



**Wide Area Workflow**

**Progress Payment Request Reports**

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 Appendix to the design document is: Progress Payments Request (PPR).

## 1.1 Affected Entitlement Systems

**Entitlement Systems**

<b>Entitlement System</b>	<b>WAWF Support</b>	<b>EDI Capable</b>
MOCAS	YES	YES
IAPS-E	YES	YES
CAPS-C	YES	NO
CAPS-W	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.

### 1.3 Funds

- Entered in whole dollars only.
- Calculated dollar values are rounded up to next higher value. Thus \$101.01 is rounded up to \$102.00.

### 1.4 Workflow Comments (Post Payment Review)

The first Invoice submitted **always** goes to the Administrative Contracting Officer (ACO) for review. The ACO indicates that the submitted documents are to be reviewed before flowing to the Pay Office (pre-payment review) or sent directly to the Pay Office (post-payment review).

Post-payment review, once indicated, continues until revoked by the ACO or until the Vendor indicates they are in a loss position by reflecting Line 12 (amount spent) being greater than Line 5 (money authorized).

When a user with the role of Vendor is submitting a Progress Payment Request, Financial Information Not Submitted is indicated and the Progress Payment Request is set for post-pay review, the system will forward the Progress Payment Request to the Administrative Contracting Officer for pre-review.

## 2 Document Creation

Creation of a Progress Payment is limited to the Vendor.

### 2.1 Web

#### 2.1.1 Contract, Originator, & Entitlement System Identification

For Web-based input, a Vendor electing to submit a Progress Payment selects “Create New Document” link in the Vendor Folder.

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	
<b>DOD FAR FY18 and later</b>		
	<ul style="list-style-type: none"><li>• No special characters allowed.</li><li>• Must be 13 characters in length.</li><li>• Contract cannot contain "O" or "I" at any position.</li></ul>	13

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

### Delivery Order Number Edits

Label	Entry Requirement	Size
<b>Delivery Order Number</b>	<b>Conditional</b>	
<b>DOD FAR FY18 and later</b>		
<ul style="list-style-type: none"> <li>• No special characters allowed.</li> <li>• Must be 13 characters in length.</li> <li>• Delivery Order Number may not contain "O" or "I" at any position.</li> <li>• Position 1 and 2 cannot both be numeric.</li> <li>• Positions 7 and 8 (FY parameter) must be numeric and 18 or greater and less than 66.</li> </ul>	13	



<ul style="list-style-type: none"> <li>• Position 9 must be F.</li> <li>• Position 10 through 13 in the Delivery Order Number may not be “0000” (all zeroes).</li> <li>• Delivery Order is prohibited when the 9<sup>th</sup> position of the Contract Number is C, F, H, M, P, or V.</li> <li>• For Acquisition, Delivery Order is required when the 9<sup>th</sup> position of the Contract Number is A, D, or G.</li> </ul>	
<b>DOD FAR FY17 and prior</b>	
<ul style="list-style-type: none"> <li>• No special characters allowed.</li> <li>• Must be 0, 4, or 13 characters in length.</li> <li>• May not contain "O" or "I" at any position.</li> <li>• For Acquisition, Delivery Order required when the ninth position of Contract Number is A, D or G.</li> <li>• Delivery Order prohibited when ninth position of Contract Number is C, F, M, P, V, or W.</li> <li>• If the Delivery Order is 4 characters, the following edits will be applied: <ul style="list-style-type: none"> <li>○ The characters “A” and “P” are prohibited in the first position of 4-character Delivery Order Number.</li> <li>○ “0000” is not acceptable value.</li> </ul> </li> <li>• If the Delivery Order is 13 characters, the following edits will be applied: <ul style="list-style-type: none"> <li>○ Position 1 and 2 cannot both be numeric.</li> <li>○ Positions 7 and 8 must be numeric.</li> <li>○ Position 9 must be F.</li> <li>○ Positions 10 through 13 cannot be all zeroes.</li> </ul> </li> </ul>	0,4 or 13
<b>Uniform PIID FY16 and later</b>	
<ul style="list-style-type: none"> <li>• No special characters allowed</li> <li>• Must be 13 to 17 characters in length, inclusive</li> <li>• Delivery Order Number may not contain "O" or "I" at any position</li> <li>• Positions 1 and 2 must both be numeric.</li> <li>• Positions 7 and 8 must be numeric and 16 or greater</li> <li>• Position 9 must be F</li> <li>• Position 10 through the end of the Delivery Order Number may not be all zeroes</li> <li>• Delivery Order is prohibited when the 9<sup>th</sup> position of the Contract Number is C, F, H, P, or V.</li> <li>• For Acquisition, Delivery Order is required when the 9<sup>th</sup> position of the Contract Number is A, D, or G.</li> <li>• For Property, Delivery Order is required when the 9<sup>th</sup> position of the Contract Number is A or G.</li> </ul>	13-17
<b>Uniform PIID FY15 and prior</b>	
Not Allowed because Contract # Fiscal Year must be greater than or equal to 16.	
<b>All Other Contracts</b>	
<ul style="list-style-type: none"> <li>• No special characters allowed</li> <li>• Must be between 1 and 19 characters in length</li> </ul>	1-19

### Cage Code & Pay Office

Label	Entry Requirement	Size
CAGE Code / DUNS / DUNS+4 / Ext.	Mandatory	5/5 9/9 13/13
	Drop-down selection based upon User Profile/Logon	
From Template?	Conditional	1/1
	Defaults to "N". Select "Y" if you wish to create from a previous document template.	
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"> <li>• The Contract Number Type is DoD Contract (FAR) or Uniform PIID (4.16).</li> <li>• The entered Contract Number Fiscal Year (Contract Number Positions 7-8) is equal to or later than: <ul style="list-style-type: none"> <li>- The value for 'Fiscal Year For DoD Contract FAR' System Parameter for DoD Contract (FAR) documents.</li> <li>- The value for 'Fiscal Year For Uniform PIID' System Parameter for Uniform PIID (4.16) documents.</li> </ul> </li> <li>• The entered Contract Number has an "F" in the 9th position.</li> </ul>	

