

<a href="#">User</a>	<a href="#">Vendor</a>	<a href="#">Documentation</a>	<a href="#">Lookup</a>	<a href="#">Logout</a>
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**Welcome to Wide Area Workflow!**  
Please start by selecting one of the links from the menu above.

## **WARNING!**

- If using a word processor program (i.e. Microsoft Word, WordPerfect, Microsoft WordPad, Microsoft Write, etc.) to create FTP files, EDI files, or to cut-and-paste text field data into the WAWF Web application, then the text must first be cut/copied out of the word processor program and pasted into Microsoft Notepad, or another ASCII text editor and saved in the text editor, before sending the data to WAWF. This converts the text to text-only format and removes control characters that contain formatting information.
- Please DO NOT use the browser BACK BUTTON within the WAWF application.
- The use of the browser's BACK BUTTON is not supported within the WAWF application when completing electronic forms.
- Use of this button will cause the loss of data not yet saved to the server.
- Where they exist, use the PREVIOUS or RETURN buttons to return to a previous page within the WAWF application.
- In data capture and when reviewing documents, you may move from tab to tab to work with the various information categories, e.g., Document Header, Addresses, Comments, Line Items, etc.

This is an overview of the changes made to the WAWF application for ECP0704-Certify/Approve DoD Agencies LOA in WAWF for One Pay Invoices.

This presentation contains Audio narrative. Please adjust your volume accordingly.

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## Welcome to Wide Area Workflow!

Please start by selecting one of the links from the menu above.

### WARNING!

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- In data capture and when reviewing documents, you may move from tab to tab to work with the various information categories, e.g., Document Header, Addresses, Comments, Line Items, etc.

This enhancement will allow a 9 character Standard Document Number (SDN) when creating or processing a WAWF document when the Pay Office is One Pay and the entered Agency Accounting Identifier (AAI) equates to a DoD Agency.

Additionally, when certifying a One Pay WAWF document and the entered Agency Accounting Identifier (AAI) is not in the One Pay Transaction for Self (TFS) table, WAWF will warn the user to enter the full Lines of Accounting (LOA) on the LLA tab and the Department Indicator, Fiscal Year Indicator, and Basic Symbol Number will become mandatory fields.

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## Create New Document

[Contract](#) >> [Pay DoDAAC](#) >> Document

Contract Number	Delivery Order	Reference Procurement Identifier	CAGE Code	DUNS	DUNS + 4	Extension	Pay Official	Currency Code
1234567890123	WBT1	RPIN000000000000123	00C91	021799486	0001		N68892	USD <input type="button" value="v"/>

\* = Required Fields

### Select Document to Create: \*

- Invoice
- Invoice as 2-in-1 (Services Only)
- Commercial Item Financing
- Performance Based Payment
- Receiving Report
- Invoice and Receiving Report (Combo)
- Reparables Receiving Report
- Invoice and Reparables Receiving Report (Combo)
- Cost Voucher (FAR 52.216-7, 52.216-13, 52.216.14, 52.232-7)
- Non Procurement Instruments (NPI) Voucher
- Grant Voucher
- Navy Shipbuilding Invoice (Fixed Price)
- Navy Construction / Facilities Management Invoice
- Telecom Invoice (Contractual)

This enhancement applies to all One Pay document types displayed here, including Miscellaneous Payment.

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## Vendor - **R**

[Contract](#) >> [Pay DoDAAC](#) >> [Document](#) >> [Routing](#) >> [Data Capture](#)

[Header](#) [Addresses](#) [Mark For](#) [Comments](#) **[Line Item](#)** [Pack](#) [Attachments](#) [Preview Document](#)

At least one Line Item is required

<b>AAI</b>	<b>SDN</b>	<b>ACRN</b>
<input type="text" value="012123"/>	<input type="text" value="SDN000009"/>	<input type="text"/>

[clear](#)

<b>Hazardous Material</b>	<b>Refrigerated</b>	<b>Perishable</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Select All](#)

### Line Item Details

Item No.	Stock Part No.	Type	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)	UID	Actions
								<a href="#">Add</a>

When the Vendor creates a One Pay document and enters an Agency Accounting Identifier (AAI) and Standard Document Number (SDN) in the pre-pop fields and the AAI equates to a DoD Agency, the system will allow a 9 character SDN, as well as the existing edit for 13, 14 or 15 characters.

Note:  
For this demonstration, we will use AAI value of 012123 as a DoD Agency AAI.

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## Vendor - Receiving Report

[Contract >>](#) [Pay DoDAAC >>](#) [Document >>](#) [Routing >>](#) Data Capture

[Header](#) [Addresses](#) [Mark For](#) [Comments](#) **[Line Item](#)** [Pack](#) [Attachments](#) [Preview Document](#)

At least one Line Item is required

**AAI** **SDN** **ACRN**  
   [clear](#)

**Hazardous Material** **Refrigerated** **Perishable**  
   [Select All](#)

When the AAI entered is a DoD Agency and the SDN is not 9, 13, 14 or 15 characters, a pop up message will be displayed upon clicking the 'Add' link.

The Vendor will be required to correct the information before continuing.

### Line Item Details

Item No.	Stock Part No.	Type	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)	UID	Actions
								<a href="#">Add</a>

#### Message from webpage



If a SDN is entered, it must be either 9, 13, 14, or 15 alphanumeric characters in length.  
Click Ok, and please correct the information.

OK

[Submit](#)

[Save Draft Document](#)

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## Vendor - Receiving Report

**CLIN/SLIN** [ACRNs](#) [UID](#) [MILSTRIP](#) [Batch/Lot & Shelf Life](#)

single \* = Required Fields when saving line item; double \*\* = Required Fields when saving line item, saving draft document, and tabbing.

