NUWC-NPT Technical Document
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eCRAFT
Periodic Report Utility
Vendor’s User Guide
Version 5.8
(Windows 7 / Microsoft Office (Excel) 2010 Users

NUWC Division Newport

Naval Undersea Warfare Center Division
Newport, Rhode Island

Version History

Date	Revision	Description
06/12/2000	1.0	Original release.
07/19/2000	1.1	Added Email, Allocated Cost and field definition appendix.
09/14/2000	1.3	Update to Version 1.3 w/import utility and mods to Labor and ODC.
10/02/2000	1.4	Added Multiplier and removed OH and G&A rate.
10/11/2000	1.5	Added Lookup Import/Export.
10/13/2000	1.5	Added Allocated Cost, Multiplier and additional explanations.
01/04/2001	1.6	Expanded Multiplier to 8 decimals places. Added more detail error messages. Added Calc All button to All Segments. Renamed Write Delimited File Button to Write Data File Button. Added Appendix B on DTD/XML and XSL files.
02/07/2001	1.6.2	Fixed anomaly when Lookup file doesn't load correctly. Added Error Checking to XML exports. Added highlights to Required fields on worksheets. Added EPRU Version Comment in XML exports. Added Totals to Style Sheet. Added Error Checking in Style Sheet for nulls.
02/20/2001	1.6.3	Added Section on File Naming/Storage/Organization. Added Required Fields checks to EPRU.
02/26/2001	1.6.4	Added Section on Processing/Data Validation.
07/12/2001	1.7	Added Processing to Handle SLINs.
09/24/2001	2.0	Added Processing to Handle deleted Name Cells.
07/11/2003	3.0	Added Fee Rate to accept four decimal points. Added Date Check for all Dates on Segment Sheets. Added Checks for missing CLIN numbers. Updated Vendor Report Codes and Labor Categories. Fixed Error in Travel Segment Destination. Fixed Misspelling in Style Sheet
01/06/2012	4.3	Deleted "SL, or SLIN, is only required if cost tracking is done at the SLIN level and will most likely always be blank" on Page 18, 7.2, second paragraph, Page 21, 8.2, second paragraph, Page 23, 9.2, second paragraph, Page 25, 10.2, second paragraph. Deleted note 3 in Appendix A to reflect changes above.

03/11/2012	4.3	Changed required fields to red text throughout, added/modified some column names, made SLIN required field. Added new required fields for Sub CAGE Code, Sub Contractor and calculation of Fee As a Percentage of cost.
04/17/2012	5.0	Modified the ODCs, Material, and Travel sheets and forms to display the following fields: Fee Code, CLIN%, and fee Calculation. Also modified the Labor Category Selectors on the Lookups screen.
04/01/2013	5.5	Removed calendar feature in Edit Screens for use with Windows 7 - Microsoft Office (Excel) 2010
10/21/2013	5.7	Final Report calculation now summed of all Total Fee and Total Burden Cost for all cost segments (Vendor, Labor, Travel, Material and ODC).
03/09/2016	5.8	The program was modified to create a vendor summary page without using an XSL stylesheet which has been blocked by Internet Explorer.

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LIST OF ABBREVIATIONS AND ACRONYMS

CAGE	Five-character ID number that identifies a contractor
COR	Contracting Officer's Representative
CLIN	Contract Line Item Number
eCRAFT	Electronic Cost Reporting and Financial Tracking System
ePRU	ECRAFT Periodic Report Utility
FAR	Federal Acquisition Regulation
IDIQ	Indefinite Delivery, Indefinite Quantity
IE	Internet Explorer
DFAS	Defense Finance and Accounting Service
DUNS	Data Universal Numbering System
NUWC	Naval Undersea Warfare Center
NUWCDIVNPT	Naval Undersea Warfare Center Division Newport
ODC	Other Direct Costs
PI	Principal Investor
POP	Period of Performance
SLIN	Sub Line Item Number
TI	Technical Instructions
TO	Task Order
VB	Visual Basic
VBA	Visual Basic Application
XML	Extensible Markup Language is a markup language that defines a set of rules for encoding documents in a format that is both human and machine readable.

FOREWORD

The *eCRAFT Periodic Report Utility Version 5.8 Vendor's User Guide* is designed to assist vendors in using ePRU with Windows 7 – Microsoft Office (Excel) 2010 to create reports of vendor expenditures in XML format to be submitted for consumption by the The Electronic Cost Reporting and Financial Tracking System (eCRAFT) Database Management System.

1 INTRODUCTION

eCRAFT Periodic Report Utility (ePRU) Version 5.8 is an Excel tool used to facilitate generating reports of expenditures-against-cost contracts. A report must be an XML file in order to be consumed by the eCRAFT Database. ePRU is a program that vendors can use on a stand alone computer. It does not require Internet access, except to download the utility (and accompanying files) from the NUWC Division Newport Contracts Home Page (see Section 3.2). The generated XML files will then be submitted via email to the eCRAFT Database Management System.
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ePRU is a Microsoft Excel 2007 or Microsoft Excel 2010 file that uses Microsoft Visual Basic Application (VBA) to generate the forms utilized in the report segments. Packaged along with the ePRU file (EPRUv58.xlsm) is the ECXML50.DTD. The DTD file is included for those vendors who choose to create the XML file by other means. The ePRU and its associated files will also be referred to as the ePRU package in this guide.

Note: For more information on accompanying ePRU file (ECXML50.DTD) see appendix C respectively.

1.2 SCOPE

The ePRU Vendor's User Guide provides general instructions to vendors for installing and utilizing this utility for the purpose of preparing eCRAFT Vendor Reports.

1.3 EPRU PROCESS OVERVIEW

It is recommended that vendors construct a file directory on their computer's C drive to store ePRU and its related files to facilitate ePRU-related file usage. This can be done either before or at the time vendors download ePRU from the NUWC Division Newport Contracts Home Page. To start up ePRU, vendors must locate the ePRUv58.xlsm file on their C-drive, double click on it, and enable its macros.

Next vendors must customize their Lookups sheet. In ePRU the data provided in the Lookups is used to populate the drop-down list boxes on the VB Edit forms. Now vendors are ready to fill in all the cost sheets used to create the final eCRAFT Summary Report, namely General Information, Vendor Invoice, Labor Costs, Travel Costs, Materials Costs, and Other Direct Costs (ODC).

Vendors can generate a readable version of the eCRAFT Summary Report for reviewing purposes via the Write and View Browser button before creating the XML report before submission. The ePRU process is illustrated in figure 1:

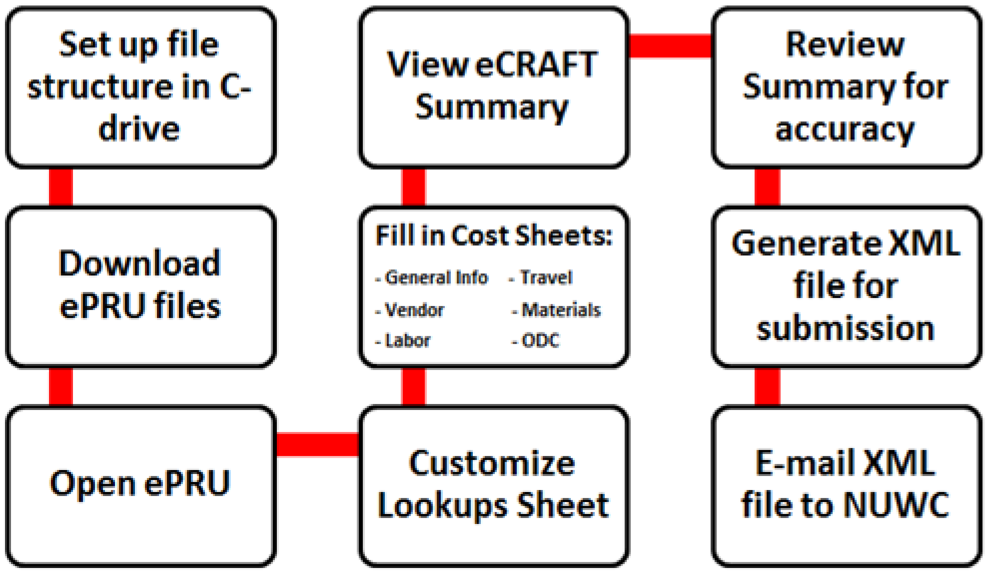


Figure 1 – ePRU Workflow

2 UTILITY CONVENTIONS

2.1 GENERAL CONVENTIONS

ePRU uses standard Microsoft Excel 2010 and Visual Basic (VB) conventions. Therefore, all sheets in the ePRU workbook conform to standard editing, navigation, etc., procedures for Microsoft Excel 2010. Likewise, all VB forms conform to standard Windows manipulation.

In this guide, the ePRU shall also be referred to as an Excel workbook; each Excel worksheet in the workbook will be referred to as a work sheet or "sheet," and the Visual Basic forms will be referred to as VB forms or "forms."

The General Info, Vendor Invoice, Labor Costs, Travel Costs, Material Costs and Other Direct Costs (ODC) are referred to as "segments" to conform to the concept of required segments in a Vendor Report.

2.2 BUTTON CONVENTIONS

In general, each sheet in ePRU contains a menu bar from which the user can access other sheets in the workbook or features of ePRU. As shown in figure 2, the buttons on the menu bar are color coded to reflect the following conventions:

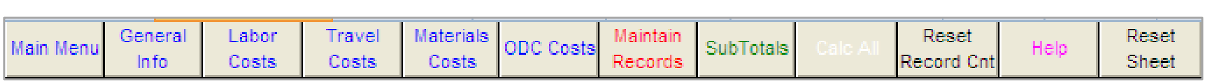


Figure 2 – ePRU Menu Bar Buttons

Blue: buttons enable users to access different sheets in the workbook.

Red: buttons provide VB pop-up forms that vendors must fill out to maintain records.

Green: buttons are used to automatically build sheets or total record information.

White: buttons are non-applicable and currently disabled.

Black: buttons reset Excel range names after manual editing of sheets, as well as clear a sheet and reset Excel range names.

Pink: buttons display help data that assists vendors with formatting and/or filling in the active segment sheet.

2.3 EDITING CONVENTIONS

In general, all segments in the ePRU workbook conform to standard editing and navigation procedures for Excel. Therefore, vendors can enter data directly on spreadsheets and/or copy and paste from a previous version. However, when vendors enter data directly on a spreadsheet, they must be mindful to follow the required format (See Appendix A, insert rows, and ensure that new required data is entered, and when finished then click the "Calc All" button.

The alternative and recommended method for vendors to enter data associated with the segment sheets (Vendor, Labor, General Info, Travel, Materials, and ODC) is via the red Maintain Records button on the general button bar (see figure 2). This prompts an editable VB form, such as the one shown in figure 3:

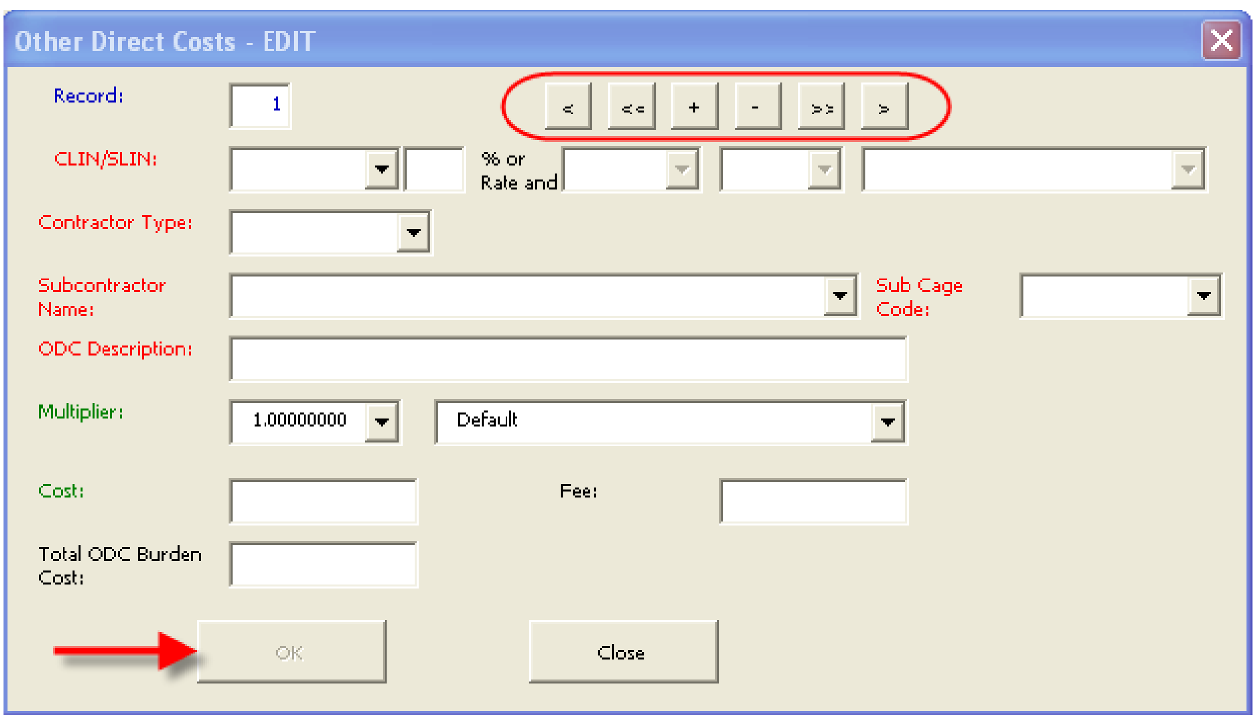


Figure 3 – Editable Form

All of the Maintain Records VB forms used for editing data associated with the segment sheets contain a Navigation Bar (highlighted). The Navigation Bar features buttons that enable vendors to scroll through the records (Excel rows), add records, and delete records, as defined in table 1.

Table 1 – Navigation Bar Buttons

<	Previous record
<<	First record
+	Add a record
-	Delete a record
>>	Last record
>	Next record

There are two additional buttons on the edit forms: OK and Close/Cancel. The Close/Cancel button has a dual purpose. When no edits have taken place, the Close button displays, enabling vendors to close the edit form. When edits occur, the Cancel button displays, enabling vendors to cancel edits. Cancelling edits returns the button to Close.

When editing is underway, the navigation bar is disabled, but the OK button becomes available. Clicking OK allows vendors to confirm the changes and causes those changes to be written to the spread sheet.

To add a record, vendors must click + on the navigation bar, enter their data, click OK, and then click Close. (During this time the cursor can be located anywhere on the spreadsheet.)

3 PROCEDURES

3.1 SETTING UP FILE STRUCTURE

It is recommended that ePRU and its associated files and folders be placed on the vendor’s C drive and systematically organized according to contracts and their associated task orders in order to facilitate exporting and importing files. Prior to uploading ePRU from the NUWC Division Newport Contracts Home Page, users should create a folder on their C drive and name it “eCRAFT” into which they first should place the general ePRU files, namely EPRUv58.xlsm and ECXML50.DTD, as shown in figure 4:

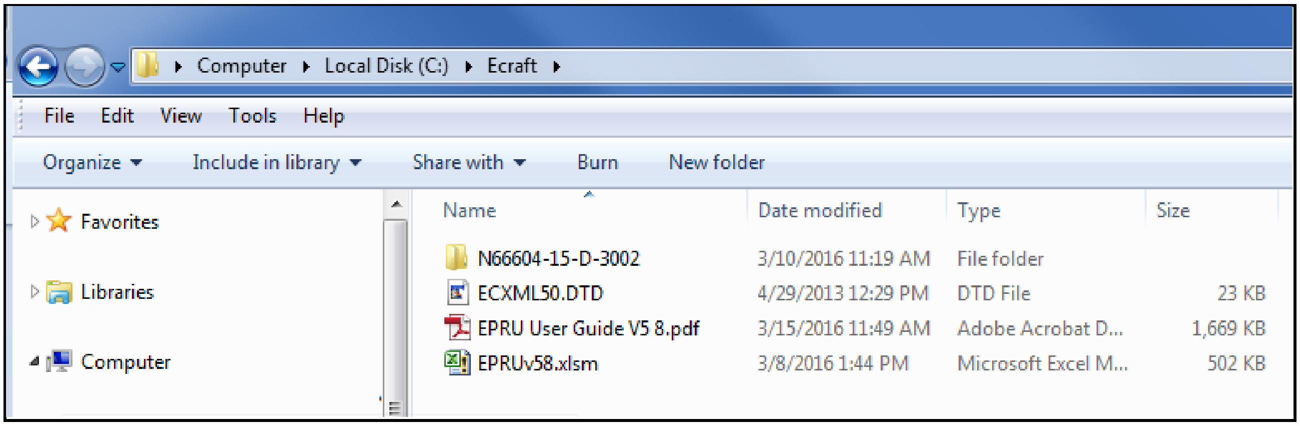


Figure 4 – eCRAFT Directory

Then, under the eCRAFT folder, vendors should create sub folders to represent their companies' contracts, for example N66604-15-D-3002, as shown. Under the contract folders would be the appropriate place to store lookup files generated via the Write Lookup file button (for more information, see section 4.1). Additionally, under the contract folders, vendors would create subfolders to represent the contracts' associated task orders, as shown In each task order folder would be the files associated with and the data used to generate the eCRAFT XML Report file.