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
Currency Code	Mandatory	3/3
	Drop-down selection. Defaults to USD.	
Progress Payment	Mandatory	1/1
	Allows the initiator to submit a Progress Payment	
Delivery on Invoice Indicator	Mandatory	1/1
	Drop-down selection “Yes” or “No”; system defaults to “No”. Selection of the Delivery on Invoice Indicator is mandatory to permit entering Lines 20 through 25 on the Statement of Costs page. <b>NOTE:</b> This is the only location where the Vendor may select the option to record information regarding deliveries. If it is not properly selected at this point and the document is rejected for inclusion of that information, the only option is to void the originally submitted document, and recreate it via Data Capture, with this option selected	
FMS Related Indicator	Mandatory	1/1
	Drop-down selection “Yes” or “No”; system defaults to “No”.	

After the template document has been selected and the page submitted, the user is redirected to a window that displays the Routing Codes on the document. The routing codes are populated from the template and are editable and revalidated.

When the Data Capture window is displayed, all the document information from the template pre-populates the new document’s fields except for the Shipment (Invoice/Voucher/Request) Number/Date fields. The Initiator can edit all pre-filled information.

## 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.

<b>Label</b>	<b>Entry Requirement</b>	<b>Size</b>
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.	
Inspect By DoDAAC	Optional	6/6
	If the Inspect By is not entered, the code is populated with the Contracting Officer DoDAAC Code.	
Inspect By Extension	Conditional	1/6
	Requires entry of the Inspect By DoDAAC.	
Contracting Officer DoDAAC	Mandatory	6/6
	Must be a valid DoDAAC.	
Contracting Officer Extension	Conditional	1/6
	Requires entry of the Contracting Officer DoDAAC.	
LPO DoDAAC	Conditional	6/6
	Refers to the Local Processing Office (LPO) responsible for certifying the document.	
One Pay	Mandatory	
MOCAS	LPO not permitted	
CAPS-W	Optional	
CAPS-C	Optional	
IAPS-E	Optional	
STANDARD	LPO not permitted	
LPO Extension	Conditional	1/6
	Requires entry of the LPO DoDAAC.	

Upon selecting Continue, the application will validate that each of the entered codes are valid and that there is an active user for each step in the workflow. If the result is NO for either of these tests, the Vendor is notified and not allowed to proceed.

## 2.4 Data Capture

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.

## 2.5 Header Tab

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

### Header Tab (Initiator)

Label	Entry Requirement	Size
Request Number	Mandatory	7/8
	For Web-based input the four-letter designators are system generated based on type of document selected and FMS indicator. "PPRA" if not FMS-related or "PPRB" if FMS-related. The 5 <sup>th</sup> , 6 <sup>th</sup> and 7 <sup>th</sup> positions must be numeric. The 8 <sup>th</sup> position is alpha to designate LOT contracts.	
Request Date	Mandatory	10/10
Statement of Costs Through Date	Mandatory	10/10
Previous Progress Pay Request Number with encumbrances	Optional	1/22
Small Business Indicator	Mandatory	1/1
	Dropdown selection "Yes" or "No"; system defaults to "No."	
Financial Information Not Submitted	Conditional	1/1
	Checkbox	
Financial Information As-Of Date	Conditional	10/10

Date Financial Information Submitted to the Government	Conditional	10/10
Currency Code	Mandatory	3/3
Other Currency Code	Mandatory	3/3

## 2.6 Address Data Tab

Based on the routing Location Codes entered, WAWF pre-populates the Address Information for each of the Location Codes in the document. From the Addresses tab, the Vendor is afforded the opportunity to review and/or change this Address Information. There must be at least a name of the organization/agency (Activity Name 1).

Any changes made apply only to the document being created.

The fields in the table below will be displayed for all Routing Codes entered.

### Address Data 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

## 2.7 Comments Tab

The Initiator is able to enter document-level comments.

### Comments Tab (Initiator)

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

## 2.8 Statement of Costs

The Statement of Costs page is for documenting payments to date, costs to date and requested amount to be paid based upon contract completion requirements.

Unlike the Line Item entry page associated with other documents, the Cost tab represents a form to be completed by the Vendor. (Line Number references on the page are keyed to the DoD SF1443 from that was used for this purpose previously.)

The form is presented in a "dual-column" format. The Vendor must place a dollar amount in each of the data entry blocks that are to the left hand side while those on the right are calculated fields.

## 2.9 Costs Tab

### Costs Tab (Initiator)

Label	Entry Requirement	Size
Line		
Contract Price (Line5)	Mandatory	1/15
Progress Payment Rate (Line 6a)	Mandatory	1/2
Liquidation Rate (Line 6b)	Mandatory	1/4
SECTION II: Statement of Costs		
Paid Costs Eligible Under Progress Payment Clause (Line 9)	Reserved	
Incurred Costs Eligible Under Progress Payment Clause (Line 10)	Reserved	