<b>Item No. **</b>	<b>Stock Part No. *</b>	<b>Type *</b>		
<input type="text" value="1001"/>	<input type="text" value="914044521695825"/>	FS - NATIONAL STOCK NUMBER <input type="button" value="v"/>		
<b>Qty. Shipped *</b>	<b>Unit *</b>	<b>NSP</b>	<b>Unit Price (\$)</b>	<b>Amount (\$)</b>
<input type="text" value="300"/>	<input type="text" value="EA"/>	<input type="checkbox"/>	<input type="text" value="0.99"/>	297.00
<b>AAI</b>	<b>SDN</b>			
<input type="text" value="012123"/>	<input type="text" value="SDN000009"/>			
<b>Multiple Box Pack Indicator</b>	<b>PR Number</b>	<b>GFE?</b>	<b>Advice Code</b>	
<input type="button" value="N v"/>	<input type="text"/>	<input type="button" value="N v"/>	<input type="button" value="v"/>	
<b>Hazardous Material</b>	<b>Refrigerated</b>			
<input type="checkbox"/>	<input type="checkbox"/>			
<b>Type Designation Method</b>	<input type="text"/>			
<b>Type Designation Value</b>	<input type="text"/>			
<b>Description *</b>	<input type="text"/>			

When creating any One Pay document where the AAI entered on the CLIN/SLIN tab is a DoD Agency, the system will allow a 9 character SDN, as well as the existing 13, 14 and 15 character edit.

[Save CLIN/SLIN](#) [Save Draft Document](#) [Previous](#) [Help](#)

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## Vendor - Receiving Report

[CLIN/SLIN](#) [ACRNs](#) [UID](#) [MILSTRIP](#) [Batch/Lot & Shelf Life](#)

INFO: Saved as of: 2012/05/22 13:15:13 Document will be removed from a saved status after 1 day(s) and any data will be lost.

WARNING: Standard Document Number '12345678' in CLIN/SLIN '1001' must be 9, 13, 14, or 15 characters for the One-Pay pay system when the AAI value is '012123'.

single \* = Required Fields when saving line item; double \*\* = Required Fields when saving line item, saving draft document, and tabbing.

<b>Item No. **</b>	<b>Stock Part No. *</b>	<b>Type *</b>		
1001	914044521695825	FS - NATIONAL STOCK NUMBER		
<b>Qty. Shipped *</b>	<b>Unit *</b>	<b>NSP</b>	<b>Unit Price (\$)</b>	<b>Amount (\$)</b>
300	EA	<input type="checkbox"/>	0.99	297.00
<b>AAI</b>	<b>SDN</b>			
012123	12345678			
<b>Multiple Box Pack Indicator</b>	<b>PR Number</b>	<b>GFE?</b>	<b>Advice Code</b>	
N		N		
<b>Hazardous Material</b>				
<input type="checkbox"/>				
<b>Type Designation Method</b>				
<b>Type Designation Value</b>				

When creating any One Pay document where the AAI entered is a DoD Agency and the SDN is not 9, 13, 14 or 15 characters, a warning message will be displayed upon clicking the 'Save Draft Document' button.

[Save CLIN/SLIN](#) [Save Draft Document](#) [Previous](#) [Help](#)

Vendor - Receiving Report

CLIN/SLIN ACRNs UID MILSTRIP Batch/Lot & Shelf Life

ERROR: Standard Document Number '12345678' in CLIN/SLIN '1001' must be 9, 13, 14, or 15 characters for the One-Pay pay system when the AAI value is '012123'.

single \* = Required Fields when saving line item; double \*\* = Required Fields when saving line item, saving draft document, and tabbing.

Item No. **	Stock Part No. *	Type *		
1001	941044521695825	FS - NATIONAL STOCK NUMBER		
Qty. Shipped *	Unit *	NSP	Unit Price (\$)	Amount (\$)
300	EA	<input type="checkbox"/>	0.99	297.00

AAI	SDN
012123	12345678

Multiple Box Pack Indicator	PR Number	GFE?	Advice Code
N		N	

Hazardous Material	Ref
<input type="checkbox"/>	<input type="checkbox"/>

Type Designation Method

Type Designation Value

Description *
ECP0704

When creating any One Pay document where the AAI entered is a DoD Agency and the SDN is not 9, 13, 14 or 15 characters, an error message will be displayed upon clicking the 'Save CLIN/SLIN' button.

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**Inspector - Report**

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Contract Number	Delivery Order	Reference Procurement Identifier	Shipment Number	Invoice Number	Inspection Point	Acceptance Point
123456789123	WBT1	RPIN000000000000123	SHP00123		S	D

\* = Required Fields

**Total (\$):** 297.00

Item No.	Stock Part No.	Type	Qty. Shipped	NSP	Unit	Unit Price (\$)	Qty. Accepted	Amount (\$)
1001	914044521695825	FS	300		EA	0.99		297.00

AAI	SDN	GFE	Advice Code	Multiple Box Pack	PR Number
012123	SDN000009	N		N	

Hazardous Material	Refrigerated	Perishable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Type Designation Method

Type Designation Value

Description  
ECP0704

When inspecting any One Pay document where the AAI entered on the Line Item tab is a DoD Agency, the system will allow a 9 character SDN, as well as the existing 13, 14 and 15 character edit.

[Save Draft Document](#) [Help](#)

User Government Property Transfer Documentation Lookup Logout

## Inspector - Receiving Report

Header Line Item ACRNs Addresses Misc. Info Preview Document

INFO: Saved as of: 2012/05/21 15:22:53 Document will be removed from a saved status after 2 day(s) and any data will be lost.

WARNING: Standard Document Number '12345678' in CLIN/SLIN '1001' must be 9, 13, 14, or 15 characters for the One-Pay pay system when the AAI value is '012123'.

