



**Wide Area Workflow**

# **Construction Payment Invoice**

To learn how to electronically submit and take action on WAWF documents through simulations and step-by-step procedures, visit the [\*\*PIEE Procurement Integrated Enterprise Environment Web Based Training Main Menu\*\*](#) and select WAWF.

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# 1 Description

WAWF extends the functionality of the Invoice 2n1 by adding the ability to process Construction Payment Invoices.

## 1.1 Affected Entitlement Systems

The following table defines what DFAS Entitlement Systems are capable of accepting a Construction Payment Invoice transaction.

Entitlement System	WAWF Support	EDI Capable
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.

## 2 Document Creation

Creation of the Construction Invoice is limited to the Vendor.

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

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

#### Contract Number Edits

Label	Entry Requirement	Size
<b>Contract Number</b>	<b>Mandatory</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>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 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>	13
<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> <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>		13
<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> </ul>		13-17

<ul style="list-style-type: none"> <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 9th position of the Contract Number is A, D, or G.</li> <li>• For Property, Delivery Order is required when the 9th position of the Contract Number is A or G.</li> </ul>	
<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	
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:</li> </ul>	

	<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> <li>• The entered Contract Number has an “F” in the 9th position.</li> </ul>	
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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
Construction Payment Invoice	Mandatory	1/1

## 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.

### Routing Codes

Label	Entry Requirement	Size
Issue Date	Optional	10/10
	Refers to the issue date of the contract, not the date the document is being created.	
Issue By DoDAAC	Optional	6/6

	Refers to the organization that issued the contract.	
Admin DoDAAC	Mandatory	6/6
	Refers to the agency responsible for administering the contract terms.	
Mark For Code	Optional	6/6
	Further delineates shipping instructions. Available for Fast Pay Invoices only.	
Mark For Code Extensions	Conditional	1/6
	Requires entry of the Mark For Code.	
Ship To DoDAAC	Mandatory	6/6
	Refers to the service/agency responsible for accepting the goods and services.	
Ship To Extension	Conditional	1/6
	Requires entry of the Ship To DoDAAC.	
Ship From Code	Optional	5/6
	Refers to the agency/organization if the shipment originates from a location different from the contractor location. May be a CAGE or a DoDAAC.	
Ship From Extension	Conditional	1/6
	Requires entry of the Ship From Code.	
LPO DoDAAC	Conditional	6/6
	Refers to the Local Processing Office (LPO) responsible for certifying the document.	
One Pay	Mandatory when Fast Pay	
MOCAS EBS NAVY ERP STANDARD	LPO not permitted	
LPO Extension	Conditional	1/6

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 Entry

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
Shipment Number		Conditional	2/22
	All	Mandatory. Must be 7 or 8 characters in format AAA(AN)NNN or AAA(AN)NNNZ. Eighth position is only used for Final Shipment and must be a Z.	
Shipment Date		Conditional	10/10
	All	Requires entry of shipment number	
Final Shipment		Mandatory	1/1
	All	“Y” or “N” required; defaults to blank. If a Shipment Number has been entered, the Final Shipment indicator will require a selection of ‘N’ or ‘Y’.	
Invoice Number		Mandatory	1/22
	All	Requires entry of Invoice Number	
Final Invoice		Mandatory	1/1
	All	“Y” or “N” required; defaults to blank. If an Invoice Number has been entered, the Final Invoice indicator will require a selection of ‘N’ or ‘Y’.	
Currency Code		Optional	3/3
	All	This is a mandatory field that will default to USD (United States Dollar) if another Currency Code is not specified. Currency Codes that are allowed are based on the Pay DoDAAC.	

## 2.6 Addresses Tab

The address data is pre-populated based upon the codes entered on the routing screen. The data can be modified by the User. The following fields will be displayed for all Routing Codes entered.

### Address Data

Label	Entry Requirement	Size
Activity Name 1	Mandatory	1/60
Activity Name 2	Optional	1/60
Activity Name 3	Optional	1/60
Address 1	Optional	1/55
Address 2	Optional	1/55
Address 3	Optional	1/55
Address 4	Optional	1/55
City	Optional	1/25
State	Optional	2/2
Zip	Optional	5/15
Country	Optional	3/3
Military Location Description	Optional	2/6

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

## 2.7 Discounts Tab

### Discounts Tab

Label	Entry Requirement	Size
Discount Percentage	Optional	0.0/2.3
All	Available for Pay Systems CAPS-W and CAPS-C only	
Due Days	Conditional	0/2
All	Mandatory if Discount Percentage entered	

Net Days	Mandatory	0/2
All	System defaults to 14 days to ensure document shows in red to speed processing.	

