

Property Accountability



ELMS
Enterprise Logistics Management System

Warehouse Management



ELMS
Enterprise Logistics Management System



WAWF TO ELMS USER GUIDE

PROPERTY ACCOUNTABILITY / WAREHOUSE MANAGEMENT MODULE

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Defense Logistics Agency (DLA)
Logistics Catalog and Data Solutions (LCDS)

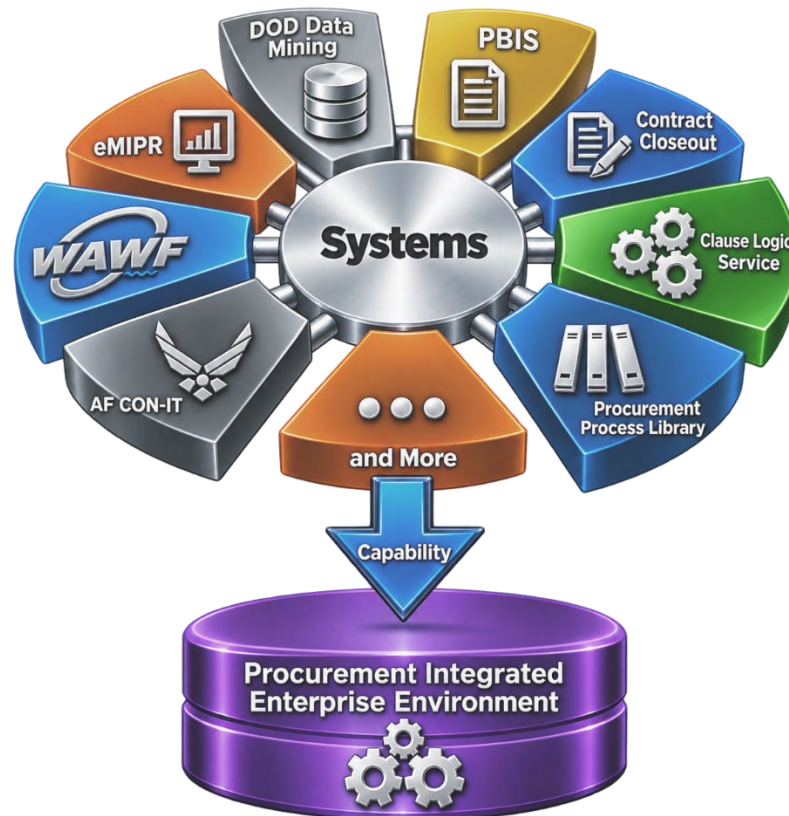
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Section 1: Introduction

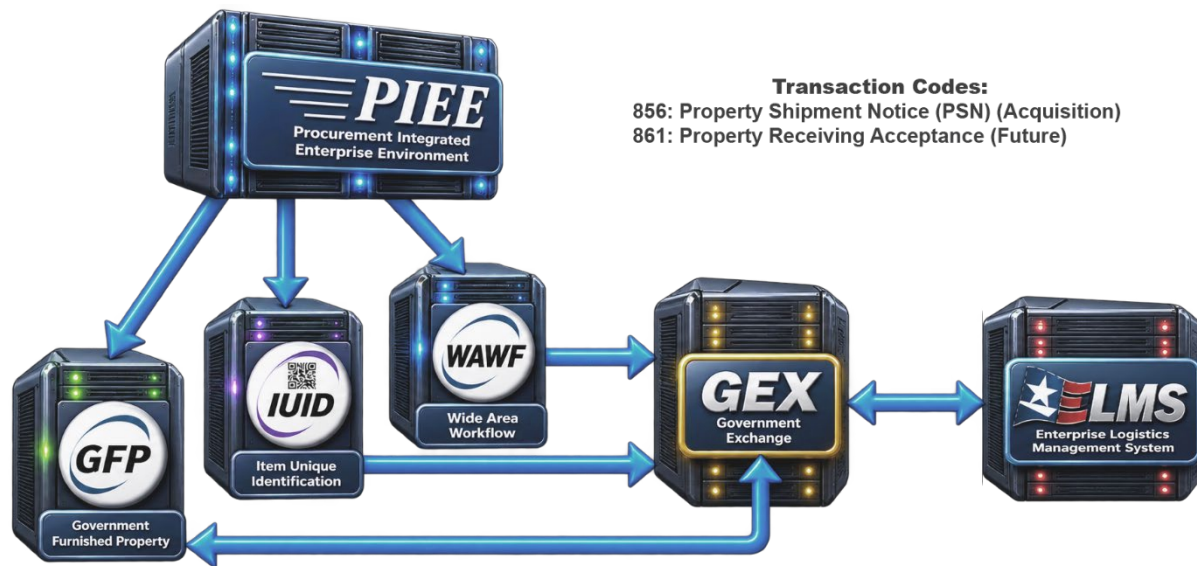
1.1 Overview

As part of the Procurement Integrated Enterprise Environment (PIEE) that serves as the e-Business Suite for the Wide Area Workflow (WAWF), Item Unique Identification (IUID) Registry, Government Furnished Property (GFP) Module, and multiple other applications. The WAWF is the Department of Defense (DoD) invoice system for contracts which also touches property transactions (see section 8.1 on the WAWF Process). It provides the capability to send asset level Property Shipment Notices (PSN) to an Accountable Property System of Record (APSR) for new procurements: a) 856 – PSN (New Acquisitions) and b) 861 – Property Receiving Acceptance (Receipt Acceptance).



In November 2018, the Army Acquisition Executive (AEE) directed the Program Executive Offices (PEOs) to utilize the Enterprise Logistics Management System (ELMS) as the Assistant Secretary of the Army for Acquisition, Logistics, and Technology's (ASA(ALT)) APSR. ELMS is the APSR for over 32 agencies that has been audited under the Statement on Standards for Attestation Engagements (SSAE) and 100% complaint as Software as a Service. It has six modules (i.e., Property Accountability, Warehouse, Maintenance and Utilization, eCatalog, and Force Structure Management Module) and uses all standardized transactions (i.e., Defense Logistics Management Standards (DLMS), eXtensible Markup Language (XML), and Electronic Data Interchange (EDI)).