Contract Number	Delivery Order	Reference Procurement Identifier	Shipment Number	Invoice Number	Inspection Point	Acceptance Point
1234567890123	WBT1	RPIN000000000000123	SHP0303		S	D

\* = Required Fields

Total (\$): 1994.50

Item No.	Stock Part No.	Type	Qty. Shipped	NSP	Unit	Unit Price (\$)	Qty. Accepted	Amount (\$)
1001	941044521695825	FS	300		EA	0.99		297.00

AAI	SDN	GFE	Advice Code	Multiple Box Pack	PR Number
012123	12345678	N		N	

Hazardous Material Refrigerated Perishable

Type Designation Method

Type Designation Value

Description

ECP0704

Item No.	Stock Part No.	Type	Qty. Shipped	NSP	Unit	Unit Price (\$)	Qty. Accepted	Amount (\$)
1002	9410555444086	FS	50		W/E	33.95		1697.50

Save Draft Document

Help

When inspecting any One Pay document where the AAI entered is a DoD Agency and the SDN is not 9,13,14 or 15 characters, a warning message will be displayed upon clicking the 'Save Draft Document' button.

User Government Property Transfer Documentation Lookup Logout

## Inspector - Receiving Report

Header Line Item ACRNs Addresses Misc. Info Preview Document

ERROR: Standard Document Number '12345678' in CLIN/SLIN '1001' must be 9, 13, 14, or 15 characters for the One-Pay pay system when the AAI value is '012123'.

Contract Number	Delivery Order	Reference Procurement Identifier	Shipment Number	Invoice Number	Inspection Point	Acceptance Point
1234567890123	WBT1	RPIN000000000000123	SHP0303		S	D

\* = Required Fields

Total (\$): 1994.50

Item No.	Stock Part No.	Type	Qty. Shipped	NSP	Unit	Unit Price (\$)	Qty. Accepted	Amount (\$)
1001	941044521695825	FS	300		EA	0.99		297.00

AAI	SDN	GFE	Advice Code	Multiple Box Pack	PR Number
012123	12345678	N		N	

Hazardous Material Refrigerated Perishable

Type Designation Method

Type Designation Value

Description

ECP0704

When inspecting any One Pay document where the AAI value entered is a DoD Agency and the SDN is not 9,13,14 or 15 characters, an error message will be displayed.

The information will need to be corrected before the document can be successfully inspected.

Item No.	Stock Part No.	Type	Qty. Shipped	NSP	Unit	Unit Price (\$)	Qty. Accepted	Amount (\$)
1002	9140555444986	FS	50		WE	33.95		1697.50

Save Draft Document

Help

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## Acceptor - rt

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Contract Number	Delivery Order	Reference Procurement Identifier	Shipment Number	Invoice Number	Inspection Point	Acceptance Point
1234567890123	WBT1	RPIN000000000000123	SHP0303		S	D
* = Required Fields						Total (\$): 1,994.50

Item No.	Stock Part No.	Type	Qty. Shipped	NSP	Unit	Unit Price (\$)	Qty. Accepted *	Amount (\$)
1001	941044521695825	FS	300		EA	0.99	<input type="text" value="300"/>	297.00

AAI	SDN	GFE	Advice Code	Multiple Box Pack	PR Number
<input type="text" value="012123"/>	<input type="text" value="SDN000009"/>	N		N	

Hazardous Material	Refrigerated	Perishable	Deficiency
<input type="checkbox"/>	<input type="checkbox"/>		

When Accepting any One Pay document where the AAI entered on the Line Item tab is a DoD Agency, the system will allow a 9 character SDN, as well as the existing 13, 14 and 15 character edit.

Type Designation Method

Type Designation Value

Description

[Save Draft Document](#) [Help](#)

## Acceptor - Receiving Report

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INFO: Saved as of: 2012/05/21 15:28:19 Document will be removed from a saved status after 2 day(s) and any data will be lost.

WARNING: Standard Document Number '12345678' in CLIN/SLIN '1001' must be 9, 13, 14, or 15 characters for the One-Pay pay system when the AAI value is '012123'.

Contract Number	Delivery Order	Reference Procurement Identifier	Shipment Number	Invoice Number	Inspection Point	Acceptance Point
1234567890123	WBT1	RPIN000000000000123	SHP0303		S	D

\* = Required Fields

Total (\$): 1994.50

Item No.	Stock Part No.	Type	Qty. Shipped	NSP	Unit	Unit Price (\$)	Qty. Accepted *	Amount (\$)
1001	941044521695825	FS	300		EA	0.99	<input type="text"/>	297.00

AAI SDN GFE Advice Code Multiple Box Pack PR Number

012123

12345678

N

N

Hazardous Material

Refrigerated

Type Designation Method

Type Designation Value

Description

ECP0704

When Accepting any One Pay document where the AAI entered is a DoD Agency and the SDN is not 9, 13, 14 or 15 characters, a warning message will be displayed upon clicking the 'Save Draft Document' button.

[Save Draft Document](#)

[Help](#)

[User](#) [Government](#) [Documentation](#) [Lookup](#) [Logout](#)

## Acceptor - Receiving Report

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ERROR: Standard Document Number '12345678' in CLIN/SLIN '1001' must be 9, 13, 14, or 15 characters for the One-Pay pay system when the AAI value is '012123'.