Costs Eligible for Progress Payments Under the Progress Payment Clause (Line 11)	Mandatory	1/15
Total Contract Costs Incurred to Date (Line 12a)	Mandatory	1/15
	If the combination of old-Line 12a and old-Line 12b is greater than the Contract Price (Line 5) the contract is considered to be in a loss condition and is annotated as such. Workflow processing ignores Pre/Post Review selection, and delivers as appropriate for indicated workflow (i.e. Inspector or ACO).	
Estimated Cost to Complete (Line 12b)	Mandatory	1/15
	If the combination of old-Line 12a and old-Line 12b is greater than the Contract Price (Line 5) the contract is considered to be in a loss condition and is annotated as such. Workflow processing ignores Pre/Post Review selection, and delivers as appropriate for indicated workflow (i.e. Inspector or ACO).	
Total Estimated Cost of Performance (Line 12c)	System Generated	1/15
Item 11 Multiplied by Item 6a (Line 13)	System Generated	1/15
	Total Costs Eligible for Progress Payments Multiplied By the Progress Payment Rate	
Financing Payments Paid to Subcontractors (Line 14a)	Mandatory	1/15
Liquidated Financing Payments to Subcontractors (Line 14b)	Mandatory	1/15
Unliquidated Financing Payments Paid to Subcontractors (Line 14c)	System Generated	1/15
Subcontract Financing Payments Approved for Current Payment (Line 14d)	Mandatory	1/15
Eligible Subcontractor Financing Payments (Line 14e)	System Generated	1/15



Total Dollar Amount (Line 15)	System Generated	1/15
Item 5 Multiplied by Item 6b (Line 16)	System Generated	1/15
	Contract Price Multiplied By Liquidation Rate (Line 16)	
Lesser of Item 15 or Item 16 (Line 17)	System Generated	1/15
	The Lesser of Either the Total Dollar Amount or the Contract Price Multiplied By the Liquidation Rate (Line 17)	
Total Amount of Previous Progress Payments Requested (Line 18)	Mandatory	1/15
Maximum Balance Eligible for Progress Payments (Line 19)	System Generated	1/15
Section III - Computation Of Limits		
Computation of Progress Payment Clause Limitation (Line 20):		
Costs Included in Item 11, Applicable to Items Delivered, Invoiced, and Accepted to the Date in Heading of Section II (Line 20a)	Mandatory	1/15
	Only available if the "Delivery on Invoice" Indicator is set to "Y."	
Costs Eligible for Progress Payments, Applicable to Undelivered Items and to Delivered Items Not Invoiced and Accepted (Line 20b)	System Generated	1/15
	Only available if the "Delivery on Invoice" Indicator is set to "Y."	
Item 20b Multiplied by Item 6a (Line 20c)	System Generated	1/15
	Items Undelivered and Not Invoiced Multiplied by Progress Payment Rate. Only available if the "Delivery on Invoice" Indicator is set	

	to “Y.”	
Eligible Subcontractor Financing Payments (Line 20d)	System Generated	1/15
	Only available if the “Delivery on Invoice” Indicator is set to “Y.”	
Limitation (Line 20e)	System Generated	1/15
	Only available if the “Delivery on Invoice” Indicator is set to “Y.”	
Computation of Progress Payment Clause Limitation (Line 21)		
Contract Price of Items Delivered, Accepted, and Invoiced as of the Date shown in the Heading of Section II (Line 21a)	Mandatory	1/15
	Only available if the “Delivery on Invoice” Indicator is set to “Y.”	
Contract Price of Items Not Delivered, Accepted and Invoiced (Line 21b)	System Generated	1/15
	Only available if the “Delivery on Invoice” Indicator is set to “Y.”	
Item 21b Multiplied by Item 6b (Line 21c)	System Generated	1/15
	Contract Price of Items Not Delivered, Accepted and Invoiced Multiplied By the Liquidation Rate. Only available if the “Delivery on Invoice” Indicator is set to “Y.”	
Unliquidated Advance Payments Plus Accrued Interest (Line 21d)	Mandatory	1/15
	Only available if the “Delivery on Invoice” Indicator is set to “Y.”	
Limitation (Line 21e)	System Generated	1/15
	Only available if the “Delivery on Invoice” Indicator is set to “Y.”	
Maximum Unliquidated Progress Payments (Line	System Generated	1/15

22)		
	Only available if the “Delivery on Invoice” Indicator is set to “Y.”	
Total Amount Liquidated and To Be Liquidated (Line 23)	mandatory	1/15
	Only available if the “Delivery on Invoice” Indicator is set to “Y.”	
Unliquidated Progress Payments (Line 24)	System Generated	1/15
	Only available if the “Delivery on Invoice” Indicator is set to “Y.”	
Maximum Permissible Progress Payments (Line 25)	System Generated	1/15
	Only available if the “Delivery on Invoice” Indicator is set to “Y.”	
Amount of Current Invoice for Progress Payment (Line 26)	System Generated	1/15

## 2.10 ACRN Worksheet

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

### ACRN Worksheet (Initiator)

Label	Entry Requirement	Size
Document Total	System Generated	0.2/12.2
	Pre-populated; equals the amount of all the CLINs entered on the Line Item Tab.	
Worksheet Total	System Generated	0.2/12.2
	Calculated total of all ACRN Amounts entered on the worksheet.	
Difference	System Generated	0.2/12.2
	Calculated as the Document Total minus the Worksheet Total.	
ACRN	Optional	2/2

	If the worksheet is used, requires at least one 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.	
CLIN	Optional	4/6
	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.	

## 2.11 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.

### FMS Worksheet (Initiator)

Label	Entry Requirement	Size
Document Total	System Generated	0.2/12.2
	Pre-populated; equals the amount of all the CLINs entered on the Line Item Tab.	
Worksheet Total	System Generated	0.2/12.2
	Calculated total of all ACRN Amounts entered on the worksheet.	

Difference	System Generated	0.2/12.2
	Calculated as the Document Total minus the Worksheet Total.	
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.	