ELMS interfaces with WAWF, GFP Module, and the IUID Registry via the Global Exchange (GEX). ELMS and WAWF have the ability to route the PSN (856S) transactions using the “Ship To” DoD Activity Address Code (DoDAAC). Both systems expanded the current interface where components can customize the routing of transactions to allow for better filtering and management of transactions from WAWF to ELMS. Currently, asset information from WAWF is delivered to ELMS which provides receiving locations with visibility of inbound orders, reduces manual entry of assets, reduces errors, links assets directly to funding documents, and ultimately saves time.



1.2 Purpose

This user guide serves as a guide on the actions to take to gain access to the WAWF for your organization, to set up your organization's structure in WAWF, to set up the WAWF to the ELMS interface, and to properly conduct the routing of new procurements from WAWF to ELMS within the Warehouse (WH) and Property Accountability (PA) modules as the Army's APSR.

1.3 Conditions

✓ Pre-condition

The user must ensure to:

1. have appropriate roles in ELMS to access to the WH and the PA Module,
2. be familiar with the ELMS homepage in both modules, and
3. select and log into the appropriate ELMS account for your organization.

✓ Post-condition

Upon completion, the user should be capable of processing receipts for new procurements from WAWF to ELMS within both the WH and PA modules.

Section 2: Resources

2.1 Links

- ✓ DPAS Production: <https://prod.elms.dla.mil/>
- ✓ GCSS-Army: <https://www.gcss-army.army.mil/irj/portal>
- ✓ PIEE: <https://cac.piee.eb.mil/xhtml/unauth/home/login.xhtml>
- ✓ TAMMS-A/MCDS: <https://tamms-a.redstone.army.mil/>
- ✓ WAWF (establish account): <https://wawf.be.mil/piee-landing/>
- ✓ ODASD Logistics Equipment Office: <https://www.acq.osd.mil/pepolicy/>

2.2 Supporting Documents

- ✓ ELMS (formerly known as DPAS) as the Army's APSR Memo: [ASA\(ALT\) Policy and Guidance for Accountability and Management of Property with encl..pdf](#)
- ✓ Army Regulation 770-2, Materiel Fielding, 16 July 2021: [AR 770-2](#)
- ✓ Department of the Army Pamphlet 770-2, Procedures for Materiel Fielding, 16 July 2021: [DA 770-2](#)
- ✓ Manually Update a UII in the Property Accountability (PA) System in DPAS: [PA UII Registry Query QRG.pdf](#)
- ✓ AMC IUID Standard Operating Procedure (SOP): [HQ AMC IUID SOP - 20230614.pdf](#)
- ✓ TEMOD Training Data Queries aligned to validating the UII/IUID: [temod_training_data_queries_2june2023.pptx](#)

2.3 Point of Contacts

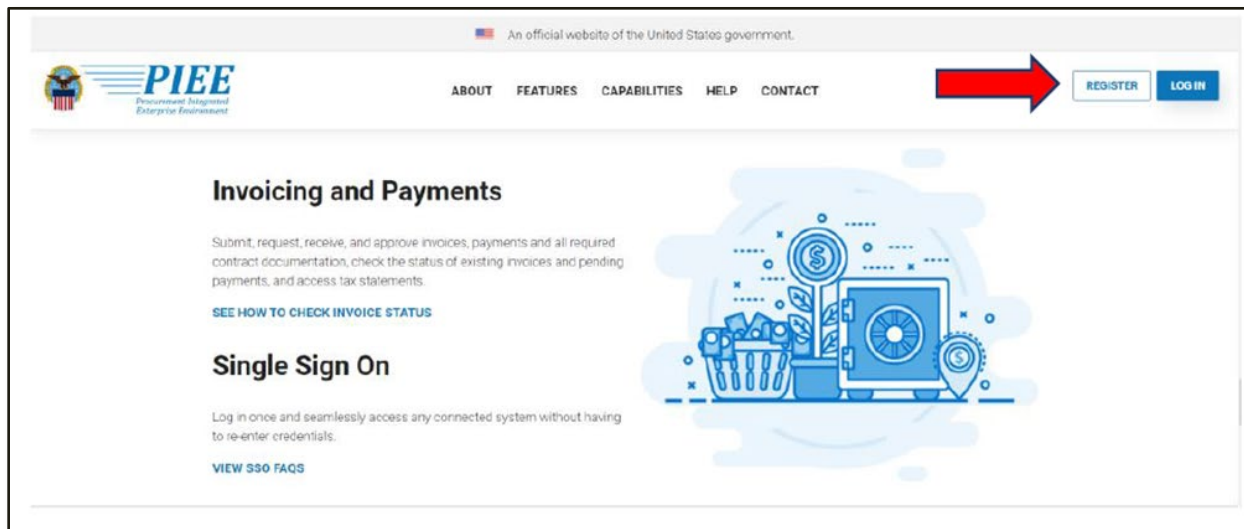
- ✓ ELMS Call Center: ELMSSupport@leidos.com | 1-844-843-3727
- ✓ Program Management Office (PMO): wawf_ebiz@dla.mil
- ✓ Joint Interoperability Test Command (JITC): disa.huachuca.jt.mesg.piee-test-support@mail.mil
- ✓ ODASD Logistics Equipment Office: osd.pentagon.ousd-atl.mbx.p-e-policy@mail.mil

Section 3: Set Up Access To WAWF

3.1 WAWF Account

ELMS Receivers will need to establish a WAWF account as a “Government Receiver (Acquisition)”:

1. The ELMS Receiver will be required to register with their Common Access Card (CAC):
 - a. Establish profile/leverage existing account at <https://wawf.eb.mil/piee-landing/>
 - b. Identify Supervisor/Agency
 - c. Register/add needed roles
 - d. Summary
 - e. Sign User Agreement



2. Upon receipt of the WAWF user ID, the ELMS Receiver will contact the ELMS helpdesk at 1-844-843-3727 or ELMSSupport@Leidos.com and request the WAWF User ID assigned within the individuals ELMS security card.