Contract Number	Delivery Order	Reference Procurement Identifier	Shipment Number	Invoice Number	Inspection Point	Acceptance Point
1234567890123	WBT1	RPIN000000000000123	SHP0303		S	D

\* = Required Fields

Total (\$): 1,994.50

Item No.	Stock Part No.	Type	Qty. Shipped	NSP	Unit	Unit Price (\$)	Qty. Accepted *	Amount (\$)
1001	941044521695825	FS	300		EA	0.99	<input type="text" value="300"/>	297.00

AAI	SDN	GFE	Advice Code	Multiple Box Pack	PR Number
<input type="text" value="012123"/>	<input type="text" value="12345678"/>	N		N	

Hazardous Material	Refrigerated	Perishable	Deficiency Report
<input type="checkbox"/>	<input type="checkbox"/>		

Type Designation Method

Type Designation Value

Description

ECP0704

When Accepting any One Pay document where the AAI value entered is a DoD Agency and the SDN is not 9, 13, 14 or 15 characters, an error message will be displayed.

The information will need to be corrected before the document can be successfully Accepted.

[Save Draft Document](#)

[Help](#)

## Cost Voucher Reviewer - (Interim)



[Header](#) [Line Item](#) [Addresses](#) [Misc. Info](#) [Preview Document](#)

Contract Number	Delivery Order	Reference Procurement Identifier	Voucher Number	Voucher Date
1234567890123	VI1PQNSIQ250CLINQ		BVN1819	2004/07/09
<b>Total:</b>				864223297.58

Item No.	Stock Part No.	Type	Qty. Invoiced	Unit	Unit Price (\$)	Amount (\$)
0001AA	STOCKNO890123456789012345	MG	1	EA	987,654,321.12	987,654,321.12
	<b>AAI</b>	<b>SDN</b>		<b>ACRN</b>	<b>PR Number</b>	
	<input type="text" value="012123"/>	<input type="text" value="SDN000009"/>		<input type="text"/>		
<b>Description</b>						
PRODUCT DESCRIPTION 123456789 123456789 123456789 123456789 123456789 12345						

Item No.	Stock Part No.	Type	Qty. Invoiced	Unit	Unit Price (\$)	Amount (\$)
000222	STOCKNO890123456789012345				12	-123,456,789.12
	<b>AAI</b>					
	<input type="text"/>					
<b>Description</b>						
PRODUCT DESCRIPTION 123456789 123456789 123456789 123456789 123456789 12345						

When Reviewing any One Pay document where the AAI entered on the Line Item tab is a DoD Agency, the system will allow a 9 character SDN, as well as the existing 13, 14 and 15 character edit.

Item No.	Stock Part No.	Type	Qty. Invoiced	Unit	Unit Price (\$)	Amount (\$)
0003A3	STOCKNO890123456789012345	MG	1	EA	0.01	0.01

[Submit](#) [Save Draft Document](#) [Help](#)

# Wide Area Workflow

## Cost Voucher Reviewer - Cost Voucher (Interim)

[Header](#) | 
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 [Preview Document](#)

INFO: Saved as of: 2012/05/21 15:39:22 Document will be removed from a saved status after 2 day(s) and any data will be lost.

WARNING: Standard Document Number '12345678' in CLIN/SLIN '0001AA' must be 9, 13, 14, or 15 characters for the One-Pay pay system when the AAI value is '012123'.

WARNING: This document contains errors in the following Tab(s) - Header

Contract Number	Delivery Order	Reference Procurement Identifier	Voucher Number	Voucher Date
1234567890123	VI1PQNSIQ250CLINQ		BVN1647	2004/07/09
<b>Total:</b>				864223297.58

Item No.	Stock Part No.	Type	Qty. Invoiced	Unit	Unit Price (\$)	Amount (\$)
0001AA	STOCKNO890123456789012345	MG	1	EA	987,654,321.12	987,654,321.12
	<b>AAI</b>	<b>SDN</b>		<b>ACRN</b>	<b>PR Number</b>	
	<input type="text" value="012123"/>	<input type="text" value="12345678"/>		<input type="text"/>		

**Description**  
 PRODUCT DESCRIPTION 123456789 123456789 123456789 123456789 123456789 12345

Item No.	Stock Part No.	Amount (\$)
000222	STOCKNO890123456789012345	-123,456,789.12
	<b>AAI</b>	
	<input type="text" value="012123"/>	

When Reviewing any One Pay document where the AAI entered is a DoD Agency and the SDN is not 9, 13, 14 or 15 characters, a warning message will be displayed upon clicking the 'Save Draft Document' button.

**Description**  
 PRODUCT DESCRIPTION 123456789 123456789 123456789 123456789 123456789 12345

Item No.	Stock Part No.	Type	Qty. Invoiced	Unit	Unit Price (\$)	Amount (\$)
0003A3	STOCKNO890123456789012345	MG	1	EA	0.01	0.01

[Submit](#) | 
 [Save Draft Document](#) | 
 [Help](#)

Cost Voucher Reviewer - Cost Voucher (Interim)

Header Line Item Addresses Misc. Info Preview Document

ERROR: Standard Document Number '12345678' in CLIN/SLIN '0001AA' must be 9, 13, 14, or 15 characters for the One-Pay pay system when the AAI value is '012123'.

ERROR: This document contains errors in the following Tab(s) - Header

Table with 5 columns: Contract Number, Delivery Order, Reference Procurement Identifier, Voucher Number, Voucher Date. Includes a Total row showing 864223297.58.

Table with 7 columns: Item No., Stock Part No., Type, Qty. Invoiced, Unit, Unit Price (\$), Amount (\$). Includes sub-table for AAI, SDN, ACRN, PR Number.

Description: PRODUCT DESCRIPTION 123456

Table with 7 columns: Item No., Stock Part No., Type, Qty. Invoiced, Unit, Unit Price (\$), Amount (\$). Includes sub-table for AAI.

Description: PRODUCT DESCRIPTION 123456789 123456789 123456789 123456789 123456789 12345

Table with 7 columns: Item No., Stock Part No., Type, Qty. Invoiced, Unit, Unit Price (\$), Amount (\$). Includes sub-table for AAI, SDN, ACRN, PR Number.

