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eCRAFT
Periodic Report Utility
(ePRU)

APG (ePRU)
Vendor User Guide

Version 26.01Windows 10 /
Microsoft Office Professional 2016

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1 LIST OF ABBREVIATIONS AND ACRONYMS

CAGE	Five-character ID number that identifies a contractor
CC	Cost Center
CFP	CLIN Fee Percentage
COR	Contracting Officer's Representative
CLIN	Contract Line Item Number
DFAS	Defense Finance and Accounting Service
DTD	Document Type Definition
DUNS	Data Universal Numbering System
eCRAFT	Electronic Cost Reporting and Financial Tracking System
ePRU	ECRAFT Periodic Report Utility
FAR	Federal Acquisition Regulation
FRPH	Fee Rate Per Hour
IDIQ	Indefinite Delivery, Indefinite Quantity
IT	Information Technology
NSWC	Naval Surface Warfare Center
NUWC	Naval Undersea Warfare Center
ODC	Other Direct Costs
OT	Overtime
PI	Principal Investor
PO	Purchase Order
POP	Period of Performance
SLIN	Sub Line Item Number
SCA	Service Contract Act
TI	Technical Instructions
TO	Task Order
UI	User Interface
VB	Visual Basic
VBA	Visual Basic Application
XML	Extensible Markup Language.

2 FOREWORD

The Electronic Cost Reporting and Financial Tracking System (eCRAFT) Periodic Report Utility (ePRU) or APG-ePRU Vendor User Guide is designed to assist in using ePRU with Windows 10 / Microsoft Office 2016 to create reports of vendor expenditures in XML format for submission to the eCRAFT Database Management System.

3 INTRODUCTION

ePRU is an Excel tool used to facilitate the generation of expenditures-against-cost contracts reports. A report must be an XML file 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 upload the generated XML files to an external web site "https://www.pdrep.csd.disa.mil/pdrep_files/other/ecraft.htm" which will be uploaded to the eCRAFT Database Management System.

ePRU is a Microsoft Excel 2007 - 2016 file that uses VBA to generate the forms utilized in the report segments. Packaged along with the ePRU file (EPRUv##.xlsm) is the ECXML##.DTD. The DTD file is included for those vendors who choose to create the XML file by other means.

Note: ePRU and its associated files will also be referred to as the ePRU package in this guide. For more information on the accompanying ePRU file (ECXML##.DTD), see Appendix C.

3.1 SCOPE - User Guide vs Readme

The APG-ePRU Vendor User Guide provides detailed instructions to vendors for installing and utilizing this tool for the purpose of preparing eCRAFT Vendor Reports. The Readme file (in ePRU and the zip download) is designed more as a walkthrough, showing only general information a Vendor may need.

3.2 ePRU PROCESS OVERVIEW

Vendors should create a hosting file directory on the C:\ drive to store the ePRU package. The utility can then be downloaded from the NUWC Newport Contracts Home Page and opened with enable macros selected. Lookups and cost sheets can then be filled in to generate the eCRAFT summary XML file for submission. The full ePRU process is illustrated in figure 1.

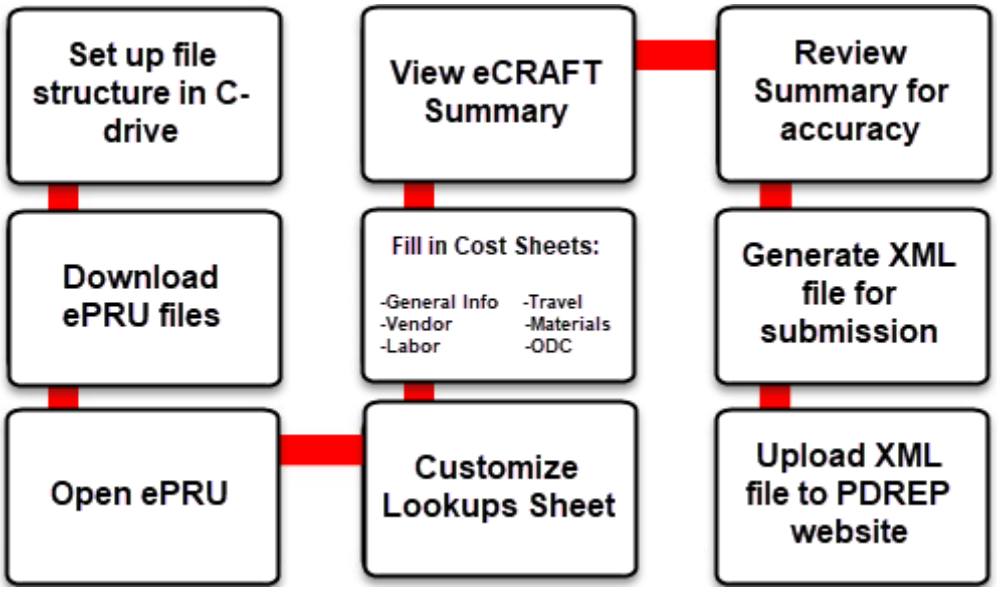


Figure 1

4 PROCEDURES

Obtaining and establishing the ePRU utility.

4.1 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. Users should create a folder on their C:\ drive and name it "eCRAFT"; this is where the general ePRU files should be placed (see figure 2).

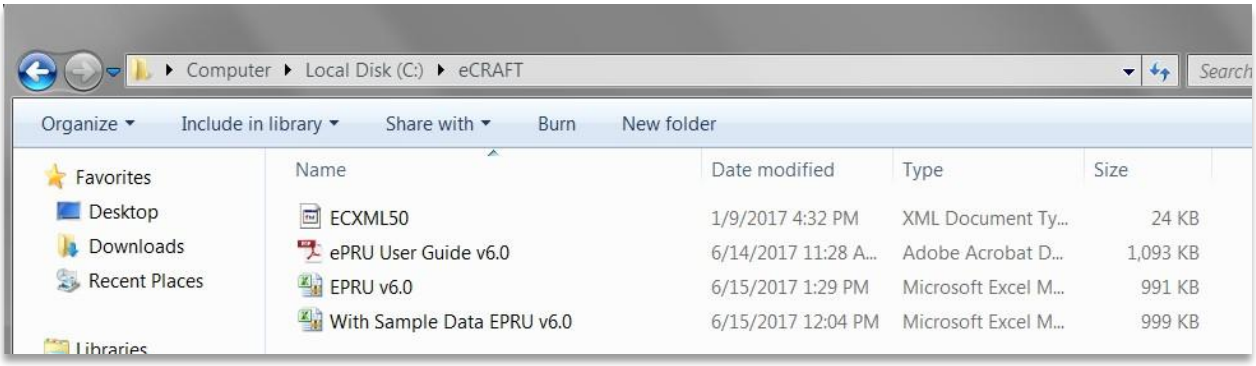


Figure 2

4.2 APG-ePRU FILES

The APG version of the ePRU.xlsm can be found in Section J of the solicitation as an attachment. It is recommended that the ePRU file package be downloaded to the C:\APG-ECRAFT drive on vendors' computers.

Figure 3

4.3 STARTING ePRU

To launch ePRU, follow these steps:

1. Navigate to the eCRAFT folder on the C:\ drive with the extracted ePRU files.
2. Open the EPRUv##.xlsm file by double-clicking.
    a. Note: A shortcut can be created for fast launch of the utility by right clicking on EPRUv##.xlsm and selecting **Create Shortcut.** The utility can also be pinned to the Excel icon if currently on the Taskbar.
3. The ePRU Main Menu Records page displays (see figure 4 below).
4. A yellow warning at the top of the file will appear that says “Some active content has been disabled. Click for more details.” Click **Enable Content** so that ePRU can run with macros enabled.

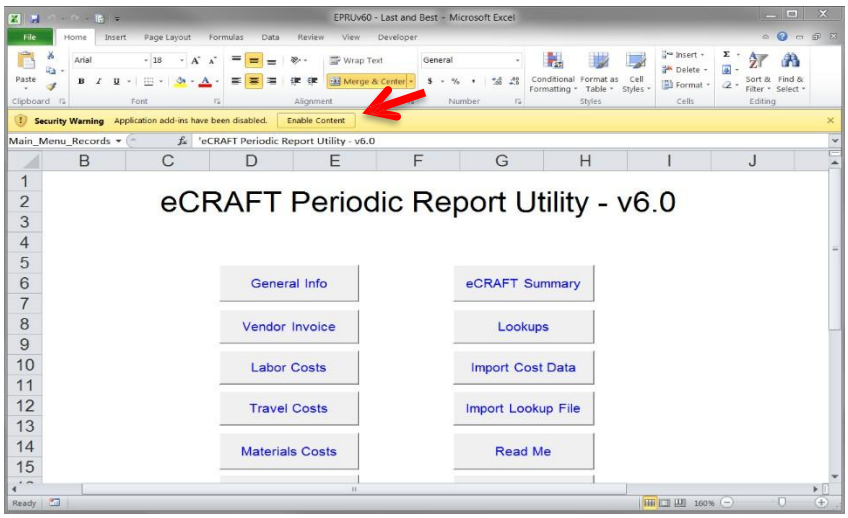


Figure 4

5 ePRU UTILITY CONVENTIONS

An overview of the ePRU UI.