## 2.8 Comments Tab

### Comments Tab (Initiator)

Label	Entry Requirement	Size
Comments	Conditional	1/2000
All	Mandatory for Invoice that uses the same contract number and delivery order as a final invoice.	

## 2.9 CLIN/SLIN Tab

### CLIN Data (Initiator)

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

Label	Entry Requirement	Size
Item Number	Mandatory	1/6
All	Requires at least 1 entry and up to 999 Line Items	
Stock Part Number	Mandatory	1/32
Stock Part Number Code	Mandatory	2/2
Quantity Invoiced	Mandatory	0.2/8.2
Unit of Measure	Mandatory	2/2
Unit of Measure Description	Mandatory	2/70

Unit Price	Mandatory	0.6/9.6
Line Item Amount	System Generated	0.6/9.6
SDN	Optional	1/30
ACRN	Optional	2/2
Description	Mandatory	1/2000
MILSTRIP Number	Optional	1/15
MILSTRIP Quantity	Conditional	0.0/8.2
	Mandatory if MILSTIP number entered	

## 2.10 Misc. Amounts Tab

### Misc. Amounts

Label		Entry Requirement	Size
Misc Fee		Optional	1/4
	All	Availability/Display/Number of entries controlled by PSS edits	
Misc. Fee Amount		Conditional	0.0/9.2
	All	Mandatory if Misc. Fee entered	
Misc. Fee Description		System Generated	1/2000
	All	Mandatory if Misc. Fee entered.	
Misc. Allowance		Optional	4/4
	All	Availability/Display/Number of entries controlled by PSS edits	

Misc. Allowance Amount	Conditional	0.0/9.2
All	Mandatory if Misc. Allowance entered	
Misc. Allowance Description	Conditional	1/2000
All	Mandatory if Misc. Allowance entered.	
Tax	Optional	2/2
All	Availability/Display/Number of entries controlled by PSS edits	
Misc. Tax Amount	Conditional	0.2/9.2
All	Mandatory if Misc. Tax entered	
Misc. Tax Description	Conditional	1/6
	Mandatory if Misc. Tax entered	

## 2.11 Header Tab

### Header Tab (Initiator Submission)

Label	Entry Requirement	Size
Date	Mandatory	10/10
All	Defaults to system date; cannot be modified	
Signature	Mandatory	1/64

## 2.12 Document Submission

Once the Vendor is satisfied with the document they will then submit the document to the database. 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.

Upon successful saving of the data the Vendor will be presented with a “success” message highlighting the e-mail that has been generated based upon their submission and given the opportunity to submit additional e-mails.

## 2.13 Duplicate Validation

When the user attempts to Submit or Resubmit a document, a warning validation will occur to determine if the current document is a possible duplicate. If this is the case, a popup with a warning message will appear.

If the user selects 'OK' then the document will be submitted/resubmitted according to current guidelines. By clicking 'Cancel' on the validation warning popup, the user will be returned to the document creation screen. Here they will now have access to a link (View Validation Warnings) which allows access to the warning messages.

### Scenarios For Prompt of Duplicate Message:

- NOTE: The new warning validation will not impact the current exact duplicate validation.
- Primary key = Request/Invoice/Voucher number depending on document type.
- If the last character of the primary key is a letter, the system will check to see if the value, minus the final character, has been previously used for the same Contract Number / Delivery Order Number.
- If a previous submission exists in a non-voided state, the system will check to see if the gross amounts of the two documents are the same. If so, the warning message will be issued.
- If this check passes, the system will then validate against the same Delivery Date, Service Start / End dates or Period To / From dates and matching CLIN values to include quantity and cost.

## 2.14 Contractor Certification

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

I hereby certify, to the best of my knowledge and belief, that --

The amounts requested are only for performance in accordance with the specifications, terms, and conditions of the contract;

Payments to subcontractors and suppliers have been made from previous payments received under the contract, and timely payments will be made from the proceeds of the payment covered by this certification, in accordance with subcontract agreements and the requirements of chapter 39 of Title 31, United States Code;

This request for progress payments does not include any amounts which the prime contractor intends to withhold or retain from a subcontractor or supplier in accordance with the terms and conditions of the subcontract; and

This certification is not to be construed as final acceptance of a subcontractor's performance.