3.2 DOWNLOADING EPRU FILES

Vendors can access ePRU and its associated required files from the NUWC Division Newport Contracts Homepage. It is recommended that the ePRU file package be downloaded to the C:/ECRAFT drive on vendors' computers.

To access ePRU and its associated files, follow these steps:

1. Click this link http://www.navsea.navy.mil/Home/WarfareCenters/NUWCNewport/Partnerships/CommercialContracts/InformationeCraft.aspx to display the NUWC Division Newport Contracts eCRAFT Information page, as shown in figure 5:

Figure 5 – NUWCDIVNPT Contracts eCRAFT Information Page

Click "**Click here to download the ePRU58.zip file**". Download and unzip this file into your eCRAFT directory. It contains the eCRAFT Periodic Report Utility Version 5.8 and the User Guide. The ECXML50DTD is included for those vendors who generate XML files without ePRU.

2. When prompted by the File Download box, click **Save**.

3. When prompted by the **Save As** box, save the file named EPRU58.zip into the ECRAFT folder on your C drive.

4. Extract the files contained in EPRU58.zip to the C:\ECRAFT directory.

3.3 STARTING UP EPRU

To start ePRU, vendors must locate the EPRv58.xlsm file; double click on it, and enable its macros, without which ePRU won't run.

To launch ePRU, follow these steps:

1. Go to your computer's C drive and double click on the eCRAFT folder.

The folder opens to display its contents, as shown in figure 6:

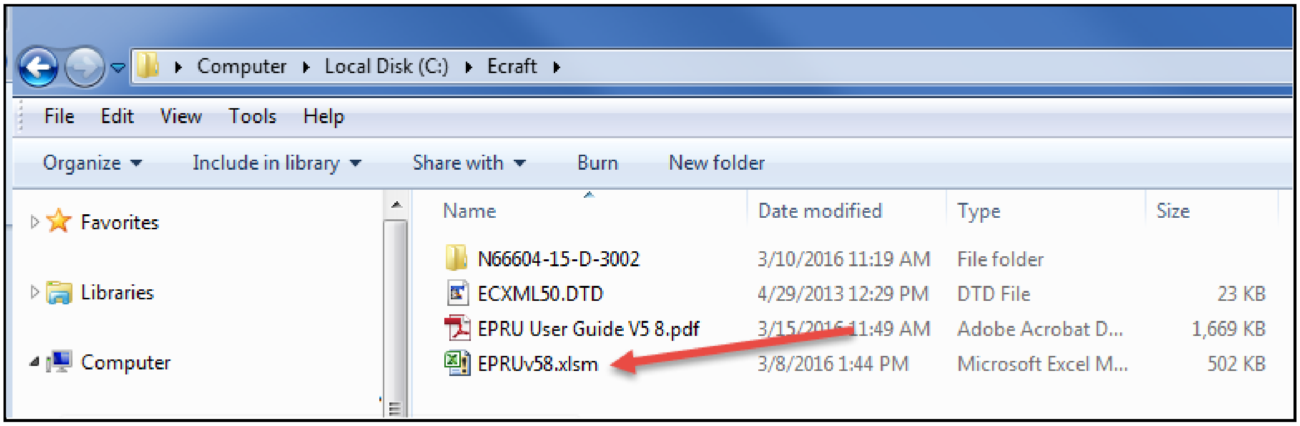


Figure 6 – Contents of eCRAFT Folder

2. Locate and double click on the EPRUv58.xlsm, as shown by the arrow.

Tip: To facilitate launching ePRU in the future, right click on EPRUv58.xlsm and select **Create Shortcut** to create a shortcut on your desktop.

The ePRU Main Menu Records page displays, as shown in figure 7:

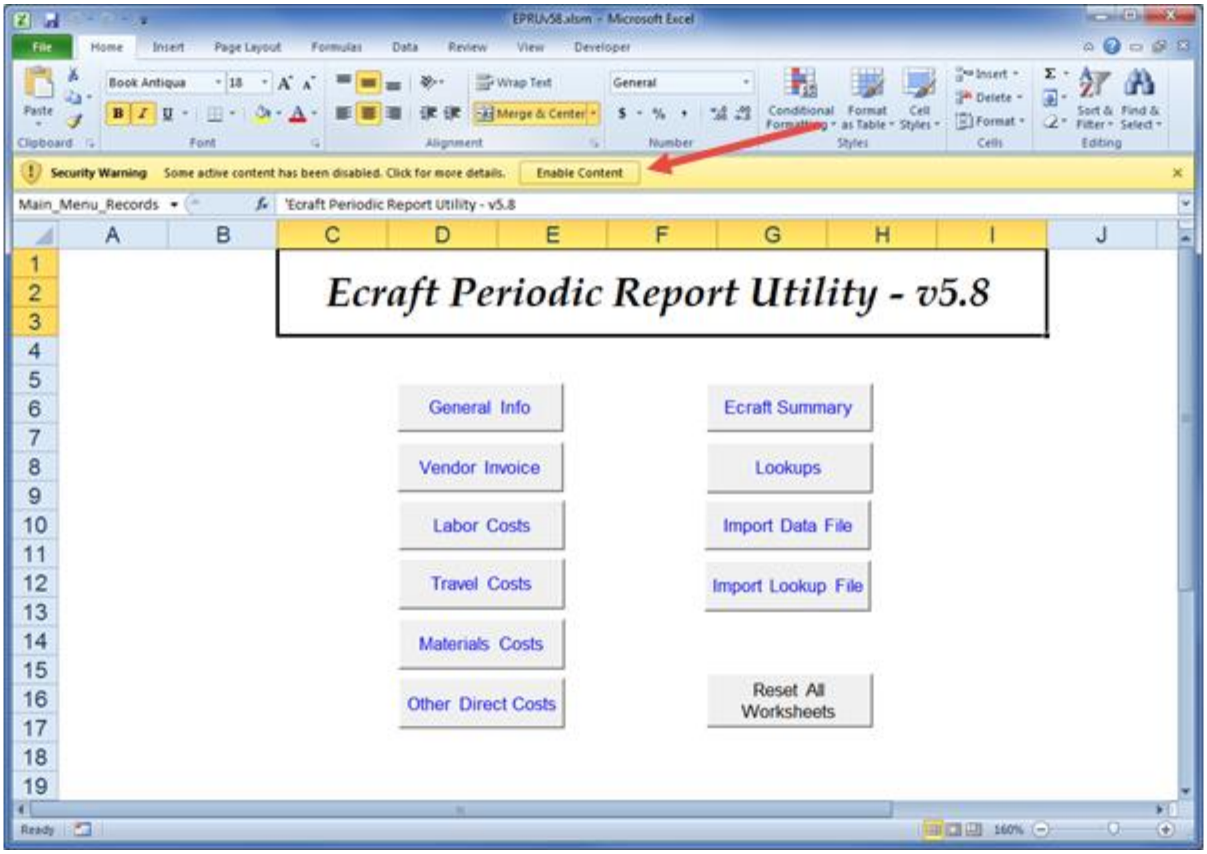


Figure 7 – ePRU Main Menu Records Page

3. Click on the Enable Content button, next to the Security Warning banner, as shown by the arrow.

4 MAIN MENU

The ePRU Main Menu Sheet features two rows of buttons from which users can access each functional area of the ePRU, represented as separate sheets in the Excel workbook, as shown highlighted in figure 8:

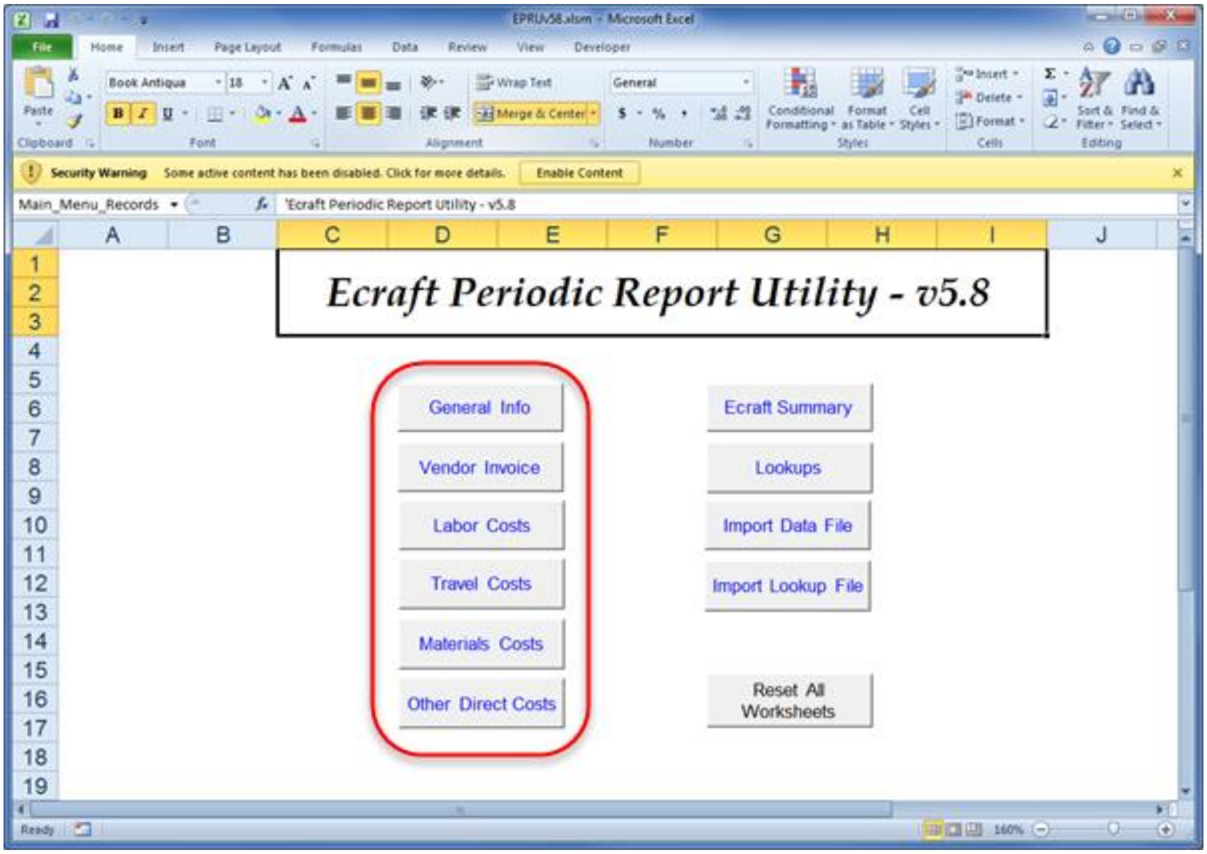


Figure 8 – ePRU Main Menu Buttons

The segment buttons on the left (highlighted) provide vendors access to screens for processing each segment of the Vendor Report (per sections 4.2 through 4.7). Generally, vendors should not enter data into the segment sheets until they first customize or edit the Lookups Record (per section 4.1). Once vendors customize the Lookups Record and complete each segment in the report, they can create an eCRAFT Summary (per section 4.8).

The functions for the remaining row of buttons on the right are provided in table 2:

Table 2 – ePRU Main Menu Buttons

BUTTONS	FUNCTIONALITY
eCRAFT Summary	This button provides access to the screen for building and exporting the Vendor Report.
Lookups	This button provides access to user/system definable static data for configuring drop-down list choices presented in the segment edit screens.
Import Data File	This button allows users to import files that were exported via the Write Data File button on the eCRAFT Summary sheet. The Write Data file contains the data from the General Info sheet, Labor, Travel, Materials, and Other Direct Costs (ODC) sheets, the Vendor Invoice sheet, and the Lookup File entry (.lkp) from the Lookup sheet. This function will also automatically import the data from a Lookup file if requested. This ensures that the user maintains only one ePRU workbook and only imports the prior period(s)' information for update.
Import Lookup File	This button allows users to import files that were exported via the Write Lookup File button on the Lookups sheet. The user is able to maintain a set of look up data specific to a contract/task or to use in generating a "Master" set of lookup information that could be used across multiple contracts/tasks.
Reset All Worksheets	This button clears all the data on each segment sheet, except the Lookups worksheet. The user will be prompted to confirm the reset prior to initiation.

4.1 LOOKUPS SHEET

The ePRU Lookups Sheet provides a place for vendors to customize some of their unique vendor data. The values vendors record on the Lookups sheet are used in the drop-down list boxes provided on the VB Edit forms on the Labor Costs, Travel Costs, Material Costs, and ODC sheets. Vendors can export Lookups sheets for future use via the Write Lookup File button.

The Lookups sheet features green column heading fields on the left side and gray column heading fields on the far right side that are respectively customizable and non-customizable. Vendors can and should edit the green header fields, shown in figure 10, to add new and/or delete old or non-applicable data according to the Lookups field definitions provided in table 3.

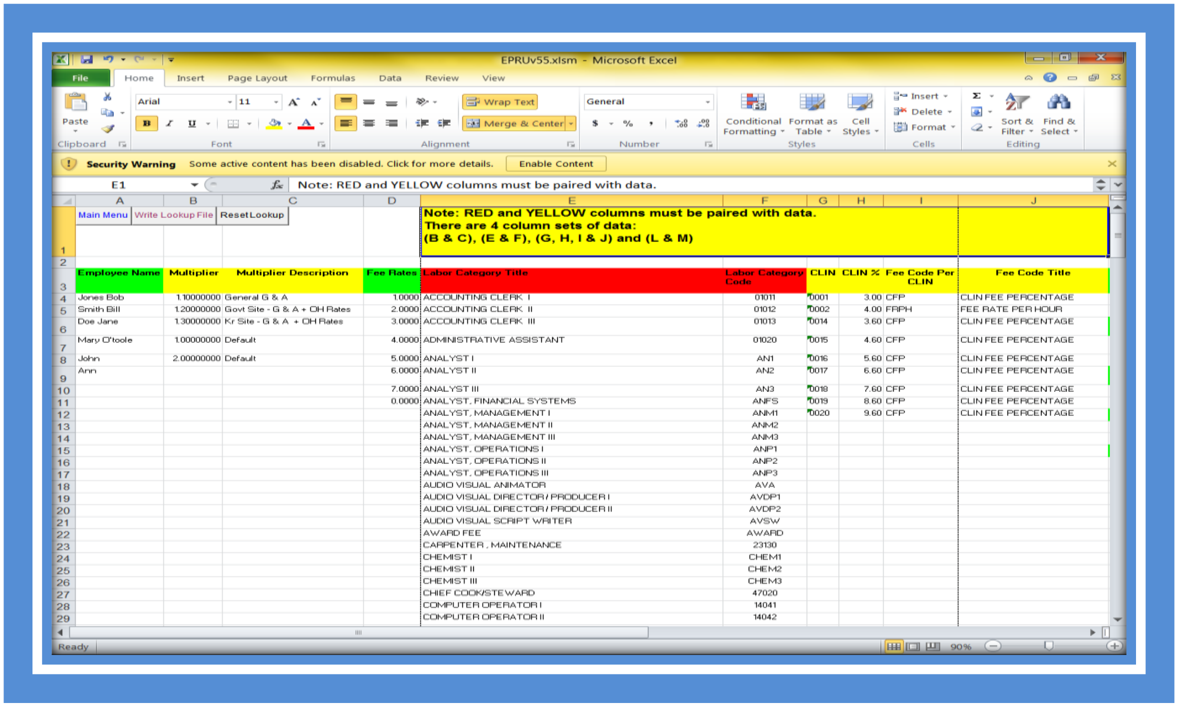


Figure 9a – Lookup Sheet (Columns A-J)
Do not change column heading titles or edit data under gray columns

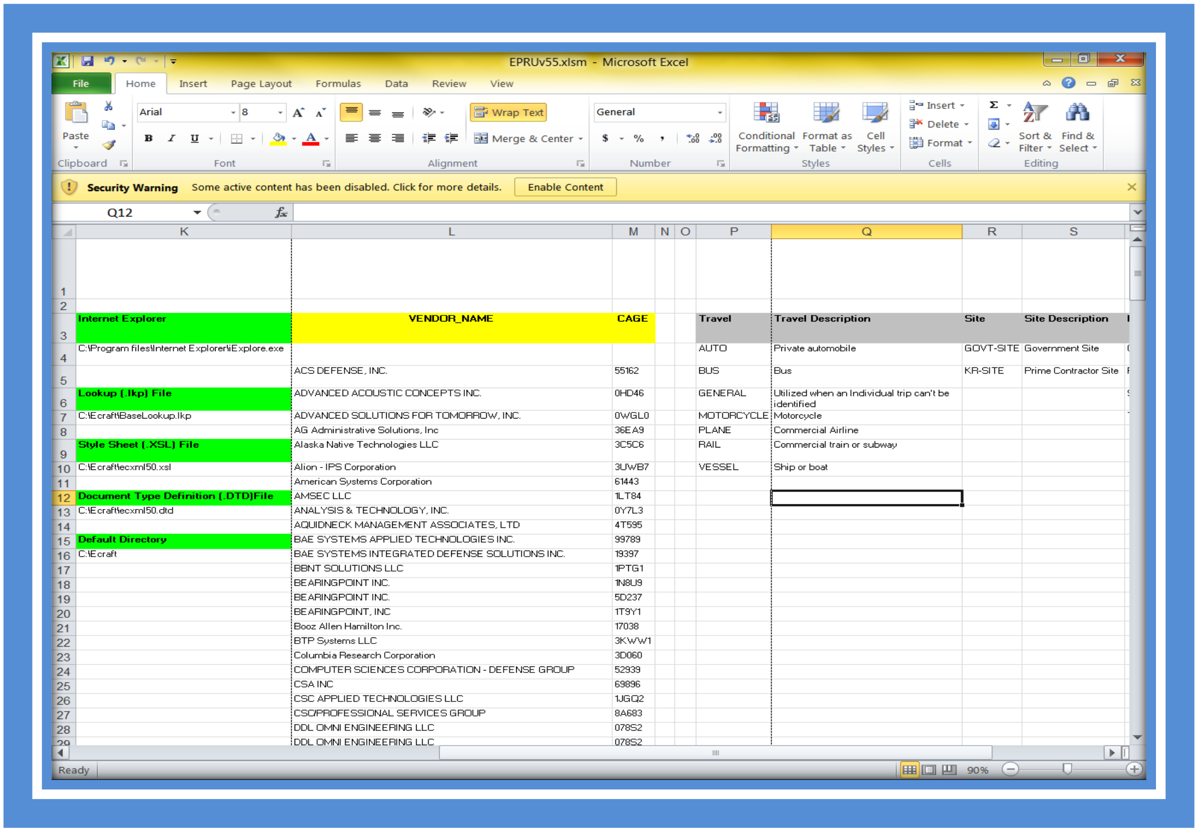


Figure 9b – Lookup Sheet (Columns K-S)
Do not change column heading titles or edit data under gray columns