## 2.12 Attachments Tab

### Attachment Tab (Initiator)

Label	Entry Requirement	Size
Browse	Optional	6MB
	Button	
Upload	Conditional	
	Must select file in Browse, prior to clicking this button.	
View Attachment	Conditional	
	Link is visible after uploading file.	
Delete Attachment	Conditional	
	Link is visible after uploading file.	

## 2.13 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.

## 2.14 Document Submission

## 2.15 Header Tab

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

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.

## 2.16 Contractor Certification

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

I Certify that:

- a) The above statement (with attachments) has been prepared from the books and records of the above-named contractor in accordance with the contract and the instructions hereon, and to the best of my knowledge and belief, that it is correct;
- b) All the costs of contract performance (except as herewith reported in writing) have been paid to the extent shown herein, or where not shown as paid have been paid or will be paid currently, by the contractor, when due, in the ordinary course of business;
- c) The work reflected above has been performed;
- d) The quantities and amounts involved are consistent with the requirements of the contract;
- e) That there are no encumbrances (except as reported in writing herewith, or on previous progress payment request number (1)) against the property acquired or produced for, and allocated or properly chargeable to the contract which would affect or impair the Government's title;
- f) There has been no materially adverse change in the financial condition of the contractor since the contractor's submission of its last financial information dated (2) to the Government in connection with the contract;
- g) To the extent of any contract provision limiting progress payments pending first article approval, such provision has been complied with; and,

h) After the making of the requested progress payment the unliquidated progress payments will not exceed the maximum unliquidated progress payments permitted by the contract.”

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

Once the Vendor is satisfied with the document they will then submit the document to the database. Upon successful saving of the data the Vendor will be presented with a “success” message highlighting the email that has been generated based upon their submission and given the opportunity to submit additional e-mails.

### 2.16.1 Additional Information

#### 2.16.2 Status

- When the First PPR enters the system, with or without an LPO, the status is “Submitted.”
- When a Pre-Payment Review PPR enters the system, with or without an LPO, the status is “Submitted.”
- When a Post-Payment Review PPR enters the system, with an LPO, the status is “Submitted.”
- When a Post-Payment Review PPR enters the system, without an LPO, the status is “Processed” if intended for an EDI capable payment system.
- When a Post-Payment Review PPR enters the system, without an LPO, the status is “Submitted” if intended for a non-EDI capable payment system.

## 3 Document Inspection

This is an optional workflow step; however, if the Inspection Location Code is **not** entered it is populated based upon the Contracting Officer DoDAAC.

The Inspector/Contract Administrator acts as a first point of review within the government workflow process.

The Inspector is able to:

- Recommend approval of the document.

- Recommend a reduced amount (reduced amount should be provided within the Comments).
- Recommend rejection of the document.

### 3.1 Header Tab

For Data Capture to take place, one of the three options listed must be checked.

#### Header Tab (Inspection)

Label	Entry Requirement	Size
Recommend Approval	Conditional	1/1
Recommend Reduced Amount	Conditional	1/1
	Comments are mandatory upon Recommend Reduced Amount.	
Recommend Rejection	Conditional	1/1
	Comments are mandatory upon Recommend Rejection.	

### 3.2 Costs Tab (Inspection)

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

### 3.3 Loss Ratio Tab

The Loss Ratio Tab is provided for document dollar calculations on a Progress Payment when the contract goes into a Loss Condition. It will permit the Inspector to enter in recommended values and the Acceptor to either modify or accept these values. All workflow users will be able to see the Loss Tab when it is created.

#### Loss Ratio Tab (Inspection)

Label	Entry Requirement	Size
Line		
Contract Price (Line5)	Mandatory	1/15
Loss Ratio Factor	System Generated	1/15



Progress Payment Rate (Line 6a)	Mandatory	1/2
Liquidation Rate (Line 6b)	Mandatory	1/4
SECTION II: Statement of Costs		
Paid Costs Eligible Under Progress Payment Clause (Line 9)	Reserved	
Incurred Costs Eligible Under Progress Payment Clause (Line 10)	Reserved	
Costs Eligible for Progress Payments Under the Progress Payment Clause (Line 11)	Mandatory	1/15
Total Contract Costs Incurred to Date (Line 12a)	Mandatory	1/15
	If the combination of old-Line 12a and old-Line 12b is greater than the Contract Price (Line 5) the contract is considered to be in a loss condition and is annotated as such. Workflow processing ignores Pre/Post Review selection, and delivers as appropriate for indicated workflow (i.e. Inspector or ACO).	
Estimated Cost to Complete (Line 12b)	Mandatory	1/15
	If the combination of old-Line 12a and old-Line 12b is greater than the Contract Price (Line 5) the contract is considered to be in a loss condition and is annotated as such. Workflow processing ignores Pre/Post Review selection, and delivers as appropriate for indicated workflow (i.e. Inspector or ACO).	
Total Estimated Cost of Performance (Line 12c)	System Generated	1/15
Item 11 Multiplied by Item 6a (Line 13)	System Generated	1/15
	Total Costs Eligible for Progress Payments Multiplied By the Progress Payment Rate	
Financing Payments Paid to Subcontractors (Line 14a)	Mandatory	1/15