3.2 Data Gathering for ELMS PA Module

1. Component Property Leads (CPLs) in conjunction with the ELMS Receiver will need to identify the preferred transaction routing in preparation for setup:
 - a. Method 1: Standard Routing (Original method)
 - i. Should be used when the Organization’s DoDAAC is the same as all their “Ship To DoDAACs” used in WAWF.
 - ii. The DoDAAC’s of the ELMS organization “Unit Identification Code (UIC)” can be viewed/updated using the Master Data → UIC DoDAAC/Commercial and Government Entity (CAGE) process.
 - b. Method 2: Advanced Routing (New method)

- i. Should be used if the organization has items shipped to DoDAAC's other than their own (see section 8.3 for definitions of each data element):
 - Issuing office
 - Admin office
 - Pay office
 - Accept by
 - Inspect by
 - Mark for
 - MILSTRIP (prefix)
 - Agency Accounting Identifier (AAI)
 - Department code
 - MIPR number (prefix)
 - Purchase request number

The Property Book identifier will need to be located in the PA module (see section 4.3).

Section 4: Set Up WAWF Structure

4.1 WAWF Structure Requirements

To properly set up the WAWF to ELMS structure, ensure to follow the data requirements below for your organization which apply for both the PA and WH module:

Data Field	Requirement
Receiving Activity ID	Should always be ELMS01
Data Element	Should always be Ship To
Document Type	Should always be RR
Active	Should always be Y
Extract Type Code	Should always be 856_PSN
Data Value	Should be the Contract DoDAAC (see section 8.2 for an example on how to locate it on a contract sample)
Property Book Identifier	This will be dependent on whether you are utilizing the ELMS PA or WH module, to locate the Property Book Identifier for: - PA module see section 4.3 - WH module see section 4.4

4.2 WAWF to ELMS PA Module Structure Example

Administration Console
Menu
User : Leslie Libby
Exit

APSR Extract Routings (APSR_ROUTINGS) - Add

Receiving Activity ID *
DPAS01

Extract Type Code *
856_PSN

Data Element *
Ship To

Data Value *
W900KK

Document Type *
RR

Property Book Identifier *
DA-ASLT/W6ECW9

Active *
Y

WARNING: GEX coordination required

Submit
Return

* Asterisk indicates required entry.
† Only one field is required.

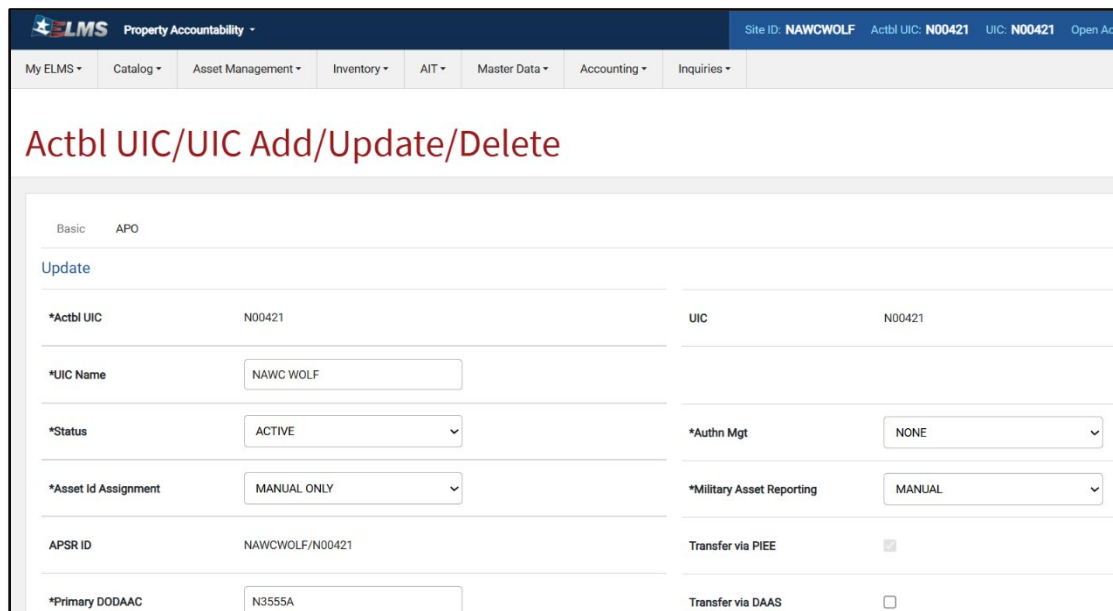
4.3 Locate the Property Book Identifier in the PA Module

1. Login to the **ELMS PA** module.
2. Navigate to the **Master Data** menu tab.
3. Select the **Actbl UIC/UIC** option from the dropdown menu.
4. Enter the **UIC** that the ELMS Receiver uses.
5. Select **Update**.

NOTE:

This screen will also provide the user to enable the “Transfer via iRAPT” option.

6. The next screen will display the **APSR ID** which will be used within the WAWF during the activation of the interface.