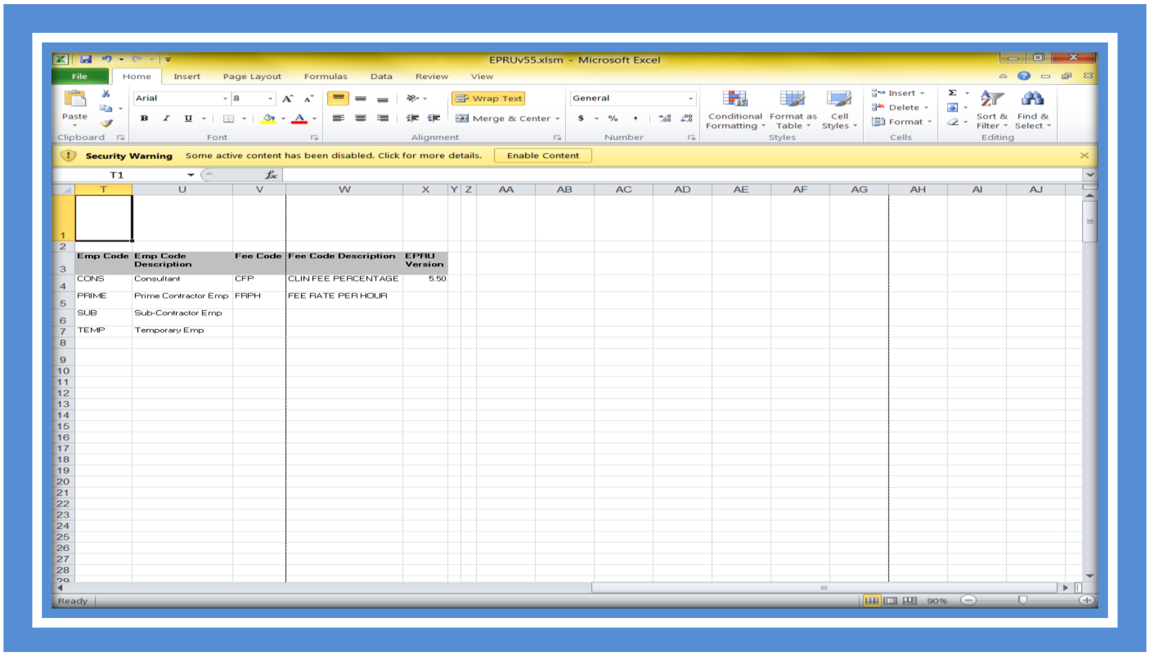


Figure 9c – Lookup Sheet (Columns A-J)
Do not change column heading titles or edit data under gray columns

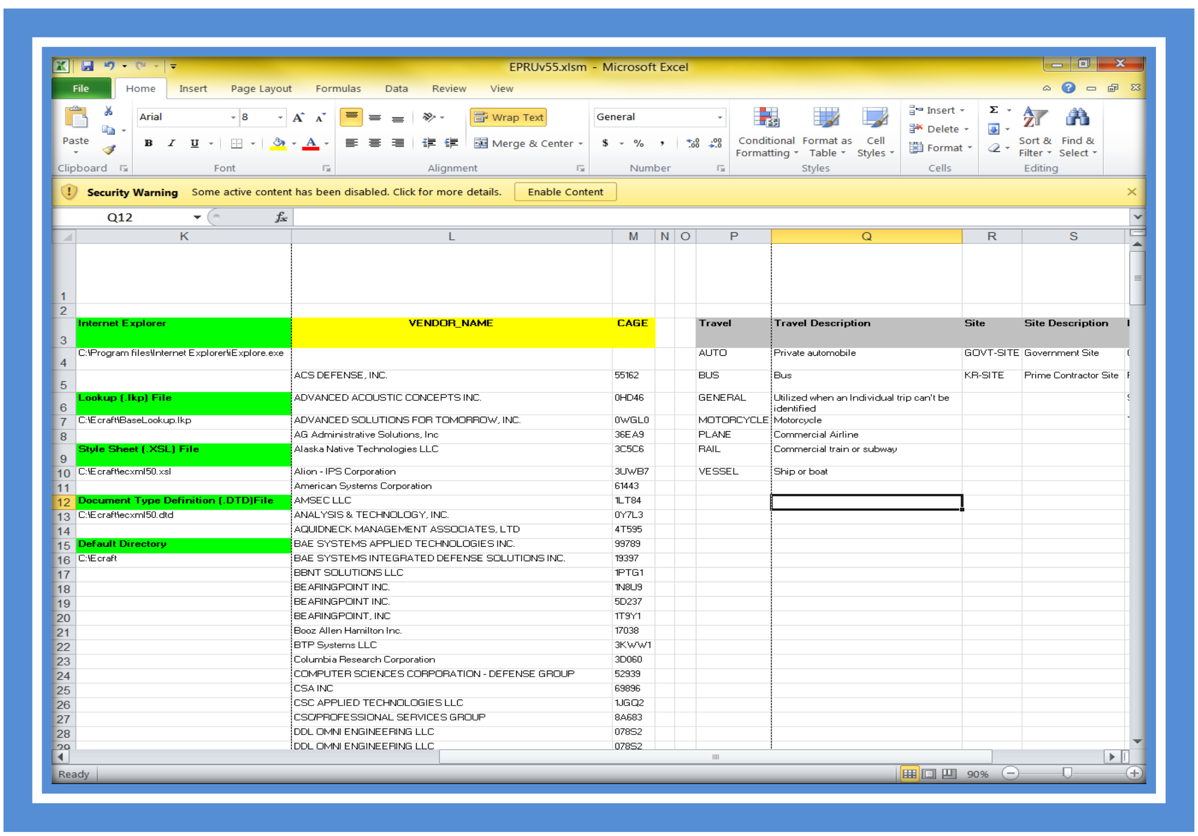


Figure 9d – Lookup Sheet (Columns K-S)
Do not change column heading titles or edit data under gray columns

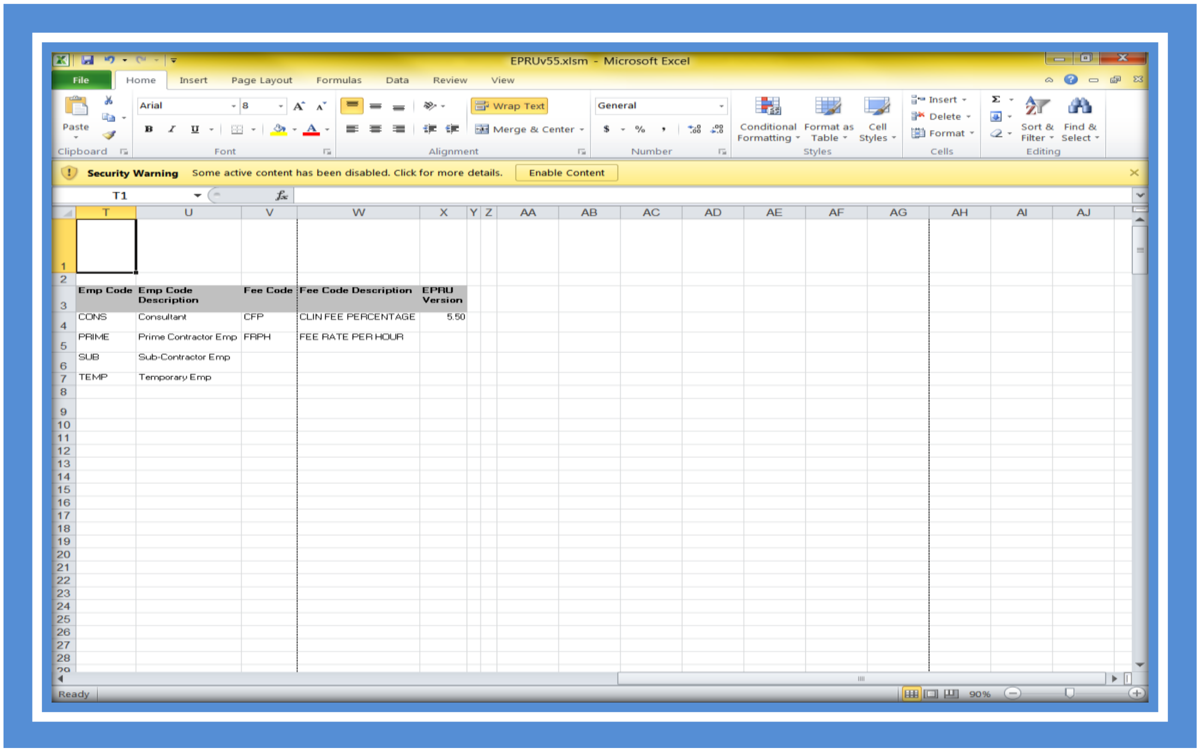


Figure 9a – Lookup Sheet (Columns T-X)
Do not change column heading titles or edit data under gray columns

Table 3 – Lookups Field Definitions

Field	Definition
Employee Name	Names of employee working on the Contract. Delete sample names and add new contractors to this list. Required for Key categories. May be blank.
Multiplier	Equation used to calculate burdened cost. Percentage by which labor charge is multiplied and percentage used to calculate. Delete sample multipliers and enter multipliers from invoice.
Multiplier Description	Delete sample descriptions and enter new descriptions from invoice.
Fee Rates	Percentage of revenue earned on a project bucket of cost bill. Delete sample rates and enter new rates. Source: Basic and/or Task Order Contract – HQ-B-20015 Payments of Fee(s) Level of Effort (NAVSEA) (May 1983) Clause.
*Labor Category Title	All active Labor categories contained in eCRAFT. Insert cells and search for Labor Categories associates with contract in list then cut/paste or search entire list for associated categories when needed. May add new labor categories verified on NAVSEA Contracts Labor Categories below. Source: Basic Contract 5252.216-9122 Level of Effort (Dec 2000) Clause.
*Labor Category Code	Codes associated with Labor Category Titles. Source: Basic Contract 5252.216-9122 Level of Effort (Dec 2000) Clause.

Field	Definition
CLIN (Contract Line Item Number)	4-digit contract line item number (19 = 0019). Delete sample CLINs and enter new CLINs. Source: Basic and/or Task Order Contract
CLIN%	Contract-specific percentage used to calculate fees. . Delete sample CLIN% and add new CLIN%. Source: Basic and/or Task Order Contract.
Fee Code Per CLIN	Negotiator provides this information.
Fee Code Title	Negotiator provides this information.
**Internet Explorer	Default location for ePRU files. Delete sample locations and add new locations.
Vendor Name	Company name of vendor. Revise the vendor name and change it to your company name.
CAGE	5-character ID number that identifies a contractor by vendor name

* To verify active Labor Categories and Titles vendors should consult NAVSEA Contracts Labor Categories at this link:
http://www.navsea.navy.mil/Home/WarfareCenters/NUWCNewport/Partnerships/CommercialContracts/LaborCategories.aspx

**It is recommended that you keep ePRU files in the default locations listed in the Internet Explorer column of the Lookups sheet. If you change the locations of ePRU files, support services cannot be guaranteed.

To add and import data on the Lookups sheet, follow these steps:

1. Select any cell under a green heading.
2. Double click in the cell to add or overwrite text.
3. Enter current data.
4. Once you have updated all fields, click **Reset Lookup** (shown by the arrow in figure 9d).
5. Click **Write Lookup File** (highlighted in figure 9d).

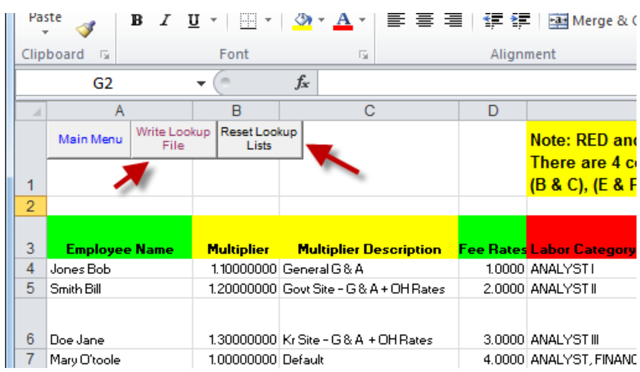


Figure 9d – Lookup Sheet (Reaset Lookup and Write Lookup File buttons)

Note: The Write Lookup File button "writes" out the lookup data into a user-specified file. This allows the user to maintain a set of lookup information specific to a contract/task or to generate a

"Master" set of lookup information that could be used across multiple contracts/tasks. Vendors can access lookup files at a later date via the Import Lookup File button on the Main Menu.

6. When prompted by the Lookup Exporter dialog box, double click on the appropriate contract folder under the eCRAFT folder, such as 2456, as the arrow shows in figure 10:

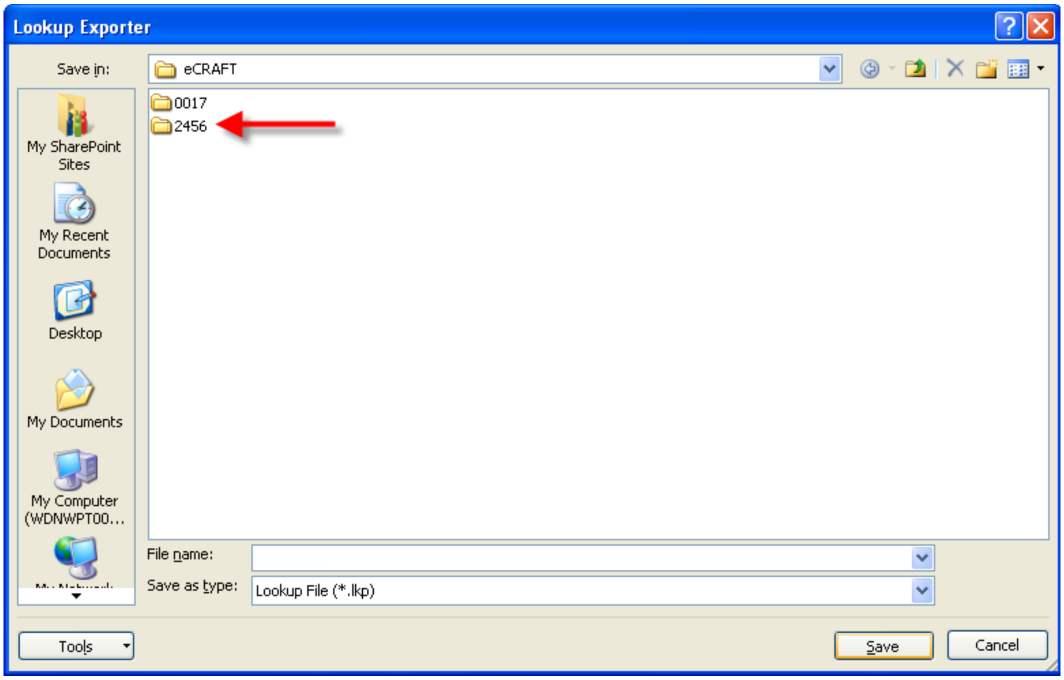


Figure 10 – Exporting a Lookup Sheet

7. In the Contract 2456 folder, double click on the appropriate task order folder, such as Do03, as shown by the arrow in figure 12:

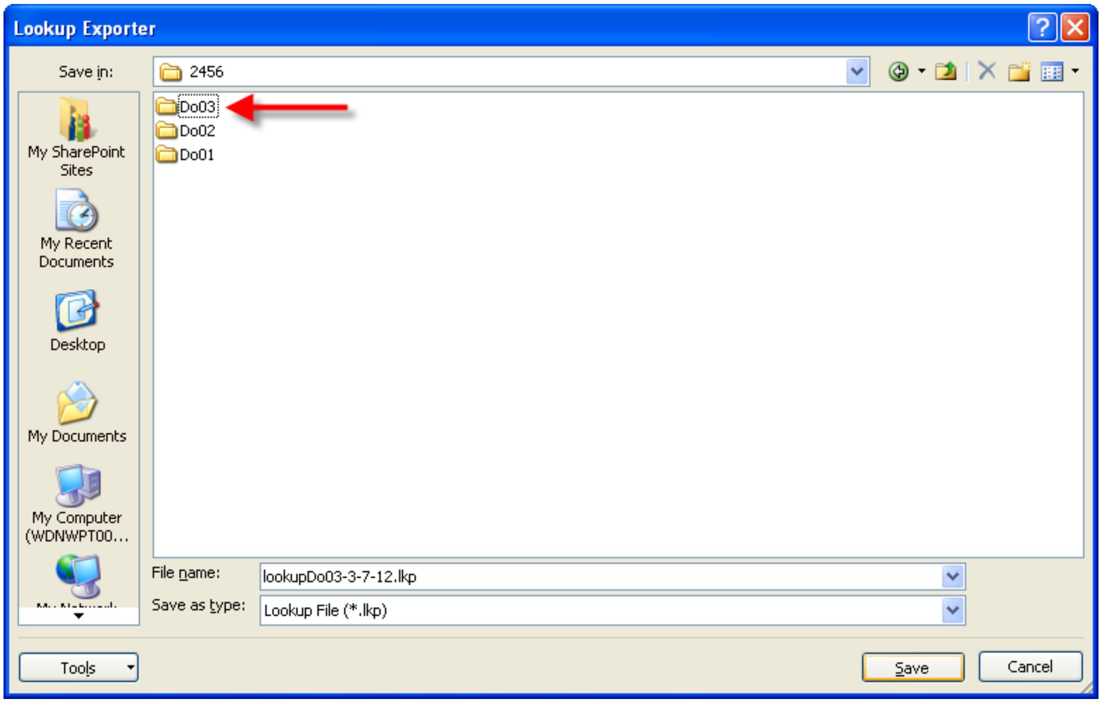


Figure 11 – Selecting a Task Order folder

8. In the **File name** field, type an appropriate file name; then click **Save**. Note: if successful, message appears indicating that information was exported. Click Ok

In contrast to the green columns, the gray column fields, made visible by moving the horizontal scroll bar to the far right, should not be changed. The gray column heading fields, shown in figure 12, are specific to the eCRAFT Data Base Management System; therefore, the data in these columns should not be modified and/or added to unless vendors receive prior negotiator approval.