Liquidated Financing Payments to Subcontractors (Line 14b)	Mandatory	1/15
Unliquidated Financing Payments Paid to Subcontractors (Line 14c)	System Generated	1/15
Subcontract Financing Payments Approved for Current Payment (Line 14d)	Mandatory	1/15
Eligible Subcontractor Financing Payments (Line 14e)	System Generated	1/15
Total Dollar Amount (Line 15)	System Generated	1/15
Item 5 Multiplied by Item 6b (Line 16)	System Generated	1/15
	Contract Price Multiplied By Liquidation Rate (Line 16)	
Lesser of Item 15 or Item 16 (Line 17)	System Generated	1/15
	The Lesser of Either the Total Dollar Amount or the Contract Price Multiplied By the Liquidation Rate (Line 17)	
Total Amount of Previous Progress Payments Requested (Line 18)	Mandatory	1/15
Maximum Balance Eligible for Progress Payments (Line 19)	System Generated	1/15
Section III - Computation Of Limits		
Computation of Progress Payment Clause Limitation (Line 20):		
Costs Included in Item 11, Applicable to Items Delivered, Invoiced, and Accepted to the Date in Heading of Section II (Line 20a)	System Generated	1/15
	Only available if the "Delivery on Invoice" Indicator is set to "Y."	
Costs Eligible for Progress Payments, Applicable to	System Generated	1/15

Undelivered Items and to Delivered Items Not Invoiced and Accepted (Line 20b)		
	Only available if the “Delivery on Invoice” Indicator is set to “Y.”	
Item 20b Multiplied by Item 6a (Line 20c)	System Generated	1/15
	Items Undelivered and Not Invoiced Multiplied by Progress Payment Rate. Only available if the “Delivery on Invoice” Indicator is set to “Y.”	
Eligible Subcontractor Financing Payments (Line 20d)	System Generated	1/15
	Only available if the “Delivery on Invoice” Indicator is set to “Y.”	
Limitation (Line 20e)	System Generated	1/15
	Only available if the “Delivery on Invoice” Indicator is set to “Y.”	
Computation of Progress Payment Clause Limitation (Line 21)		
Contract Price of Items Delivered, Accepted, and Invoiced as of the Date shown in the Heading of Section II (Line 21a)	Mandatory	1/15
	Only available if the “Delivery on Invoice” Indicator is set to “Y.”	
Contract Price of Items Not Delivered, Accepted and Invoiced (Line 21b)	System Generated	1/15
	Only available if the “Delivery on Invoice” Indicator is set to “Y.”	
Item 21b Multiplied by Item 6b (Line 21c)	System Generated	1/15
	Contract Price of Items Not Delivered, Accepted and Invoiced Multiplied By the Liquidation Rate. Only available if the “Delivery on Invoice” Indicator is set to “Y.”	

Unliquidated Advance Payments Plus Accrued Interest (Line 21d)	Mandatory	1/15
	Only available if the “Delivery on Invoice” Indicator is set to “Y.”	
Limitation (Line 21e)	System Generated	1/15
	Only available if the “Delivery on Invoice” Indicator is set to “Y.”	
Maximum Unliquidated Progress Payments (Line 22)	System Generated	1/15
	Only available if the “Delivery on Invoice” Indicator is set to “Y.”	
Total Amount Liquidated and To Be Liquidated (Line 23)	mandatory	1/15
	Only available if the “Delivery on Invoice” Indicator is set to “Y.”	
Unliquidated Progress Payments (Line 24)	System Generated	1/15
	Only available if the “Delivery on Invoice” Indicator is set to “Y.”	
Maximum Permissible Progress Payments (Line 25)	System Generated	1/15
	Only available if the “Delivery on Invoice” Indicator is set to “Y.”	
Document Total (Line 26)	System Generated	1/15
Amount Approved by Contracting Officer (Line 27)	mandatory	1/15

### 3.4 ACRN Worksheet

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

### ACRN Worksheet (Inspection)

Label	Entry Requirement	Size
Document Total	System Generated	0.2/12.2
	Pre-populated; equals the amount of all the CLINs entered on the Line Item Tab.	
Worksheet Total	System Generated	0.2/12.2
	Calculated total of all ACRN Amounts entered on the worksheet.	
Difference	System Generated	0.2/12.2
	Calculated as the Document Total minus the Worksheet Total.	
ACRN	Optional	2/2
	If the worksheet is used, requires at least one 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.	
CLIN	Optional	4/6
	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.	

### 3.5 FMS Worksheet

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

### FMS Worksheet (Inspection)

<b>Label</b>	<b>Entry Requirement</b>	<b>Size</b>
Document Total	System Generated	0.2/12.2
	Pre-populated; equals the amount of all the CLINs entered on the Line Item Tab.	
Worksheet Total	System Generated	0.2/12.2
	Calculated total of all ACRN Amounts entered on the worksheet.	
Difference	System Generated	0.2/12.2
	Calculated as the Document Total minus the Worksheet Total.	
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.	

### 3.6 Address Tab

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

### 3.7 Misc. Info Tab

The Inspector is able to:

- View the document's history
- View the previous user's comments and attachments
- Add comments and attachments

#### Misc. Info. Tab (Inspection)

<b>Label</b>	<b>Entry Requirement</b>	<b>Size</b>
Comments	Conditional	1/2000
	Mandatory when Recommending Reduced Amount or Recommending Rejection.	
Attachment	Optional	6MB

### 3.8 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.

### 3.9 Additional Information

#### 3.9.1 Status

When the first or Pre-Payment Review PPR is inspected, with or without an LPO assigned, the status is “Inspected.”

## 4 Document Acceptance

(Mandatory only if not post-payment review).

This is a mandatory workflow step. The Acceptor acts as the government Approver and locks the approved amount for payment.

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:

- Mark the document Post Payment Review
- Approve the document.
- Approve for a lesser amount.
- Reject the document.