ELMS Property Accountability - Site ID: NAWCWOLF Actbl UIC: N00421 UIC: N00421 Open Act

My ELMS Catalog Asset Management Inventory AIT Master Data Accounting Inquiries

Actbl UIC/UIC Add/Update/Delete

Basic APO

Update

*Actbl UIC	N00421	UIC	N00421
*UIC Name	NAWC WOLF		
*Status	ACTIVE	*Authn Mgt	NONE
*Asset Id Assignment	MANUAL ONLY	*Military Asset Reporting	MANUAL
APSR ID	NAWCWOLF/N00421	Transfer via PIEE	☒
*Primary DODAAC	N3555A	Transfer via DAAS	☐

4.4 Locate the Property Book Identifier in the WH Module

Administration Console

Menu

User : Leslie Libby

Exit

APSR Extract Routings (APSR_ROUTINGS) - Add

Receiving Activity ID *	Extract Type Code *
DPAS01	856_PSN
Data Element *	Data Value *
Ship To	W900KK
Document Type *	Property Book Identifier *
RR	DA-ASLT/W6ECW9
Active *	
Y	

WARNING: GEX coordination required

Submit

Return

* Asterisk indicates required entry.

† Only one field is required.

Section 5: WAWF To ELMS Interface

5.1 Overview

To begin implementing the WAWF to ELMS interface, the ELMS user must first ensure that the organization has successfully set up their WAWF account and structure for the PA and/or WH module (see section 4).

5.2 PA Module Interface

1. Prior to activation, testing should be performed to ensure accurate routing of transactions ins a test environment between WAWF and ELMS.
2. Once testing is completed the WAWF Program Management Office (PMO).
 - a. WAWF PMO will schedule a go live meeting with the interface and verify the production set up for ELMS and WAWF is complete.
 - b. The WAWF PMO will setup routing of extracts to the APSR information provided from section 3.2 above.
3. Upon activation of the interface, ELMS Receivers will be able to navigate to the ELMS Pending Transactions
 - a. In the process field select "Receipt"
 - b. In the process actions field, select the "PSN Record Received from WAWF 'AS'" then click search.

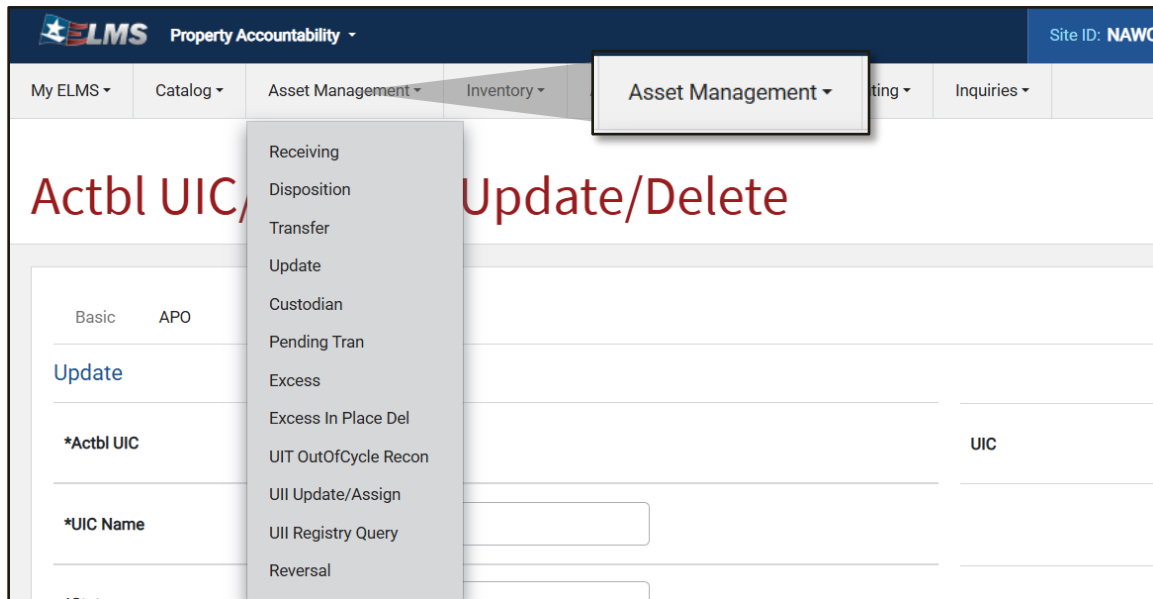
Section 6: WAWF To ELMS For PA Module

6.1 Overview

ASA(ALT) ELMS users will be able to monitor new procurement receipts, ensure ELMS's catalog is up to date with new items catalog information, select the item to receive it onto a ELMS account in the PA module, and verify auditability with item information received.

6.2 Step-by-step Process

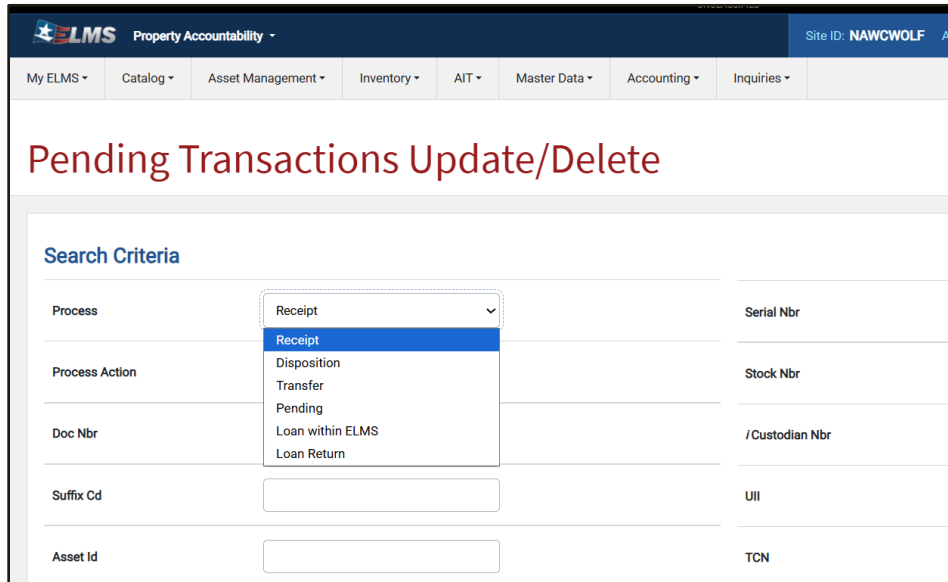
1. From the ELMS PA module homepage, select the **Asset Management** menu tab.