Travel	Travel Description	Site	Site Description	Emp Code	Emp Code Description	Fee Code	Fee Code Description	EPRU Version
AUTO	Private automobile	GOVT-SITE	Government Site	CONS	Consultant	CFP	CLIN FEE PERCENTAGE	5.00
BUS	Bus	KR-SITE	Prime Contractor Site	PRIME	Prime Contractor Emp	FRPH	FEE RATE PER HOUR	
GENERAL	Utilized when an Individual trip can't be identified			SUB	Sub-Contractor Emp			
MOTORCYCLE	Motorcycle			TEMP	Temporary Emp			
PLANE	Commercial Airline							
RAIL	Commercial train or subway							
VESSEL	Ship or boat							

Figure 12 – Lookup Sheet, Right Side

4.2 GENERAL INFORMATION SEGMENT

The General Information segment enables vendors to add, edit, or delete data associated with the General Information segment of the eCRAFT Summary sheet. The General Information segment provides the necessary information to enable vendors to link the report to the correct contract and task order in the eCRAFT database. All subordinate segments within the report make use of the data in this segment to locate records within the database specific to their own particular areas of applicability. In most cases, the General Information segment only contains one entry that captures general data, such as the contract number, period of performance, and date prepared, as shown in figure 13:

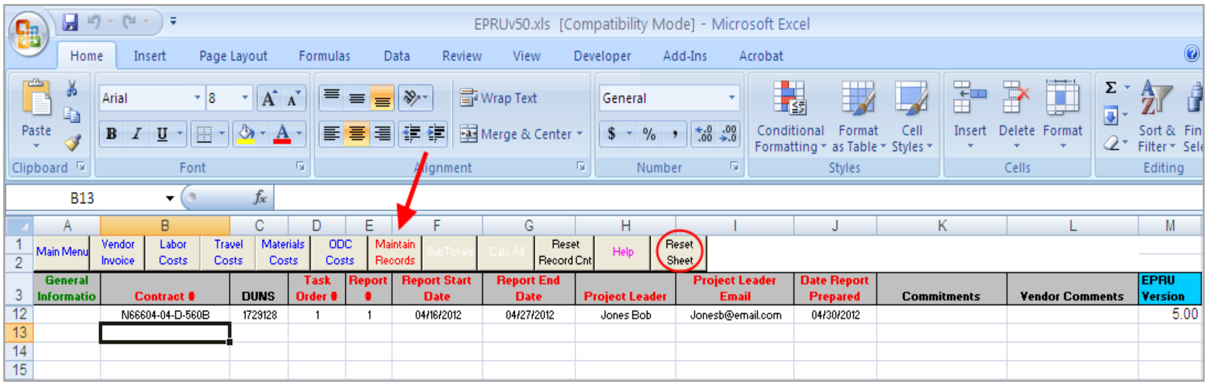


Figure 13 – General Information Sheet

The buttons in the General Information segment function as follows in table 4:

Table 4 – General Information Segment Button Functions

BUTTONS	FUNCTIONALITY
Maintain Records	This button enables the user to add, update, and delete records associated with the General Information segment via the *General Info EDIT form.*
SubTotal	This button is disabled because functionality does not apply to this segment.
Calc All	This button is disabled because functionality does not apply to this segment.
Reset Record Cut	This button is disabled because functionality does not apply to this segment.
Help	This button offers definitions and formatting associated with the fields.
Reset Sheet	This button clears worksheet of all data.

To add, update, or delete data on the *General Info EDIT* form, follow these steps:

Note: If adding a new record click **Reset Sheet** (highlighted) to clear the worksheet of any data.

1. Click **Maintain Records**, as shown by the arrow.

   The *General Info - EDIT* form displays, as shown in figure 14:

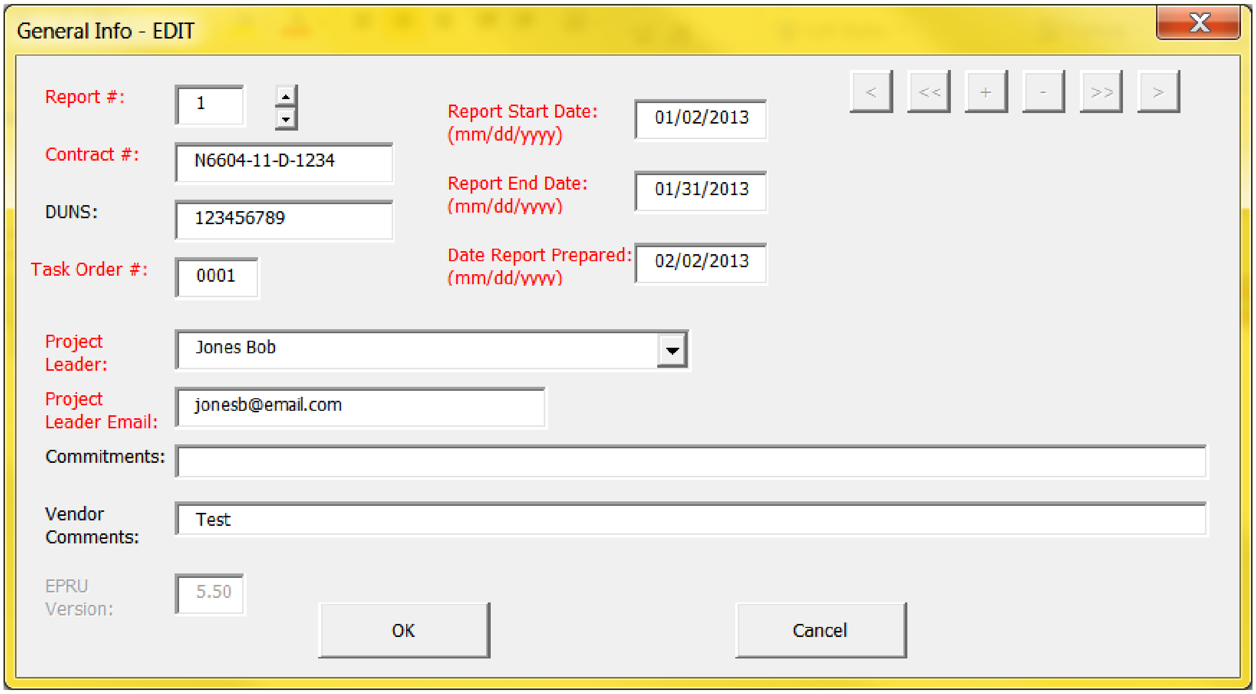


Figure 14 – General Info EDIT Form

2. Fill in all required red-text fields with valid data, according to the criteria below. (Black fields, albeit non-required, should be filled in when possible for completeness.)

Note: for comprehensive field definitions, see appendix A.

   a. **Report #:** Use the spin button to increase the report number each time the reporting period is changed.

   b. **Contract #**: Provide a valid contract number.

   c. **Task #**: Provide a valid Task Order number.

   d. **Report Start Date**: enter a month, date, and year in mm/dd/yyyy format.

   e. **Report End Date**: enter a month, date, and year in mm/dd/yyyy format.

   f. **Date Report Prepared**: enter a month, date, and year in mm/dd/yyyy format. .

   g. **Project Leader:** Click the down arrow to select a project leader from the list which was updated in Lookup Table.

   h. **Project Leader Email**: Enter a valid e-mail address into the field.

   j. **Commitments:** Enter if applicable

   k. **Comments:** Enter if applicable

3. Once you've completed all the required fields, click **OK** (as shown by the arrow) to save the form, or click **Cancel** to cancel it. Clicking OK or Cancel activates the Close button.

4. Click **Close**.

5. To edit a record, click **Maintain Records** (as shown by the arrow in figure 13).

    a. Use the forward (<) or back (>) arrows on the navigation bar to locate the correct record.

    b. Edit the appropriate field(s).

    c. Click **OK**, followed by **Close**.

6. To delete a record, click **Maintain Records** (as shown by the arrow in figure 13).

    a. Use the forward (<) or back (>) arrows on the navigation bar to locate the correct record.

    b. Click the delete record button (-) on the navigation bar.

    c. When prompted by the deletion confirmation, click **Yes**; then click **Close**.

4.3 VENDOR INVOICE SEGMENT

The Vendor Invoice segment sheet enables vendors to add, edit, or delete information associated with the Vendor Costs segment of the eCRAFT Summary sheet. Invoices prepared for the period of performance (POP) reported in the General Info Segment must be listed on this sheet. The Vendor Invoice sheet may contain zero or more entries of Vendor Invoice information as part of the report, as shown in figure 15:

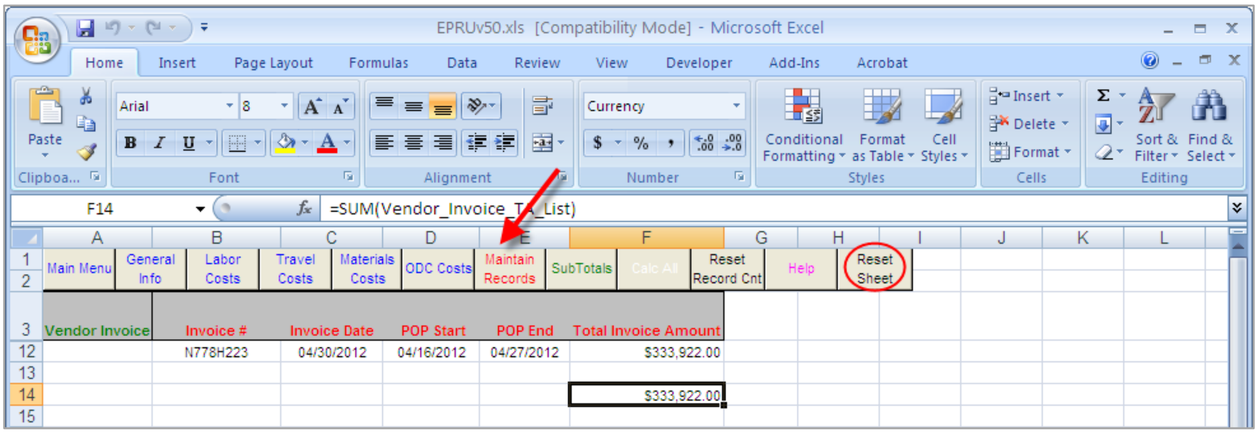


Figure 15 – Vendor Invoice Segment

The buttons in the Vendor Invoice segment function as follows in table 5:

Table 5 – Vendor Invoice Button Functions

BUTTON	FUNCTIONALITY
Maintain Records	This button enables the user to add, update, and delete records associated with the Vendor Invoice segment via the *Vendor Invoice - EDIT* screen.
SubTotals	This button recalculates a subtotal for the Total Invoice Amount.
Calc All	This button is disabled because its functionality does not apply to this segment.
Reset Record Cnt	This button is disabled because its functionality does not apply to this segment.
Help	This button provides the definitions and formatting associated with correctly filling in the fields.
Reset Sheet	This button clears the worksheet of all data.

To add, edit, or delete a Vendor invoice, follow these steps:

1. Click **Maintain Records** to display the Vendor Invoice - EDIT form, as shown in figure 15:

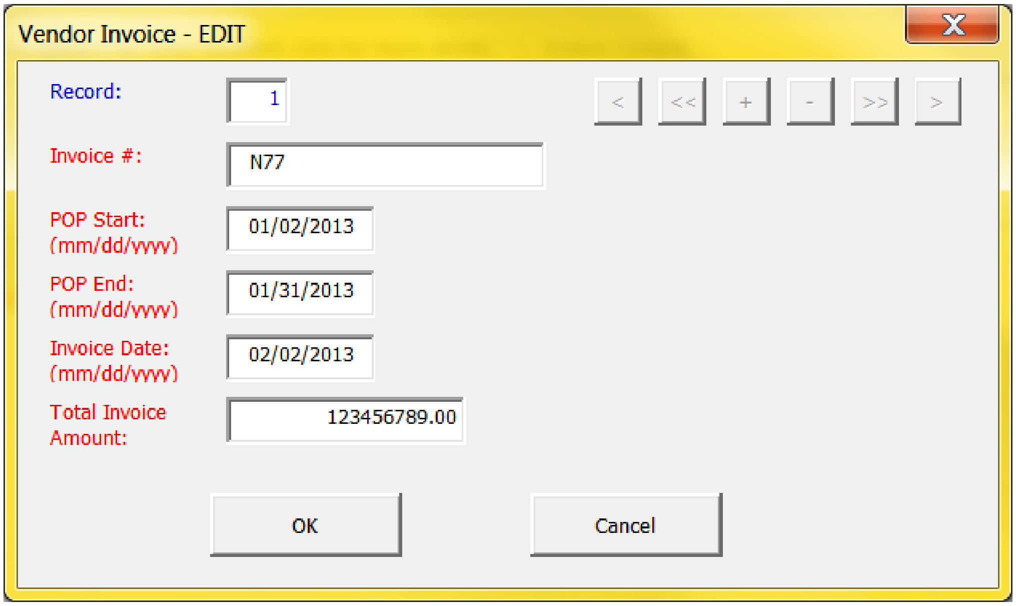


Figure 16 – Vendor Invoice EDIT Form

2. Fill in all fields according to the criteria below:

Note: See appendix A for comprehensive field definitions.

   a. **Invoice #:** Provide an alphanumeric number no longer than 20 characters.

   b. **POP Start**: enter a month, date, and year in mm/dd/yyyy format. .

   c. **POP End**: enter a month, date, and year in mm/dd/yyyy format. d. **Invoice Date**: enter a month, date, and year in mm/dd/yyyy format.

   e. **Total Invoice Amount**: Enter a valid dollar, as shown.

3. Click **OK**, as the arrow shows; then click **Close** to populate sheet with the selected values.

4. To edit a record, click **Maintain Records** (as shown by the arrow in figure 15).

   a. Use the forward (<) or back (>) arrows on the navigation bar to locate the correct record.

   b. Edit the appropriate field(s).

   c. Click **OK**, followed by **Close**.

5. To delete a record, click **Maintain Records** (as shown by the arrow in figure 15).

   a. Use the forward (<) or back (>) arrows on the navigation bar to locate the correct record.

   b. Click the delete record button (-) on the navigation bar.

   c. When prompted by the deletion confirmation, click **Yes**; then click **Close**.