#### 4.1 Header Tab

##### Header Tab (Acceptance)

Label	Entry Requirement	Size
Post Payment Review	Optional	1/1
Approve	Conditional	1/1
Approve Lesser Amount	Conditional	1/1
	Must be less than the Document Total.	
Reject to Initiator	Conditional	1/1

	Comments are mandatory upon Recommend Rejection.	
Approved Amount	Conditional	1/1
	Mandatory when Approving or Approving for less. Whenever Acceptor opens the document, Approved Amount is pre-populated from the Document total amount. When Approving for less, the Acceptor must enter the amount approved.	
Signature Date	Conditional	10/10
	Mandatory upon acceptance. Not allowed upon rejection	
Signature	Conditional	1/64
	Mandatory upon acceptance. Not allowed upon rejection	

#### 4.2 Costs Tab (Acceptance)

The Acceptor may **not** adjust any data on the Costs tab.

#### 4.3 Loss Ratio Tab

The Loss Ratio Tab is provided for document dollar calculations on a Progress Payment when the contract goes into a Loss Condition. It will permit the Acceptor to modify or accept the amounts entered by the Inspector. All workflow users will be able to see the Loss Tab when it is created.

#### Loss Ratio Tab (Acceptance)

Label	Entry Requirement	Size
Line		
Contract Price (Line5)	Mandatory	1/15
Loss Ratio Factor	System Generated	1/15
Progress Payment Rate (Line 6a)	Mandatory	1/2
Liquidation Rate (Line 6b)	Mandatory	1/4



SECTION II: Statement of Costs		
Paid Costs Eligible Under Progress Payment Clause (Line 9)	Reserved	
Incurring Costs Eligible Under Progress Payment Clause (Line 10)	Reserved	
Costs Eligible for Progress Payments Under the Progress Payment Clause (Line 11)	Mandatory	1/15
Total Contract Costs Incurred to Date (Line 12a)	Mandatory	1/15
	If the combination of old-Line 12a and old-Line 12b is greater than the Contract Price (Line 5) the contract is considered to be in a loss condition and is annotated as such. Workflow processing ignores Pre/Post Review selection, and delivers as appropriate for indicated workflow (i.e. Inspector or ACO).	
Estimated Cost to Complete (Line 12b)	Mandatory	1/15
	If the combination of old-Line 12a and old-Line 12b is greater than the Contract Price (Line 5) the contract is considered to be in a loss condition and is annotated as such. Workflow processing ignores Pre/Post Review selection, and delivers as appropriate for indicated workflow (i.e. Inspector or ACO).	
Total Estimated Cost of Performance (Line 12c)	System Generated	1/15
Item 11 Multiplied by Item 6a (Line 13)	System Generated	1/15
	Total Costs Eligible for Progress Payments Multiplied By the Progress Payment Rate	
Financing Payments Paid to Subcontractors (Line 14a)	Mandatory	1/15
Liquidated Financing Payments to Subcontractors (Line 14b)	Mandatory	1/15
Unliquidated Financing	System Generated	1/15

Payments Paid to Subcontractors (Line 14c)		
Subcontract Financing Payments Approved for Current Payment (Line 14d)	Mandatory	1/15
Eligible Subcontractor Financing Payments (Line 14e)	System Generated	1/15
Total Dollar Amount (Line 15)	System Generated	1/15
Item 5 Multiplied by Item 6b (Line 16)	System Generated	1/15
	Contract Price Multiplied By Liquidation Rate (Line 16)	
Lesser of Item 15 or Item 16 (Line 17)	System Generated	1/15
	The Lesser of Either the Total Dollar Amount or the Contract Price Multiplied By the Liquidation Rate (Line 17)	
Total Amount of Previous Progress Payments Requested (Line 18)	Mandatory	1/15
Maximum Balance Eligible for Progress Payments (Line 19)	System Generated	1/15
Section III - Computation Of Limits		
Computation of Progress Payment Clause Limitation (Line 20):		
Costs Included in Item 11, Applicable to Items Delivered, Invoiced, and Accepted to the Date in Heading of Section II (Line 20a)	System Generated	1/15
	Only available if the "Delivery on Invoice" Indicator is set to "Y."	
Costs Eligible for Progress Payments, Applicable to Undelivered Items and to Delivered Items Not Invoiced and Accepted (Line 20b)	System Generated	1/15

	Only available if the “Delivery on Invoice” Indicator is set to “Y.”	
Item 20b Multiplied by Item 6a (Line 20c)	System Generated	1/15
	Items Undelivered and Not Invoiced Multiplied by Progress Payment Rate. Only available if the “Delivery on Invoice” Indicator is set to “Y.”	
Eligible Subcontractor Financing Payments (Line 20d)	System Generated	1/15
	Only available if the “Delivery on Invoice” Indicator is set to “Y.”	
Limitation (Line 20e)	System Generated	1/15
	Only available if the “Delivery on Invoice” Indicator is set to “Y.”	
Computation of Progress Payment Clause Limitation (Line 21)		
Contract Price of Items Delivered, Accepted, and Invoiced as of the Date shown in the Heading of Section II (Line 21a)	Mandatory	1/15
	Only available if the “Delivery on Invoice” Indicator is set to “Y.”	
Contract Price of Items Not Delivered, Accepted and Invoiced (Line 21b)	System Generated	1/15
	Only available if the “Delivery on Invoice” Indicator is set to “Y.”	
Item 21b Multiplied by Item 6b (Line 21c)	System Generated	1/15
	Contract Price of Items Not Delivered, Accepted and Invoiced Multiplied By the Liquidation Rate. Only available if the “Delivery on Invoice” Indicator is set to “Y.”	
Unliquidated Advance Payments Plus Accrued Interest (Line 21d)	Mandatory	1/15

	Only available if the “Delivery on Invoice” Indicator is set to “Y.”	
Limitation (Line 21e)	System Generated	1/15
	Only available if the “Delivery on Invoice” Indicator is set to “Y.”	
Maximum Unliquidated Progress Payments (Line 22)	System Generated	1/15
	Only available if the “Delivery on Invoice” Indicator is set to “Y.”	
Total Amount Liquidated and To Be Liquidated (Line 23)	mandatory	1/15
	Only available if the “Delivery on Invoice” Indicator is set to “Y.”	
Unliquidated Progress Payments (Line 24)	System Generated	1/15
	Only available if the “Delivery on Invoice” Indicator is set to “Y.”	
Maximum Permissible Progress Payments (Line 25)	System Generated	1/15
	Only available if the “Delivery on Invoice” Indicator is set to “Y.”	
Document Total (Line 26)	System Generated	1/15
Amount Approved by Contracting Officer (Line 27)	mandatory	1/15

#### 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.

#### ACRN Worksheet (Acceptance)

Label	Entry Requirement	Size
Document Total	System Generated	0.2/12.2
	Pre-populated; equals the amount of all the CLINs entered on the Line Item Tab.	