2. Select **Pending Tran** from the dropdown.

The screenshot displays the ELMS Property Accountability interface. At the top, there is a navigation bar with the ELMS logo and the text 'Enterprise Logistics Management System'. To the right of the logo is the text 'WAWF To ELMS For PA Module'. Below the navigation bar, there is a header section with the text 'Property Accountability' and a 'Site ID:' field. The main content area is divided into several sections. On the left, there is a sidebar with the text 'My ELMS', 'Catalog', 'Asset Management', 'Inventory', 'AIT', 'Master Data', 'Accounting', and 'Inquiries'. The central part of the screen shows a large red text 'Actbl UIC, Update/Delete'. Below this, there is a form with several fields. A dropdown menu is open, showing a list of options: 'Receiving', 'Disposition', 'Transfer', 'Update', 'Custodian', 'Pending Tran', 'Excess', 'Excess In Place Del', 'UIT OutOfCycle Recon', 'UII Update/Assign', 'UII Registry Query', and 'Reversal'. The 'Pending Tran' option is highlighted, and a callout box points to it with the text 'Pending Tran'. The form also includes fields for 'Basic', 'APO', 'Update', '*Actbl UIC', '*UIC Name', and '*Status'.

- From the Pending Transactions Update/Delete search criteria, select **Receipt** for the Process field.



ELMS Property Accountability Site ID: NAWCWOLF

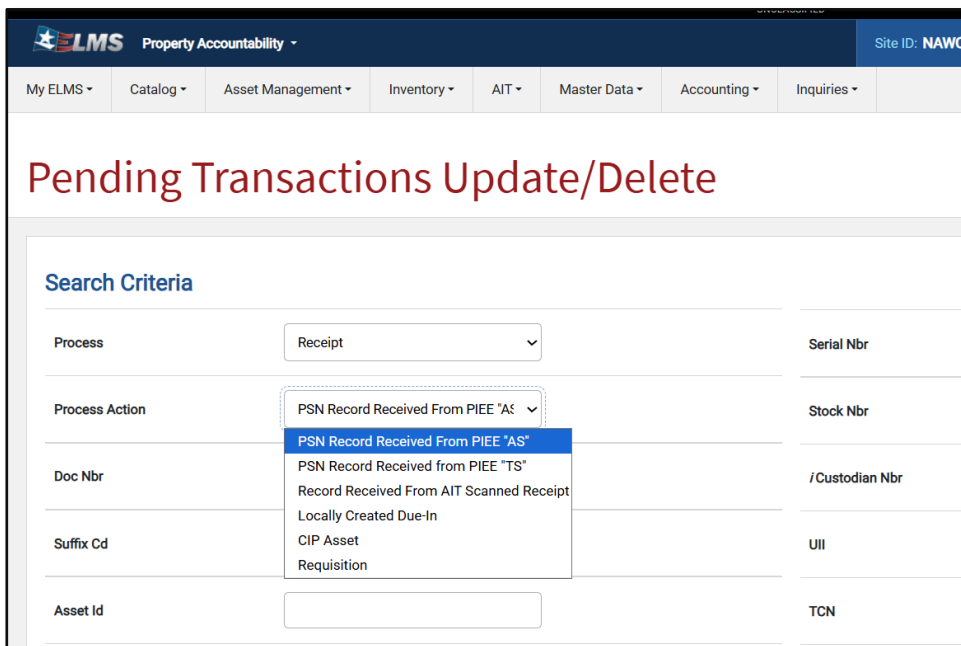
My ELMS Catalog Asset Management Inventory AIT Master Data Accounting Inquiries

Pending Transactions Update/Delete

Search Criteria

Process	Receipt	Serial Nbr
Process Action	Disposition	Stock Nbr
Doc Nbr	Transfer	/Custodian Nbr
Suffix Cd	Pending	UII
Asset Id	Loan within ELMS	TCN
	Loan Return	

- From the Pending Transactions Update/Delete search criteria display, select **PSN Record Received from PIEE** for the Process Action field.



ELMS Property Accountability Site ID: NAWCWOLF

My ELMS Catalog Asset Management Inventory AIT Master Data Accounting Inquiries

Pending Transactions Update/Delete

Search Criteria

Process	Receipt	Serial Nbr
Process Action	PSN Record Received From PIEE "AS"	Stock Nbr
Doc Nbr	PSN Record Received from PIEE "TS"	/Custodian Nbr
Suffix Cd	Record Received From AIT Scanned Receipt	UII
Asset Id	Locally Created Due-In	TCN
	CIP Asset	
	Requisition	

Section 7: WAWF To ELMS For WM Module

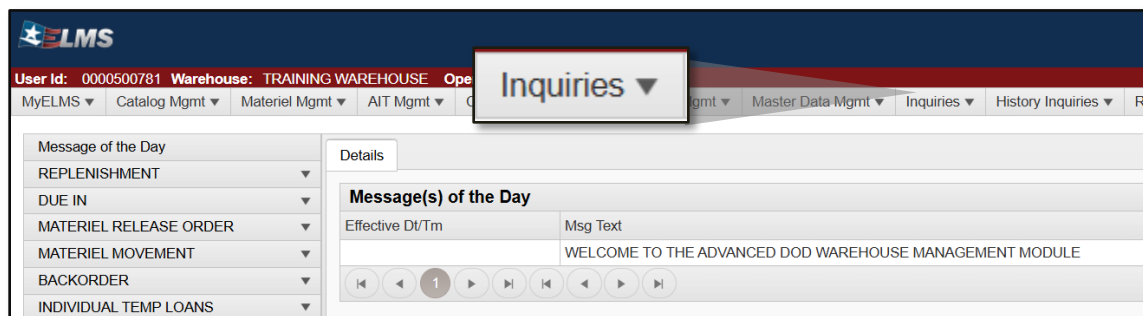
7.1 Overview

ASA(ALT) ELMS users will be able to monitor new procurement receipts (DD250's), ensure ELMS's catalog is up to date with new items catalog information, select the item to receive it onto a ELMS account in the WH module, and verify auditability with item information received from DD250's (i.e., Serial Number (SN), Ull, etc.).