When Reviewing any One Pay document where the AAI value entered is a DoD Agency and the SDN is not 9, 13, 14 or 15 characters, an error message will be displayed. The information will need to be corrected before the document can be successfully Reviewed.

## Cost Voucher Approver - (Interim)

[Header](#) [Line Item](#) [Addresses](#) [Misc. Info](#) [Preview Document](#)

Contract Number	Delivery Order	Reference Procurement Identifier	Voucher Number	Voucher Date
1234567890123	VI1PQNSIQ250CLINQ		BVN0927	2004/07/09
<b>Total:</b>				864223297.58

Item No.	Stock Part No.	Type	Qty. Invoiced	Unit	Unit Price (\$)	Amount (\$)
0001AA	STOCKNO890123456789012345	MG	1	EA	987,654,321.12	987,654,321.12
	<b>AAI</b>	<b>SDN</b>		<b>ACRN</b>	<b>PR Number</b>	
	<input type="text" value="012123"/>	<input type="text" value="SDN000009"/>		<input type="text" value="A1"/>		
<b>Description</b>						
PRODUCT DESCRIPTION 123456789 123456789 123456789 123456789 123456789 12345						

Item No.	Stock Part No.	Type	Qty. Invoiced	Unit	Unit Price (\$)	Amount (\$)
000222	STOCKNO890123456789012345	MG	1	EA	-123,456,789.12	-123,456,789.12
	<b>AAI</b>					
	<input type="text"/>					
<b>Description</b>						
PRODUCT DESCRIPTION 123456789 123456789 123456789 123456789 123456789 12345						

When Approving any One Pay document where the AAI entered on the Line Item tab is a DoD Agency, the system will allow a 9 character SDN, as well as the existing 13, 14 and 15 character edit.

Item No.	Stock Part No.	Type	Qty. Invoiced	Unit	Unit Price (\$)	Amount (\$)
0003A3	STOCKNO890123456789012345	MG	1	EA	0.01	0.01

[Save Draft Document](#) [Help](#)

Cost Voucher Approver - Cost Voucher (Interim)

Header Line Item Addresses Misc. Info Preview Document

INFO: Saved as of: 2012/05/22 14:57:57 Document will be removed from a saved status after 2 day(s) and any data will be lost.

WARNING: Standard Document Number '12345678' in CLIN/SLIN '0001AA' must be 9, 13, 14, or 15 characters for the One-Pay pay system when the AAI value is '012123'.

WARNING: This document contains errors in the following Tab(s) - Header

Contract Number	Delivery Order	Reference Procurement Identifier	Voucher Number	Voucher Date
1234567890123	VI1PQNSIQ250CLINQ		BVN1819	2004/07/09
<b>Total:</b>				864223297.58

Item No.	Stock Part No.	Type	Qty. Invoiced	Unit	Unit Price (\$)	Amount (\$)
0001AA	STOCKNO890123456789012345	MG	1	EA	987,654,321.12	987,654,321.12
	AAI	SDN		ACRN	PR Number	
	<input type="text" value="012123"/>	<input type="text" value="12345678"/>		<input type="text"/>		

Description

PRODUCT DESCRIPTION 123456789 123456789 123456789 123456789 123456789 12345

Item No.	Stock Part No.	Amount (\$)
000222	STOCKNO89012345678901	-123,456,789.12
	AAI	
	<input type="text"/>	

When Approving any One Pay document where the AAI entered is a DoD Agency and the SDN is not 9,13,14 or 15 characters, a warning message will be displayed upon clicking the 'Save Draft Document' button.

Description

PRODUCT DESCRIPTION 123456789 123456789 123456789 123456789 123456789 12345

Save Draft Document

Help

Cost Voucher Approver - Cost Voucher (Interim)

Header Line Item Addresses Misc. Info Preview Document

ERROR: Standard Document Number '12345678' in CLIN/SLIN '0001AA' must be 9, 13, 14, or 15 characters for the One-Pay pay system when the AAI value is '012123'.

Contract Number	Delivery Order	Reference Procurement Identifier	Voucher Number	Voucher Date
N6889211F0602 1234567890123	VI1PQNSIQ250CLINQ		BVN0927	2004/07/09
			<b>Total:</b>	864223297.58

Item No.	Stock Part No.	Type	Qty. Invoiced	Unit	Unit Price (\$)	Amount (\$)
0001AA	STOCKNO890123456789012345	MG	1	EA	987,654,321.12	987,654,321.12
	<b>AAI</b>	<b>SDN</b>		<b>ACRN</b>	<b>PR Number</b>	
	<input type="text" value="012123"/>	<input type="text" value="12345678"/>		<input type="text" value="A1"/>		

**Description**  
PRODUCT DESCRIPTION 123456789 123456789 123456789 123456789 123456789 12345

Item No.	Stock Part No.	Amount (\$)
000222	STOCKNO890123456789012345	-123,456,789.12
	<b>AAI</b>	
	<input type="text"/>	
	<b>Description</b>	
	PRODUCT DESCRIPTION 12345	

When Approving a One Pay document and the AAI value entered is a DoD Agency and the SDN is not 9, 13, 14 or 15 characters, an error message will be displayed.

The information will need to be corrected before the document can be successfully Approved.