5.1 GENERAL CONVENTIONS

ePRU uses standard Microsoft Excel 2016 and VBA conventions. Therefore, all sheets in the ePRU workbook conform to standard editing, navigation, and other procedures for Microsoft Excel 2016. Likewise, all VBA forms conform to standard Windows manipulation.

In this guide, ePRU may 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 VBA forms may be referred to as "forms."

General Info, Vendor Invoice, Labor Costs, Travel Costs, Material Costs and ODCs are referred to in this guide as "segments" in keeping with the concept of required segments in a Vendor Report.

5.2 BUTTON CONVENTIONS

This section of the user guide will define different buttons and functions encountered within ePRU as it is used to create the eCRAFT summary.

5.2.1 ePRU Menu Bar Buttons

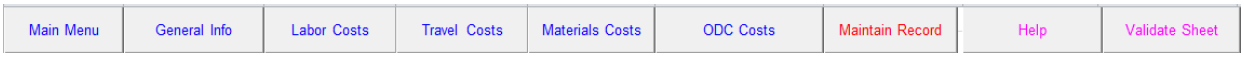


Figure 5

Each sheet in ePRU contains a menu bar from which the user can access other sheets in the workbook or features of ePRU. The buttons on the menu bar (example in figure 5 above) are color coded to reflect various conventions; these codes are defined in Table 1.

Table 1

Color	Convention
Blue	Enables users to access different sheets in the workbook.
Red	Provides VB pop-up forms that vendors must fill out to maintain records.
Green	Indicates a field with calculation, used to automatically build sheets, or total record data.
Black	Resets Excel range names after manual editing of sheets, clears sheets.
Pink	Displays help data to assist with formatting and/or filling in active segment sheet.
Maroon	Worksheet specific data options.

5.2.2 ePRU Main Menu Buttons

Exploration of the button functions on the ePRU Main Menu that are not direct segments that exist within the eCRAFT Summary.

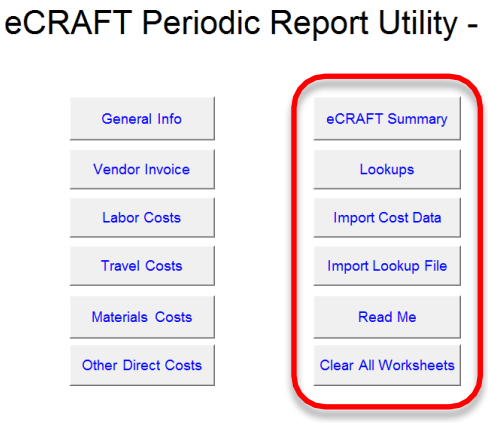


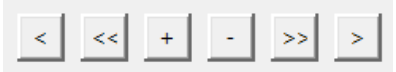
Figure 6

Table 2

Button	Function
eCRAFT Summary	Provides access to the screen for building and exporting the Vendor Report.
Lookups	Provides access to user/system definable static data for configuring drop-down list choices presented in the segment edit screens.
Import Cost Data	Allows users to import a file that was exported via the Export Cost Data button on the eCRAFT Summary sheet. The Export Cost Data file contains the data from the General Info sheet, Labor, Travel, Materials, and ODC sheets, and the Vendor Invoice sheet.
Import Lookup File	Allows users to import files that were exported via the Export Lookup Data button on the Lookups sheet. The user is able to maintain a set of lookup data specific to a contract/task or to use in generating a "Master" set of lookup information for use across multiple contracts/tasks.
Read Me	Extremely high level guide to ePRU for use as a quick reference.
Clear All Worksheets	Clears all the data on each cost segment or sheet. It does not clear the Lookups worksheet. The user will be prompted to confirm the reset prior to initiation.

5.2.3 ePRU Form Navigation Bar Buttons

Figure 7



A breakdown of the form navigation bar button functions can be found in table 3 below.

Table 3

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

5.2.4 ePRU General Form Buttons

General buttons that will appear across the segments in ePRU function as described below.

Table 4

Button	Function
Clear Sheet	Clears the worksheet of all data.
Help	Offers definitions, examples, and formatting associated with the fields.
Maintain Records	Enables the user to add, update, and delete records associated with the current segment.
Validate Sheet (and Calculations)	Checks all cells for correct data size and type. Will also calculate fee and cost dependent on Lookup values.

5.2.5 ePRU Lookups Sheet Buttons

Table 5

Button	Function
Main Menu	Returns user to ePRU main menu.
Export Lookup Data	Exports the current user data in the lookups sheet. This may then be imported into a different ePRU file via the Import Lookups button on the ePRU main menu.
Reset Lookups	Updates any changes made to the Lookups sheet.

5.2.6 eCRAFT Summary Sheet Buttons

A review of the button functions on the eCRAFT Summary page.

Table 6

Button	Function
Main Menu	Returns user to ePRU main menu.
Create eCRAFT XML File	Generates the XML file that would be submitted to the designated web site.
Export Cost Data	Exports a file with the data from General Info, Vendor Invoice and all the cost sheets. This file can be imported into another ePRU file.
View in Browser	Generates an HTML file which is used to display a readable version of the summary using IE. This summary is the same as that which is generated by the COR in the eCRAFT tool, which helps facilitate any discussions between the COR and vendors.
CLIN/SLIN Summary	Generates an Excel sheet with a summary of all costs by type and further options for utilizing the data.

5.3 EDITING CONVENTIONS

Data may be input directly into the spreadsheets and/or copied and pasted from a previous version. Data added to the spreadsheet should adhere to the required format (see Appendix A); **Validate Sheet** must then be clicked to finalize the direct entry.

The recommended alternative 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 5). This prompts an editable VB form (for examples of each segment's VB form, see figures beginning in section 6.2).

All of the Maintain Records VB forms contain a Navigation Bar (see figure 7). The Navigation Bar features buttons that enable vendors to scroll through the records (Excel rows), add records, and delete records, as defined in Table 3.

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** confirms the changes and writes those changes to the spread sheet.

Note: The cursor can be located anywhere on the spreadsheet when data is entered with the Maintain Records form.

Note: When using the Maintain Records form, the Record number does not need to be entered.

6 MAIN MENU

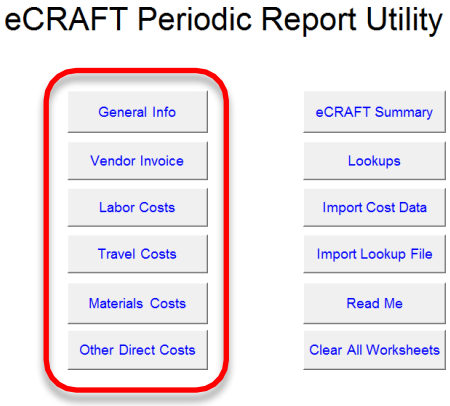


Figure 8

The ePRU Main Menu Sheet features two columns of buttons from which users can access each functional area of the ePRU.

The buttons circled on the left of figure 8 (above) provide access to screens for processing each segment of the Vendor Report (per sections 6.2 through 6.7).

Note: The Lookups record should be customized or edited prior to entering data into the segment sheets (see section 6.1). Once the Lookups record is customized and each report segment is completed, an eCRAFT summary can be created (per section 7).

The functions for the remaining row of buttons on the right are provided in the table of ePRU Main Menu buttons.

6.1 LOOKUPS SHEET

The ePRU Lookups Sheet provides a place for vendors to enter the data unique to their contract or task order. The values recorded 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. For example, the rate associated with any CLIN/SLIN entered in the Lookups sheet will overwrite those manually entered into the segments.

When updates to the Lookups sheet are completed, the **Reset Lookups** button must be clicked to insure the changes will be saved. For comprehensive field definitions and formatting criteria, refer to Appendix A. For explication of button functionality, view the table of button functions. Lookup sheets can be exported for future use via the **Export Lookup Data** button.

Figure 9a

T	U
Work Site	**Site Description**
G	Government Site
K	Prime Contractor Site
K-TW	Contractor Telework Site
G-10500	Albany, GA
G-10540	Albany, OR
G-10580	Albany-Schenectady-Troy, NY
G-10740	Albuquerque, NM

Figure 9b.