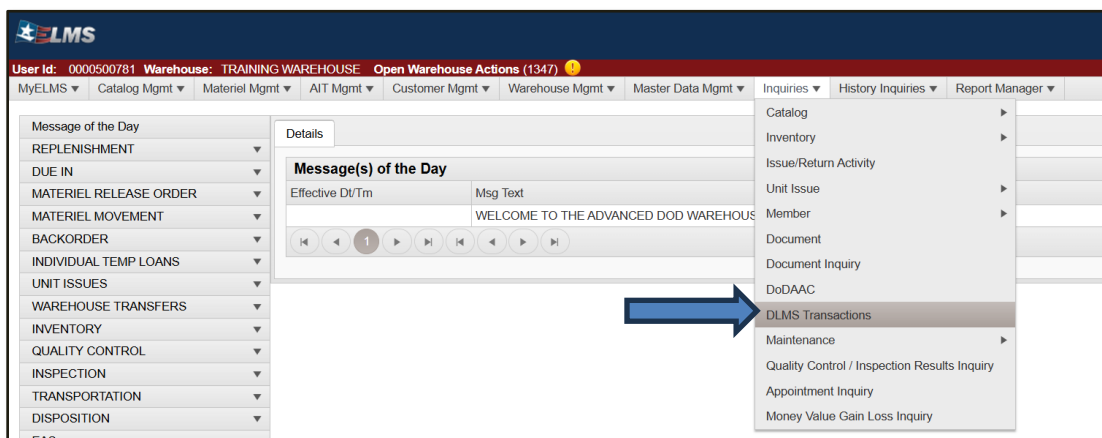


7.2 Step-by-step Process

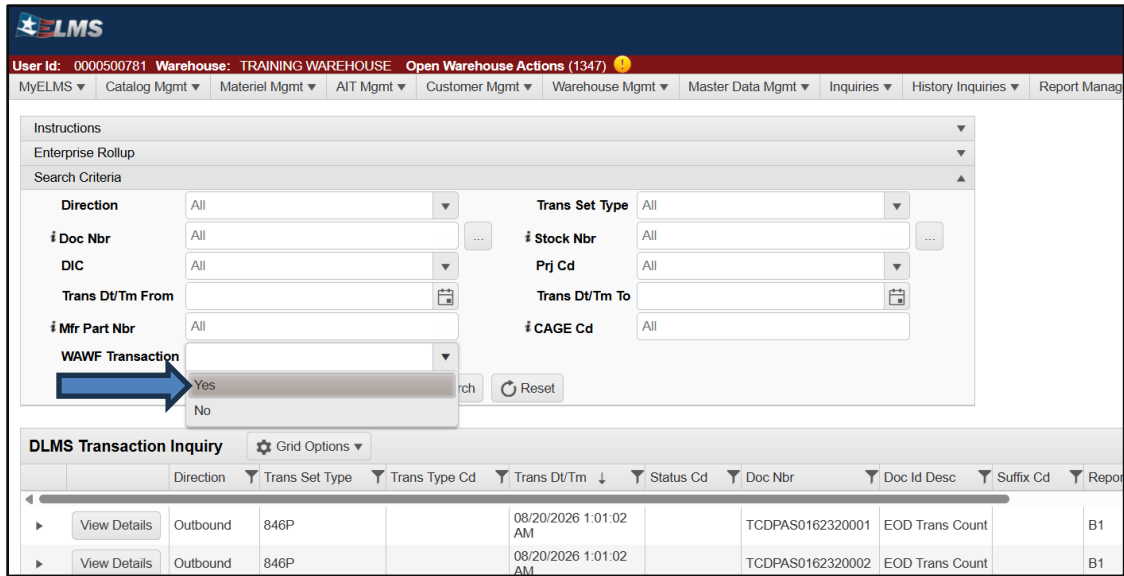
1. From the ELMS warehouse home page, navigate to **Inquires** on the menu tab.



2. Select the **DLMS Transactions** option from the Inquires dropdown menu.



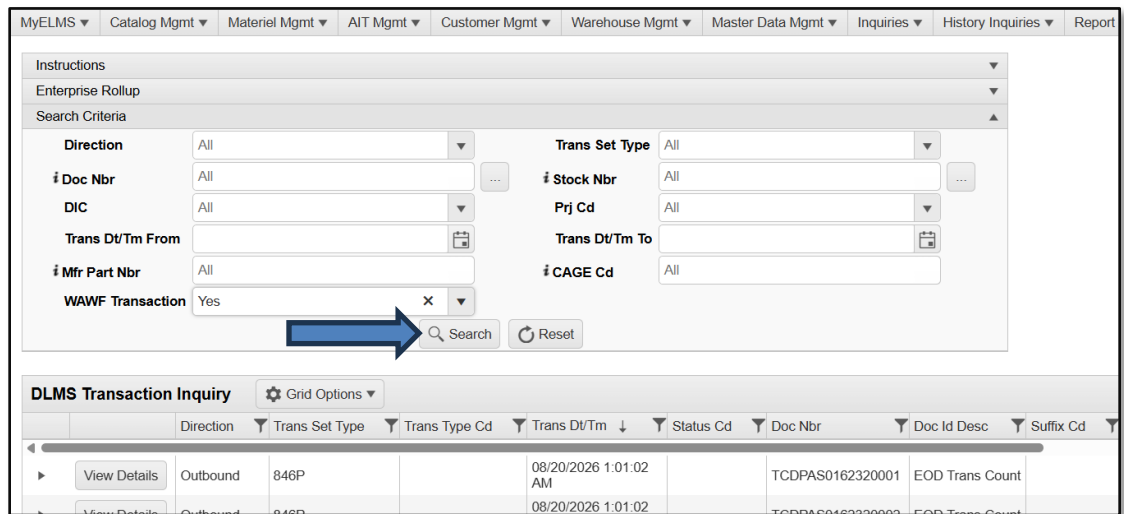
- In the Search Criteria form, select "Yes" from the **WAWF Transaction** dropdown field.