Worksheet Total	System Generated	0.2/12.2
	Calculated total of all ACRN Amounts entered on the worksheet.	
Difference	System Generated	0.2/12.2
	Calculated as the Document Total minus the Worksheet Total.	
ACRN	Optional	2/2
	If the worksheet is used, requires at least one 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.	
CLIN	Optional	4/6
	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.	

#### 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.

#### FMS Worksheet (Acceptance)

Label	Entry Requirement	Size
Document Total	System Generated	0.2/12.2

	Pre-populated; equals the amount of all the CLINs entered on the Line Item Tab.	
Worksheet Total	System Generated	0.2/12.2
	Calculated total of all ACRN Amounts entered on the worksheet.	
Difference	System Generated	0.2/12.2
	Calculated as the Document Total minus the Worksheet Total.	
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 Address Tab

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

#### 4.7 Misc. Info Tab

The Acceptor is able to:

- View the document's history
- View the previous user's comments and attachments
- Add comments and attachments

Label	Entry Requirement	Size
Comments	Conditional	1/2000
	Mandatory when Recommending Reduced Amount or Recommending Rejection.	
Attachment	Optional	6MB
	Attachment size will depend on the community's request and System Administrators capability to increase or decrease size attachment. Currently the attachment size is being set to 6 MB; however, this is subject to change.	

## Misc. Info. Tab (Acceptance)

### 4.8 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.

### 4.9 Additional Information

#### 4.9.1 Loss Contracts

The following information details the processing of a Loss Contract:

1. If the sum of the total costs incurred under a contract plus the estimated costs to complete the performance are likely to exceed the contract price, the Contracting Officer shall compute a loss ratio factor and adjust future progress payments to exclude the element of loss. The loss ratio factor is computed as follows:
  - a. Revise the current contract price used in Progress Payment computations (the current ceiling price under fixed-price incentive contracts) to include any pending change orders and unpriced orders to the extent funds for the orders have been obligated.
  - b. Divide the revised contract price by the sum of the total costs incurred to date plus the estimated additional costs of completing the contract performance.
2. If the Contracting Officer believes a loss is probable, future progress payment requests shall be modified as follows:
  - a. The contract price shall be the revised amount computed under subparagraph (g)(1)(i) of this section.
  - b. The total costs eligible for progress payments shall be the product of:
    - i. The sum of paid costs eligible for progress payments times.
    - ii. The loss ratio factor computed under subparagraph (g)(1)(ii) of this section.
  - c. The costs applicable to items delivered, invoiced, and accepted shall not include costs in excess of the contract price of the items.
3. The Contracting Officer may use audit assistance, technical services, management reports, and other sources of pertinent data to evaluate progress payment requests. If the contracting officer concludes that the contractor's figures in the contractor's progress payment request are not correct, the contracting officer shall:
  - a. In the manner prescribed in paragraph (g)(4) of this section, prepare a supplementary analysis to be attached to the contractor's request;
  - b. Advise the contractor in writing of the differences; and
  - c. Adjust all further progress payments in accordance with paragraph (g)(1) of this section, using the Contracting Officer's figures, until the difference is resolved.

4. The following is an example of the supplementary analysis required in paragraph (g)(3) of this section:

**Section I**

Contract price \$2,850,000

Change orders and un-priced orders (to extent funds have been obligated) \$150,000

Revised contract price \$3,000,000

**Section II**

Total costs incurred to date \$2,700,000

Estimated additional costs to complete 900,000

Total costs to complete \$3,600,000

\$3,000,000

Loss ratio factor  $\$3,600,000 = 83.3\%$

Total costs eligible for progress payments \$2,700,000

Loss ratio factor x 83.3%

Recognized costs for progress payments \$2,249,100

Progress payment rate x 80.0%

Alternate amount to be used \$1,799,280

**Section III**

Factored costs of items delivered\* \$750,000

Recognized costs applicable to undelivered items

(\$2,249,100 -- \$750,000) \$1,499,100

- This amount must be the same as the contract price of the items delivered.

**4.10 Recall**

The Acceptor is permitted to “Recall” a Pre-Pay document. The Acceptor is permitted to Recall a Post-Pay document after the document was submitted, certified and recalled by LPO, or processed and recalled by Pay Officer. When Acceptor opens Post-Pay PPR from the Recall link in the History Folder, the document becomes a Pre-Pay document. The Acceptor may return to the Post-Pay document and not make changes by clicking Return on the Header Page. If the Acceptor chooses to continue working with the document, all processing will follow the rules that applied to the Pre-Pay document.



#### 4.11 Status

- When a First or Pre-Payment Review Invoice is 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.”
- When a First or Pre-Payment Review Invoice is approved by the ACO, without an LPO assigned, and destined for an EDI-capable entitlement system, the status becomes “Processed.”