Note: Grey header fields (shown in figure 9a.) and their data should not be modified. These fields are specific to the eCRAFT Database Management System and should not be changed. Any changes to these values would be made and issued in a new version of ePRU.

Note: If labor adjustments are needed, the labor code LABMS must be added to the Lookups sheet. If adjustments to the fees are needed, the labor category code of LABRF should be added as well. The multiplier should be set to one (1). These codes are necessary to make labor and minor adjustments to align cost totals to WAWF.

Note: Augmented Work Site Columns T & U (shown in figure 9b.) within the Lookups tab of the APG-ePRU have been expanded beyond the original three (3) existing work site locations of G (Government Site), K (Prime Contractor Site), and K-TW (Contractor Telework Site). Specifically, the expansion includes assigning either a K or G, followed by a hyphen (no space) and a 5-digit Metropolitan Statistical Area (MSA) numerical code.

6.1.1 ADDING/CHANGING LOOKUPS DATA

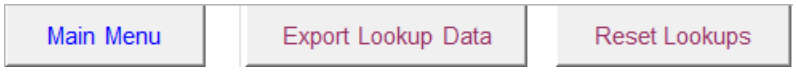


Figure 10

To add or change data on the Lookups sheet, follow these steps:

1. Select any cell under a column except those with grey column headers.
2. Click (or double-click) within a cell to enter or overwrite text.
3. Enter current data. Columns cannot have empty cells between populated cells.
4. After updating is complete, click **Reset Lookups** (see figure 10). This resets the end of each column so the cost sheets can see all values entered.
5. Click **Export Lookup Data** (see figure 10) to save this data for import into another report.
6. A prompt will appear to select a location for the exported lookup data. At this time, folders created for each contract and task order within the C:\ECRAFT folder can assist with file keeping and organization.
7. Input the chosen file name and click **Save**. If successful, a message will appear that indicates the information was saved. Click **OK**.

6.2 GENERAL INFORMATION SEGMENT

Main Menu	Vendor Invoice	Labor Costs	Travel Costs	Materials Costs	ODC Costs	Maintain Record

General Information	Contract #	DUNS	Task Order #	Report #	Report Start Date	Report End Date
	N66604-15-D-0131	12345678	0003	6	10/01/2015	10/31/2015

Figure 11

The General Information sheet provides the necessary material to enable vendors to link the report to the correct contract and task order in the eCRAFT database. All subordinate segments within ePRU make use of the data in the General Information sheet to locate records within the database specific to their own particular areas of applicability. The General Information segment should only contain one entry that captures general data, such as the contract number, period of performance, and date prepared.

Data can be added, updated, and cleared in this segment by utilizing the General Information Edit form (accessed by clicking **Maintain Record**) or by editing the rows manually as is customary to Excel. For information and help on how to utilize the Maintain Record form functionality, refer to section 5, ePRU Utility Conventions. When finished, **Validate Sheet** must be clicked to check for errors and ensure that the generated eCRAFT summary is accurate.

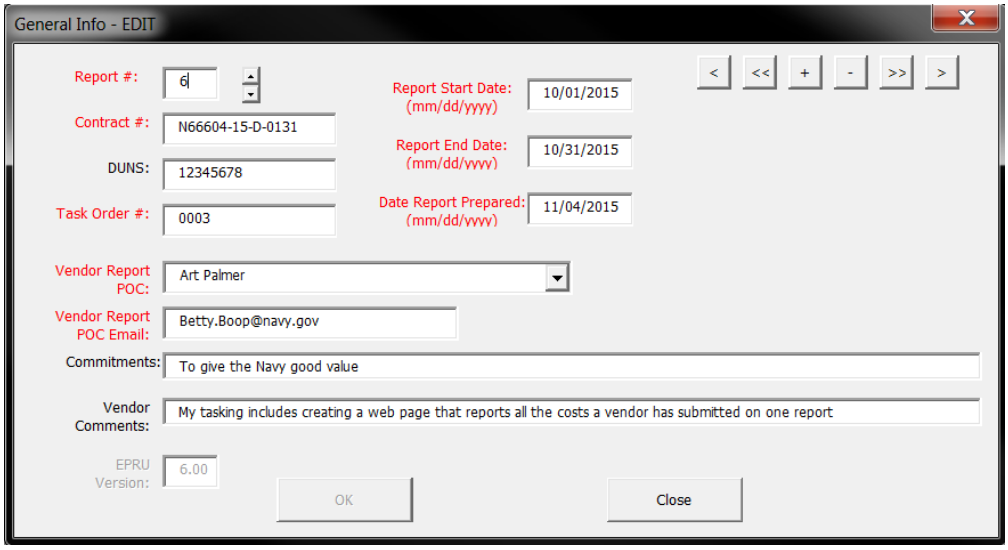


Figure 12

Note: Fields with red font are required and must have data. For comprehensive field definitions and formatting criteria, refer to Appendix A. For explication of button functionality, view the table of button functions.

6.3 VENDOR INVOICE SEGMENT

Main Menu	General Info	Labor Costs	Travel Costs	Materials Costs	ODC Costs	M

Vendor Invoice	Invoice #	Invoice Date	POP Start	POP End	Total Invoice Amount
	17	11/06/2015	10/01/2015	10/31/2015	$126,160.00

Figure 13

The vendor invoice prepared for the POP reported in the General Info Segment must be listed on this sheet; the vendor invoice segment sheet accepts information associated with the Vendor Costs segment in the eCRAFT Summary. The Vendor Invoice sheet must contain one entry of Vendor Invoice information as part of the report.

Data can be added, updated, and cleared in this segment by utilizing the Vendor Invoice Edit form (accessed by clicking **Maintain Record**) or by editing the rows manually as is customary to Excel. For information and help on how to utilize the Maintain Record form functionality, refer to section 5, ePRU Utility Conventions. When finished, **Validate Sheet** must be clicked to check for errors and ensure that the generated eCRAFT summary is accurate.

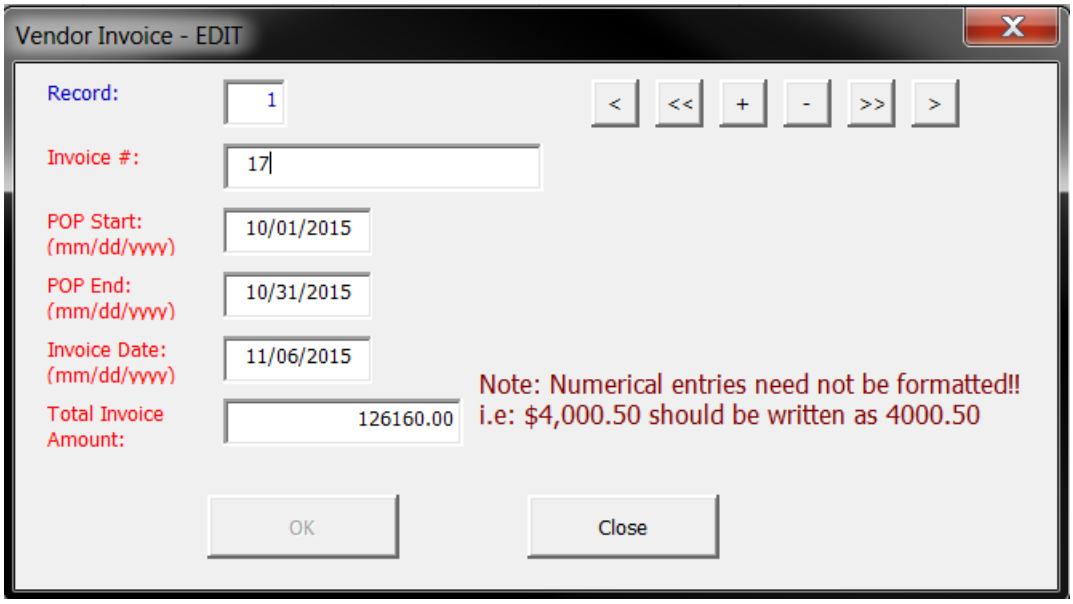


Figure 14

Note: Fields with red font are required and must have data. For comprehensive field definitions and formatting criteria, refer to Appendix A. For explication of button functionality, view the table of button functions.