The screenshot shows the ELMS Search Criteria form. The 'WAWF Transaction' dropdown menu is open, showing 'Yes' and 'No' options. A blue arrow points to the 'Yes' option. The form includes fields for Direction, Doc Nbr, DIC, Trans Dt/Tm From, Mfr Part Nbr, Trans Set Type, Stock Nbr, Prj Cd, Trans Dt/Tm To, and CAGE Cd. Below the form is the 'DLMS Transaction Inquiry' table.

	Direction	Trans Set Type	Trans Type Cd	Trans Dt/Tm	Status Cd	Doc Nbr	Doc Id Desc	Suffix Cd	Report
View Details	Outbound	846P		08/20/2026 1:01:02 AM		TCDPAS0162320001	EOD Trans Count		B1
View Details	Outbound	846P		08/20/2026 1:01:02 AM		TCDPAS0162320002	EOD Trans Count		B1

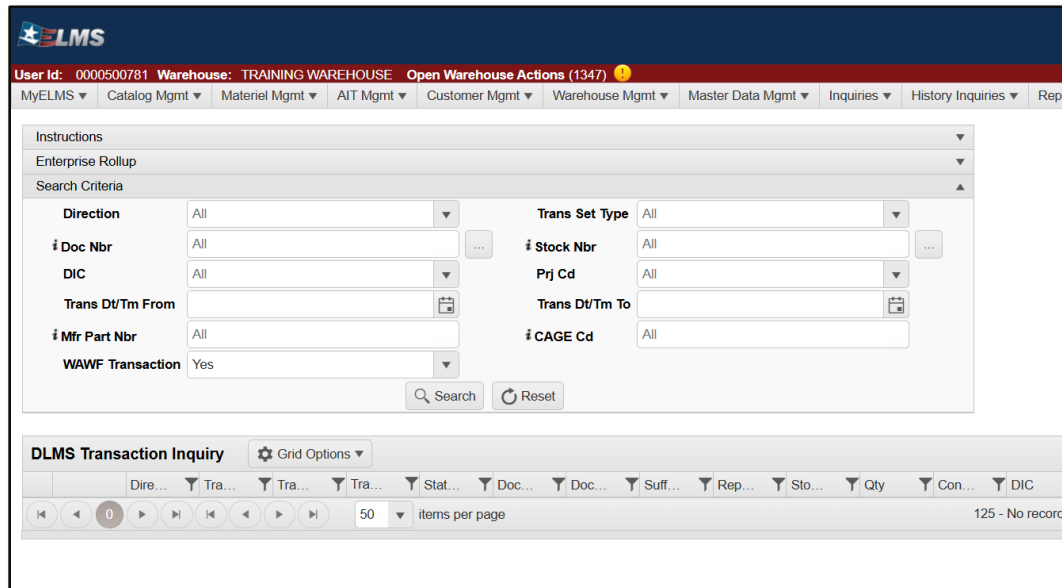
- Select the **Search** button.



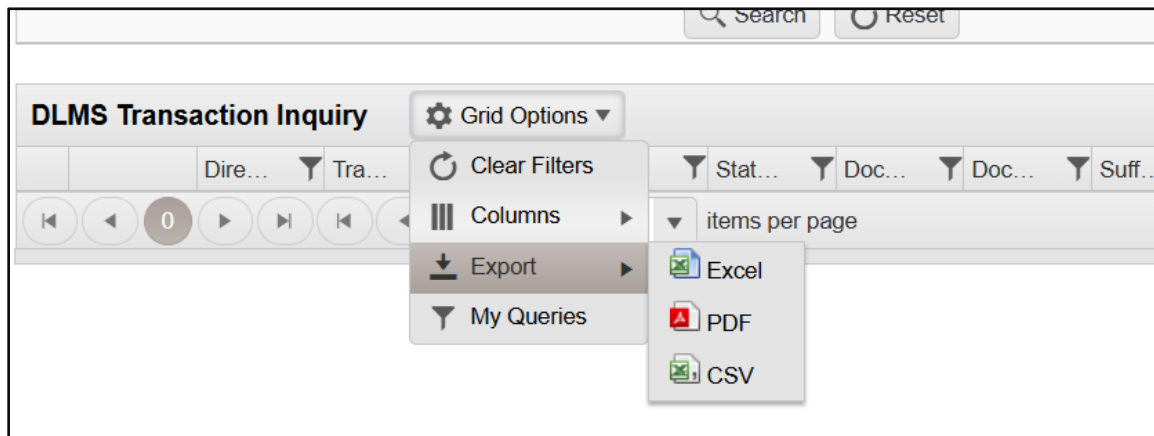
The screenshot shows the ELMS Search Criteria form with the 'WAWF Transaction' dropdown set to 'Yes'. A blue arrow points to the 'Search' button. The form includes fields for Direction, Doc Nbr, DIC, Trans Dt/Tm From, Mfr Part Nbr, Trans Set Type, Stock Nbr, Prj Cd, Trans Dt/Tm To, and CAGE Cd. Below the form is the 'DLMS Transaction Inquiry' table.

