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NAVAL UNDERSEA WARFARE CENTER



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eCRAFT
Periodic Report Utility
Vendor's User Guide
Version 5.5
(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. |

ePRU Vendor's User Guide

| Date | Revision | Description |
|------------|----------|---|
| 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 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. |
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TABLE OF CONTENTS

LIST OF FIGURES v

LIST OF TABLES v

LIST OF ABBREVIATIONS AND ACRONYMS vii

FOREWORD viii

1 INTRODUCTION 8

 1.2 Scope 8

 1.3 ePRU Process Overview 8

2 Utility Conventions 9

 2.1 General Conventions 9

 2.2 Button Conventions 9

 2.3 Editing Conventions 10

3 Procedures 11

 3.1 Setting up File Structure 11

 3.2 Downloading ePRU Files 12

 3.3 Starting Up ePRU 13

4 Main Menu 15

 4.1 Lookups Sheet 16

 4.2 General Information Segment 20

 4.3 Vendor Invoice Segment 23

 4.4 Labor Costs Segment 25

 4.5 Travel Costs Segment 28

 4.6 Materials Costs Segment 31

 4.7 Other Direct Costs Segment 34

 4.8 Preparing the eCRAFT Summary Sheet 37

APPENDIX A – FIELD DEFINITIONS 41

APPENDIX B – XSL FILE 47

APPENDIX C – DTD/XML FILE 49

APPENDIX D – CONFIGURING IE COMPATIBILITY SETTINGS 53

LIST OF FIGURES

Figure 1 – ePRU Workflow 9

Figure 2 – ePRU Menu Bar Buttons 10

Figure 3 – Editable Form 10

Figure 4 – eCRAFT Directory 12

Figure 5 – NUWCDIVNPT Contracts Homepage..... 13

Figure 6 – Contents of eCRAFT Folder 14

Figure 7 – ePRU Main Menu Records Page..... 15

Figure 8 – ePRU Main Menu Buttons 15

Figure 9 – Lookup Sheet 17

Figure 10 – Exporting a Lookup Sheet 19

Figure 11 – Selecting a Task Order folder..... 20

Figure 12 – Lookup Sheet, Right Side..... 20

Figure 13 – General Information Sheet 21

Figure 14 – General Info EDIT Form 22

Figure 15 – Vendor Invoice Segment 23

Figure 16 – Vendor Invoice EDIT Form 24

Figure 17 – Labor Costs Segment Sheet..... 25

Figure 18 – Labor Cost EDIT Form 26

Figure 19 – Travel Costs Segment Sheet 29

Figure 20 – Travel Costs EDIT Form 30

Figure 21 – Materials Costs Segment Sheet 32

Figure 22 – Materials Costs EDIT Form 33

Figure 23 – Other Direct Costs Segment Sheet 35

Figure 24 – Other Direct Costs EDIT Form 36

Figure 25 – eCRAFT Summary Sheet 38

Figure 26 – eCRAFT Summary Report 39

Figure 27 – XML Exporter 40

Figure 28 – XSL Style Sheet 48

Figure 29 – Accessing IE Tools..... 53

Figure 30 – Compatibility View Settings Page..... 54

LIST OF TABLES

Table 1 – Navigation Bar Buttons 11

Table 2 – ePRU Main Menu Buttons..... 15

Table 3 – Lookups Field Definitions 18

Table 4 – General Information Segment Button Functions 21

Table 5 – Vendor Invoice Button Functions..... 24

Table 6 – Button Functions for Labor Costs Segment Sheet..... 26

Table 7 – Button Functions for Travel Costs Segment Sheet..... 29

Table 8 – Button Functions for Materials Costs Segment Sheet 32

Table 9 – Button Functions for Other Direct Costs Segment Sheet 35

Table 10 – Summary Sheet Button Functions 38

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 5.5 Vendor's User Guide* is designed to assist vendors in using ePRU with Windows 7 – Microsoft Office (Excel) 2010 to create and electronically transmit vendor expenditures to the eCRAFT Database Management System.

1 INTRODUCTION

The Electronic Cost Reporting and Financial Tracking System (eCRAFT) Periodic Report Utility (ePRU) Version 5.5 is an Excel tool used to (1) track expenditures-against-cost contracts and (2) generate the eCRAFT Vendor Report XML document necessary to be sent via e-mail to the eCRAFT Database Management System. ePRU is a stand-alone system that vendors can access from their computers. 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) and electronically transfer the eCRAFT Summary Report to the eCRAFT Database Management System.

ePRU is a Microsoft Excel 2007 or Microsoft Excel 2010 file that uses Microsoft Visual Basic Application (VBA) to generate the edit forms utilized in the report segments. Packaged along with the ePRU file (EPRUv55.xlsm) are two other required files, ecxml50.xsl and ECXML50.DTD, utilized respectively to generate a readable version of the eCRAFT Summary Report and load the eCRAFT Summary Report into the eCRAFT database. 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 files (ecxml50.xsl and ECXML50.DTD) see appendices B and 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 ePRUv55.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 systematically 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 buttons before creating the XML report to be sent to Code 59 via the Write eCRAFT File button. The ePRU process is illustrated in figure 1:

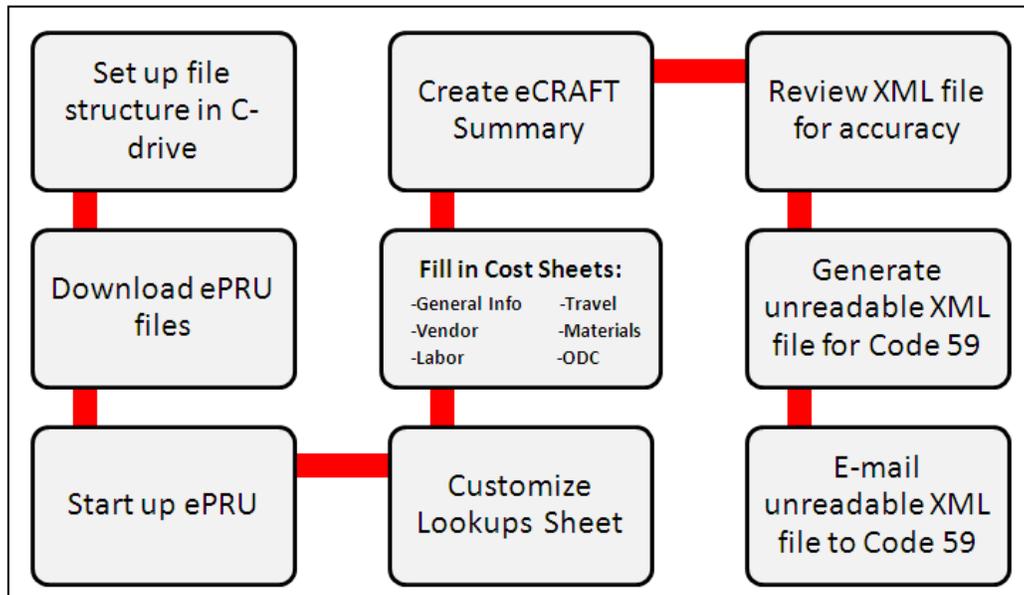


Figure 1 – ePRU Workflow

2 UTILITY CONVENTIONS

2.1 GENERAL CONVENTIONS

ePRU uses standard Microsoft Excel 2007 or 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 2007 or 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 required format (See Appendix A, insert rows, ensure that new required data is entered, and then click Calc All.

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 called “eCRAFT” into which they first should place the general ePRU files, namely EPRUv55.xlsm, ecxml50.xsl, and ECXML50.DTD, as shown in figure 4:

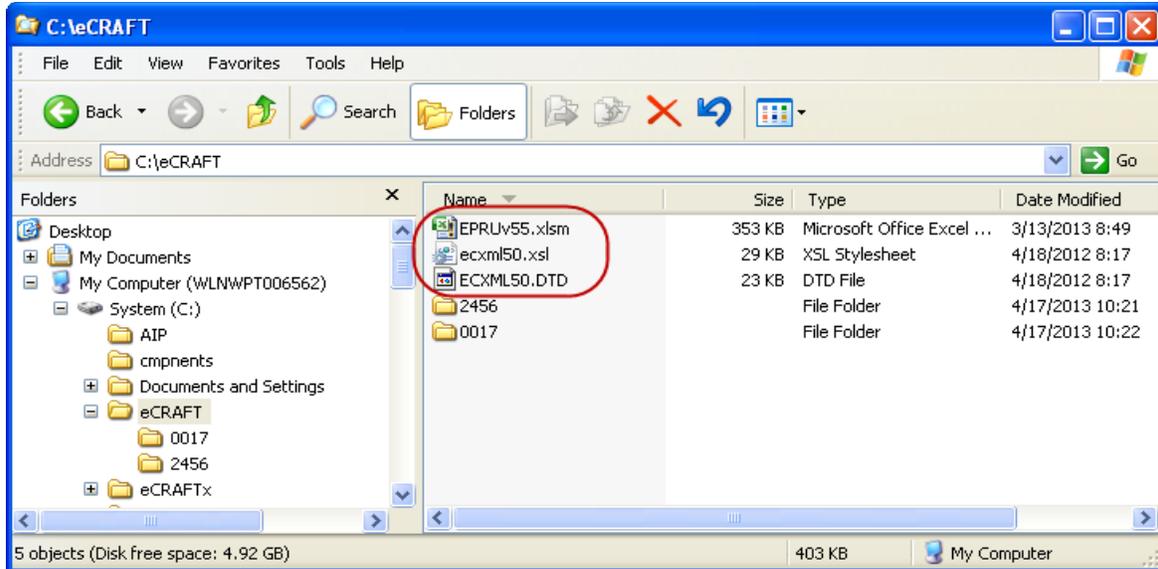


Figure 4 – eCRAFT Directory

Then, under the eCRAFT folder, vendors should create sub folders to represent their companies' contracts, for example 2456 and 0017, 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/nuwc/newport/contracts/default.aspx> to display the NUWC Division Newport Contracts Homepage, as shown in figure 5:

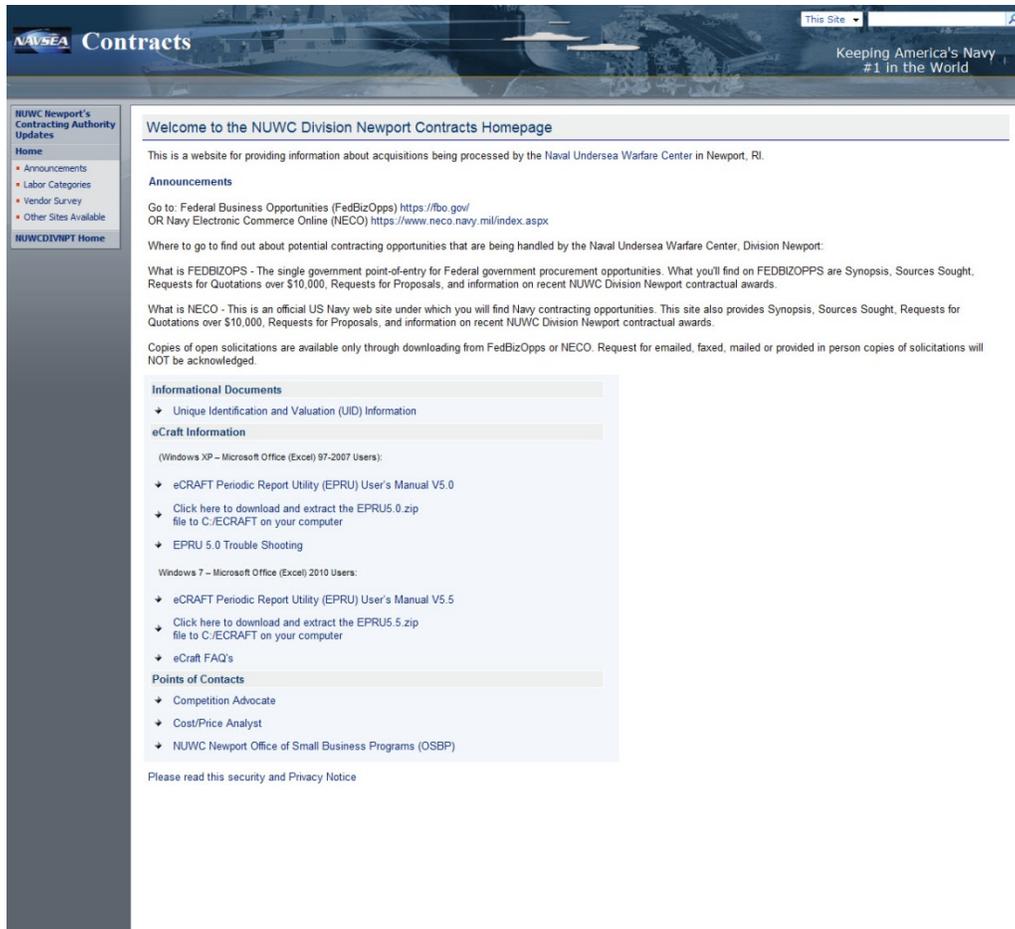


Figure 5 – NUWCDIVNPT Contracts Homepage

In the **eCRAFT Information** section (see arrow) you will find the .zip file containing the files required to run ePRU, specifically the eCRAFT Periodic Report Utility Version 5.5, the.ecxml50.xsl, and ECXML50DTD, as shown highlighted. This zip file you will need to save to your C drive in a folder called ECRAFT (C:\ECRAFT).

1. Click on **Click here to download and extract the EPRU55.zip file to C:\ECRAFT on your computer** (highlighted).
2. When prompted by the File Download box, click **Save**.
3. When prompted by the **Save As** box, save the file named EPRU55.zip into the ECRAFT folder on your C drive.
4. Extract the files contained in EPRU55.zip to the C:\ECRAFT directory.

3.3 STARTING UP EPRU

To start ePRU, vendors must locate the EPRv55.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:

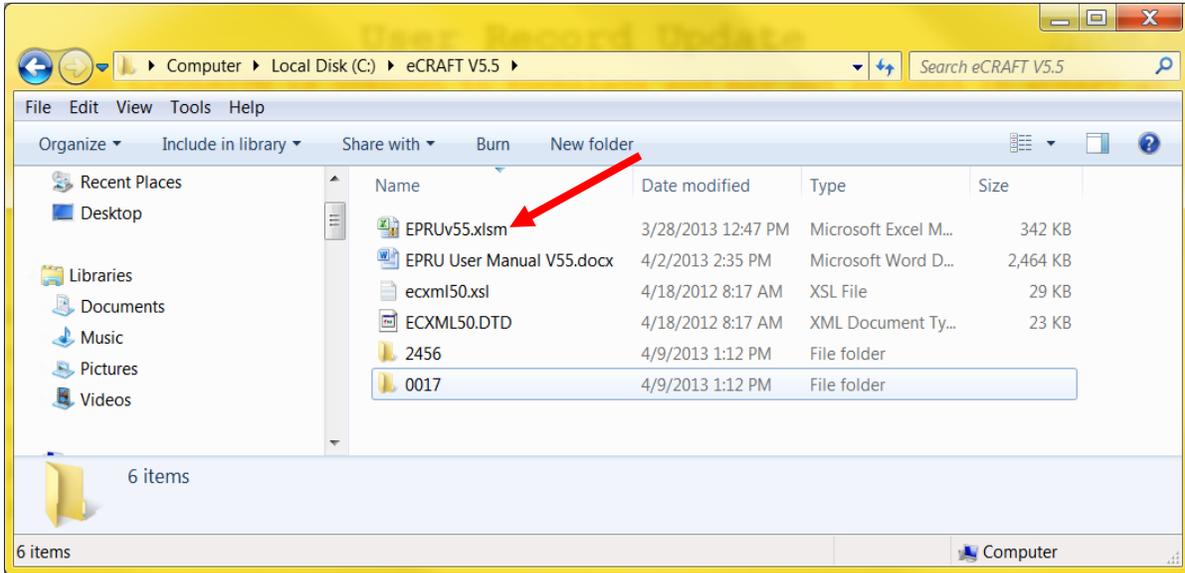


Figure 6 – Contents of eCRAFT Folder

2. Locate and double click on the EPRUv55.xlsm, as shown by the arrow.

Tip: To facilitate launching ePRU in the future, right click on EPRUv55.xlsm and select **Create Shortcut** to create a shortcut on your desktop.

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

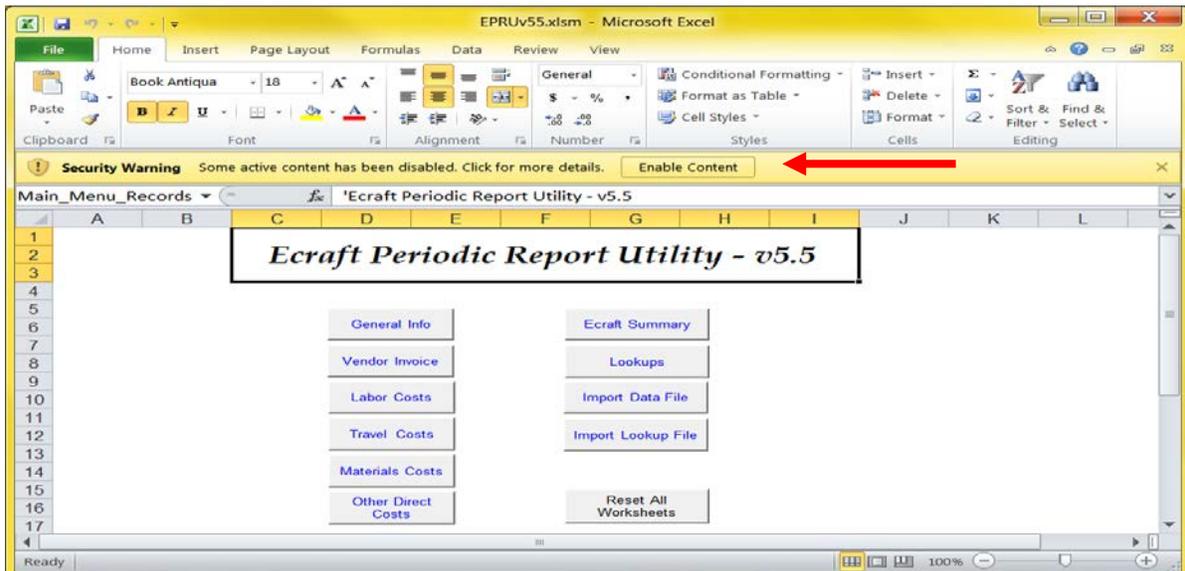


Figure 7 – ePRU Main Menu Records Page

- 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:

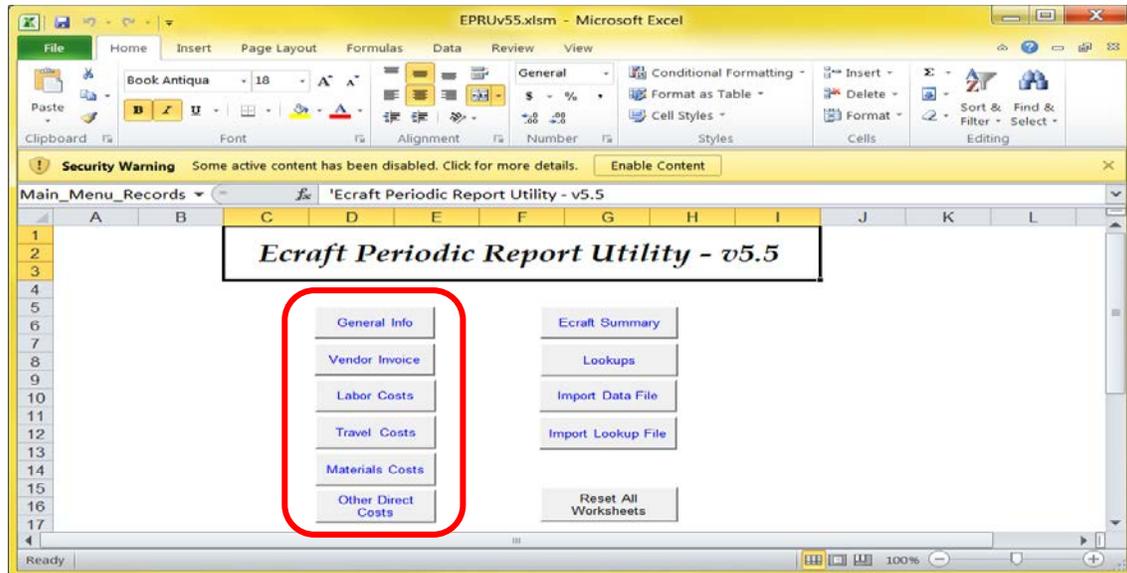


Figure 8 – ePRU Main Menu Buttons

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 |

| BUTTONS | FUNCTIONALITY |
|-----------------------------|--|
| | 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.

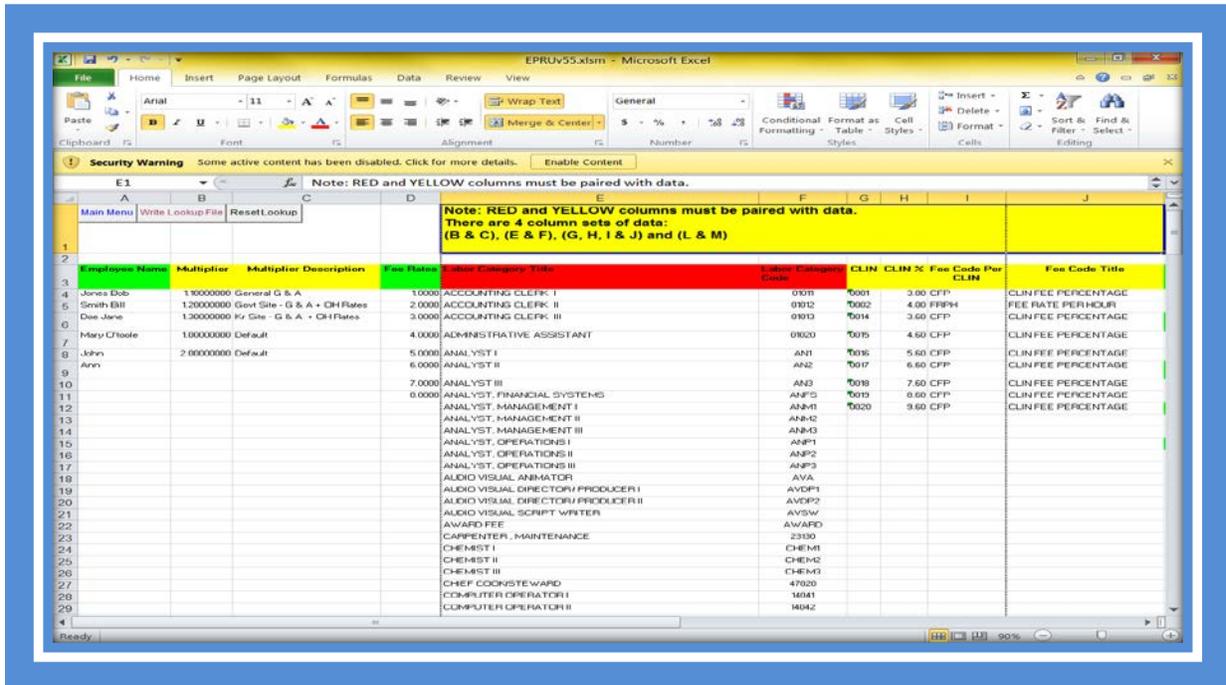


Figure 9a – Lookup Sheet (Columns A-J)
Do not change column heading titles or edit data under gray columns

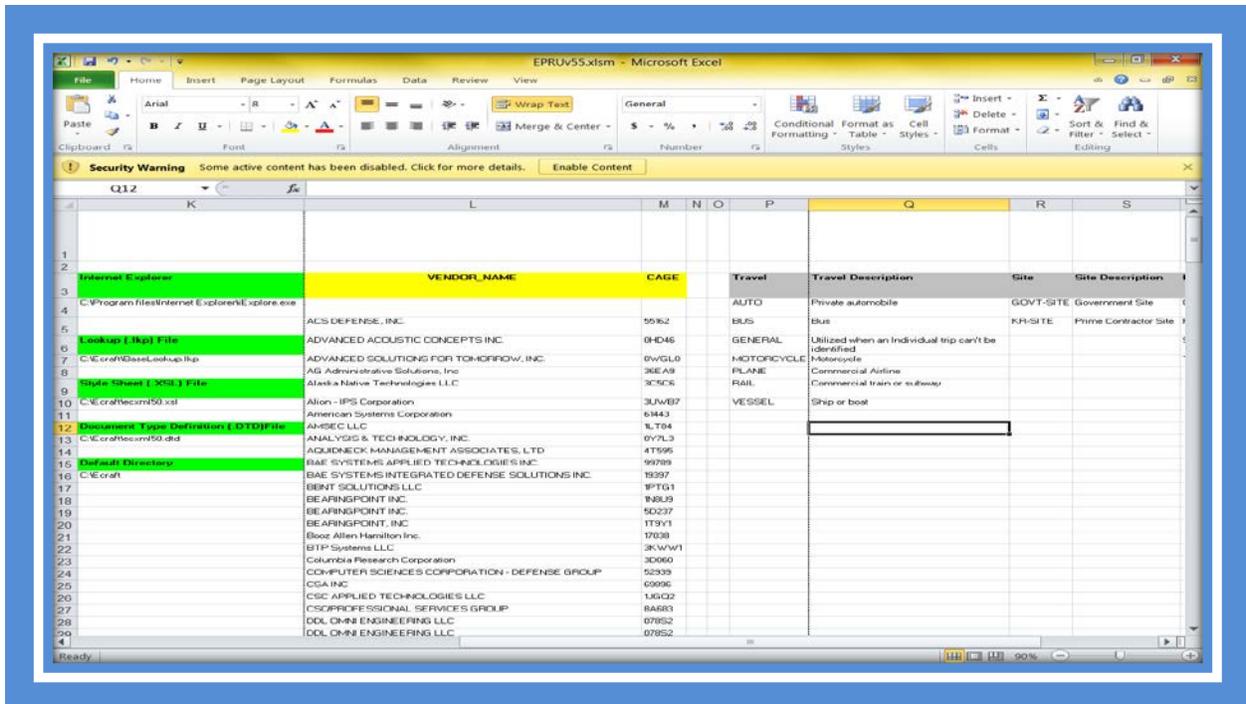


Figure 9b – Lookup Sheet (Columns K-S)
Do not change column heading titles or edit data under gray columns