6.4 LABOR COSTS SEGMENT

Main Menu | General Info | Vendor Invoice | Travel Costs | Materials Costs | ODC Costs | Maint Reco

Labor Costs	CLIN/SLIN	Blank Column	Contractor Type	CAGE Code	Labor Category	Key Category/ Person	Employ
1	000101		SUB	05TP2	ANM2	N	J(
2	000107		SUB	6P919	ANM2	N	BR
3	000102		SUB	05TP2	ANM2	N	
4	000102		SUB	6P919	ANM2	N	I
5	0002		SUB	6P919	ANM2	N	[

Figure 15

The Labor Costs segment sheet allows Labor Costs to be added, deleted, and modified. If there are no labor costs to report, this sheet would be left blank. Vendors can add, update, and delete records via the Labor Costs EDIT form by clicking **Maintain Records** or by editing the rows manually as is customary to Excel. For information and help on how to utilize the Maintain Record form functionality, refer to section 5, ePRU Utility Conventions. The sheet may contain zero or multiple entries of Labor Cost information as part of the report. When finished, **Validate Sheet** must be clicked to check for errors and ensure that the generated eCRAFT summary is accurate.

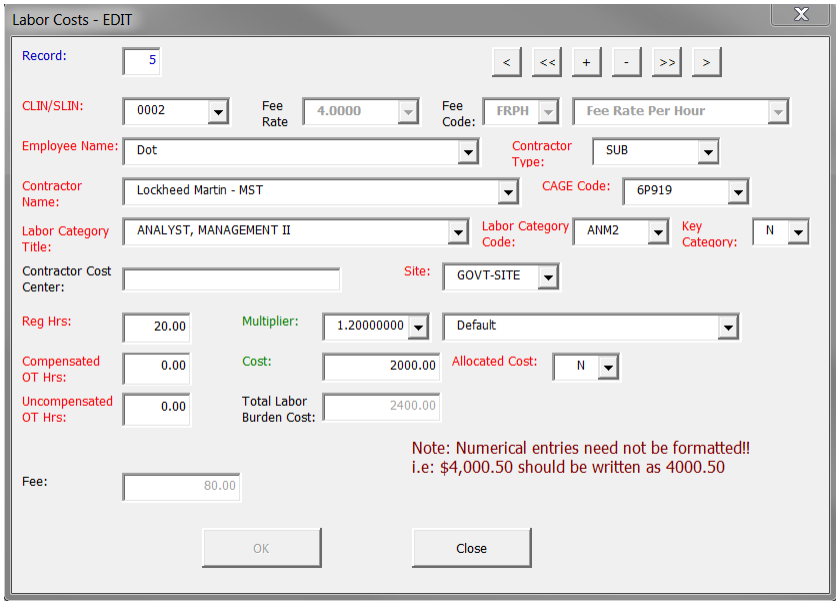


Figure 16

Note: Fields with red font are required and must have data. For comprehensive field definitions and formatting criteria, refer to Appendix A. For explication of button functionality, view the table of button functions. For formulas/origin of data, refer to Appendix B.

6.5 TRAVEL COSTS SEGMENT

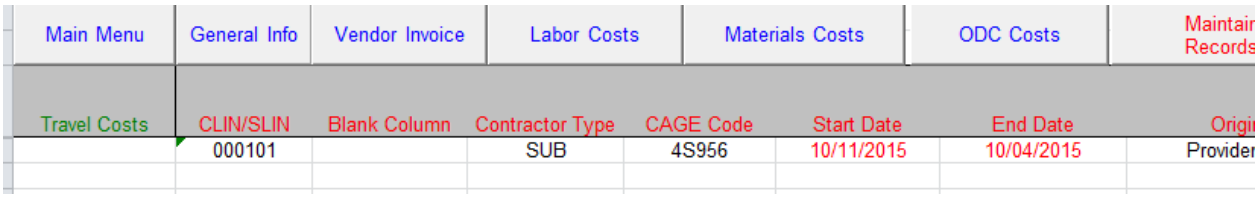


Figure 17

The Travel Costs segment sheet allows Travel Costs to be added, deleted, and modified. If there are no travel costs to report, this sheet would be left blank.

Vendors can add, update, and delete records via the Travel Costs EDIT form by clicking **Maintain Records** or by editing the rows manually as is customary to Excel. For information and help on how to utilize the Maintain Record form functionality, refer to section 5, ePRU Utility Conventions. When finished, **Validate Sheet** must be clicked to check for errors and ensure that the generated eCRAFT summary is accurate.

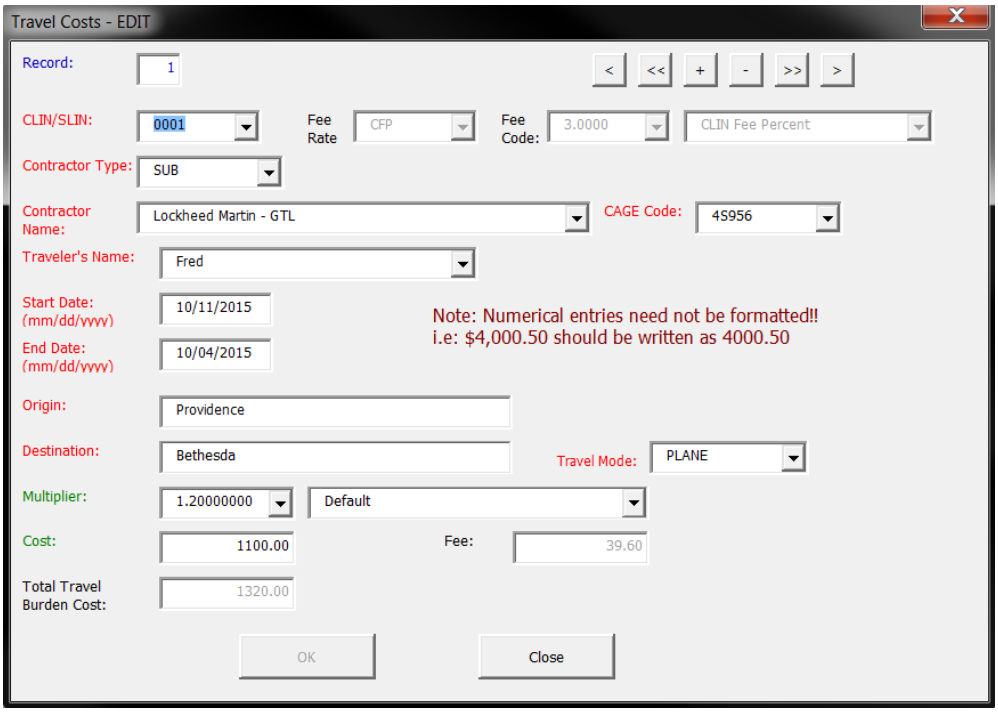


Figure 18

Note: Fields with red font are required and must have data. For comprehensive field definitions and formatting criteria, refer to Appendix A. For explication of button functionality, view the table of button functions. For formulas/origin of data, refer to Appendix B.

6.6 MATERIAL COSTS SEGMENT

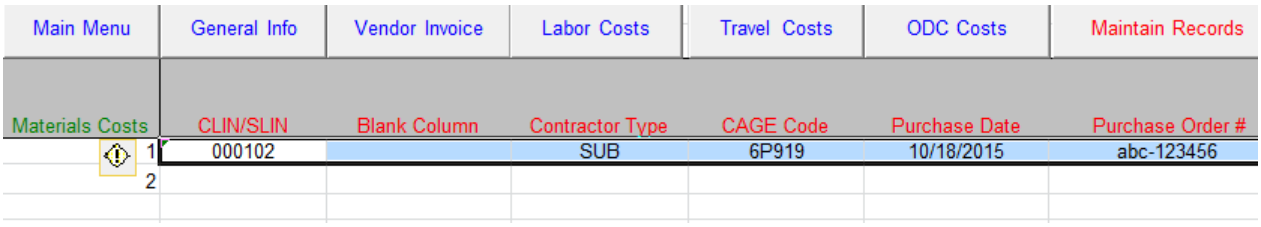


Figure 19

The Material Costs segment sheet allows Material Costs to be added, deleted, and modified. If there are no material costs to report, this sheet would be left blank.

Vendors can add, update, and delete records via the Material Costs EDIT form by clicking **Maintain Records** or by editing the rows manually as is customary to Excel. For information and help on how to utilize the Maintain Record form functionality, refer to section 5, ePRU Utility Conventions. When finished, **Validate Sheet** must be clicked to check for errors and ensure that the generated eCRAFT summary is accurate.