Item No.	Stock Part No.	Type	Qty. Invoiced	Unit	Unit Price (\$)	Amount (\$)
----------	----------------	------	---------------	------	-----------------	-------------

Save Draft Document Help

User Government Documentation Lookup Logout

Local Processing Office - 

Header Line Item ACRNs **LLA** Addresses Misc. Info Preview Document

Contract Number	Delivery Order	Reference Procurement Identifier	Invoice Number	Invoice Date	Shipment Number
1234567890123	WBT1	RPIN000000000000123	INV002	2012/05/21	

An LLOA is required per CLIN/SLIN. The ACRN, SDN, and Agency Accounting Id (AAA) fields are MANDATORY per CLIN/SLIN on this page - the ACRN and SDN on the document will not be forwarded to ONE-PAY. The document cannot be certified for a lesser amount when miscellaneous allowances, fees, or taxes are present on an invoice or combo document.

[+] Populate All

LLA Level

Line Level

Item Number	CLIN Amount (\$)										
1001	9597.00										
<table border="1"> <tr> <th>Document Record Reference ID *</th> <th>Agency Accounting ID *</th> <th>ACRN *</th> <th>Amount (\$) *</th> <th>Approved Amount (\$) *</th> </tr> <tr> <td><input type="text" value="SDN000009"/></td> <td><input type="text" value="012123"/></td> <td><input type="text" value="AA"/></td> <td>0.00</td> <td><input type="text" value="9,597.00"/></td> </tr> </table>	Document Record Reference ID *	Agency Accounting ID *	ACRN *	Amount (\$) *	Approved Amount (\$) *	<input type="text" value="SDN000009"/>	<input type="text" value="012123"/>	<input type="text" value="AA"/>	0.00	<input type="text" value="9,597.00"/>	
Document Record Reference ID *	Agency Accounting ID *	ACRN *	Amount (\$) *	Approved Amount (\$) *							
<input type="text" value="SDN000009"/>	<input type="text" value="012123"/>	<input type="text" value="AA"/>	0.00	<input type="text" value="9,597.00"/>							

Reference Shipment Number \* Reference Shipment Amount (\$) \* Actions

[+] Optional LLA Fields

When Certifying any One Pay document where the Agency Accounting ID (AAI) entered on the Line of Accounting (LLA) tab is a DoD Agency, the system will allow a 9 character Document Record Reference ID, as well as the existing 13, 14 and 15 character edit.

Item Number	CLIN Amount (\$)										
1002	3293.45										
<table border="1"> <tr> <th>Document Record Reference ID *</th> <th>Agency Accounting ID *</th> <th>ACRN *</th> <th>Amount (\$) *</th> <th>Approved Amount (\$) *</th> </tr> <tr> <td><input type="text" value="DRR000009"/></td> <td><input type="text" value="012123"/></td> <td><input type="text" value="Y2"/></td> <td>0.00</td> <td><input type="text" value="3,293.45"/></td> </tr> </table>	Document Record Reference ID *	Agency Accounting ID *	ACRN *	Amount (\$) *	Approved Amount (\$) *	<input type="text" value="DRR000009"/>	<input type="text" value="012123"/>	<input type="text" value="Y2"/>	0.00	<input type="text" value="3,293.45"/>	
Document Record Reference ID *	Agency Accounting ID *	ACRN *	Amount (\$) *	Approved Amount (\$) *							
<input type="text" value="DRR000009"/>	<input type="text" value="012123"/>	<input type="text" value="Y2"/>	0.00	<input type="text" value="3,293.45"/>							

Reference Shipment Number \* Reference Shipment Amount (\$) \* Actions

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Local Processing Office - Invoice - Fast Pay

Header Line Item ACRNs LLA Addresses Misc. Info Preview Document

INFO: Saved as of: 2012/05/22 15:14:26 Document will be removed from a saved status after 2 day(s) and any data will be lost.

WARNING: For Line Item Number '1001' if an SDN is entered, it must be 9, 13, 14, or 15 characters for the One-Pay pay system when the AAI value is '012123'.

Contract Number	Delivery Order	Reference Procurement Identifier	Invoice Number	Invoice Date	Shipment Number
1234567890123	WBT1	RPIN000000000000123	INV002	2012/05/21	

An LLOA is required per CLIN/SLIN. The ACRN, SDN, and Agency Accounting Id (AAA) fields are MANDATORY per CLIN/SLIN on this page - the ACRN and SDN on the document will not be forwarded to ONE-PAY. The document cannot be certified for a lesser amount when miscellaneous allowances, fees, or taxes are present on an invoice or combo document.

[+] Populate All

LLA Level

Line Level

Item Number	CLIN Amount (\$)
1001	9597.00
Document Record Reference ID *	Agency Accounting ID *
12345678	012123
ACRN *	Amount (\$) *
AA	0.00
Approved Amount (\$) *	9,597.00
Reference Shipment Number *	Reference Shipment Amount (\$) *

[+] Optional LLA Fields

Item Number	CLIN Amount (\$)
1002	3293.45

Save Draft Document Help

When Certifying any One Pay document where the AAI entered is a DoD Agency and the Document Record Reference ID is not 9,13,14 or 15 characters, a warning message will be displayed upon clicking the 'Save Draft Document' button.

User Government Documentation Lookup Logout

Local Processing Office - Invoice - Fast Pay

Header Line Item ACRNs LLA Addresses Misc. Info Preview Document

ERROR: For Line Item Number '1001' if an SDN is entered, it must be 9, 13, 14, or 15 characters for the One-Pay pay system when the AAI value is '012123'.

Contract Number	Delivery Order	Reference Procurement Identifier	Invoice Number	Invoice Date	Shipment Number
1234567890123	WBT1	RPIN000000000000123	INV002	2012/05/21	

An LLOA is required per CLIN/SLIN. The ACRN, SDN, and Agency Accounting Id (AAA) fields are MANDATORY per CLIN/SLIN on this page - the ACRN and SDN on the document will not be forwarded to ONE-PAY. The document cannot be certified for a lesser amount when miscellaneous allowances, fees, or taxes are present on an invoice or combo document.