6. To add a record within Maintain Records, Click + sign, enter data, and Click Ok

4.4 LABOR COSTS SEGMENT

The Labor Costs segment sheet enables vendors to record information associated with the Labor Costs Segment of the eCRAFT Summary Sheet. Vendors can add, update, and delete records via the Labor Costs EDIT form by clicking Maintain Records. The sheet may contain zero or multiple entries of Labor Cost information as part of the report, as shown in figure 17:

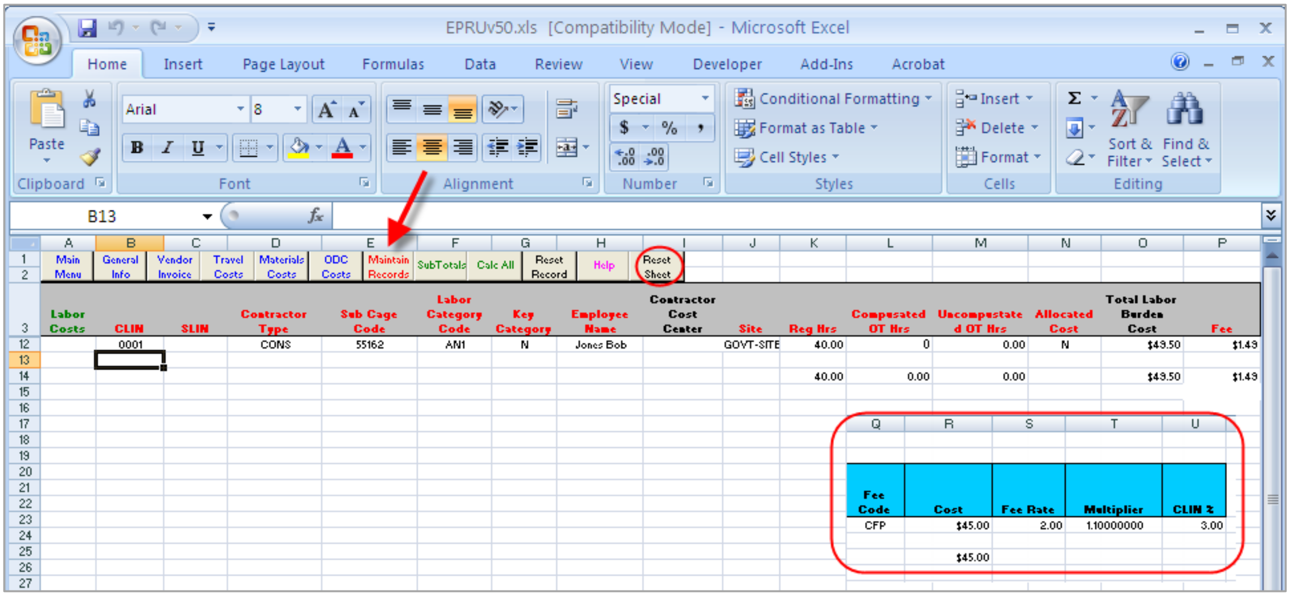


Figure 17 – Labor Costs Segment Sheet

Table 6 – Button Functions for Labor Costs Segment Sheet

BUTTON	FUNCTIONALITY
Maintain Records	This button enables the user to add, update, and delete records associated with the Labor Costs segment via the *Labor Costs - EDIT* form.
SubTotals	This button creates a subtotal for the Reg, Comp, and Uncomp hours columns, Fees column, and Total Amount column.
Calc All	This button allows Total burdened Cost to be calculated without using Maintain Records in situations where a set of employee labor records are generally the same each period, except for hours and cost. In this case, vendors would clear the Reg, Comp, and Uncomp Hours and the Blue column header Costs, then add the new hours and cost for each employee and press Calc All to recalculate the Total burdened Cost and Fee for each employee. **Note:** If any of the entries associated with the Blue columns are left blank for a certain record, the Total Burden Costs and fee are not recalculated for that record.
Reset Record Cnt	This button allows the utility to update the number of rows on the work sheet when manually adding, copying, or deleting rows.
Help	This button provides the definitions and formatting associated with correctly filling in the fields.
Reset Sheet	This button clears the worksheet of all data.

To add, edit, or delete a Labor Costs sheet, follow these steps:

Click **Maintain Records** (as shown by the arrow in figure 17). The Labor Costs - EDIT form displays, as shown in figure 18:

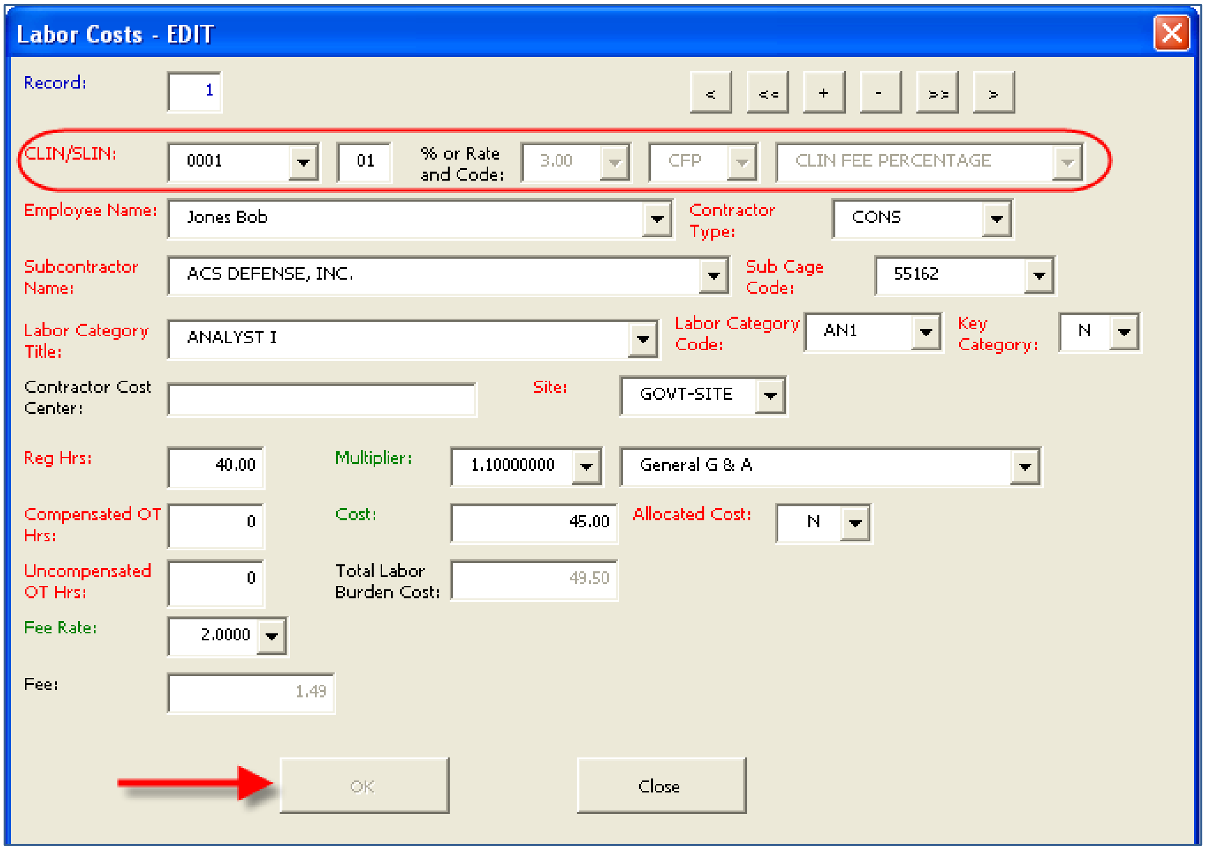


Figure 18 – Labor Cost EDIT Form

1. Tab to fill in all required red and green-text fields according to the following criteria:

Note: For comprehensive field definitions, see appendix A.

a. **CLIN/SLIN** (highlighted):

(1) Box 1: Select from the CLINs listed in the Lookups table.

(2) Box 2: Enter a 2-digit number for the (SLIN) Sub Line Item Number.

b. **% or Rate and Code** (highlighted):

(1) Box 1 displays the percentage for the CLIN selected in the CLIN/SLIN box 1.

(2) Box 2 displays the Fee Code related to the CLIN selected in the CLIN/SLIN box 1.

(3) Box 3 displays the Fee Code description related to the CLIN selected in the CLIN/SLIN box 1.

c. **Employee Name**: Click down arrow to select.

d. **Contractor Type**: Click down arrow to choose code showing where employee works.

e. Prime or **Subcontractor Name (dependent on what selected in d above**: Click down arrow to select.

f. **Sub Cage Code**: Populates automatically once subcontractor is selected.

g. **Labor Category Title**: Click down arrow to select from those listed in Lookups List.

h. **Labor Category Code**: Populates automatically once you select Labor Category Title.

i. **Key Category**: Click down arrow to select.

j. **Contractor Cost Center:** Optional.

k. **Site**: Click down arrow to select.

l. **Reg Hrs**: Enter straight time hours worked; maximum amount 9999.99.

m. **Compensated OT Hrs**: Maximum amount 9999.99.

n. **Uncompensated OT Hrs**: Maximum amount 9999.99.

o. **Fee Rate**: Click down arrow to select.

p. **Fee**: Non-changeable field.

(1) **IF** Fee Code = CFP, **THEN** Fee = Total Labor Burden Cost * CLIN%.

(2) **IF** Fee Code = FRPH **THEN** Fee = (Reg Hrs + Compensated OT Hrs + Uncompensated OT Hrs)* Fee Rate.

q. **Multiplier**: Multiplier for labor charge; click down arrow to select.

r. **Cost**: Labor charge.

s. ***Allocated Cost**: Click down arrow to select.

t. **Total Labor Burden Cost**: = Cost * Multiplier.

*****Used only when a subcontractor does not break out costs by labor category because wage determinations due to the Service Contract Act (SCA) are reported and proprietary data may be at risk. Cost is allocated to labor category instead of actual cost and field is set to "Y."

2. Click **OK**; then click **Close** to populate the sheet with the selected values.

3. To edit a record, click **Maintain Records** (as shown by the arrow in figure 18).

a. Use the forward (<) or back (>) arrows on the navigation bar to locate the correct record.

b. Edit the appropriate field(s).

c. Click **OK**, followed by **Close**.

4. To delete a record, click **Maintain Records** (as shown by the arrow in figure 18).

a. Use the forward (<) or back (>) arrows on the navigation bar to locate the correct record.

b. Click the delete record button (-) on the navigation bar.

c. When prompted by the deletion confirmation, click **Yes**; then click **Close**.

6. To add a record within Maintain Records, Click + sign, enter data, and Click Ok

4.5 TRAVEL COSTS SEGMENT

The Travel Costs segment sheet enables vendors to add, update, and delete data associated with the Travel Costs Segment of the eCRAFT Summary sheet. The sheet may contain zero or more entries of Travel Cost information as part of the report, depending on how many employees traveled and/or how many transportation modes each employee used, as figure 19 shows.

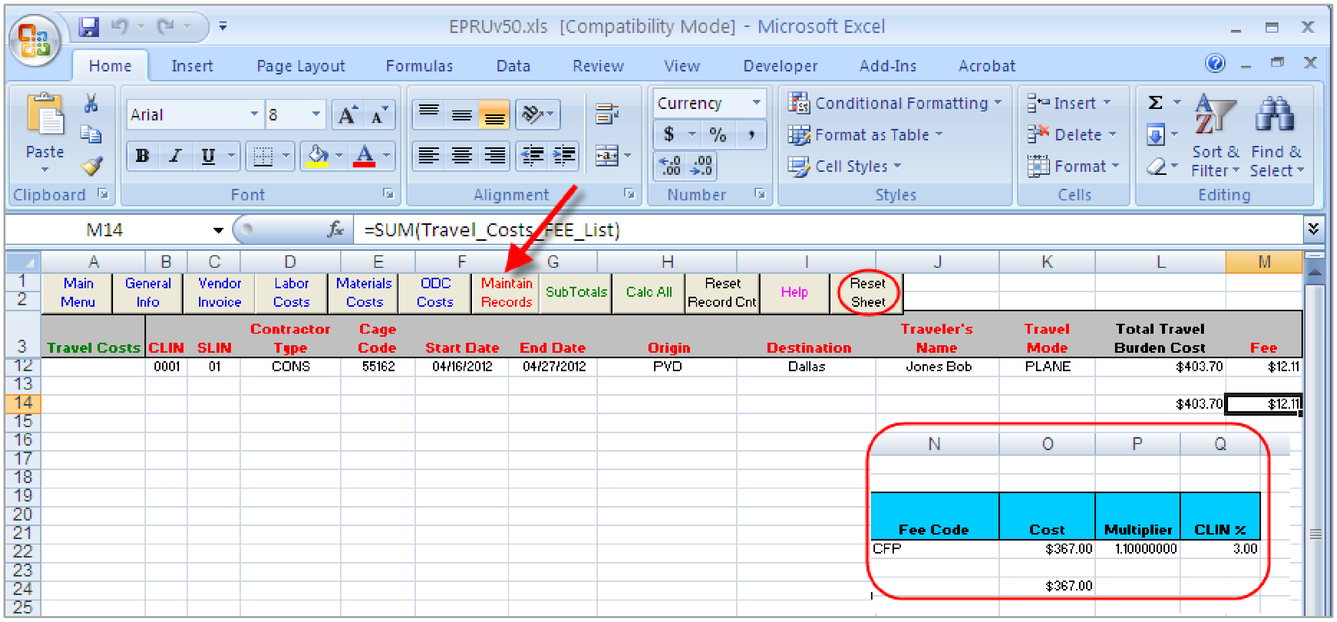


Figure 19 – Travel Costs Segment Sheet

Table 7 – Button Functions for Travel Costs Segment Sheet

BUTTON	FUNCTIONALITY
Maintain Records	This button enables the user to add, update, and delete records associated with the Travel Costs segment via the *Travel Costs - EDIT* from.
SubTotals	This button creates a subtotal for the Total Material Burden Cost column.
Calc All	This button allows Total Material Burdened Cost to be calculated without using Maintain Records in situations where a set of employee labor records are generally the same each period, except for hours and cost. In this case, vendors would clear the Blue column header costs, enter the new costs and press Calc All to recalculate the Total burdened Cost for each travel record. **Note:** If any of the entries associated with the Blue columns, shown by scrolling the bottom bar to the far right, are left blank for a particular record, the Total Burdened Costs and fee are not recalculated for that record.
Reset Record Cnt	This button allows the utility to update the number of rows on the work sheet when manually adding, copying, or deleting rows.
Help	This button provides the definitions and formatting associated with correctly filling in the fields.
Reset Sheet	This button clears the worksheet of all data.

To add a Travel Costs sheet, follow these steps:

1. Click **Maintain Records**, as shown by the arrow in figure 19.

The Travel Costs - EDIT form displays, as shown in figure 20:

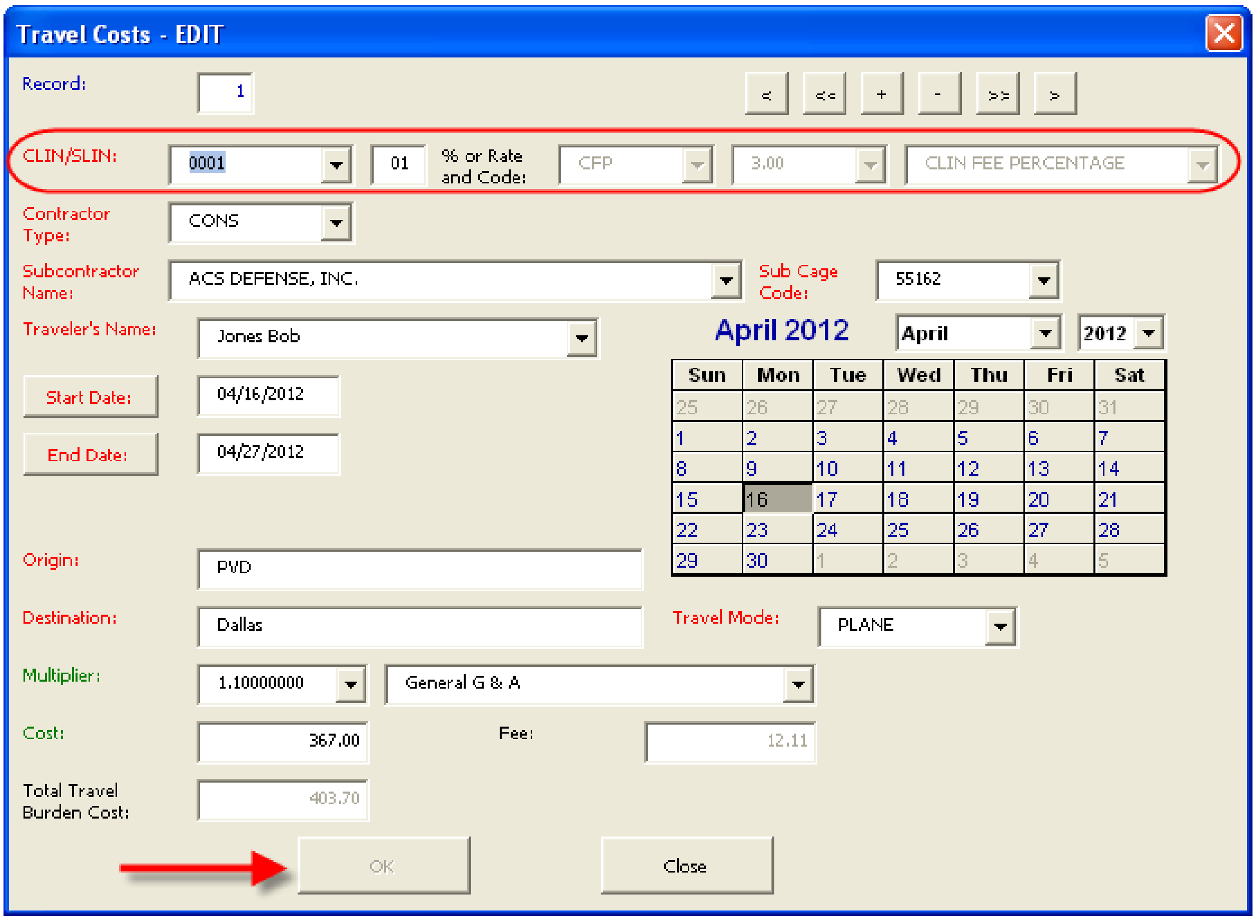


Figure 20 – Travel Costs EDIT Form

2. Use the Tab key to fill in the required red and green fields according to the following criteria:

Note: See appendix A for comprehensive field definitions.

a. **CLIN/SLIN** (highlighted):

(1) **Box 1**: Click the down arrow to select the Contract Line Item Number (CLIN).