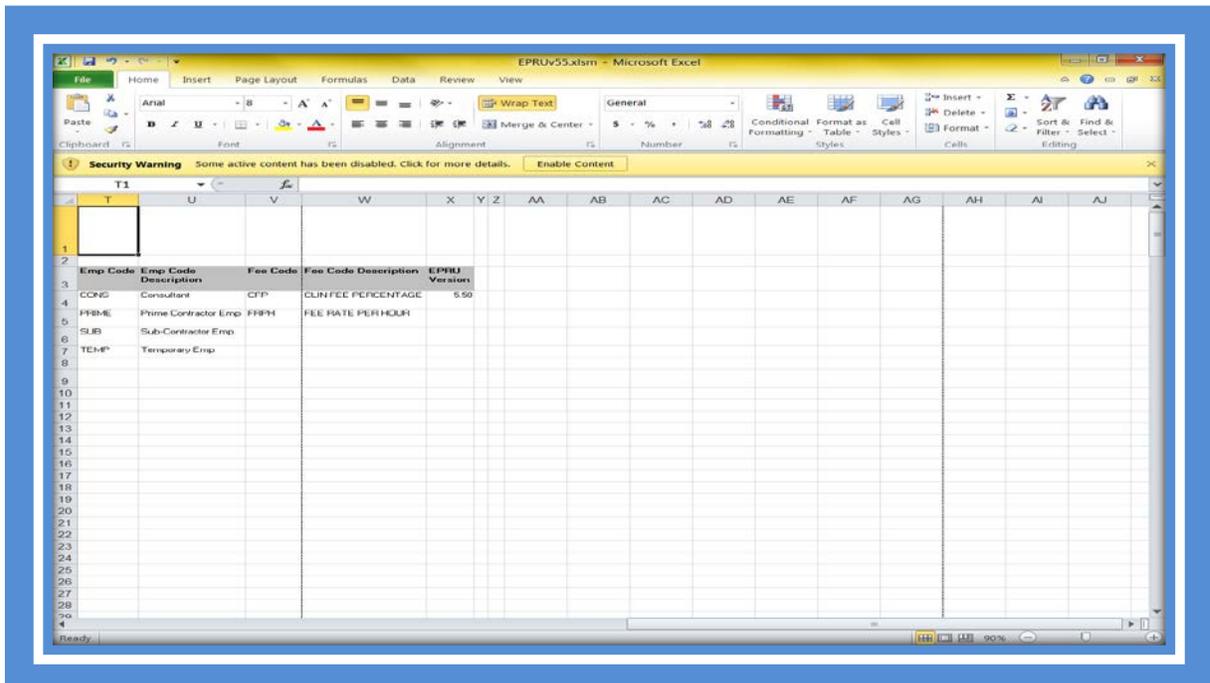


Figure 9c – Lookup Sheet (Columns T-X)
Do not change column heading titles or edit data under gray columns

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. Total ODC Burden Cost. 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. |
| 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. Insert cells and search for Vendor Names associated with contract in list then cut/paste or search entire list for associated vendor names when needed. |
| 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/nuwc/newport/contracts/pages/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).

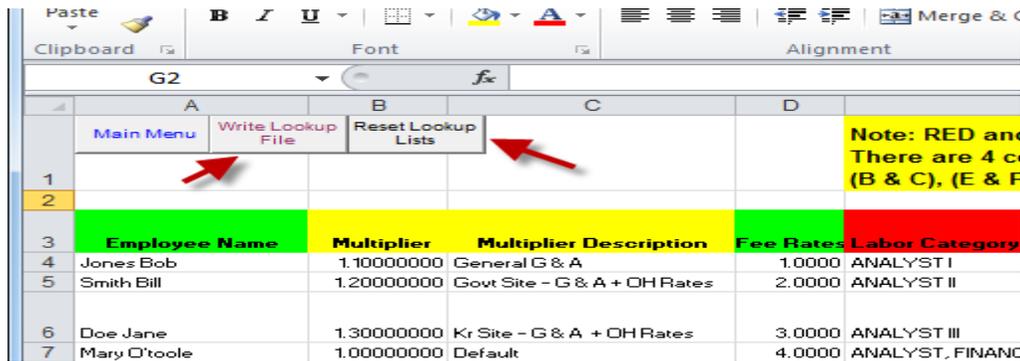


Figure 9d – Lookup Sheet (Reset Lookup and Write Lookup File buttons)

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:

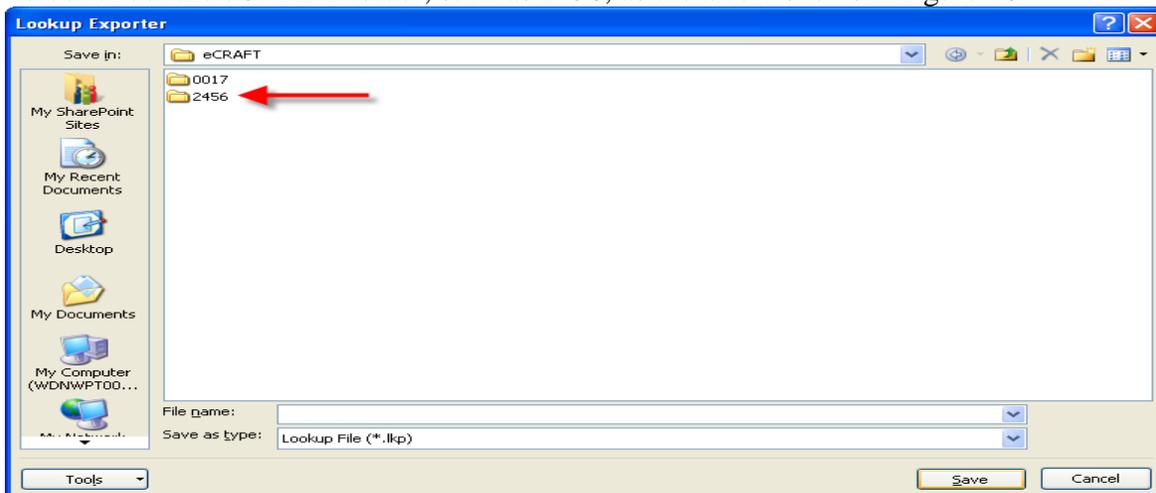


Figure 10 – Exporting a Lookup Sheet

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

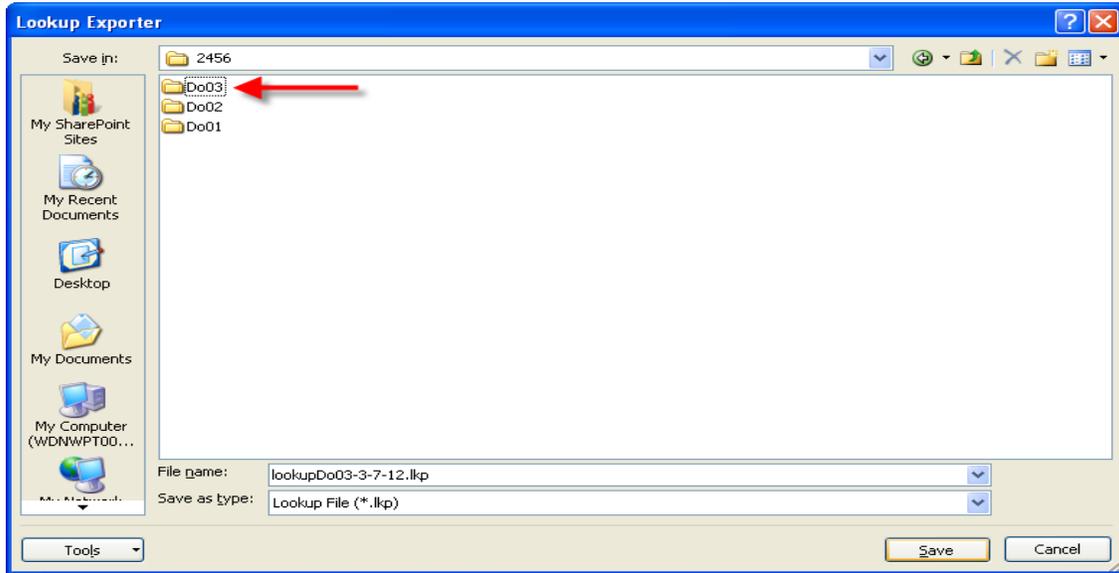


Figure 11 – Selecting a Task Order folder

- 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:

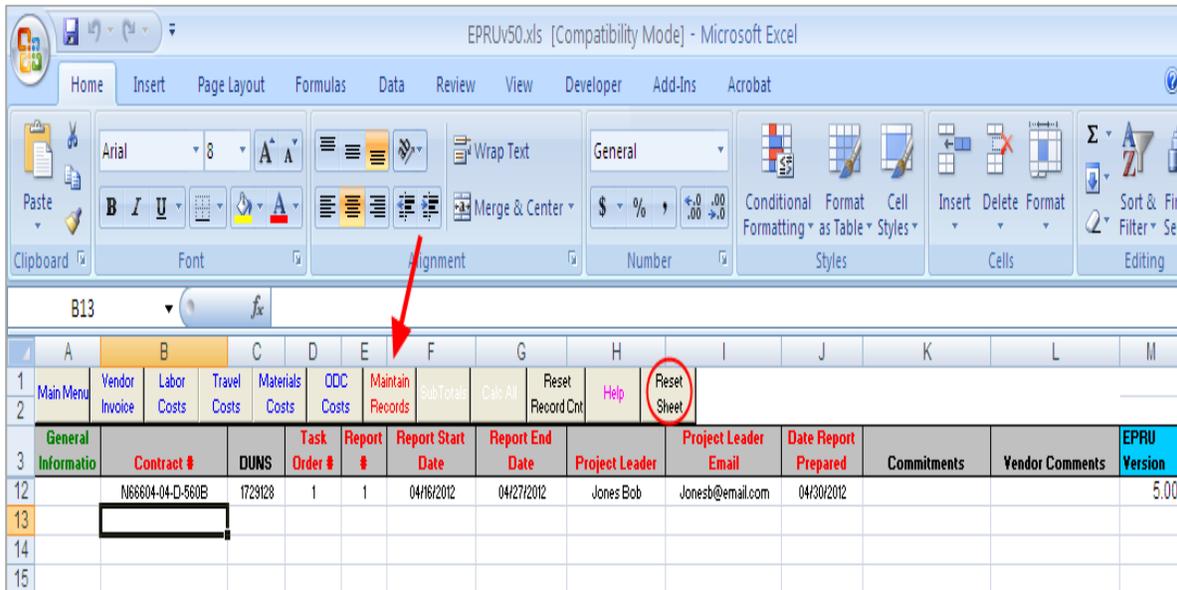


Figure 8 – General Information Sheet

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 <i>General Info EDIT form</i> . |
| 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:

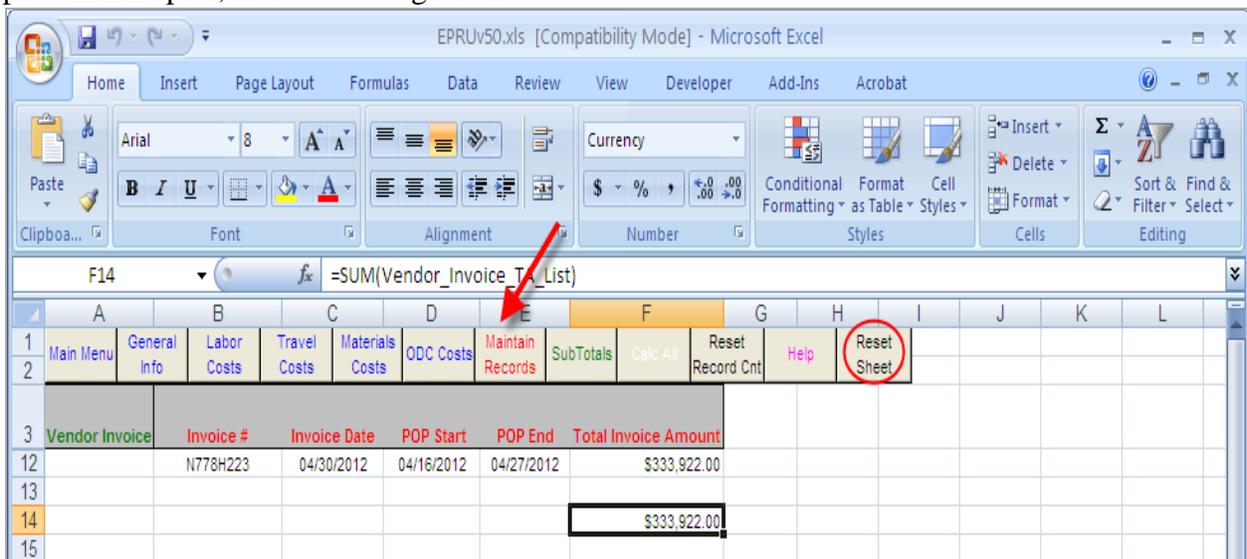


Figure 15 – Vendor Invoice Segment

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 <i>Vendor Invoice - EDIT</i> 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 **Plus (+)** 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:

| Labor Costs | CLIN | SLIN | Contractor Type | Sub Cage Code | Labor Category Code | Key Category | Employee Name | Contractor Cost Center | Site | Reg Hrs | Compestate OT Hrs | Uncompestate d OT Hrs | Allocated Cost | Total Labor Burden Cost | Fee |
|-------------|------|------|-----------------|---------------|---------------------|--------------|---------------|------------------------|-----------|---------|-------------------|-----------------------|----------------|-------------------------|--------|
| | 0001 | | CONS | 55162 | ANI | N | Jones Bob | | GOVT-SITE | 40.00 | 0 | 0.00 | N | \$49.50 | \$1.49 |
| | | | | | | | | | | 40.00 | 0.00 | 0.00 | | \$49.50 | \$1.49 |

| Fee Code | Cost | Fee Rate | Multiplier | CLIN % |
|----------|---------|----------|------------|--------|
| CFP | \$45.00 | 2.00 | 1.00000000 | 3.00 |
| | \$45.00 | | | |

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 <i>Labor Costs - EDIT</i> 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:

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

The screenshot shows the 'Labor Costs - EDIT' window. At the top, there's a 'Record:' field with the value '1' and navigation buttons. Below that, a red oval highlights the 'CLIN/SLIN' section, which includes dropdowns for 'CLIN/SLIN' (0001), '01', a '% or Rate and Code' field (3.00), a 'CFP' dropdown, and a 'CLIN FEE PERCENTAGE' dropdown. Other fields include 'Employee Name' (Jones Bob), 'Contractor Name' (ACS DEFENSE, INC.), 'Contractor Type' (CONS), 'Cage Code' (55162), 'Labor Category Title' (ANALYST I), 'Labor Category Code' (AN1), 'Key Category' (N), 'Contractor Cost Center', 'Site' (GOVT-SITE), 'Reg Hrs' (40.00), 'Multiplier' (1.00000000), 'Default', 'Compensated OT Hrs' (0), 'Cost' (45.00), 'Allocated Cost' (N), 'Uncompensated OT Hrs' (0), 'Total Labor Burden Cost' (45.00), 'Fee Rate' (2.0000), and 'Fee' (1.35). At the bottom, there are 'OK' and 'Close' buttons, with a red arrow pointing to the 'OK' button.

Figure 18 – Labor Cost EDIT Form

2. 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 **Contractor Name (dependent on what selected in d above)**: Click down arrow to select.
- f. **Cage Code**: Populates automatically once contractor 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 contractor 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."

3. Click **OK**; then click **Close** to populate the sheet with the selected values.
4. 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**.
5. 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.

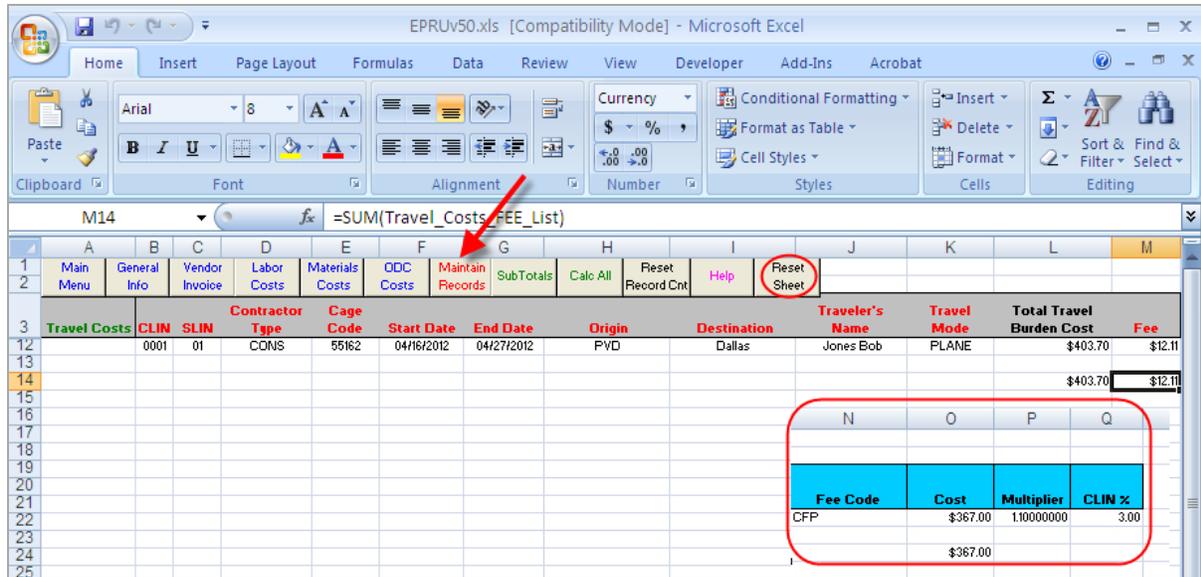


Figure 19 – Travel Costs Segment Sheet

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 sub segment via the <i>Travel Costs - EDIT</i> form. |
| 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. **Contractor Name:** Click the down arrow to select.
- e. **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:

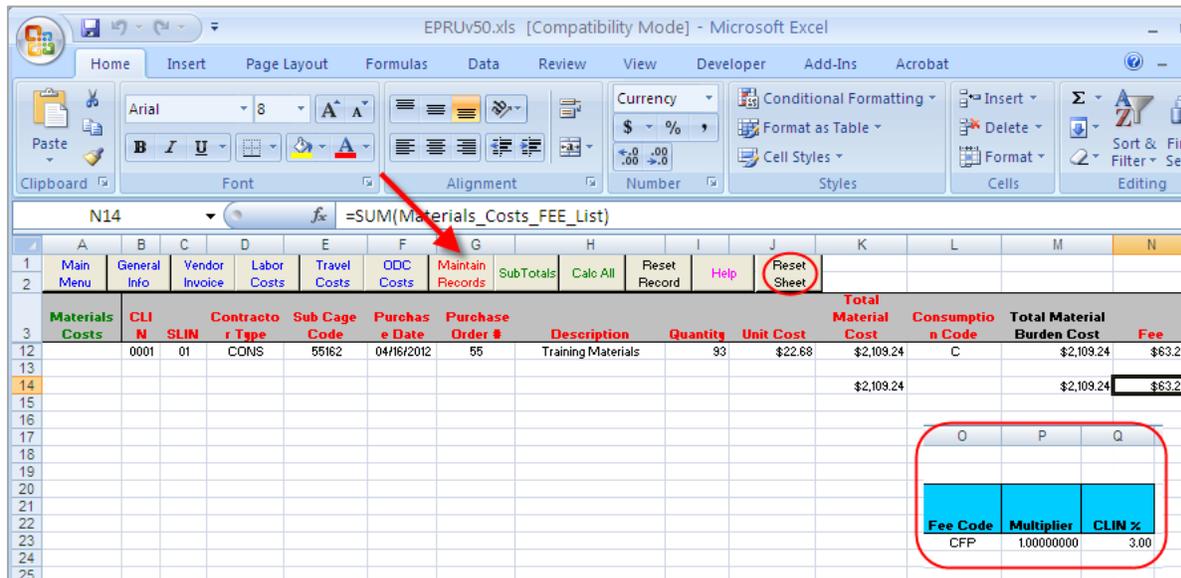


Figure 21 – Materials Costs Segment Sheet

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 <i>Materials Costs - EDIT</i> 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.

The screenshot shows the 'Materials Cost - EDIT' window. At the top, there's a 'Record:' field with the value '1'. Below it, a red oval highlights the 'CLIN/SLIN' section, which includes a dropdown menu for 'CLIN' (0001), a text box for 'SLIN' (01), and a dropdown for '% or Rate and Code' (3.00). Other fields include 'Contractor Type' (CONS), 'Contractor Name' (ACS DEFENSE, INC.), 'Cage Code' (55162), 'Purchase Date' (01/02/2013), 'Consumption Code' (C), 'Purchase Order #' (55), 'Description' (Training Materials), 'Unit Cost' (22.68), 'Quantity' (93.00), 'Multiplier' (1.00000000), 'Total Material Cost' (2109.24), and 'Fee' (63.28). At the bottom, there are 'OK' and 'Cancel' buttons, with a red arrow pointing to the 'OK' button.

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-digit 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. **Contractor Name:** Use down arrow to select.
- e. **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 **Plus (+)** 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.

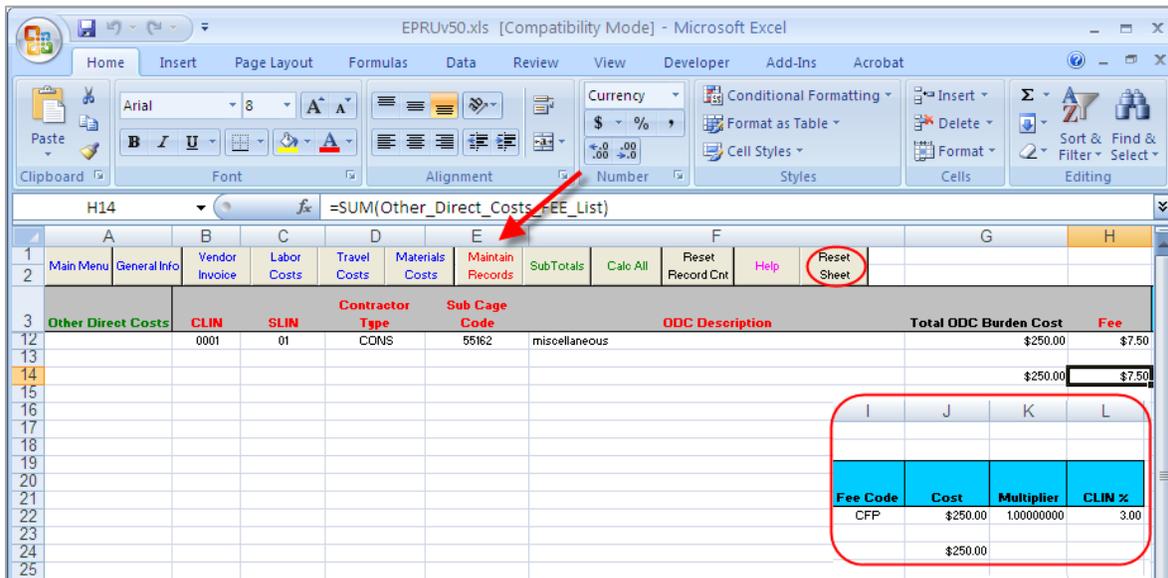


Figure 23 – Other Direct Costs Segment Sheet

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 <i>Other Direct Costs - EDIT</i> 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:

The screenshot shows a software window titled "Other Direct Costs - EDIT". At the top, there is a "Record:" field with the value "1" and navigation buttons. Below this, a red oval highlights the "CLIN/SLIN:" section, which includes a dropdown menu with "0001", a text box with "01", and a label "% or Rate and Code:". To the right of this section are three more dropdown menus: "3.00", "CFP", and "CLIN FEE PERCENTAGE". Below the highlighted section are other fields: "Contractor Type:" with a dropdown set to "CONS"; "Contractor Name:" with a dropdown set to "ACS DEFENSE, INC."; "Cage Code:" with a dropdown set to "55162"; "ODC Description:" with a text box containing "Miscellaneous"; "Multiplier:" with a dropdown set to "1.00000000" and a text box set to "Default"; "Cost:" with a text box set to "250.00"; "Fee:" with a text box set to "7.50"; and "Total ODC Burden Cost:" with a text box set to "250.00". At the bottom, there are "OK" and "Cancel" buttons, with a red arrow pointing to the "OK" button.

Figure 94 – 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. **Contractor Name:** Use down arrow to select.

e. **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**.

7. To add a record within Maintain Records, click **Plus (+)** sign, enter data, and click **Ok**.

4.8 PREPARING THE ECRAFT SUMMARY SHEET

The eCRAFT Summary Sheet is a compilation of all the ePRU segment sheets. In order to prepare the eCRAFT Summary Sheet, vendors must first create the summary via the Build Summary button and then review the report for accuracy. For reviewing purposes, vendors can convert the file into a readable format that uses the Internet Explorer (IE) browser via the Write and View Browser File button. (If IE displays any errors, see appendix D for instructions on configuring your IE compatibility settings.) If vendors notice any discrepancies, they must return to the particular segment(s) that contains the error(s) to update the segments, and then rebuild the eCRAFT Summary Sheet. Vendors must click Write eCRAFT File to generate the final XML report for Code 59. Additionally, vendors can click the Write Data File button to export a final eCRAFT Summary Sheet to use as a template for future reports.

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

Table 10 – Summary Sheet Button Functions

| BUTTON | FUNCTION |
|-------------------------------|--|
| Build Summary | This button takes the data from the General Information, Labor, Travel, Vendor, and etc. sheets and places it on the Summary sheet. |
| Clear Summary | This button removes all information from the summary sheet. |
| Write eCRAFT File | This button generates the file that would be electronically transferred to the eCRAFT Database Management System for upload. |
| Write Data File | This button allows vendors to export 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 and View Browser | This button enables vendors to generate a viewable XML file that uses a style sheet that can be printed for record-keeping purposes. |

To prepare an eCRAFT Summary Sheet, follow these steps:

1. Click **eCRAFT Summary** on the ePRU Main Menu page (see figure 9). The eCRAFT Summary Sheet displays, as shown in figure 25:

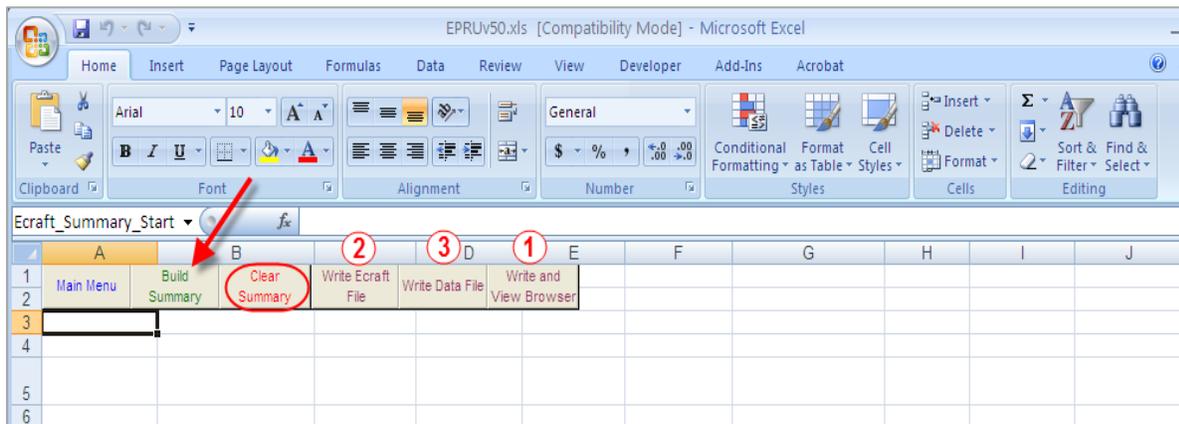


Figure 105 – eCRAFT Summary Sheet

2. If the sheet contains old data click **Clear Summary** (circled).
3. Click **Build Summary**, as shown by the arrow in Figure 25, to populate the sheet with your data, as illustrated in figure 26:

| 1 | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | |
|----|-------------------------|----------------|---------------|------------------|-----------------|-----------------------------|----------------------|-----------------------|------------------|------------------------|----------------------|---------------------|--------------------------|----------------------------|----------------|-------------------------|--------|----------|
| 2 | Main Menu | Build Summary | Clear Summary | Write Error File | Write Data File | Write and View Browser File | | | | | | | | | | | | |
| 3 | General Information | | Contract # | CHMS | Task Order # | Report # | Report Start Date | Report End Date | Project Leader | Project Leader Email | Date Report Prepared | Commitments | Vendor Comments | PPRI Version | | | | |
| 4 | | M86604 H O Q24 | 121454739 | 1 | 1 | 01/02/2013 | 04/29/2013 | Jobes Bob | onebob@gmail.com | 02/02/2013 | | Test | | 6.50 | | | | |
| 5 | Labor Costs | | CLIN | SLIN | Contractor Type | Cage Code | Labor Category Code | Key Category | Employee Name | Contractor Cost Center | Site | Reg Hrs | Compressed OT Hrs | Uncompressed OT Hrs | Allocated Cost | Total Labor Burden Cost | Fee | Fee Code |
| 6 | | 0001 | 01 | CONB | 5592 | AMB | B | Jobes Bob | | GOVT-STATE | 40.00 | 0.00 | 0.00 | 0.00 | 0.00 | \$45.00 | \$1.25 | CFP |
| 7 | Travel Costs | | CLIN | SLIN | Contractor Type | Cage Code | Start Date | End Date | Origin | Destination | Traveler's Name | Travel Mode | Total Travel Burden Cost | Fee | Fee Code | | | |
| 8 | | 0001 | 01 | CONB | 5592 | 01/02/2013 | 01/02/2013 | PVT | Dala | Jobes Bob | PL AIR | \$401.70 | \$1.00 | CFP | | | | |
| 9 | Materials Costs | | CLIN | SLIN | Contractor Type | Cage Code | Purchase Date | Purchase Order # | Description | Quantity | Unit Cost | Total Material Cost | Consumption Code | Total Material Burden Cost | Fee | Fee Code | | |
| 10 | | 0001 | 01 | CONB | 5592 | 01/02/2013 | 95 | Jobes Bob | | \$3 | \$22.68 | \$2,092.24 | C | \$2,092.24 | \$63.28 | CFP | | |
| 11 | Other Direct Costs | | CLIN | SLIN | Contractor Type | Cage Code | WIC Description | Total ODC Burden Cost | Fee | Fee Code | | | | | | | | |
| 12 | | 0001 | 01 | CONB | 5592 | Miscellaneous | \$250.00 | \$7.50 | CFP | | | | | | | | | |
| 13 | Vendor Invoice | | Invoice # | Invoice Date | POP Start | POP End | Total Invoice Amount | | | | | | | | | | | |
| 14 | | M77 | 02/06/2013 | 01/02/2013 | 01/31/2013 | \$171,476,769.00 | | | | | | | | | | | | |
| 17 | Totals Summary YI Total | | | \$122,456,799.00 | | | | | | | | | | | | | | |
| 18 | Total Fee/Burden Cos | | | \$2,899.29 | | | | | | | | | | | | | | |
| 19 | Hours Total | | | 40.00 | | | | | | | | | | | | | | |

Figure 116 – eCRAFT Summary Report

4. To review the existing report in a readable format (see appendix B for a sample report), click **Write and View Browser** on the menu bar, as shown under number 1 in figure 25.

- 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 **OK**, followed by **Yes**.

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

5. To generate the XML file for Code 59, click **Write eCRAFT File** on the menu bar, as shown under number 2 in figure 25.

- a. If error messages display related to any of your segments, click Yes or No.
- b. If you clicked No (indicating the existence of errors), return to the appropriate section(s) to correct the error(s).
- c. Re-click **Build Summary**
- d. Re-click **Write eCRAFT File**.

The XML Exporter displays, as shown in figure 27:

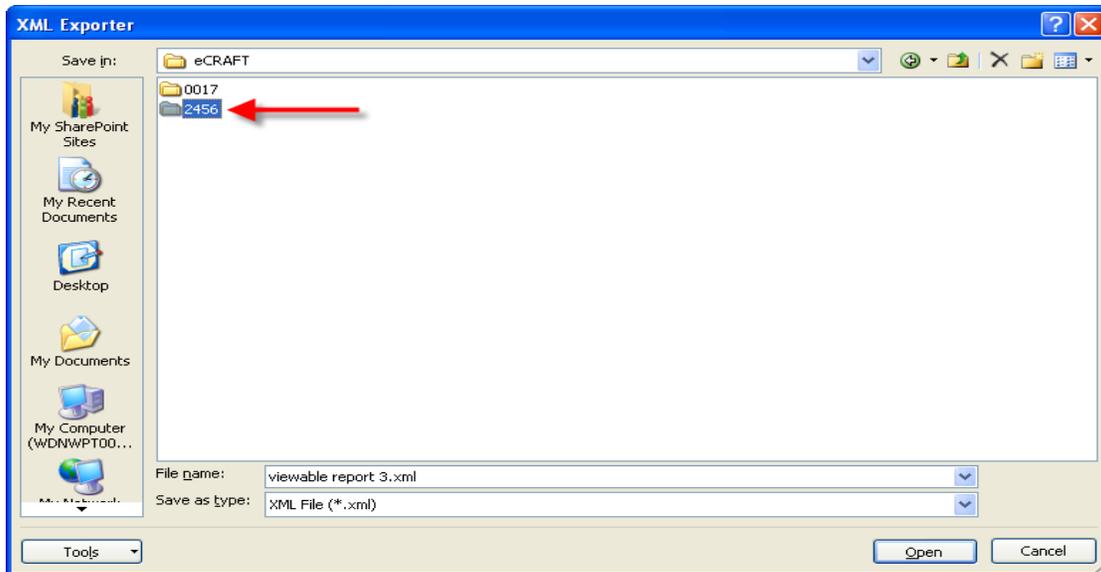


Figure 127 – XML Exporter

6. 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.
7. 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.
8. 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 File** on the menu bar, as shown under number 3 in figure 25.
10. When the **Text Delimited Exporter** displays follow steps 6 through 8.

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 – 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: <ul style="list-style-type: none"> • 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. |
| 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. |

| Report Field | Format | Edits |
|--|-----------------------------------|--|
| 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.

Vendor Invoice Segment

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. |
| 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. |
| Contractor Name / Cage Code | Select from Drop Down List | Must enter Prime or Contractor 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) -Contractor identified by name. | Mixed case string of max length 20. | May be blank. |
| 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”. |

| Report Field | Format | Edits |
|---------------------------|--------------------------|--|
| 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 Contractor 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. |
| Contractor Name / Cage Code | Select from Drop Down List. Values listed in Lookups Table | Must enter Prime or Contractor 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. |

| Report Field | Format | Edits |
|----------------------------|--------------------------|--|
| 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. |
| Contractor Name / Cage Code | Select from Drop Down List. Values listed in Lookups Table | Must enter Prime or Contractor 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. Contractor 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. |

| Report Field | Format | Edits |
|------------------------------|------------------------------|---|
| 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. |
| Contractor Name / Cage Code | Select from Drop Down List. Values listed in Lookups Table | Must enter Prime or Contractor Name |
| ODC Description | Alphanumeric string max length 60 | May not be blank. |
| Multiplier / Multiplier Description | Select from Drop Down List. | Contractor specific multipliers listed in Lookups Table |
| 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 B – XSL FILE

eCRAFT XML Style Sheet File

The ecxml.xsl file describes the presentation format used by the eCRAFT Periodic Report Utility (EPRU) to display the eCRAFT Task Order Exchange xml transaction in a browser. A text line specifying a style sheet is placed in an xml transaction, and the style sheet uses the information in the transaction to display selected information in a browser format.

Style Sheets are currently supported by Microsoft's Internet Explorer 5.0 browser or later (for problems displaying the style sheet using Internet Explorer, see appendix D). An XSL style sheet specifies the presentation of a class of XML documents by describing how an instance of the class is transformed into an XML document that uses the formatting vocabulary. For background information on style sheets, see the WWW.W3C.ORG web site for the specification on style sheets resource page.