[+] Populate All

LLA Level

Line Level

Item Number	1001			
Document Record Reference ID *	12345678	Agency Accounting ID *	012123	
		Reference Shipment Number *	RSN00042	

When Certifying any One Pay document where the AAI entered is a DoD Agency and the Document Record Reference ID is not 9, 13, 14 or 15 characters, an error message will be displayed.

The information will need to be corrected before the document can be successfully Certified.

[+] Optional LLA Fields

Item Number					CLIN Amount (\$)
1002					3293.45
Document Record Reference ID *	Agency Accounting ID *	ACRN *	Amount (\$) *	Approved Amount (\$) *	

Save Draft Document Help

### Local Processing Office - Invoice - Fast Pay

- Header
- Line Item
- ACRNs
- LLA**
- Addresses
- Misc. Info
- Preview Document

WARNING: For Line Item '1001'. For ACRN 'AA' Department Indicator is required when the AAI/AAA does not exist in the Transaction For Self (TFS) table.  
 WARNING: For Line Item '1001'. For ACRN 'AA' Fiscal Year Indicator is required when the AAI/AAA does not exist in the Transaction For Self (TFS) table.  
 WARNING: For Line Item '1001'. For ACRN 'AA' Basic Symbol Number is required when the AAI/AAA does not exist in the Transaction For Self (TFS) table.  
 WARNING: This document contains errors in the following Tab(s) - Header  
 WARNING: Please enter all mandatory fields in addition to the other elements that are applicable to the agency/department Long Line of Accounting.

Contract Number	Delivery Order	Reference Procurement Identifier	Invoice Number	Invoice Date	Shipment Number
1234567890123	WBT1	RPIN0000000000000123	INV002	2012/05/21	

An LLOA is required per CLIN/SLIN. The ACRN, SDN, and Agency Accounting Id (AAA) fields are MANDATORY per CLIN/SLIN on this page - the ACRN and SDN on the document will not be forwarded to ONE-PAY. The document cannot be certified for a lesser amount when miscellaneous allowances, fees, or taxes are present on an invoice or combo document.

[+] Populate All

#### LLA Level

Line Level

#### Item Number

1001

Document Record Reference ID \*  
SDN000009

**Agency Accounting ID \***  
012123

**Reference Shipment Number \***  
RSN00042

The system will also automatically check the entered Agency Accounting Id (AAI) against the One Pay Transactions for Self (TFS) table when the LPO clicks the Saved Draft Document button. If AAI does not exist in the TFS table, a warning message will be displayed advising the LPO to enter the full Long Line of Accounting and the Department Indicator, Fiscal Year Indicator, and Basic Symbol Number will become mandatory fields.

#### [-] Optional LLA Fields

Agency Qualifier Code DD	Defense Agency Allocation Recipient <input type="text"/>	Cost Code <input type="text"/>	<b>Department Indicator *</b> <input type="text"/>
Job/Work Order Code <input type="text"/>	Cost Allocation Code <input type="text"/>	Transfer from Department <input type="text"/>	Sub-Allotment Recipient <input type="text"/>
Classification Code <input type="text"/>	<b>Fiscal Year Indicator *</b> <input type="text"/>	Work Center Recipient <input type="text"/>	DoD Budget Accounting Classification Code <input type="text"/>
<b>Basic Symbol Number *</b> <input type="text"/>	Major Reimbursement Source Code <input type="text"/>	Limit/Sub Head <input type="text"/>	Reimbursement Source Code <input type="text"/>

User Government Documentation Lookup Logout

Local Processing Office - Invoice - Fast Pay

Header Line Item ACRNs LLA Addresses Misc. Info Preview Document

ERROR: For Line Item '1001'. For ACRN 'AA' Department Indicator is required when the AAI/AAA does not exist in the Transaction For Self (TFS) table.
ERROR: For Line Item '1001'. For ACRN 'AA' Fiscal Year Indicator is required when the AAI/AAA does not exist in the Transaction For Self (TFS) table.
ERROR: For Line Item '1001'. For ACRN 'AA' Basic Symbol Number is required when the AAI/AAA does not exist in the Transaction For Self (TFS) table.

WARNING: Please enter all mandatory fields in addition to the other elements that are applicable to the agency/department Long Line of Accounting.

Table with 6 columns: Contract Number, Delivery Order, Reference Procurement Identifier, Invoice Number, Invoice Date, Shipment Number. Values: 1234567890123, WBT1, RPIN0000000000000123, INV002, 2012/05/21

An LLOA is required per CLIN/SLIN. The ACRN, SDN, and Agency Accounting Id (AAA) fields are MANDATORY per CLIN/SLIN on this page - the ACRN and SDN on the document will not be forwarded to ONE-PAY. The document cannot be certified for a lesser amount when miscellaneous allowances, fees, or taxes are present on an invoice or combo document.

[+] Populate All

LLA Level

Line Level

Item Number

1001

Document Record Reference ID \*

SDN000009

Agency Accounting ID \*

012123

Reference Shipment Number \*

RSN00042

[-] Optional LLA Fields

Agency Qualifier Code

DD

Job/Work Order Code

Classification Code

Basic Symbol Number \*

Defense Agency Allocation Recipient

Cost Allocation Code

Fiscal Year Indicator \*

Major Reimbursement Source Code

Cost Code

Transfer from Department

Work Center Recipient

Limit/Sub Head

Add Reference Shipment

Department Indicator \*

Sub-Allotment Recipient

DoD Budget Accounting Classification Code

Reimbursement Source Code

When Certifying any One Pay document where the AAI value entered does not exist in the TFS table an error message will be displayed advising the LPO that the Department Indicator, Fiscal Year Indicator, and Basic Symbol Number fields are now mandatory.