(2) **Box 2**: Enter a 2-digit number for the Sub Line Item Number (SLIN).

b. **% or Rate and Code** (highlighted):

(1) Box 1 displays the percentage for the CLIN selected in CLIN/SLIN box 1.

(2) Box 2 displays the Fee Code related to the CLIN selected in the CLIN/SLIN box 1.

(3) Box 3 displays the Fee Code description related to the CLIN selected in the CLIN/SLIN box 1.

c. **Contractor Type**: Click the down arrow to select.

d **Subcontractor Name**: Click the down arrow to select.

e. **Sub Cage Code**: Click the down arrow to select.

f. **Traveler's Name**: Click the down arrow to select.

g. **Start Date:** enter a month, date, and year in mm/dd/yyyy format

h. **End Date**: enter a month, date, and year in mm/dd/yyyy format that is **on or before the End Date in the General Info segment.**

i. **Origin**: Starting location.

j. **Destination**: Travel location.

k. **Travel Mode**: Click the down arrow to select.

l. **Multiplier**: .Percentage by which labor charge is multiplied; click down arrow to select.

m. **Cost**: Labor charge.

n. **Fee**: Non-changeable field.

(1) **IF** Fee Code = CFP, **THEN** Fee = Total Travel Burden Cost * CLIN%.

Note: FRPH is not used for Travel.

o. **Total Burden Cost**: = Cost * Multiplier.

3. Upon completing all fields, click **OK**, then **Close.**

4. To edit the sheet, click **Maintain Records** (as shown by the arrow in figure 19).

a. Use the forward (<) or back (>) arrows on the navigation bar to locate the correct record.

b. Edit the appropriate field(s).

c. Click **OK**, followed by **Close**.

5. To delete a record, click **Maintain Records** (as shown by the arrow in figure19).

a. Use the forward (<) or back (>) arrows on the navigation bar to locate the correct record.

b. Click the delete record button (-) on the navigation bar.

c. When prompted by the deletion confirmation, click Yes.

6. To add a record within Maintain Records, Click + sign, enter data, and Click Ok

4.6 MATERIALS COSTS SEGMENT

The Material Costs segment sheet enables vendors to record information associated with the Materials Costs segment of the eCRAFT Summary Sheet. The sheet may contain zero or more entries of Materials Costs Information as part of the report, as shown in figure 21:

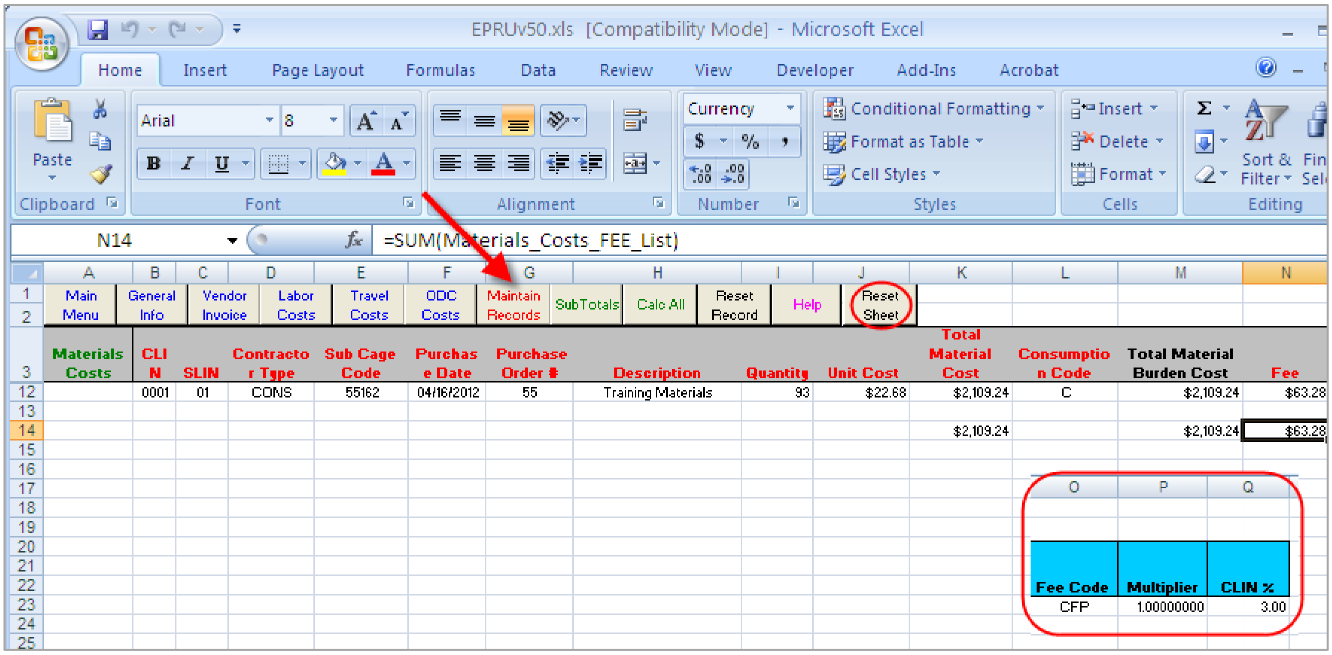


Figure 21 – Materials Costs Segment Sheet

Table 8 – Button Functions for Materials Costs Segment Sheet

BUTTON	FUNCTIONALITY
Maintain Records	This button enables the user to add, update, and delete records associated with the Materials Costs segment via the *Materials Costs - EDIT* screen.
SubTotals	This button creates a subtotal for the Total Material Burden Cost column.
Calc All	This button allows Total Material Burden Cost to be calculated without using Maintain Records in situations where a set of Materials records are generally the same each period and only costs change. In this case, vendors would clear the Total Material Costs, enter the new costs, and press Calc All to recalculate the Total Burden Cost for each Materials record. **Note:** If any of the entries associated with the Total Material Costs and/or blue Multiplier column is left blank for a particular record, the Total Burdened Costs are not recalculated for that record.
Reset Record Cnt	This button allows the utility to update the number of rows on the work sheet when manually adding, copying, or deleting rows.
Help	This button provides the definitions and formatting associated with correctly filling in the fields.
Reset Sheet	This button clears the worksheet of all data.

To add a Materials Costs record, follow these steps:

1. If the sheet contains data, click **Reset Sheet** (highlighted in figure 21).

2. Click **Maintain Records** (shown by the arrow in figure 21).

The Materials Costs - EDIT form displays, as shown in figure 22.

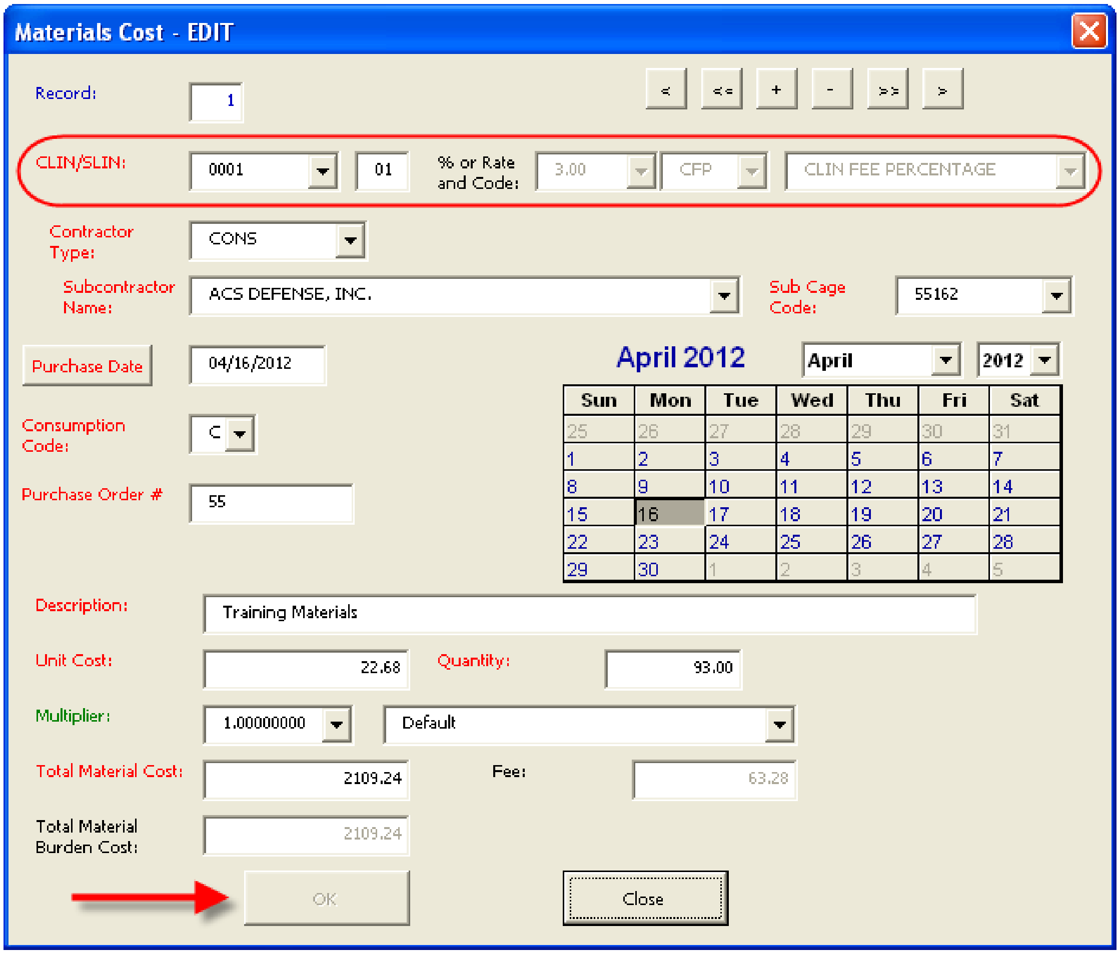


Figure 22 – Materials Costs EDIT Form

3. Use the Tab key to fill in the fields according to the following criteria

Note: See appendix A for comprehensive field definitions:

a. **CLIN/SLIN** (highlighted):

(1) **Box 1**: Select from the CLINs listed in the Lookups table.

(2) **Box 2:** Enter the 2-diget SLIN.

b. **% or Rate and Code** (highlighted):

(1) Box 1 displays the percentage for the CLIN selected in CLIN/SLIN box 1.

(2) Box 2 displays the Fee Code related to the CLIN selected in the CLIN/SLIN box 1.

(3) Box 3 displays the Fee Code description related to the CLIN selected in the CLIN/SLIN box 1.

c. **Contractor Type**: Use down arrow to select.

d. **Subcontractor Name**: Use down arrow to select.

e. **Sub Cage Code**: Use down arrow to select.

f. **Purchase Date**: Must be less than or equal to today's date.

g. **Consumption Code**: C = Consumable; R = Returnable.

h. **Purchase Order#**: Contractor identifier; 20 characters maximum.

i. **Description:** Item name or description.

j. **Unit Cost**: Maximum amount 999,999,999.99.

k. **Quantity**: Maximum amount 999, 999.99.

l. **Multiplier**: Use down arrow to select calculation percentage.

m. **Total Material Cost**: Maximum amount 99,999,999,999,99.

n. **Fee:** Non-changeable field.

(1) **If** Fee Code = CFP **THEN** Fee = Total Material Burden Cost * CLIN%.

Note: FRPH is not used for Materials.

o. **Total Material Burden Cost**: = Cost * Multiplier.

4. Upon completing all fields, click **OK**, then **Close**.

5. To edit a record, click **Maintain Records** (as shown by the arrow in figure 21).

   a. Use the forward (<) or back (>) arrows on the navigation bar to locate the correct record.

   b. Edit the appropriate field(s).

   c. Click **OK**, followed by **Close**.

6. To delete a record, click **Maintain Records** (as shown by the arrow in figure 21).

   a. Use the forward (<) or back (>) arrows on the navigation bar to locate the correct record.

   b. Click the delete record button (-) on the navigation bar.

   c. When prompted by the deletion confirmation, click **Yes**; then click **Close**.

7. To add a record within Maintain Records, Click + sign, enter data, and Click Ok

4.7 OTHER DIRECT COSTS SEGMENT

The Other Direct Costs (ODC) segment sheet enables vendors to record information associated with the ODC segment on the eCRAFT Summary Record. The sheet may contain zero or more entries of ODC information as part of the report. Vendors can add, update, and delete records via the ODC - EDIT form by clicking Maintain Records, as shown by the arrow in figure 23.

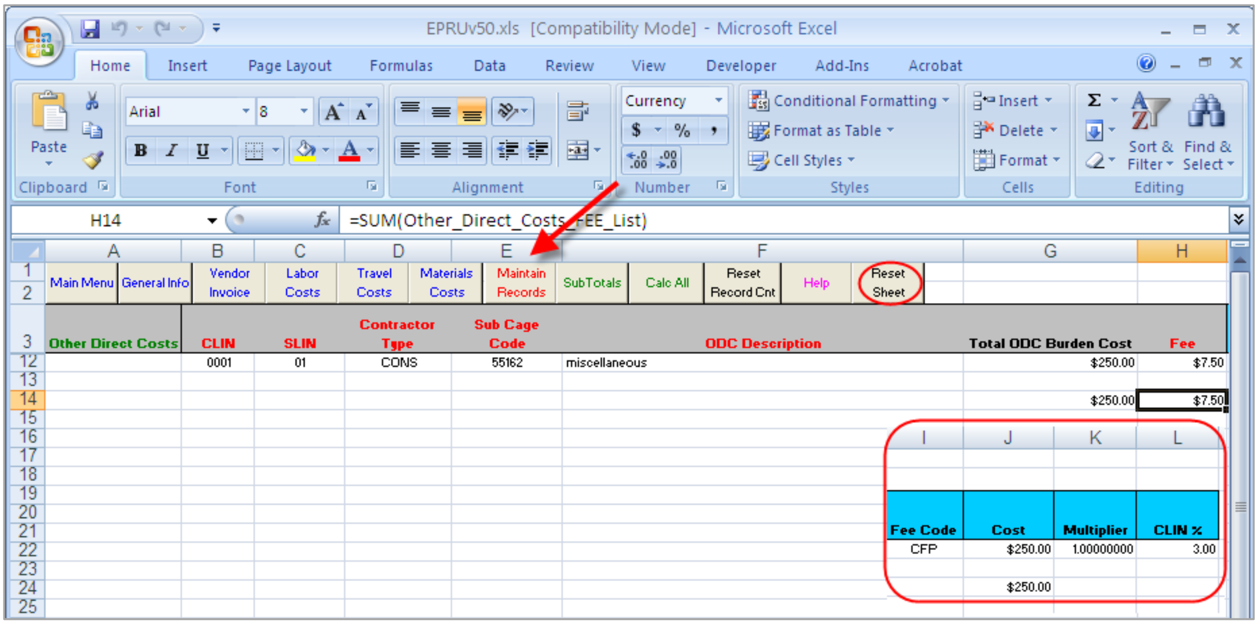


Figure 23 – Other Direct Costs Segment Sheet

Table 9 – Button Functions for Other Direct Costs Segment Sheet

BUTTON	FUNCTIONALITY
Maintain Records	This button enables the user to add, update, and delete records associated with the ODC segment via the *Other Direct Costs - EDIT* screen.
SubTotals	This button creates a subtotal for the Total ODC Burden Cost column.
Calc All	This button allows Total ODC Burdened Cost to be calculated without using Maintain Records in situations where a set of ODC records are generally the same each period and only costs change. In this case, vendors would clear the blue column header Costs, enter the new costs, and press Calc All to recalculate the Total ODC Burden Cost for each ODC record. **Note:** If any of the entries associated with the blue Cost and/or Multiplier column is left blank for a particular record, the Total ODC Burden Costs are not recalculated for that record.
Reset Record Cnt	This button allows the utility to update the number of rows on the work sheet when manually adding, copying, or deleting rows.
Help	This button provides the definitions and formatting associated with correctly filling in the fields.
Reset Sheet	This button clears the worksheet of all data.

To add, edit, or delete an ODC record, follow these steps:

1. If the sheet contains data, click **Reset Sheet** (highlighted in figure 23).
2. Click **Maintain Records** (as shown by the arrow in figure 23).

