Processed.”
- When a PBP document has been certified but destined for a non-EDI capable entitlement system, the status becomes “Certified.”

7 Payment Processing

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

- Accept the document if it does not come in EDI.
- Process the document if it does not come in EDI.
- Reject the document to the Vendor if it does not come in EDI
- Suspend the document if it does not come in EDI.
- Make document available for recall if it does not come in EDI.
- Review history if the document does come in EDI. After the document is processed in EDI, Pay Official can use the “Recall” link to open the document in editable mode for making changes to payment processing steps

- 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.

7.1 Header Tab

Header Tab

Label	Entry Requirement	Size
Action Block	Mandatory	1/1
Comments	Conditional	1/2000
	Mandatory for rejection and suspension	
Label	Entry Requirement	Size
Document in MyInvoice Document Paid	Read Only	1/1

7.2 Address Tab

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

7.3 Line Item Tab

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

7.4 ACRN Worksheet

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

7.5 FMS Worksheet

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

7.6 LLA Tab

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

7.7 Misc. Info Tab

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

7.8 Additional Information

7.8.1 Status

- If the Payment Office accepts the document the status is “Accepted.”
- If the Payment Office processed the document the status is “Processed.”
- If the Payment Office rejected the document the status is “Rejected”
- If the Payment Office suspends the document, the status is “Suspended.”
- If the Payment Office makes document available for recall, the status is “Recall Available”