## 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 Certify the document.

### 5.1 Header Tab

**Header Tab (Pre-Certification)**

Label	Entry Requirement	Size
Recommend Document Certified	Mandatory	1/1

### 5.2 Costs Tab

LPO Reviewer may **not** adjust any data on the Costs Tab.

### 5.3 Loss Ratio Tab

LPO Reviewer may **not** adjust any data on the Loss Ratio 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.

### ACRN Worksheet (Pre-Certification)

Label	Entry Requirement	Size
Approved Amount	System Generated	0.2/12.2
	Pre-populated; equals the amount of all the CLINs entered on the Line Item Tab.	
Worksheet Total	System Generated	0.2/12.2
	Calculated total of all ACRN Amounts entered on the worksheet.	
Difference	System Generated	0.2/12.2
	Calculated as the Document Total minus the Worksheet Total.	
ACRN	Optional	2/2
	If the worksheet is used, requires at least one 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.	
CLIN	Optional	4/6
	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.	

## 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.

### FMS Worksheet (Pre-Certification)

Label	Entry Requirement	Size
Approved Amount	System Generated	0.2/12.2
	Pre-populated; equals the amount of all the CLINs entered on the Line Item Tab.	
Worksheet Total	System Generated	0.2/12.2
	Calculated total of all ACRN Amounts entered on the worksheet.	
Difference	System Generated	0.2/12.2
	Calculated as the Document Total minus the Worksheet Total.	
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 Address Tab

LPO Reviewer may **not** adjust any data on the Address Tab.

## 5.7 Misc. Info. Tab

The LPO Reviewer is able to:

- View the document's history
- View the previous user's comments and attachments
- Add comments and attachments

### Misc. Info. Tab (Pre-Certification)

Label	Entry Requirement	Size
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Comments	Conditional	1/2000
	Mandatory when Recommending Reduced Amount or Recommending Rejection.	
Attachment	Optional	6MB

## 5.8 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.

## 5.9 Additional Information

### 5.9.1 Status

- After Pre-Certification, the status is “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

### Header Tab (Certification)

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

#### 6.2 Costs Tab

The LPO may **not** adjust any data on the Costs Tab.

#### 6.3 Loss Ratio Tab

The LPO may **not** adjust any data on the Loss Ratio 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.

### ACRN Worksheet (Certification)

Label	Entry Requirement	Size
Approved Amount	System Generated	0.2/12.2
	Pre-populated; equals the amount of all the CLINs entered on the Line Item Tab.	
Worksheet Total	System Generated	0.2/12.2
	Calculated total of all ACRN Amounts entered on the worksheet.	
Difference	System Generated	0.2/12.2
	Calculated as the Document Total minus the Worksheet Total.	
ACRN	Optional	2/2
	If the worksheet is used, requires at least one 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.	
CLIN	Optional	4/6
	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.	

## 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.

### FMS Worksheet (Certification)

Label	Entry Requirement	Size
Approved Amount	System Generated	0.2/12.2
	Pre-populated; equals the amount of all the CLINs entered on the Line Item Tab.	
Worksheet Total	System Generated	0.2/12.2
	Calculated total of all ACRN Amounts entered on the worksheet.	
Difference	System Generated	0.2/12.2
	Calculated as the Document Total minus the Worksheet Total.	
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 Address Tab

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

## 6.7 Misc. Info. Tab

The LPO is able to:

- View the document’s history
- View the previous user’s comments and attachments
- Add comments and attachments

### Misc. Info. Tab (Certification)

Label	Entry Requirement	Size
Comments	Conditional	1/2000
	Mandatory when Recommending Reduced Amount or Recommending Rejection.	
Attachment	Optional	6MB

## 6.8 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.

## 6.9 Additional Information

### 6.9.1 Status

- When the PPR has been certified by the LPO, and destined for a non-EDI capable entitlement system the status becomes “Certified.”

- When the PPR has been certified by the LPO, and destined for an EDI-capable entitlement system the status becomes “Processed.”

## 7 Payment Processing

This is a mandatory workflow step.

If the Pay Office is not EDI capable, the Pay Official can access the Invoice from the Access Acceptance/Review and Access Process Documents Folders. The Pay Official is able to:

- Review the document
- Process the document
- Review history of the document

If the Pay Office is EDI capable, the Pay Official can access the Invoice from the Recall Invoice Link in the Pay Official’s History Folder. The Pay Official is able to:

- Recall a Processed document
- View document history
- Reject the document
- Suspend the document
- Make the document available for Acceptor/LPO to Recall
- Add Attachments
- Regenerate an extract that was previously generated EDI
- 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 (Payment)

Label	Entry Requirement	Size
Document Accepted Document Processed	Mandatory	1/1



Document Rejected		
Document Suspended		
Document Available For Recall		

## 7.2 Costs Tab

The Pay Official may not adjust any data on the Costs Tab.

## 7.3 ACRN Worksheet

The Pay Official may not adjust any data on the ACRN Worksheet.

## 7.4 FMS Worksheet

The Pay Official may not adjust any data on the FMS Worksheet.

## 7.5 Address Tab

The Pay Official may not adjust any data on the Address tab.

## 7.6 Regenerate EDI Tab

### Regenerate EDI Tab (Payment)

Label	Entry Requirement	Size
Regenerate EDI Extract(s)	Optional	1/1
	When processing the document, the system will permit the Pay Official to Regenerate the 810P Extract.  Once an EDI transaction extracts, Pay Officials can regenerate a transaction and resend it to the Pay Office.	

## 7.7 Misc. Info. Tab

### Misc. Info. Tab (Payment)

Label	Entry Requirement	Size
Comments	Conditional	1/2000
	Mandatory when Recommending Reduced Amount or Recommending Rejection.	
Attachment	Optional	6MB

## 7.8 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.

## 7.9 Additional Information

### 7.9.1 Status

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