The Other Direct Costs - EDIT form displays, as shown in figure 24:

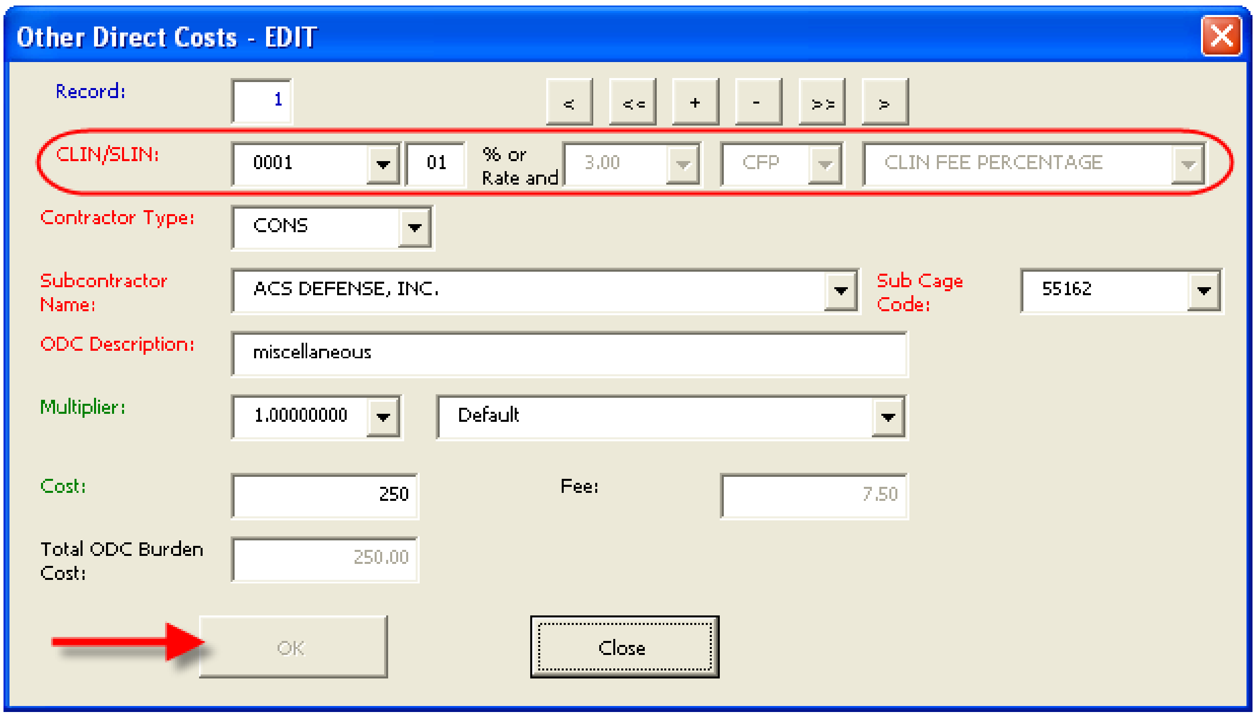


Figure 24 – Other Direct Costs EDIT Form

3. Fill in all required red and green-text fields according to the following criteria:

Note: For comprehensive field definitions, see appendix A.

a. **CLIN/ SLIN** (highlighted):

(1) **Box 1**: Select from the CLINs listed in the Lookups table.

(2) **Box 2**: Enter the SLIN.

b. **% or Rate and Code** (highlighted):

(1) Box 1 displays the percentage for the CLIN selected in the CLIN/SLIN box 1.

(2) Box 2 displays the Fee Code related to the CLIN selected in the CLIN/SLIN box 1.

(3) Box 3 displays the Fee Code description related to the CLIN selected in the CLIN/SLIN box 1.

c. **Contractor Type**: Use down arrow to select.

d. **Subcontractor Name**: Use down arrow to select.

e. **Sub Cage Code**: Use down arrow to select.

f. **ODC Description**: Item name or description.

g. **Multiplier**: Percentage used to calculate Total ODC Burden Cost.

h. **Cost**: ODC charge, not to exceed 99,999,999,999.99.

i. **Fee**: Non-changeable field.

(1) If Fee Code = CFP THEN Fee = Total ODC Burden Cost * CLIN%.

Note: FRPH is not used for ODCs.

j. **Total ODC Burden Cost**: = Cost * Multiplier.

4. Upon completing all fields, click **OK**, then **Close**.

5. To edit a record, click **Maintain Records** (as shown by the arrow in figure 23).

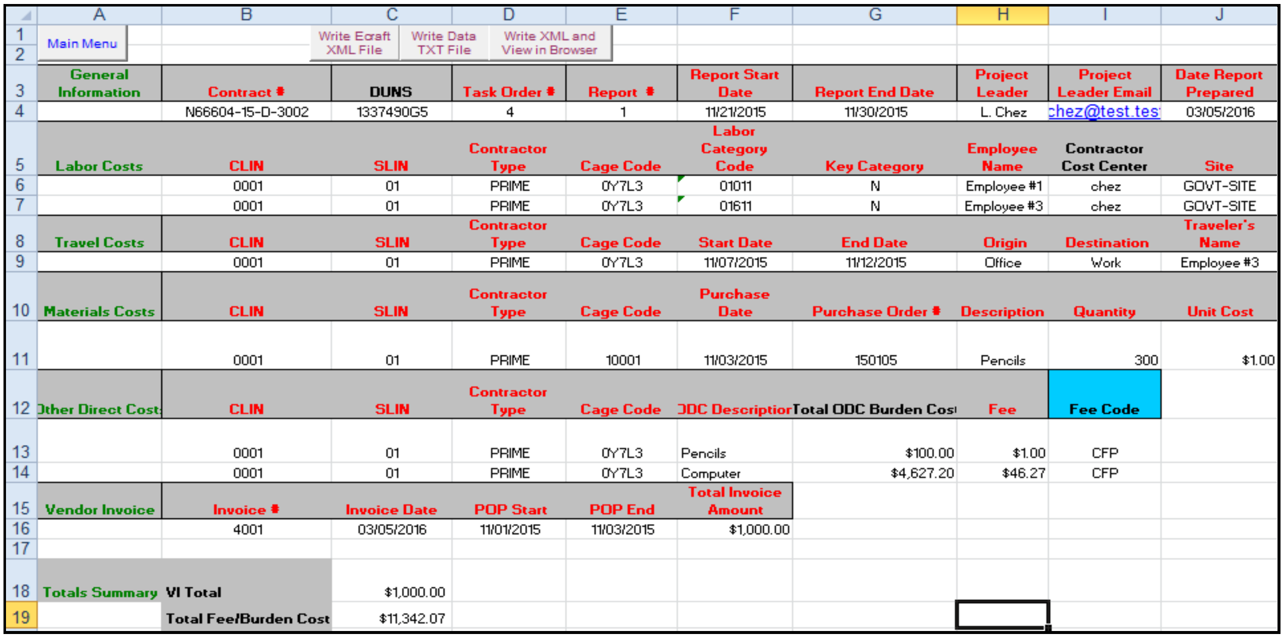
   a. Use the forward (<) or back (>) arrows on the navigation bar to locate the correct record.
   b. Edit the appropriate field(s).
   c. Click **OK**, followed by **Close**.

6. To delete a record, click **Maintain Records** (as shown by the arrow in figure 23).

   a. Use the forward (<) or back (>) arrows on the navigation bar to locate the correct record.
   b. Click the delete record button (-) on the navigation bar.
   c. When prompted by the deletion confirmation, click **Yes**; then click **Close**.

4.8 PREPARING THE ECRAFT SUMMARY SHEET

The eCRAFT Summary Sheet is a compilation of all the ePRU segment sheets. In order to generate the eCRAFT Summary Sheet, Click **eCRAFT Summary** on the ePRU Main Menu. The program will clear and re-build the summary sheet automatically. See figure 25.



	A	B	C	D	E	F	G	H	I	J
1	Main Menu		Write Ecraft XML File	Write Data TXT File	Write XML and View in Browser					
2										
3	General Information	Contract #	DUNS	Task Order #	Report #	Report Start Date	Report End Date	Project Leader	Project Leader Email	Date Report Prepared
4		N66604-15-D-3002	1337490G5	4	1	11/21/2015	11/30/2015	L. Chez	chez@test.tes	03/05/2016
5	Labor Costs	CLIN	SLIN	Contractor Type	Cage Code	Labor Category Code	Key Category	Employee Name	Contractor Cost Center	Site
6		0001	01	PRIME	0Y7L3	01011	N	Employee #1	chez	GOVT-SITE
7		0001	01	PRIME	0Y7L3	01611	N	Employee #3	chez	GOVT-SITE
8	Travel Costs	CLIN	SLIN	Contractor Type	Cage Code	Start Date	End Date	Origin	Destination	Traveler's Name
9		0001	01	PRIME	0Y7L3	11/07/2015	11/12/2015	Office	Work	Employee #3
10	Materials Costs	CLIN	SLIN	Contractor Type	Cage Code	Purchase Date	Purchase Order #	Description	Quantity	Unit Cost
11		0001	01	PRIME	10001	11/03/2015	150105	Pencils	300	$1.00
12	Other Direct Costs	CLIN	SLIN	Contractor Type	Cage Code	ODC Description	Total ODC Burden Cost	Fee	Fee Code	
13		0001	01	PRIME	0Y7L3	Pencils	$100.00	$1.00	CFP	
14		0001	01	PRIME	0Y7L3	Computer	$4,627.20	$46.27	CFP	
15	Vendor Invoice	Invoice #	Invoice Date	POP Start	POP End	Total Invoice Amount				
16		4001	03/05/2016	11/01/2015	11/03/2015	$1,000.00				
17										
18	Totals Summary	VI Total	$1,000.00							
19		Total Fee/Burden Cost	$11,342.07							

Figure 25 – eCRAFT Summary Report

The button functions for the eCRAFT Summary Sheet are shown in table 10:

Table 10 – Summary Sheet Button Functions

BUTTON	FUNCTION
Write eCRAFT XML File	This button generates the XML file that would be submitted to NUWC .
Write Data TXT File	This button exports a template of the summary sheet that can be imported for later use via the Import Data File button on the ePRU main menu.
Write XML and View in Browser	This button generates the XML file and an HTML file which is used to display a readable version of the summary using the Internet Explorer (IE) browser. (If IE displays any errors, see appendix D for instructions on configuring your IE ompatibility settings.)

4. To review the existing report in a readable format (see appendix B for a sample report), click **Write XML and View in Browser** on the menu bar. See figure 25. This will create two files, an XML file and an HTML file. The HTML file is only used to dispay the summary web page. Both files are re-created every time this button is clicked. The HTML file will have the same name as the XML file but with an HTML extension. It may be deleted if desired.

   a. When prompted by the XML Reporter dialog box, in the **File Name** field, write a file name; then click **Save**. Message Box will appear indicating "The Information was exported."

   b. Click **Save**, followed by **OK**.

Notes:

If you receive an IE error message, see appendix D for configuring instructions.

If the user notices any errors, return to the particular segment that contains the errors. Update the segments and then return the the eCRAFT Summary page and re-create the XML file from the Summary Sheet.

5. To generate the XML file for submission without displaying a web page summary, click **Write eCRAFT XML File** on the menu bar. See figure 25.

6. If error messages display related to any of your segments, click Yes or No.

   a. Click Yes to ignore the error message.

   b. Click No to abort generating the XML output and return to the appropriate section(s) to correct the error(s).

   c. After corrections are made, **click Write XML and View in Browser** again and save the file in the folder of choice.

7. Click on the appropriate contract folder to open it, for example 2456, as shown by the arrow.

   a. Click on the appropriate task order folder to open it, if you set up your file system as recommended.

8. Name your file in such a way as to facilitate locating it, for example, according to contract number and task order and/or the date.

   Click **Save**. Message Box will appear indicating "The Information was exported."

9. To keep a template of the existing eCRAFT summary to utilize for future reports, click **Write Data TXT File** on the menu bar, as shown in figure 25.

10. When the **Text Delimited Exporter** displays follow steps 7 through 9.

Note: Use the Import Data File button on the ePRU Main menu to access template files created using the **Write Data File** button.

APPENDIX A – DISPLAY OF VENDOR SUMMARY

General Information Segment

Contract#: N66604-15-D-3002	Task Order#: 0004	DUNS: 1337490G5
Report#: 1		Report Start Date: 11/21/2015
Date Report Prepared: 3/5/2016		Report End Date: 11/30/2015
Project Leader: L. Chez		Project Lead Email: project.leader@test.test
Commitments: This is the final version of this report		
Vendor Comments: This report resulted in one invoice		
EPRU Version: 5.8		

Vendor Invoice Segment

Invoice#	Invoice Date	POP Start	POP End	Total Invoice Amount
4001	03/05/2016	11/01/2015	11/03/2015	1,000.00
TOTAL:				1,000.00

Labor Cost Segment

CLIN/SLIN	Contractor Type	Sub Cage Code	Labor Cat	Key Cat	Emp Name	Cost Center	Site	Reg Hours	Comp Hours	UnCp Hrs	Allc Cost	TLB Cost	Fee	Fee Code
000101	PRIME	0Y7L3	01011	N	Employee #1	chez	GOVT-SITE	40.00	0.00	0.00	N	4,000.00	40.00	FRPH
000101	PRIME	0Y7L3	01611	N	Employee #3	chez	GOVT-SITE	20.00	16.00	4.00	N	144.60	60.00	FRPH
TOTAL:								60.00	16.00	4.00		4,144.60	100.00	

Travel Cost Segment

CLIN/SLIN	Contractor Type	Sub Cage Code	Start Date	End Date	Origin	Destination	Emp Name	Mode	TLB Cost	Fee	Fee Code
000101	PRIME	0Y7L3	11/07/2015	11/12/2015	Office	Work	Employee #3	PLANE	2,000.00	20.00	CFP
TOTAL:									2,000.00	20.00	

Material Cost Segment

CLIN/SLIN	Contractor Type	Sub Cage Code	Pur Date	Pur ORD	Description	Qty	Unit Cost	Total Mat Cost	Cons Code	TMB Cost	Fee	Fee Code
000101	PRIME	10001	11/03/2015	150105	Pencils	300.00	1.00	300.00	C	300.00	3.00	CFP
TOTAL:						300.00	1.00	300.00		300.00	3.00	

Other Direct Cost Segment

CLIN/SLIN	Contractor Type	Sub Cage Code	ODC Description	OTB Cost	Fee	Fee Code
000101	PRIME	0Y7L3	Pencils	100.00	1.00	CFP
000101	PRIME	0Y7L3	Computer	4,627.20	46.27	CFP
TOTAL:				4,727.20	47.27	

Total Summary

Vendor Invoices:	$1,000.00
Total Fee and Total Burden Costs	$11,342.07
Total Hours	80.00

APPENDIX B – FIELD DEFINITIONS

General Information Segment Definitions

The vendor must submit a single segment of general information as the header block of a vendor report. This information provides the context for the report and provides the information necessary to link it to the contract and task order in eCRAFT.

Report Field	Format	Edits
Vendor Report Number	Text max length 4. -Vendor format	A left justified integer that meets the following conditions: • Equals 1 for the first report submitted for a task order or • Is one more than the last previously submitted report if this report is a new report or • Matches a previously submitted report number that was rejected by the eCRAFT system or the COR. • Should be the same as WAWF Invoice Number.
Contract Number	Like N66604-99-D-0A12 with the elements being UIC (6 alphanumeric) – FY (2 numeric) – CODE (1 alphanumeric) – NUMBER (4 alphanumeric). The string includes the delimiting dashes. Alpha characters are in upper case.	Contract must have been awarded.
Vendor DUNS	Alphanumeric string minimum length 9 max length 13.	Vendor DUNS must match the number identified on the Contract document.
Task Order Number	Numeric string left zero filled, length 4. Completion "C" Contracts must have task order '0001'.	Task Order must have been awarded
Report Start Date	MM/DD/YYYY	Valid date less than or equal to report end date.
Date Report Prepared	MM/DD/YYYY	May be blank. If not, it must be a valid date.

Report Field	Format	Edits
Contractor Task Order Project Leader -Person COR/PI would contact with questions.	String max length 60	May be blank but you are advised to fill in this field.
Project Leader email address	String max length 60	May be blank but you are advised to fill in this field otherwise you will not receive any notifications.
Commitments -Used to identify costs committed but not reported.	Alphanumeric string max length 80	May be blank.
Vendor Comments-Communication field to COR/PI.	Alphanumeric string max length 80	May be blank.

Note 1: For the following sections, dollar fields may contain a dollar sign, commas and decimal points. Hours fields may contain commas and decimal points. Either dollar or hours fields may contain negative numbers. To represent negative dollars, place the negative sign (-) before the dollar sign ($).

Note 2: Functional SLINs (AA SLINs) must always be reported by SLIN. The parent CLIN may not be reported in any cost segment of the report.

<u>Vendor Invoice Segment</u>

The vendor may submit zero or more segments of Vendor Invoice information as part of the report. Vendor Invoice information does not necessarily relate directly to other information contained within a specific vendor report.

Report Field	Format	Edits
Invoice Number	Alphanumeric string max length 20. The vendor controls actual contents and format except for max length.	May not be blank and must not already have been submitted unless the vendor report containing the invoice is a resubmission of a previously rejected report. In this case, the information about the invoice currently on file will be replaced with the resubmitted information.
Period of Performance (POP) Start Date	MM/DD/YYYY	Valid date less than or equal to performance period end.
Period of Performance (POP) End Date	MM/DD/YYYY	Valid date greater than or equal to performance period start.

Report Field	Format	Edits
Invoice Date	MM/DD/YYYY	Valid date.
Total Invoice Amount	99,999,999,999.99	Valid dollar amount. May be 0 or negative.

Labor Costs Segment

The vendor may submit zero or more segments of Labor Costs information as part of the report.