The information will need to be corrected before the document can be successfully Certified.

User Government Documentation Lookup Logout

Local Processing Office - Invoice - Fast Pay

Header Line Item ACRNs **LLA** Addresses Misc. Info Preview Document

ERROR: For Line Item '1001'. For ACRN 'AA' Department Indicator is required when the AAI/AAA does not exist in the Transaction For Self (TFS) table.  
 ERROR: For Line Item '1001'. For ACRN 'AA' Fiscal Year Indicator is required when the AAI/AAA does not exist in the Transaction For Self (TFS) table.  
 ERROR: For Line Item '1001'. For ACRN 'AA' Basic Symbol Number is required when the AAI/AAA does not exist in the Transaction For Self (TFS) table.

WARNING: Please enter all mandatory fields in addition to the other elements that are applicable to the agency/department Long Line of Accounting.

Contract Number	Delivery Order	Reference Procurement Identifier	Invoice Number	Invoice Date	Shipment Number
1234567890123	WBT1	RPIN000000000000123	INV002	2012/05/21	

An LLOA is required per CLIN/SLIN. The ACRN, SDN, and Agency Accounting Id (AAA) fields are MANDATORY per CLIN/SLIN on this page - the ACRN and SDN on the document will not be forwarded to ONE-PAY. The document cannot be certified for a lesser amount when miscellaneous allowances, fees, or taxes are present on an invoice or combo document.

[+] Populate All

LLA Level

Line Level

A warning message will also be displayed advising the LPO to enter the full Long Line of Accounting on the LLA tab

Item Number

1001				9597.00
Document Record Reference ID *	Agency Accounting ID *	ACRN *	Amount (\$) *	Approved Amount (\$) *
<input type="text" value="SDN000009"/>	<input type="text" value="012123"/>	<input type="text" value="AA"/>	0.00	<input type="text" value="9,597.00"/>

Reference Shipment Number *	Reference Shipment Amount (\$) *	Actions
<input type="text" value="RSN00042"/>	<input type="text" value="9,597.00"/>	<a href="#">Delete Reference Shipment</a> <a href="#">Add Reference Shipment</a>

[-] Optional LLA Fields

Agency Qualifier Code	Defense Agency Allocation Recipient	Cost Code	Department Indicator *
<input type="text" value="DD"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Job/Work Order Code	Cost Allocation Code	Transfer from Department	Sub-Allotment Recipient
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Classification Code	Fiscal Year Indicator *	Work Center Recipient	DoD Budget Accounting Classification Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Basic Symbol Number *	Major Reimbursement Source Code	Limit/Sub Head	Reimbursement Source Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Local Processing Office - Invoice - Fast Pay

- Header
- Line Item
- ACRNs
- LLA**
- Addresses
- Misc. Info
- Preview Document

INFO: Saved as of: 2012/05/21 16:02:03 Document will be removed from a saved status after 2 day(s) and any data will be lost.

WARNING: This document contains errors in the following Tab(s) - Header

Contract Number	Delivery Order	Reference Procurement Identifier	Invoice Number	Invoice Date	Shipment Number
1234567890123	WBT1	RPIN000000000000123	INV002	2012/05/21	

An LLOA is required per CLIN/SLIN. The ACRN, SDN, and Agency Accounting Id (AAA) fields are MANDATORY per CLIN/SLIN on this page - the ACRN and SDN on the document will not be forwarded to ONE-PAY. The document cannot be certified for a lesser amount when miscellaneous allowances, fees, or taxes are present on an invoice or combo document.

[+] Populate All

#### LLA Level

Line Level

#### Item Number

1001

Document Record Reference ID \*

Agency Accounting ID \*

Reference Shipment Number \*

When Certifying any One Pay document where the entered AAI value exists in the TFS table, the Department Indicator, Fiscal Year Indicator, and Basic Symbol Number fields remain optional.

Note:

For this demonstration, the AAI value of 000167 exists in the TFS table.

#### [ - ] Optional LLA Fields

Agency Qualifier Code	Defense Agency Allocation Recipient	Cost Code	<b>Department Indicator</b>
DD	<input type="text"/>	<input type="text"/>	<input type="text"/>
Job/Work Order Code	Cost Allocation Code	Transfer from Department	Sub-Allotment Recipient
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Classification Code	<b>Fiscal Year Indicator</b>	Work Center Recipient	DoD Budget Accounting Classification Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Basic Symbol Number</b>	Major Reimbursement Source Code	Limit/Sub Head	Reimbursement Source Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fund Code	Customer Indicator/MPC	Fund Org Admin Code	Object Class
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Welcome to Wide Area Workflow!

Please start by selecting one of the links from the menu above.

### WARNING!

- If using a word processor program (i.e. Microsoft Word, WordPerfect, Microsoft WordPad, Microsoft Write, etc.) to create FTP files, EDI files, or to cut-and-paste text field data into the WAWF Web application, then the text must first be cut/copied out of the word processor program and pasted into Microsoft Notepad, or another ASCII text editor and saved in the text editor, before sending the data to WAWF. This converts the text to text-only format and removes control characters that contain formatting information.
- Please DO NOT use the browser BACK BUTTON within the WAWF application.
- The use of the browser's BACK BUTTON is not supported within the WAWF application when completing electronic forms.
- Use of this button will cause the loss of data not yet saved to the server.
- Where they exist, use the PREVIOUS or RETURN buttons to return to a previous page within the WAWF application.
- In data capture and when reviewing documents, you may move from tab to tab to work with the various information categories, e.g., Document Header, Addresses, Comments, Line Items, etc.

This concludes the overview for the changes made to the WAWF application for ECP0704-Certify/Approve DoD Agencies LOA in WAWF for One Pay Invoices.