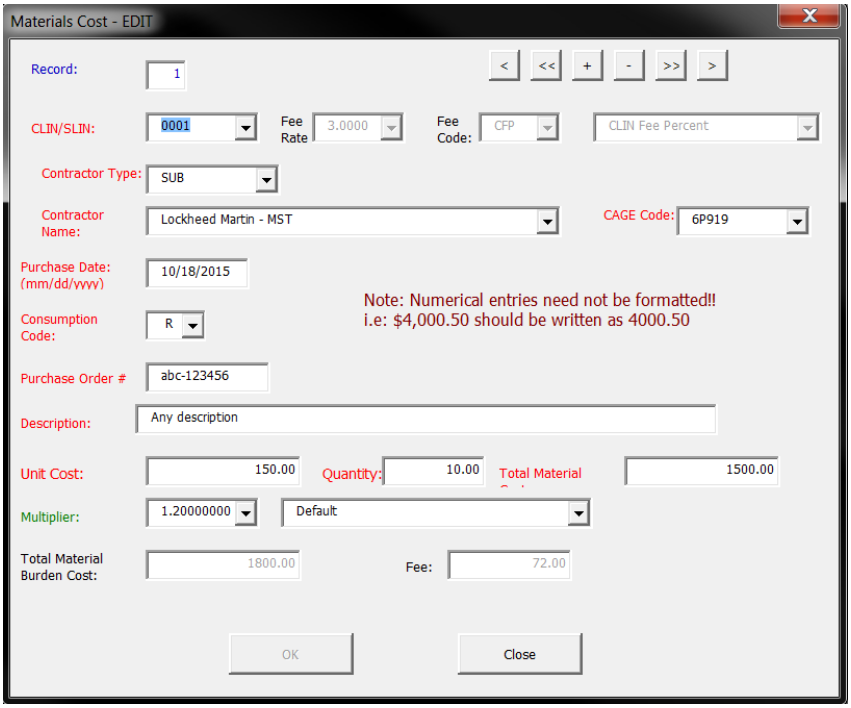


Figure 20

Note: Fields with red font are required and must have data. For comprehensive field definitions and formatting criteria, refer to Appendix A. For explication of button functionality, view the table of button functions. For formulas/origin of data, refer to Appendix B.

6.7 OTHER DIRECT COSTS (ODC) SEGMENT

Main Menu	General Info	Vendor Invoice	Labor Costs	Travel Costs	Materials Costs	Mainta
Other Direct Costs	CLIN/SLIN	Blank Column	Contractor Type	CAGE Code	ODC Description	
1	000101		PRIME	1703P	more stuff	
2	000102		PRIME	1P0F9	office supplies	

Figure 21

The ODC Costs segment sheet allows ODC Costs to be added, deleted, and modified. If there are no ODC costs to report, this sheet would be left blank.

Note: If ODC fee adjustments are needed, You must enter data as follows in the ODC worksheet:
Fee Code: = "FEE"
Fee: = -25.00 (negative or positive numeric value)
Burden Cost: = Zero
Cost: = Zero
Multiplier: = 1
Fee Rate: = 1

Also, ensure the Lookups worksheet has values in following columns:
Fee Rate: = 1.0
Fee Code: = 'FEE'
Fee Code Title: 'Fee adjustments'

These codes and values are necessary to make ODC fee adjustments to align cost totals to WAWF.

Vendors can add, update, and delete records via the ODC Costs EDIT form by clicking **Maintain Records** or by editing the rows manually as is customary to Excel. For information and help on how to utilize the Maintain Record form functionality, refer to section 5, ePRU Utility Conventions. When finished, **Validate Sheet** must be clicked to check for errors and ensure that the generated eCRAFT summary is accurate.

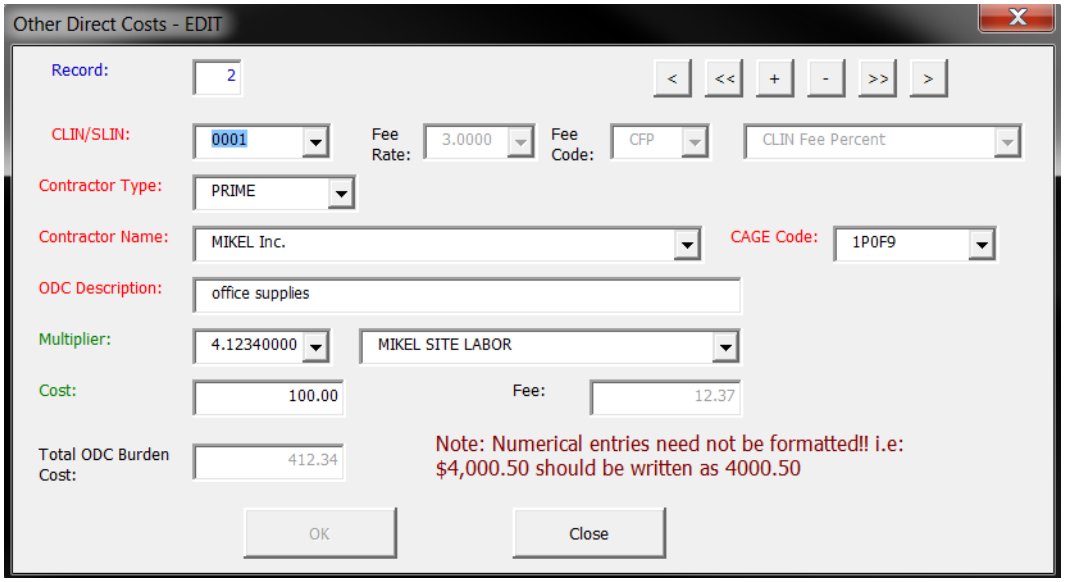


Figure 22

Note: Fields with red font are required and must have data. For comprehensive field definitions and formatting criteria, refer to Appendix A. For explication of button functionality, view the table of button functions. For formulas/origin of data, refer to Appendix B.

7 PREPARING THE eCRAFT SUMMARY

General Information Segment

Contract#: N00178-05-D-4455	Task Order#: N402	DUNS: 12345678
Report#: 87		Report Start Date: 10/1/2016
Date Report Prepared: 11/4/2016		Report End Date: 10/31/2016
Vendor Report POC: Art Palmer		Vendor Report POC Email: Art.Palmer@navy.gov
Commitments:		
Vendor Comments: My tasking includes creating a web page that reports all the costs a vendor has submitted on one report. I am thinking th procedures for this should go in to My stuff		
EPRU Version: 6		

Vendor Invoice Segment

Invoice#	Invoice Date	POP Start	POP End	Total Invoice Amount
3	11/06/2016	10/01/2016	10/31/2016	26,160.00
TOTAL:				26,160.00

Labor Cost Segment

Sub Cage Code	Labor Cat	Key Cat	Emp Name	Cost Center	Site	Reg Hours	Comp Hours	UnCp Hrs	Allc C
05TP2	ANM2	N	JOHN		KR-SITE	40.00	0.00	0.00	N
6P919	ANM2	N	BARRON		KR-SITE	20.00	0.00	0.00	N
05TP2	ANM2	N	JOHN		KR-SITE	40.00	0.00	0.00	N
6P919	ANM2	N	BARRON		KR-SITE	40.00	0.00	0.00	N
						140.00	0.00	0.00	

Travel Cost Segment

	Sub Cage Code	Start Date	End Date	Origin	Destination	Emp Name	Mode	
	4S956	12/01/2016	12/04/2016	Here	There	Fred	AUTO	

Material Cost Segment

Sub Cage Code	Pur Date	Pur ORD	Description	Qty	Unit Cost	Total Mat Cost	Cons Code
6P919	01/01/2016	abc-123456	Any description	10.00	150.00	1,500.00	R
				10.00	150.00	1,500.00	

Other Direct Cost Segment

	Contractor Type	Sub Cage Code	ODC Description	OTB Cost	Fee
	PRIME	1703P	more stuff	344.24	5.16
	PRIME	1P0F9	office supplies	412.34	10.31
				756.58	15.47

Total Summary

Vendor Invoices:	$26,160.00
Total Fee and Total Burden Costs	$17,434.05
Total Hours	140.00

Figure 23

The eCRAFT Summary Sheet is a compilation of all the ePRU segment sheets, which the utility will build automatically. To generate, click the **eCRAFT Summary** button from the ePRU Main Menu.

7.1 EXPORTING THE SUMMARY

To export, follow the procedure below.

1. Click **Create eCRAFT XML File** to generate the XML file for submission.
    a. Note: Pop-up(s) will appear if there are errors in the sheet that will impact the generated report's submission to eCRAFT. These pop-ups specify the precise error that occurred and provides both the segment and cell location(s) in order to facilitate ease of correction. When entering the segments in question, Errors identified will then be highlighted in red text.
        i. Error pop-ups in ePRU do not prevent a final file export, which means that a flawed summary could be submitted to eCRAFT. It is the onus of the

vendor to return to the segments and conduct corrections as necessary so that their eCRAFT submission is not rejected.

   b. Note: An error may pop-up stating "Invalid Directory: '[Directory Location]'. Using Default!" This error can be circumvented by setting the Default Directory location in the Lookups sheet (cell K16) to the user's preferred default directory for saving eCRAFT summaries – most often, this will be on the user's C:/ drive within the previously created eCRAFT folder.