	Direction	Trans Set Type	Trans Type Cd	Trans Dt/Tm	Status Cd	Doc Nbr	Doc Id Desc	Suffix Cd	Report
View Details	Outbound	846P		08/20/2026 1:01:02 AM		TCDPAS0162320001	EOD Trans Count		B1
View Details	Outbound	846P		08/20/2026 1:01:02 AM		TCDPAS0162320002	EOD Trans Count		B1

- The DLMS Transaction Inquiry grid should be populated with the WAWF transactions if there are any.



- To export the DLMS Transaction Inquiry grid, select the **Grid Options**, hover over **Export**, and select between the format options (i.e., Excel, PDF, and CSV).



Section 8: Addendum

8.1 WAWF Process

The DoD initiated the WAWF Receipts and Acceptance System to eliminate paper transactions from the contracting process. The purpose of WAWF is to enable Vendors and government officials to electronically access and process the documentation needed to generate payment for goods and services. The documentation includes contracts, invoices, and receiving reports. The WAWF Receipts and Acceptance System involves three parts:

NOTE:

Details of the Receipts and Acceptance system will vary depending on the type of contract and government agency involved.

1. Receipts and Acceptance Process: Vendor
 - a. A vendor (also known as a contractor or supplier) delivers goods or services according to the terms of a contract.
 - b. When the goods or services are delivered, the Vendor does two things:
 - i. Submit an invoice
 - ii. May create a Receiving Report

NOTE:

In some cases, the Defense Contract Management Agency (DCMA) performs the inspection and acceptance for the requiring activity.

2. Receipts and Acceptance Process: Requiring Activity
 - a. The requiring activity (government entity that requested the goods and services) inspects the goods and services and accepts them.
 - b. This actions may involve more than on person at multiple locations.
 - c. The requiring activity generates two documents:
 - i. A Receiving Report (if not already submitted by the Vendor).
 - ii. A signed Receiving Report confirming inspection and acceptance.
3. Receipts and Acceptance Process: DFAS
 - a. The Defense Finance and Accounting Service (DFAS) performs two functions in WAWF:
 - i. It compares the Invoice, Receiving Report, and contract.
 - ii. It authorizes payment through an electronic payment system.
 - b. The WAWF changes the traditional receipts and acceptance process by replacing paper documents with electronic ones that can be accessed by each party at any time through the World Wide Web (WWW).
 - c. It is also the only application that will be used to capture the UID of Tangible Items information.

As of March 03, 2008, the DoD issued a final rule amending the Defense Federal Acquisition Regulation Supplement (DFARS) to require use of the WAWF as the only acceptable electronic system for submitting requested for payment (invoices and receiving reports).

WAWF is a means of transmitting UID data elements into the UID Registry. The WAWF is a transaction system, supporting a distinct part of the procurement lifecycle from submission of electronic invoices through inspection and acceptance to electronic payment receipt. The UID Registry is the ultimate repository where all UID data will be captured. The UID Registry is maintained by the Defense Logistics Information Service (DLIS).

8.2 Contract Example

Update Contract

Instructions

Contract Info

POC Info

Contract

* Contract Type Cd

N - Non DoD

* Contract Nbr

M6700413D0002

Contract Desc

CSP OPERATIONS

Start Dt

4/14/2013

☐ Manage Stock Nbrs

Attachments

No attachments found

Add / Edit Remarks

* Contractor

05AL2 - LVI

Non-DoD Contract Nbr

Divrvy Order Nbr

Expiration Dt

4/14/2015

Attach...

Update

Cancel

8.3 Glossary

1. **Accept By:** DoDAAC of the office that will bring into the Accountable System of Record (APSR) after initial acceptance (DD 250)
2. **Acceptance:** Requiring Activity inspects goods or services and approves them as meeting contract terms.
3. **Admin Office:** DoDAAC of the office performing administration of the active contract.
4. **Agency Accounting Identifier (AAI):** The AAI is a six-character code that identifies the organization responsible for providing field level accounting support within DoD. This code may be the identification of field sites or a unique accounting Installation that support the budget execution of a specific base, post, camp, or station.
5. **Contract:** a formal document of agreement between two parties to provide goods or services in return for payment.
6. **Department Code:** The Department Code is a three-character code that identifies the organizations Department (i.e., Department of Defense, Department of Army, Department of Navy, etc.)
7. **Inspect By:** The office or individual identified within the requisitioning document or contract required to perform an inspection of the items prior to acceptance.
8. **Invoice:** Itemized list of goods shipped, usually specifying the price and terms of sale.
9. **Issuing Office:** DoDAAC of the office that issued the contract.
10. **Mark For:** The office or individual identified within the requisitioning document or contract in which the items are intended for.
11. **Military Interdepartmental Purchase Request (MIPR) Number (prefix):** A sequence of numbers listed on the DD448 that is assigned by the agency's accounting and finance office.
12. **Military Standard Requisitioning and Issue Procedures (MILSTRIP):** A uniform procedure established by DoD to govern the requisition and issue of materiel within standardized priorities.
13. **Pay Office:** DoDAAC of the office that funds the contract.

14. Purchase Request Number: A uniquely assigned numbering series that identifies each a purchase request that gives the requestor authorization for a purchase transaction.

15. Receipt: Requiring Activity takes possession of items from a vendor.

16. Receiving Report: Document generated by a vendor when he ships assets or provides services to the Requiring Activity.

17. Requiring Activity: Government entity that requested goods or services.

18. Ship To: DoDAAC of the office that will be receiving the goods from the contract.

19. UID Registry: Ultimate repository where all UID data is captured. Populated as new items are required or as legacy items are assigned UIDs. Maintained by the Defense Logistics Information Service (DLIS).

20. Unique Identification (UID): Asset identification system instituted by the DoD to uniquely identify a discrete tangible item or asset and distinguish it from other like and/or unlike tangible items.

21. Vendor: Selling agent, either at retail or wholesale level, who provides goods or services.

Wide Area Workflow (WAWF): Paperless Contracting DoD – wide application designed to eliminate paper from the receipts and acceptance process of the DoD contracting lifecycle.