Report Field	Format	Edits
CLIN -Contract Line Item Number.	Upper case numeric length 4, left zero filled.	May not be blank. The CLIN must be awarded.
SLIN -Sub Line Item Number	Upper case alphanumeric length 2.	May be blank. Required to report at this level only if stated specifically in Task Order. If reporting at the SLIN level, the SLIN must be awarded and you may not also include an entry for the parent CLIN in this segment of the report. **CAN NOT BE 00.**
Employee Name - Contractor may use employee identifier code if not a prime employee.	Mixed case string of max length 60.	May be blank. Required for Key categories.
Contractor Type -Code to represent who the employee works for.	Uppercase string max length 5.	Must be a valid Employee Type as published on the eCRAFT Web site.
Subcontractor Name / Cage Code	Select from Drop Down List	Must enter Prime or Subcontractor Name
Labor Category (Title/Code) -Valid labor category in Contract/Task Order.	Uppercase string max length 5.	Must be a valid Labor Category Code included in your task order award.
Key category	Uppercase alpha length 1.	"Y" or "N"
Contractor Cost Center -Contractor identifier for their internal CC. (e.g. CC 01) -Subcontractor identified by name.	Mixed case string of max length 20.	May be blank.

Report Field	Format	Edits
Site Designator	Uppercase string of max length 10.	Must be a valid On Site / Off Site Designator as published on the eCRAFT Web site.
Regular Hours - Straight Time Hours Worked	Max amount 9999.99	Valid number. May be 0 or negative.
Compensated Over-time Hours	Max amount 9999.99	Valid number. May be 0 or negative.
Uncompensated Overtime Hours	Max amount 9999.99	Valid number. May be 0 or negative.
Fee Rate	Max amount 99,999,999.99	Valid number. May be 0 or negative.
Multiplier / Multiplier Description	Select from Drop Down List.	Contractor specific multipliers listed in Lookups Table
Labor Cost	Max amount 99,999,999.99	Valid number. May be 0 or negative.
Allocated Costs *	Uppercase alpha length 1.	"Y" or "N".
Fee	Max amount 99,999,999.99	Valid number. May be 0 or negative. Calculates automatically in Maintain Records
Total Labor Burdened Cost	Max amount 99,999,999.99	Valid number. May be 0 or negative. Calculates automatically in Maintain Records

*Used only when a Subcontractor does not break-out costs by labor category because wage determinations, due to the Service Contract Act (SCA), are reported and propriety data may be at risk. Cost is allocated to labor category instead of actual cost and field is set to "Y".

Travel Costs Segment

The vendor may submit zero or more segments of Travel Costs information as part of the report.

Report Field	Format	Edits
CLIN - Contract Line Item Number	Upper case numeric length 4; left zero filled.	May not be blank. The CLIN must be awarded.
SLIN -Sub Line Item Number	Upper case alphanumeric length 2.	May be blank. Required to report at this level only if stated specifically in Task Order. If reporting at the SLIN level, the SLIN must be awarded and you may not also include an entry for the parent CLIN in this segment of the report.

Contractor Type -Code to represent who the employee works for.	Uppercase string max length 5.	Must be a valid Employee Type as published on the eCRAFT Web site.
Subcontractor Name / Cage Code	Select from Drop Down List. Values listed in Lookups Table	Must enter Prime or Subcontractor Name
Traveler's Name	Mixed case string of max length 60.	May not be blank.
Start Date	MM/DD/YYYY	Valid date less than or equal to end date of travel.
End Date	MM/DD/YYYY	Valid date greater than or equal to start date of travel.
Origin	Mixed case string of max length 60	May not be blank.
Destination	Mixed case string of max length 60	May not be blank.
Travel Mode	Uppercase string max length 10.	Must be a valid Travel Mode as published on the eCRAFT Web site.
Multiplier / Multiplier Description	Select from Drop Down List.	Contractor specific multipliers listed in Lookups Table
Travel Cost	Max amount 99,999,999.99	Valid number. May be 0 or negative.
Fee	Max amount 99,999,999.99	Valid number. May be 0 or negative. Calculates automatically in Maintain Records
Total Travel Burdened Cost	Max amount 99,999,999.99	Valid number. May be 0 or negative.

Material Costs Segment

The vendor may submit zero or more segments of Material Costs information as part of the report.

Report Field	Format	Edits
CLIN -Contract Line Item Number	Upper case numeric length 4; left zero filled.	May not be blank. The CLIN must be awarded.
SLIN -Sub Line Item Number	Upper case alphanumeric length 2.	May be blank. Required to report at this level only if stated specifically in Task Order. If reporting at the SLIN level, the SLIN must be awarded and you may not also include an entry for the parent CLIN in this segment of the report.
Contractor Type -Code to represent who the employee works for.	Uppercase string max length 5.	Must be a valid Employee Type as published on the eCRAFT Web site.
Subcontractor Name / Cage Code	Select from Drop Down List. Values listed in Lookups Table	Must enter Prime or Subcontractor Name
Purchase Date	MM/DD/YYYY	Valid date.
Consumption code	Alpha length 1	Must be a valid Consumption Code as published on the eCRAFT Web site.
Purchase Order Number -Contractor identifier	Mixed case string max length 20. The vendor controls the content and format of this field. Subcontractor may be identified by name.	May not be blank.
Description	Mixed case string max length 60	May not be blank. Enter description of item being purchased
Unit cost	Max amount 999,999,999.999	Valid number *. May be 0 or negative.
Quantity Purchased	Max amount 999,999.99	Valid number. May be 0 or negative.
Multiplier / Multiplier Description	Select from Drop Down List.	Contractor specific multipliers listed in Lookups Table
Material Cost	Max amount 99,999,999,999.99	Valid number. May be 0 or negative.
Fee	Max amount 99,999,999.99	Valid number. May be 0 or negative. Calculates automatically in Maintain Records.

Total Material Burdened Cost	Max amount 99,999,999,999.99	Valid number. May be 0 or negative. Calculates automatically in Maintain Records.

* note three digits to the right of the decimal point.

Other Direct Costs Segment

The vendor may submit zero or more segments of Material Costs information as part of the report.

Report Field	Format	Edits
CLIN - Contract Line Item Number	Upper case numeric length 4; left zero filled.	May not be blank. The CLIN must be awarded.
SLIN -Sub Line Item Number	Upper case alphanumeric length 2.	May be blank. Required to report at this level only if stated specifically in Task Order. If reporting at the SLIN level, the SLIN must be awarded and you may not also include an entry for the parent CLIN in this segment of the report.
Contractor Type -Code to represent who the employee works for.	Uppercase string max length 5.	Must be a valid Employee Type as published on the eCRAFT Web site.
Subcontractor Name / Cage Code	Select from Drop Down List. Values listed in Lookups Table	Must enter Prime or Subcontractor Name
Multiplier / Multiplier Description	Select from Drop Down List.	Contractor specific multipliers listed in Lookups Table
ODC Description	Alphanumeric string max length 60	May not be blank.
ODC Cost	Max amount 99,999,999,999.99	Valid number which may be 0 or negative.
Fee	Max amount 99,999,999.99	Valid number. May be 0 or negative. Calculates automatically in Maintain Records
Total ODC Burdened Cost	Max amount 99,999,999.99	Valid number. May be 0 or negative. Calculates automatically in Maintain Records

APPENDIX C – DTD/XML FILE

eCRAFT Document Type Definition File

This file describes the rules that are used to generate a valid Task Order Report transaction file, which can be loaded into the eCRAFT database. The transaction file must be in Extensible Markup Language (XML) format

The ecxml.dtd Document Type Definition (.DTD) file describes the valid elements of the XML file used to report contractor expenses. The eCRAFT Periodic Report Utility (ePRU) was created to enable contractors to generate their reports in XML format but these XMLs file can be generated by other means. These elements describe the type of data and their hierarchical structure of each element within the transaction.

In turn, the file can be used as the specification for generation of a valid eCRAFT xml transaction through other means (i.e. reports generated from an accounting system, output from other utilities, etc.) The ecxml.dtd defines data tags used to encapsulate each record and data elements within the records of eCRAFT xml transaction.

In general, the ECRAFT Task Order Exchange transaction is comprised of a Vendor Report, an electronic copy of the financial information associated with a contract. The Vendor Report is required, at a minimum, to have a General Information Segment. Optionally, 0 or 1 Vendor Invoice, Labor Cost, Travel Cost, Material Cost and Other Direct Cost Segments may be included, but are not required. Each of these segments is required to contain at least one record, when define in the transaction, but may have many records. These records are comprised of data elements (tagged data), which must be used.

See the [WWW.W3C.ORG](http://www.w3c.org) web site for the specification on XML and DTDs. The eCRAFT/CMS Software Design and Requirements specs describe the Vendor report, Segments and Data Elements defined in the xml transaction. Below is a summary hierarchy of Task Order Exchange Transaction. Consult the ecxml.dtd for the complete structure of the transaction.

```
ECRAFT_TASK_ORDER_EXCHANGE (ECRAFT_VENDOR_REPORT)
        ECRAFT_VENDOR_REPORT (
                GENERAL_INFORMATION_SEGMENT,
                VENDOR_INVOICE_SEGMENT?,
                LABOR_COSTS_SEGMENT?,
                TRAVEL_COSTS_SEGMENT?,
                MATERIAL_COSTS_SEGMENT?,
                OTHER_DIRECT_COSTS_SEGMENT?)

                GENERAL_INFORMATION_SEGMENT (
                        CONTRACT_NUMBER,
                        VENDOR_DUNS,
                        TASK_ORDER_NUMBER,
```

```
        VENDOR_REPORT_NUMBER,
        PERIOD_FROM_DATE,
        PERIOD_TO_DATE,
        TASK_ORDER_PROJECT_LEADER,
        PROJECT_LEADER_EMAIL,
        DATE_REPORT_PREPARED,
        COMMITMENTS,
        MODIFICATIONS_AND_COMMENTS)

VENDOR_INVOICE_SEGMENT  (VENDOR_INVOICE_RECORD+)
        VENDOR_INVOICE_RECORD  (
                INVOICE_NUMBER,
                INVOICE_DATE,
                PERFORMANCE_PERIOD_START,
                PERFORMANCE_PERIOD_END,
                TOTAL_AMOUNT)
LABOR_COSTS_SEGMENT  (LABOR_COST_RECORD+)
        LABOR_COST_RECORD  (
                CLIN,
                EMPLOYER_CODE,
                LABOR_CATEGORY,
                KEY_CATEGORY,
                EMPLOYEE_NAME,
                COST_CENTER,
                ON_OR_OFF_SITE,
                STRAIGHT_TIME_HOURS,
                COMPENSATED_OVER-TIME_HOURS,
                UNCOMPENSATED_HOURS,
                ALLOCATED_COST_FLAG,
                LABOR_TOTAL_BURDENED_COST,
                FIXED_OR_BASE_FEE)

TRAVEL_COSTS_SEGMENT (TRAVEL_COST_RECORD+)
        TRAVEL_COST_RECORD (CLIN,
                TRAVEL_START_DATE,
                TRAVEL_END_DATE,
                TRAVEL_ORIGIN,
                TRAVEL_DESTINATION,
                EMPLOYEE_NAME,
                TRAVEL_MODE,
                TRAVEL_TOTAL_BURDENED_COST)

MATERIAL_COSTS_SEGMENT (MATERIAL_COST_RECORD+)
        MATERIAL_COST_RECORD (
                CLIN,
                PURCHASE_DATE,
                PURCHASE_ORDER_NUMBER,
```

```
            PURCHASE_ITEM_NAME,
            PURCHASE_QUANTITY,
            ITEM_UNIT_COST,
            PURCHASE_TOTAL_COST,
            CONSUMPTION_CODE,
            PURCHASE_TOTAL_BURDENED_COST)

OTHER_DIRECT_COSTS_SEGMENT (OTHER_DIRECT_COST_RECORD+)
        OTHER_DIRECT_COST_RECORD (
            CLIN,
            ODC_DESCRIPTION,
            ODC_TOTAL_BURDENED_COST)
```

APPENDIX D – CONFIGURING IE COMPATIBILITY SETTINGS

If you encounter errors with Internet Explorer (IE) while loading the viewable ePRU XML report on the eCRAFT Summary sheet, you must configure the compatibility view settings in IE according to the following directions:

1. Open IE.

2. From the menu, bar select **Tools**, as shown by the arrow in figure 29:

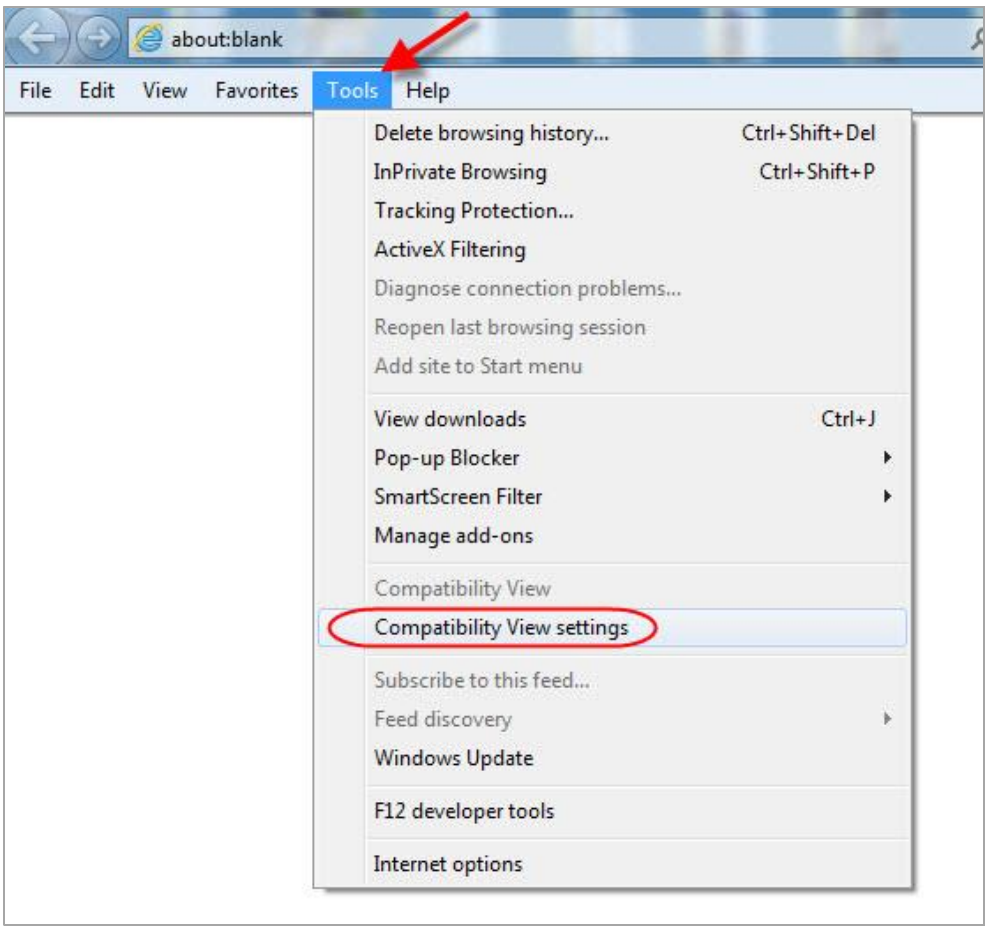


Figure 26 – Accessing IE Tools

3. Click **Compatibility View Settings** (highlighted).

The Compatibility View Settings page displays, as figure 30 shows:

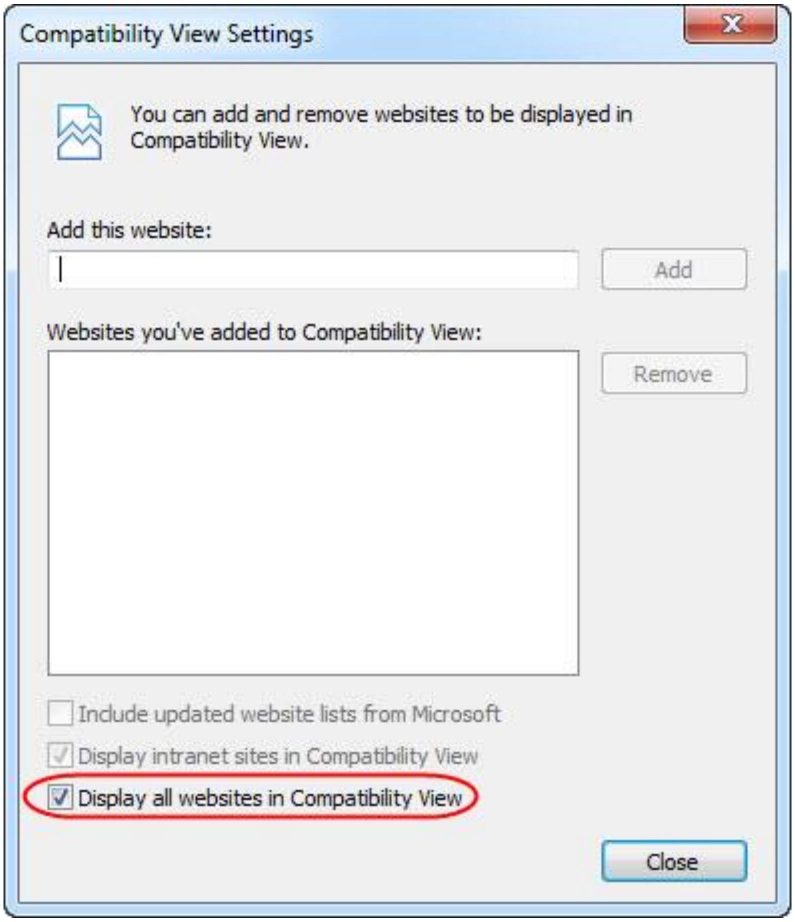


Figure 27 – Compatibility View Settings Page

4. Place a check in the **Display all websites in Compatibility View** checkbox (highlighted).

5. Click **Close**.