2. If corrections are not necessary, skip to step 3. If corrections are necessary, finish acknowledging the errors, cancel the file generation when it prompts the save, return to the main menu, and correct each segment as needed.
   a. Note: As each segment is corrected, **Validate Sheet** must be clicked.
3. Navigate to the folder where the eCRAFT summary should be saved upon generation, unless the default directory was previously set in the Lookups sheet. In the File Name field, title the summary as appropriate. Click **Save**.
4. If successful, a pop-up stating "Exported" will appear. Click **OK** to close and complete the export. The report can be opened in your internet browser for viewing.
5. Upload the file to web site https://www.pdrep.csd.disa.mil/pdrep_files/other/ecraft.htm; this will require a DOD Common Access Card (CAC) or External Certificate Authority (ECA)
   a. Note Files with the # % 'characters, or spaces(" ") will not upload. Be sure to remove characters from file name before uploading.

7.2 EXPORT COST DATA

To save the existing cost data for use in other reports, click the **Export Cost Data** button and follow steps 3 – 4 above for exporting the eCRAFT Summary.

Note: Use the **Import Data File** button the ePRU Main Menu to access cost data created using this **Export Cost Data** function.

7.3 VIEW IN BROWSER

To preview the eCRAFT summary, follow the below procedure.

1. Click the **View in Browser** button.
   a. Note: If the user's directory has not been set in the Lookups file, a warning will appear that states the directory is invalid; click **OK** and the utility will use the default directory, the Documents library.
2. Enter a desired name for the file and click **Save**.
3. If successful, a message will appear saying "The HTML Summary File was created" and the file will open in the browser.

7.4 GENERATING CLIN/SLIN SUMMARY

To view a summary by cost type and CLIN/SLIN of all data entered into the utility, click the **CLIN/SLIN Summary** button. Data can then be manipulated as desired. Click the **Sort Summary** button for a fast roll-up of all entered costs by CLIN/SLIN. Return to the former page by utilizing the **eCRAFT Summary** button.

8 APPENDIX A – FIELD DEFINITIONS

Appendix A presents field definitions and formatting criteria for the segments in ePRU.

Note: 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. Negative dollars should be represented by placing the negative/minus sign (-) before the dollar sign ($).

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

8.1 Lookups Sheet Definitions

The Lookups sheet should be customized prior to entering data throughout ePRU. Below is a list of the editable field definitions and specifications for that sheet.

Table 7

Field	Definition
Employee Name	Names of employee working on the Contract. Delete sample names and add new contractors to this list. Valid employee names are required for Key categories.
Multiplier	Percentage by which labor charge is multiplied to calculate burdened cost. Delete sample multipliers and enter multipliers used by the vendor.
Multiplier Description	Delete sample descriptions and enter new descriptions from invoice.
*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/SLIN	Four (4) to six (6) digits for CLIN or SLIN (formatting example: 19 = 0019). Delete sample numbers and enter new. Source: Basic and/or Task Order Contract.

Fee Rate	Fee Rate is determined by the contract award and is either a percentage of the burdened cost or a dollar amount per hour. 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.
**Fee Code	A code to identify the type of fee charged - CFP or FRPH. Which type to use would be identified in the contract award document.
Fee Code Title	A description of the fee code.
***Internet Explorer	Default location for ePRU files. Delete sample locations and add new locations.
Lookup (.lkp) File	Default location for Lookup file.
Default Directory	Default location of the eCRAFT folder on the vendor's computer. Should be replaced with the actual location on the vendor's C:/ drive.
Vendor Name	Company name of vendor. Revise the vendor name and change it to company name.
CAGE	5-character ID number that identifies a contractor by vendor name.
Work Site	Required – Must be a valid On-Site / Off-Site entry. By default, ePRU utilizes "G" (for Gov't), "K" (for Contractor), and "K-TW" (for Contractor Telework) in the lookups table.
Site Description	If using additional work sites place them below first three default values.

* To verify active Labor Categories and Titles, consult the NAVSEA Contracts Labor Categories at this link, or copy and paste the text link within the angle-brackets into the browser: http://www.navsea.navy.mil/Home/WarfareCenters/NUWCNewport/Partnerships/CommercialContracts/LaborCategories.aspx

**When using two Fee Codes for one CLIN/SLIN, you MUST remove CLIN/SLIN and Fee Code information from Lookups Worksheet (reminder cannot have blanks cells, therefore, move any further rows in lookup worksheet up prior to resetting Lookups). Fee Codes (column Q) will need to be manually added within labor segment at CLIN/SLIN row. When validating labor cost worksheet, a warning will appear that the CLIN/SLIN Fee Code is not in Lookups (this is just a warnsing and you can select OK and move on).

*** It is recommended that ePRU files be kept in the default locations listed in the Internet Explorer column of the Lookups sheet.

8.2 General Information Segment

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 identifies the contract and task order against which the report is submitted.

Table 8

Field	Format	Notes for Entry
Contract Number	Example: 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.	Required – Contract must have been awarded.
UEI	Alphanumeric string minimum length 9, maximum length 13	Unique Entity ID – Not required for upload.
TO Number	There are two formats for TO number. Check the award document. Format 1: Numeric string left zero filled, length 4. Completion "C". Contracts must have task order '0001'. Format 2: Alpha numeric thirteen characters long, e.g. N6660417F1234.	Required – TO must have been awarded. - For "C" type contracts enter 0001. For IDIQ Contracts enter valid Task Order Number.
Vendor Report Number	Text max length 4 -Vendor format	Required – 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.
Report Start Date	MM/DD/YYYY	Required – Valid date less than or equal to report end date.
Report End Date	MM/DD/YYYY	Required – Valid date greater than or equal to report start date.
Date Report Prepared	MM/DD/YYYY	Required –Must be a valid date.
Vendor Report POC	Alphanumeric string.	Required – Name of Vendor Report POC. Can enter manually or choose from drop down list populated from employee list in Lookups sheet.

Field	Format	Notes for Entry
Vendor Report POC Email	Alphanumeric string.	Required –Email address of the Vendor Report POC.
Commitments	Alphanumeric string, maximum length 80.	Optional, content as desired by vendor.
Vendor Comments	Alphanumeric string, maximum length 500.	Optional, content as desired by vendor.

8.3 Vendor Invoice Segment

One row of Vendor Invoice information is submitted as part of the report. Vendor Invoice information does not necessarily relate directly to other information contained within a specific vendor report.

Table 9

Field	Format	Notes for Entry
Invoice Number	Alphanumeric string max length 20. The vendor controls actual contents and format except for max length.	Required – 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.
Invoice Date	MM/DD/YYYY	Required – Valid date.
Invoice Period Start Date	MM/DD/YYYY	Required – Valid date less than or equal to performance period end.
Invoice Period End Date	MM/DD/YYYY	Required – Valid date greater than or equal to performance period start.
Total Invoice Amount	999,999,999.99	Required – Valid dollar amount. May be 0 or negative.

8.4 Labor Costs Segment

Zero or more segments of Labor Costs information may be submitted as part of the report.

Note: Allocated cost is used only when a subcontractor does not break out costs by labor category because wage determinations due to the 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."