## 2.15 Misc. Info Tab

### Misc. Info Tab (Initiator)

Label	Entry Requirement	Size
Attachments	Optional	6 MB

## 2.16 EDI/SFTP

The Construction Invoice is created with the submission of the EDI 810C or the Invoice UDF.

## 2.17 Submission

When the Construction Invoice is created the document's status is "Submitted."

## 2.18 Forwarding Data to the Entitlement Systems

Upon submission of the document the appropriate flags are set to generate the EDI extract for those entitlement systems that are EDI capable and accept the Construction Invoice.

- The 810C is released to Acceptor.
- For CAPS-W and IAPS-E an 810C\_2N1 is sent following acceptance if there is a not an LPO or following certification if there is an LPO.
- STD\_PAY extracts are sent upon creation and STD\_APR\_PAY extracts are sent upon Acceptance of a Construction Invoice.

# 3 Document Inspection

This is an optional workflow step. The Inspector acts as a first point of review within the government workflow process. The Inspector is able to:

- Recommend approval of the document.
- Recommend approval of the document at a reduced quantity on one or more lines.
- Recommend rejection of the document to the Initiator.

### 3.1 Header Tab

#### Header Tab (Inspection)

Label		Entry Requirement	Size
Recommend Approval Recommend Reduced Quantity Recommend Rejection		Mandatory	1/1
	All	The user must select one of the actions to be applied to the document	
Inspection Date		Mandatory	10/10

### 3.2 Line Item Tab

#### Line Item Tab (Inspection)

Label		Entry Requirement	Size
Quantity Inspected		Mandatory	0.2/8.2
	All	Entry available for each Line Item On the Final Invoice, the inspector is not permitted to enter a Quantity Inspected value less than the Quantity Provided field A value in Quantity Inspected less than is contained in the Quantity Provided mandates a recommendation for "Partial Approval" or "Rejection." Consequently, if the Inspector recommends approval, the Quantity Inspected must duplicate the value contained in the Quantity Provided field.	
SND		Optional	1/30
	All	Entry available for each Line Item	
ACRN		Optional	2/2
	All	Entry available for each Line Item	
Government Amount		System Generated	0.2/8.2
	All	System calculated based on Quantity Inspected X Unit Price	
Government Total		System Generated	0.2/8.2

All	System calculated based on all Line Item Government Approved Amounts	

### 3.3 Addresses Tab

The Inspector may not adjust or add to any data on this tab.

### 3.4 Misc. Info Tab

#### Misc. Info Tab (Inspection)

Label	Entry Requirement	Size
Comments	Conditional	1/2000
All	Mandatory for recommendation of approval of reduced amount or rejection	
Attachments	Optional	6 MB

### 3.5 Submission

Following inspection, the status is “Inspected.”

### 3.6 Reject

The Inspector may only recommend rejection.

## 4 Document Acceptance

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

- Annotate the quantity accepted and accept the Invoice.
- Reject the document.

#### 4.1 Header Tab

##### Header Tab (Acceptance)

Label	Entry Requirement	Size
Accepted Reject to Initiator	Mandatory	1/1
All	The user must select one of the actions to be applied to the document On the Final Invoice the ACO is not allowed to select the Partial Approval option	
Acceptance Date	System Generated	10/10
All	Pre-populated with Inspection date if document has been Inspected; System date otherwise; changeable by Acceptor to Not Later Than current date	
Signature Date	System Generated	10/10
All	Pre-populated with system date when signature applied to document	
Signature	Conditional	1/64
All	Not available on rejections.	