The format presented in the EPRU is only one method of presentation of the eCRAFT Task Order Exchange xml transaction and is intended to view the data as it would be placed into the eCRAFT Database on upload, as shown in figure 28.

| General Information Segment | | | | | | | | | | | | | | |
|---|-----------------|------------|-----------------|----------------------|--------------------|-------------|-----------|----------------|-----------|-------------|-----------|----------|---------|----------|
| Contract #: N66604-11-D-1234 Task Order #: 0001 DUNS: 123456789 Report #: 0001 Date Report Prepared: 02/02/2013 Report Start Date: 01/02/2013 Report End Date: 01/31/2013 Project Leader: Jones Bob Project Lead Email: jonesb@email.com Commitments: Vendor Comments: Test EPRU Version: 5.50 | | | | | | | | | | | | | | |
| Vendor Invoice Segment | | | | | | | | | | | | | | |
| Invoice # | Invoice Date | POP Start | POP End | Total Invoice Amount | | | | | | | | | | |
| N77 | 02/02/2013 | 01/02/2013 | 01/31/2013 | \$ 123,456,789.00 | | | | | | | | | | |
| TOT: | | | | \$ 123,456,789.00 | | | | | | | | | | |
| Labor Cost Segment | | | | | | | | | | | | | | |
| CLIN/SLIN | Contractor Type | Cage Code | Labor Cat | Key Cat | Emp Name | Cost Center | Site | Reg Hrs | Comp Hrs | UnCp Hrs | Allc Cost | TLB Cost | Fee | Fee Code |
| 000101 | CONS | 55162 | AN1 | N | Jones Bob | | GOVT-SITE | 40.00 | 0.00 | 0.00 | N | \$ 45.00 | \$ 1.35 | CFP |
| TOT: | | | | | | | | 40.00 | 0.00 | 0.00 | | \$ 45.00 | \$ 1.35 | |
| Travel Cost Segment | | | | | | | | | | | | | | |
| CLIN/SLIN | Contractor Type | Cage Code | Start | End | Origin | Destination | Emp Name | Mode | TTB Cost | Fee | Fee Code | | | |
| 000101 | CONS | 55162 | 01/03/2013 | 01/05/2013 | PVD | Dalla | Jones Bob | PLANE | \$ 403.70 | \$ 12.11 | CFP | | | |
| TOT: | | | | | | | | | \$ 403.70 | \$ 12.11 | | | | |
| Material Cost Segment | | | | | | | | | | | | | | |
| CLIN/SLIN | Contractor Type | Cage Code | Pur Date | Pur ORD | Description | Qty | Unit Cost | Total Mat Cost | Cons Code | TMB Cost | Fee | Fee Code | | |
| 000101 | CONS | 55162 | 01/02/2013 | 55 | Training Materials | 93.00 | \$ 22.68 | \$ 2,109.24 | C | \$ 2,109.24 | \$ 63.28 | CFP | | |
| TOT: | | | | | | | | \$ 2,109.24 | | \$ 2,109.24 | \$ 63.28 | | | |
| Other Direct Cost Segment | | | | | | | | | | | | | | |
| CLIN/SLIN | Contractor Type | Cage Code | ODC Description | OTB Cost | Fee | Fee Code | | | | | | | | |
| 000101 | CONS | 55162 | Miscellaneous | \$ 250.00 | \$ 7.50 | CFP | | | | | | | | |
| TOT: | | | | \$ 250.00 | \$ 7.50 | | | | | | | | | |
| Vendor Invoices = \$123,456,789.00 Total Fee and Total Burden Costs = \$2,892.18 Total Hours = 40.00 | | | | | | | | | | | | | | |

Figure 28 – XSL Style Sheet

APPENDIX C – DTD/XML FILE

eCRAFT Document Type Definition File

The ecxml.dtd Document Type Definition (.DTD) file describes the valid elements of an Extensible Markup Language (xml) transaction used with the Electronic Cost Reporting and Financial Tracking (eCRAFT) system and generated by the eCRAFT Periodic Report Utility (ePRU). These elements describe the type of data and their hierarchical structure of each element within the transaction. This file describes the rules that are used to generate a valid Task Order Exchange transaction, which can be loaded into the eCRAFT database.

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 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:

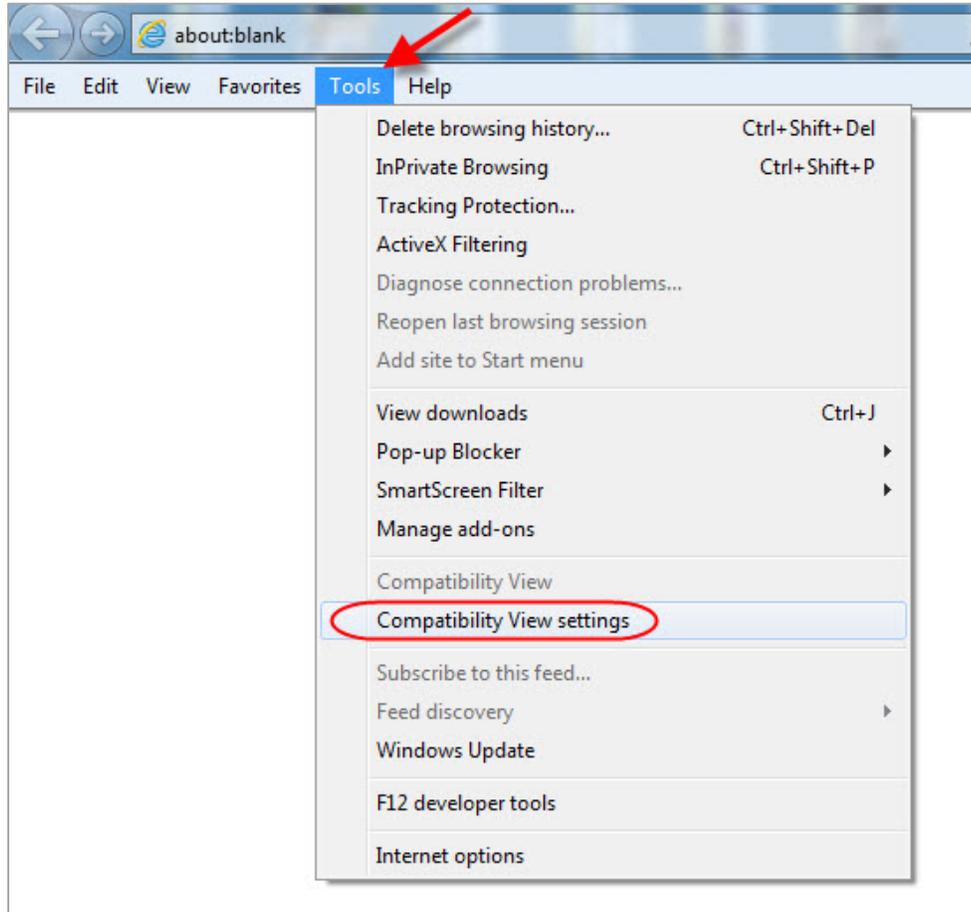


Figure 29 – Accessing IE Tools

3. Click **Compatibility View Settings** (highlighted). The Compatibility View Settings page displays, as figure 30 shows:

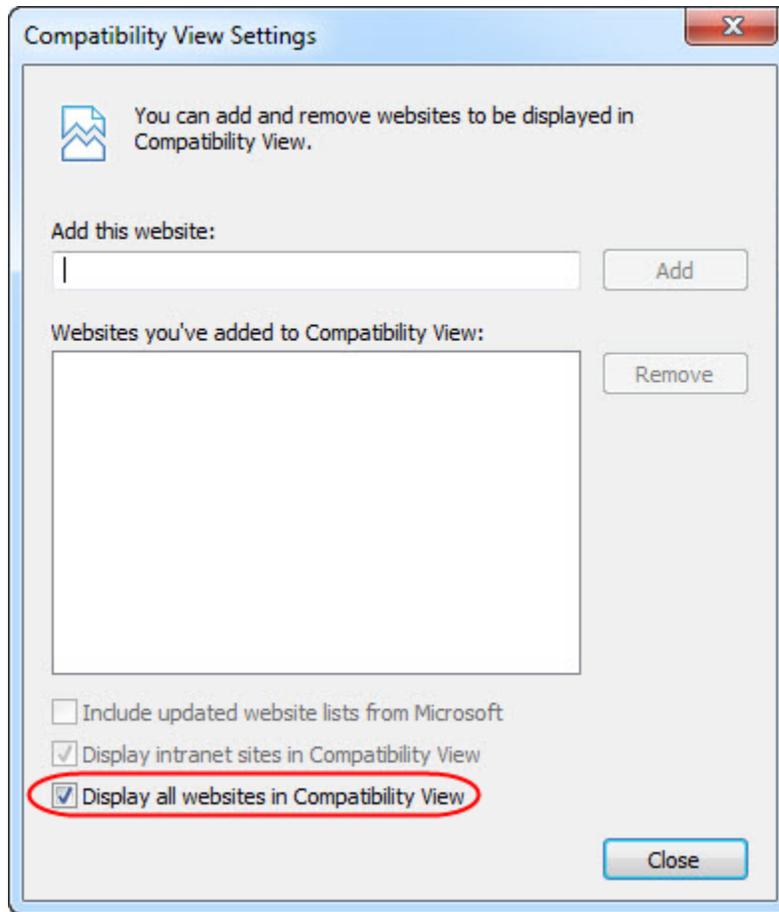


Figure 30 – Compatibility View Settings Page

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