Table 10

Field	Format	Notes for Entry
CLIN/SLIN	Upper case numeric length 4-6, left zero filled.	Required – The CLIN must be awarded. Required to report at SLIN level only if stated specifically in TO. If reporting at the SLIN level, the SLIN must be awarded and there cannot also be an entry for the parent CLIN in this segment. **Cannot be 00.**
Blank Column	None.	Blank column. No longer used.
Contractor Type	Upper-case string, max length 5. Select from drop down list.	Required – Must be a valid Employee Type as defined on the eCRAFT web site. - Code to represent the employee's company.
CAGE	Upper-case string, max length 5. Select from drop down list.	Required – Must enter Prime or Subcontractor CAGE.
Labor Category	Upper-case string, max length 5. Select from drop down list.	Required
Key Category/Person	Upper-case alpha length 1.	Required – "Y" or "N"
Employee Name	Mixed case string, max length 60.	Required – Employee name required for Key Categories. Contractor may use employee identifier code as well.
Contractor CC	Mixed case string, max length 20.	Identifier for their internal CC (e.g. CC 01). - Subcontractor identified by name.
Site	Uppercase string of max length 30.	Required – Must be a valid On-Site / Off-Site entry. By default, ePRU utilizes "G" (for Gov't), "K" (for Contractor), and "K-TW" (for Contractor Telework) in the lookups table.
Regular Hours	Max amount 99999.99	Required – Valid number. May be 0 or negative. - Straight Time Hours Worked
Compensated OT Hours	Max amount 99999.99	Required – Valid number. May be 0 or negative.
Uncompensated OT Hours	Max amount 99999.99	Required – Valid number. May be 0 or negative.
Allocated Cost	Upper-case alpha length 1.	Required – "Y" or "N"

Field	Format	Notes for Entry
Burdened Labor Cost	Max amount 99,999,999,999.99	Required – Valid number. May be 0 or negative. - Calculates automatically in Maintain Records.
Fee	Max amount 99,999,999,999.99	Required – Valid number. May be 0 or negative. - Calculates automatically in Maintain Records.
Fee Code	Upper-case string, 3 or 4 characters. Select from drop down list.	Required – Must be a valid Fee Code entry, CFP or FRPH. FEE can also be used for making adjustments. - If CLIN is in Lookups Sheet the associated Fee Code will automatically be entered.
Direct Labor Cost	Max amount 99,999,999,999.99	Required – Valid number. May be 0 or negative.
Fee Rate	Select from drop down list.	Required – Valid number. May be 0 or negative. - If CLIN is in Lookups sheet the associated Fee Rate will automatically be entered.
Multiplier	Select from drop down list. Max amount 999999999.99999999	Required – Contractor specific multipliers listed in Lookups Sheet. Can be entered manually as well.

8.5 Travel Costs Segment

Zero or more segments of Travel Costs information may be submitted as part of the report.

Table 11

Field	Format	Notes for Entry
CLIN/SLIN	Upper case numeric length 4-6, left zero filled.	Required – The CLIN must be awarded. Required to report at SLIN level only if stated specifically in TO. If reporting at the SLIN level, the SLIN must be awarded and there cannot also be an entry for the parent CLIN in this segment. **Cannot be 00.**
Blank Column	None.	Blank column. No longer used.
Contractor Type		Required
CAGE	Upper-case string, max length 5.	Required – Must enter Prime or Subcontractor CAGE.
Start Date	MM/DD/YYYY	Required – Valid date less than or equal to end date of travel.
End Date	MM/DD/YYYY	Required – Valid date greater than or equal to end date of travel.
Origin	Mixed case string, max length 60.	Required
Destination	Mixed case string, max length 60.	Required
Traveler's Name	Mixed case string, max length 60.	Required
Travel Mode	Upper-case string, max length 10.	Required – Must be a valid Travel Mode as defined in the Lookups Sheet.
Burdened Travel Cost	Max amount 9,999,999,999,999.99	Required – Valid number. May be 0 or negative. - Calculates automatically in Maintain Records.
Fee	Max amount 99,999,999,999.99	Required – Valid number. May be 0 or negative. - Calculates automatically in Maintain Records.
Fee Code	Upper-case string, 3 or 4 characters. Select from drop down list.	Required – Must be a valid Fee Code entry, CFP or FRPH. FEE can also be used for making adjustments. - If CLIN is in Lookups Sheet the associated Fee Code will automatically be entered.
Cost	Max amount 99,999,999,999.99	Required – Valid number. May be 0 or negative.
Multiplier	Select from drop down list. Max amount 999999999.99999999	Required – Contractor specific multipliers listed in Lookups Sheet. Can be entered manually as well.

Field	Format	Notes for Entry
Fee Rate	Select from drop down list.	Required – Valid number. May be 0 or negative. - If CLIN is in Lookups Sheet the associated Fee Rate will automatically be entered.

8.6 Material Costs Segment

Zero or more segments of Material Costs information may be submitted as part of the report.

Note: In this segment, three digits to the right of the decimal point are allowed for the Unit Cost field.

Table 12

Field	Format	Notes for Entry
CLIN/SLIN	Upper case numeric length 4-6, left zero filled.	Required – The CLIN must be awarded. Required to report at SLIN level only if stated specifically in TO. If reporting at the SLIN level, the SLIN must be awarded and there cannot also be an entry for the parent CLIN in this segment. **Cannot be 00.**
Blank Column	None.	Blank column. No longer used.
Contractor Type	Upper-case string, max length 5. Select from drop down list.	Required – Must be a valid Employee Type as defined on the eCRAFT web site. - Code to represent the employee's company.
CAGE	Select from drop down list.	Required – Must enter Prime or Subcontractor CAGE.
Purchase Date	MM/DD/YYYY	Required – Must be a valid date.
Purchase Order #	Mixed case string, max length 20. Vendor controls the content and format of this field. Subcontractor may be identified by name.	Required – Contract Identifier
Description	Mixed case string, max length 60.	Required – Enter description of item being purchased.
Quantity	Max amount 99,999,999.99	Required – Valid number. May be 0 or negative.
Unit Cost	Max amount 999,999,999.999	Required – Valid number. May be 0 or negative.
Material Cost	Max amount 99,999,999,999.99	Required – Valid number. May be 0 or negative.
Consumption Code	Alpha length of 1.	Required – Must be a valid Consumption Code Valid Values: 'C' = Consumable 'R' = Returnable

Field	Format	Notes for Entry
Burdened Material Cost	Max amount 99,999,999,999.99	Required – Valid number. May be 0 or negative. - Calculates automatically in Maintain Records.
Fees	Max amount 99,999,999,999.99	Required – Valid number. May be 0 or negative. - Calculates automatically in Maintain Records.
Fee Code	Upper-case string, 3 or 4 characters. Select from drop down list.	Required – Must be a valid Fee Code entry, CFP or FRPH. FEE can also be used for making adjustments. - If CLIN is in Lookups Sheet the associated Fee Code will automatically be entered.
Multiplier	Select from drop down list. Max amount 999999999.99999999	Required – Contractor specific multipliers listed in Lookups Sheet. Can be entered manually as well.
Fee Rate	Select from drop down list.	Required – Valid number. May be 0 or negative. - If CLIN is in Lookups Sheet the associated Fee Rate will automatically be entered.

8.7 ODC Segment

Zero or more segments of ODC information may be submitted as part of the report.

Table 13

Field	Format	Notes for Entry
CLIN/SLIN	Upper case numeric length 4-6, left zero filled.	Required – May not be blank. The CLIN must be awarded. Required to report at SLIN level only if stated specifically in TO. If reporting at the SLIN level, the SLIN must be awarded and there cannot also be an entry for the parent CLIN in this segment. **Cannot be 00.**
Blank Column	None.	Blank column. No longer used.
Contractor Type	Upper-case string, max length 5. Select from drop down list.	Required – Must be a valid Employee Type as defined in the Lookups Sheet. - Code to represent the employee's company.
CAGE	Select from drop down list.	Required – Must enter Prime or Subcontractor CAGE.
ODC Description	Alphanumeric string, max length 120.	Required – May not be blank.
Burdened ODC Cost	Max amount 99,999,999,999.99	Required – Valid number. May be 0 or negative. - Calculates automatically in Maintain Records.
Fee	Max amount 99,999,999,999.99	Required – Valid number. May be 0 or negative. - Calculates automatically in Maintain Records.
Fee Code	Upper-case string, 3 or 4 characters. Select from drop down list.	Required – Must be a valid Fee Code entry, CFP or FRPH. FEE can also be used for making adjustments. - If CLIN is in Lookups Sheet the associated Fee Code will automatically be entered.
Cost	Max amount 99,999,999,999.99	Required – Valid number. May be 0 or negative.
Multiplier	Select from drop down list. Max amount 999999999.99999999	Required – Contractor specific multipliers listed in Lookups Sheet. Can be entered manually as well.
Fee Rate	Select from drop down list.	Required – Valid number. May be 0 or negative. - If CLIN is in Lookups Sheet the associated Fee Rate will automatically be entered.

9 APPENDIX B – FORMULAS/ORIGIN OF DATA

Appendix B presents calculation descriptions inherent in ePRU for the relevant fields in each segment.