#### 4.2 Line Item Detail

##### Line Item (Acceptance)

Label	Entry Requirement	Size
Quantity Accepted	Mandatory	0.2/8.2
All	Entry available for each line item On the Final Invoice, the ACO is not allowed to enter a Quantity Accepted value less than the Quantity Provided field. A value in Quantity Accepted that is less than that which is contained in the Quantity Provided mandates comments. Approval of the document mandates that the Quantity Accepted duplicate the value contained in the Quantity Provided field.	
SND	Optional	1/30
All	Entry available for each Line Item	

ACRN	Optional	2/2
All	Entry available for each Line Item	

### 4.3 Addresses Tab

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

### 4.4 Misc. Info Tab

#### Misc. Info Tab (Acceptance)

Label	Entry Requirement	Size
Comments	Conditional	1/2000
All	Mandatory for recommendation of approval of reduced amount or rejection	
Attachments	Optional	6 MB

### 4.5 Submission

- When the Construction Invoice is accepted by the ACO, without an LPO, for an EDI capable system, the status is “Processed.”
- When the Construction Invoice is accepted by the ACO, with or without an LPO, for a non-EDI capable system, the status is “Accepted.”

## 5 Document Pre-Certification

This is an optional workflow step that is controlled by Payment Specific edits. The LPO Reviewer provides a point for the certification of funds associated with the payment request. If the LLA entry is mandatory for the Entitlement System, it must be entered at this step. The LPO Reviewer does not have the capability to adjust the quantity accepted. If the LPO Reviewer believes there is an error they must work with the Vendor/Inspector/Service Acceptor, as appropriate to resolve it.

The LPO Reviewer is able to:

- Recommend certify the document.
- Recommend reject the document to the Initiator.

### 5.1 Header Tab

#### Header Tab (Pre-Certification)

Label	Entry Requirement	Size
Recommend Approval Recommend Reduced Quantity Recommend Rejection	Mandatory	1/1
All	The user must select one of the actions to be applied to the document	
Inspection Date	Mandatory	10/10

### 5.2 Line Item Tab

#### Line Item (Pre-Certification)

Label	Entry Requirement	Size
SND	Optional	1/30
All	Entry available for each Line Item	
ACRN	Optional	2/2
All	Entry available for each Line Item	

### 5.3 Address Tab

The LPO Reviewer may not adjust or add to data on this tab.

### 5.4 Misc. Info Tab

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

Label	Entry Requirement	Size
Comments	Conditional	1/2000
All	Mandatory for recommendation of approval of reduced amount or rejection	

Attachments	Optional	6 MB

## 5.5 Submission

- When the Construction Invoice is pre-certified by the LPO Reviewer and is destined for an EDI capable system the status is “Pre-certified.”
- When the Construction Invoice is pre-certified by the LPO Reviewer and is not destined for an EDI capable system, 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. The LPO does not have the capability to adjust the quantity accepted. If the LPO believes there is an error they must work with the Vendor/Inspector/Service 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.
- Reject the document to the Initiator.

## 6.1 Header Tab

### Header Tab (Certification)

Label	Entry Requirement	Size
Document Certified Document Rejected	Mandatory	1/1
All	The user must select one of the actions to be applied to the document	
Certification Date	Mandatory	10/10
Signature	Mandatory	1/64

## 6.2 Line Item Tab

### Line Item (Certification)

Label		Entry Requirement	Size
SND		Optional	1/30
	All	Entry available for each Line Item	
ACRN		Optional	2/2
	All	Entry available for each Line Item	

## 6.3 Address Tab

The LPO may not adjust or add to data on this tab.

## 6.4 Misc. Info Tab

### Misc. Info Tab (Certification)

Label		Entry Requirement	Size
Comments		Conditional	1/2000
	All	Mandatory for recommendation of approval of reduced amount or rejection	
Attachments		Optional	6 MB

## 6.5 Submission

- When the Construction Invoice is certified by the LPO and is destined for an EDI capable system the status is “Processed.”
- When the Construction Invoice is certified by the LPO and is not destined for an EDI capable system, the status is “Certified.”

# 7 Payment Processing

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

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

## 7.1 Header Tab

### Header Tab (Payment)

Label	Entry Requirement	Size
Comments	Conditional	1/2000
All	Mandatory for recommendation of approval of reduced amount or rejection	
Attachments	Optional	6 MB

## 7.2 Line Item Tab

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

## 7.3 Address Tab

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

## 7.4 Misc. Info Tab

### Misc. Info Tab (Payment)

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

- Status
- Following initial review by the Payment Office, the document's status is "Reviewed."
- If the Payment Office suspends the document, the status is "Suspended."
- If the Payment Office rejects the document, the status is "Rejected."
- If the Payment Office makes the document available for recall, the status is "Recall Available."
- Following processing by the Payment Office, the document's status is "Processed."