9.1 Labor Costs Segment

Table 14

Field	Excel Worksheet Column	Formula/Origin of Data
Burdened Labor Cost	O	(Cost 'R') * (Multiplier 'T')
Fee	P	(Burdened Labor Cost 'O') * (Fee Rate 'S')
FRPH	*P*	(Straight + Compensated OT + Uncompensated OT) * (Fee Rate 'S')
CFP	*P*	(Burdened Labor Cost 'O') * (Fee Rate 'S') * .01
Fee Code	Q	Lookups worksheet column (Fee Code 'I')
Direct Labor Cost	R	Provided by ePRU user
Fee Rate	S	Lookups worksheet column (CLIN % 'H') *Note: Must be related to a CLIN in column (CLIN 'G').*
Multiplier	T	Lookups worksheet column (Multiplier 'B')

9.2 Travel Costs Segment

Table 15

Field	Excel Worksheet Column	Formula/Origin of Data
Burdened Travel Cost	L	(Cost 'O') * (Multiplier 'P')
Fee	M	
CFP	*M*	(Burdened Travel Cost 'L') * (CLIN % 'Q') * .01
Fee Code	N	Lookups worksheet column (Fee Code 'I')
Cost	O	Provided by ePRU user
Multiplier	P	Lookups worksheet column (Multiplier 'B')
Fee Rate	Q	Lookups worksheet column (CLIN % 'H') *Note: Must be related to a CLIN in column (CLIN 'G').*

9.3 Material Costs Segment

Table 16

Field	Excel Worksheet Column	Formula/Origin of Data
Material Cost	K	(Quantity 'I') * (Unit Cost 'J')
Consumption Code	L	Provided by ePRU user, Valid Values: 'C' = Consumable and 'R' = Returnable
Burdened Material Cost	M	(Material Cost 'K') * (Multiplier 'P')
Fee	N	
CFP	*N*	(Burdened Material Cost 'M') * (CLIN Fee % 'Q') * .01
Fee Code	O	Lookups worksheet column (Fee Code 'I')
Multiplier	P	Lookups worksheet column (Multiplier 'B')
Fee Rate	Q	Lookups worksheet column (CLIN % 'H') *Note: Must be related to a CLIN in column (CLIN 'G').*

9.4 Other Direct Costs Segment

Table 17

Field	Excel Worksheet Column	Formula/Origin of Data
Burdened ODC Cost	G	(Cost 'J') * (Multiplier 'K')
Fee	H	
CFP	*H*	(Burdened ODC Cost 'G' * (CLIN Fee % 'L') * .01
Fee Code	I	Lookups worksheet column (Fee Code 'I')
Cost	J	Provided by ePRU user
Multiplier	K	Lookups worksheet column (Multiplier 'B')
Fee Rate	L	Lookups worksheet column (CLIN % 'H') *Note: Must be related to a CLIN in column (CLIN 'G').*

10 APPENDIX C – DTD/XML FILE

XML is a markup language that defines a set of rules for encoding documents in a format that is both human and machine readable. The ePRU DTD/XML file describes the rules that are used to generate a valid TO Report transaction file that can be loaded into the eCRAFT database. The transaction file must be in XML format.

The ECXML##.DTD file describes the valid elements of the XML file used to report contractor expenses. ePRU was created to assist vendors with report generation in XML format; with that said, XML files can be generated by other means. These elements describe the type of data and their hierarchical structure of each element within the transaction.

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 TO 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 and a Vendor Invoice segment. Optionally, zero (0) or one (1) 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 defined in the transaction, but may have many records. These records are comprised of data elements (tagged data), which must be used.

See the World Wide Web Consortium (W3C) web site (<https://www.w3.org>) for 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. Consult the ECXML##.DTD for the complete structure of hierarchy of the TO Exchange transaction.

11 APPENDIX D – 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, Sub Contractor and calculation of Fee As a Percentage of cost.

Date	Revision	Description
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.
06/01/2017	6.0	Major ePRU Upgrades as eCRAFT expands to all Warfare Centers include: Validation of worksheets when exported to XML. Robust error identification. CLIN/SLIN data entry updates; field accepts 6 characters. Read Me re-written. CLIN/SLIN summary added to eCRAFT summary sheet.
07/07/2017	6.0.3	Added help on worksheets. Sort cost data by CLIN/SLIN on eCRAFT Summary. Modify error messages to enhance usability.
09/11/2017	7.0.0	Cost columns added to vendor reports. DTD file updated. Labor work site a non-grey header field. Work site field increased from 10 to 30 characters. Comment field in vendor reports increased to 500 characters. Error message if entered fee rate does not match Lookups. Vendor invoice entry limited to one record.
03/19/2018	7.0.1	Revised Version Number in ePRU from “700” to “7.0.1”. Revised CLIN/SLIN Summary within eCRAFT Summary worksheet to include leading zeroes in CLIN/SLIN column.

Date	Revision	Description
10/30/2018 *Note: This version Had a Bug In the ODC Worksheet when calculating Burdened ODC Cost.*	7.0.2	Modified General Information worksheet to ensure the ePRU version number does not get revised when the Maintain Records button is selected and executed. Modified code to ensure "&" are being converted correctly when data is being exported from MS Excel worksheet to an XML file. Converted/Forced entries for allocation cost and key person columns to upper case in Labor worksheet section. Algorithm has been modified not to use multiplier associated with CLIN/SLIN when using Labor Category Code "LABRF" to make Labor Fee adjustments. Modified ODC worksheet to allow negative and positive cost adjustments in ODC worksheet. User must include "Lookup Worksheet" values of Fee Rate (1.0), Fee Code (FEE) , and Fee Code Title (Fee Adjustments).
12/17/2018	7.0.3	Modified ODC worksheet (Bug Fix from version 7.0.2) Burdened ODC cost calculation needed to be modified.
3/1/2019	7.0.3a	Modified location where to submit Vendor Report XML file. External Web Site versus email account.

Date	Revision	Description
06/28/2021	8.0.0	Help tabs, updated to reflect latest changes in all worksheets. Help tabs are open as a default to add clarity for values required. CLIN/SLIN fields, updated format to (text), to ensure values retained when validating/exported to XML File. Critical - All Cost worksheets modified, if CLIN/SLIN cell empty, validation algorithm will remove data from current row and all following rows as applicable, if CLIN/SLIN cell empty. No warning appears in the validation, if the data is needed it must be repopulated without any blank rows in between. When required fields left blank, modified all worksheets algorithms to raise errors upon validation. Removed critical error warning on fields that calculate/insert values from lookup worksheet/logical algorithms. For example, Fee Code or Material Cost on the Material Cost worksheet. Attributes/Fields requiring uppercase entries automatically updates lowercase characters to uppercase characters upon validation. When fields exceed character limits, modified all worksheets to raise errors upon validation, identifying the worksheet and cell with the error. Lookup Data, Import/Export updated to include all necessary columns in import/export process. Import code changed to verify only if valid data entered. Lookup validation also changed to ensure static values always remain in table. Read Me, updated to reflect changes to submission process. User Guide updated to reflect changes in ePRU software.

Date	Revision	Description
12/12/2022	22.01	Updates to exporting process to remove XML load errors Validation updated to ensure all fields are entered with proper lengths. Validation updated on Labor and Travel Costs segments to check for a valid employee name (values entered with more than one word and without any numerical characters). Modified Readme to explain lookups sheet in more depth as well as to explain latest changes to labor adjustment. User Guide has been arranged to make it more readable. Version format has been changed to standard used in eCRAFT. NOTE that while this is the same convention as is used in E2, the two version numbers will not always match.
06/20/2023	23.01	Changed DUNS field to UEI in the General Information tab. The exported XML has also been updated to replace DUNS with UEI. The default travel sites have been modified. Previously the listing had “GOVT-SITE” for government sites, and “KR-SITE” for contractor sites. These have been updated to “G” and “K” respectively. “K-TW” has been added as well for contractor telework sites. Any additional work sites can be added to the lookups sheet below these three entries. Validation for employee names from previous build has been changed back to policies before 22.01.
09/11/2025	25.01	Updated ePRU CLIN/SLIN fields to be formatted as text. In previous versions the CLIN/SLIN field would drop leading zeros in numerical CLIN/SLINs. In the new formatting these leading zeros won’t be dropped. Updated Code behind the Fee column to allow negative values in Material, Travel, and ODC. This should only be used to refund charges back to the gov, and not for general adjustments.

Date	Revision	Description
12/17/2025	25.02	Digitally Signed Macros to reduce errors where users are unable to enable/run unsigned macros. Both versions will be made available, and most users should continue using unsigned file. Fixed an error removing Direct Labor Cost from summary and XML file if a single entry was entered in labor sheet. Updated ODC tab for fee adjustments to remove unneeded fee rate update/warning.

Date	Revision	Description
2/4/2026	26.01	Augmented Work Site columns T & U within the Lookups tab of the APG-ePRU to expand beyond the existing three (3) work site locations of G (Government Site), K (Prime Contractor Site), and K-TW (Contractor Telework Site). Specifically, the expansion includes assigning either a K or G, followed by a hyphen (no space) and a 5-digit Metropolitan Statistical Area (MSA) numerical code.