

Welcome to Wide Area Workflow!
Please start by selecting one of the button links from the menu above.

Government and Government Support Contractor Messages

(2013-JUL-25) System: *All* Subject: *Posting Docs Action Required! Critical! Message For: All Users*

[Open folder.](#)

(2013-JUL-24) System: *All* Subject: *Test Action Required! Critical! Message For: All Users*

Testing v5.5.0 System Messages

(2013-JAN-17) System: *All* Subject: *Message For: All Users*

Version
Build D
Applica
HTTP S

This presentation will demonstrate a Local Processing Officer (LPO) certifying a Commercial Invoice. The actions performed by the LPO in this demonstration are similar to the actions taken when certifying an Invoice portion of the Combo and an Invoice portion of the Repairables Combo. This presentation contains Audio narrative. Please adjust your volume accordingly.



Wide Area Workflow

- Local Processing Office
- Local Processing Office Reviewer
- Certification Folder
- History Folder by DoDAAC
- History Folder by User
- Discount Folder
- Hold Folder
- Recall - Action Required Folder
- Pure Edge Folder

The Local Processing Officer selects the Certification Folder from the Local Processing Office menu option.

Government and Government S Messages

(2013-JUL-25) System: All Subject: Action Required! Critical! Message For: All Users

[Open folder.](#)

(2013-JUL-24) System: All Subject: Test Action Required! Critical! Message For: All Users

Testing v5.5.0 System Messages

(2013-JAN-17) System: All Subject: Message For: All Users

Version:	5.5.0 Test BUILD02_11
Build Date:	10/04/2013
Application Server:	WebSphere 8.5.5.0
HTTP Server:	IBM IHS 8.5.5.0

Help

Search Criteria - LPO Certification Folder

FOUO - Privacy Sensitive:

Privacy Act Statement - This information is protected under the

may be punishable by fines, imprisonment, or both.

The Search Criteria page is displayed.
This page will allow the Local Processing Officer to search for the documents in the Local Processing Office Certification Folder.

DoDAAC * / Extension

Contract Number

Delivery Order

Reference Procurement Id

Vendor (Payee) / Vendor (Payee) Extension

Ship From / Ship From Extension

Shipment No.

Invoice Number

SSN / Confirm SSN

Tax Id (EIN)

Type Document

Status

Create / Update Date (YYYY/MM/DD)

Create / Update Date End (YYYY/MM/DD)

Acceptance Date (YYYY/MM/DD)

Acceptance Date End (YYYY/MM/DD)

Search Criteria - LPO Certification Folder

FOUO - Privacy Sensitive:

Privacy Act Statement - This information is protected under the Privacy Act of 1974 and shall be handled as "FOR OFFICIAL USE ONLY." Violations may be punishable by fines, imprisonment, or both.

DoDAAC * / Extension	
<input type="text" value="N62473"/>	<input type="text"/>
Contract Number	
<input type="text" value="1234567890123"/>	<input type="text"/>
Reference Procurement Id	
<input type="text"/>	
Vendor (Payee) / Vendor (Payee) Extension	Ship From / Ship From Extension
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
Shipment No.	Invoice Number
<input type="text"/>	<input type="text"/>
SSN / Confirm SSN	Tax Id (EIN)
<input type="text"/> <input type="text"/>	<input type="text"/>
Type Document	Status
<input type="text" value="All Documents"/>	<input type="text" value="All Documents"/>
Create / Update Date (YYYY/MM/DD)	Create / Update Date End (YYYY/MM/DD)
<input type="text" value="2013/09/14"/> <input type="text"/>	<input type="text" value="2013/10/14"/> <input type="text"/>
Acceptance Date (YYYY/MM/DD)	Acceptance Date End (YYYY/MM/DD)
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>

The DoDAAC field is the only mandatory field.



Search Criteria - LPO Certification Folder

FOUO - Privacy Sensitive:

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DoDAAC * / Extension	
<input type="text" value="N62473"/>	<input type="text"/>
Contract Number	
<input type="text" value="1234567890123"/>	
Reference Procurement Id	
<input type="text"/>	
Vendor (Payee) / Vendor (Payee) Extension	Ship From / Ship From Extension
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
Shipment No.	Invoice Number
<input type="text"/>	<input type="text"/>
SSN / Confirm SSN	Tax Id (EIN)
<input type="text"/> <input type="text"/>	<input type="text"/>
Type Document	Status
<input type="text" value="All Documents"/>	<input type="text" value="All Documents"/>
Create / Update Date (YYYY/MM/DD)	Create / Update Date End (YYYY/MM/DD)
<input type="text" value="2013/09/14"/> <input type="text"/>	<input type="text" value="2013/10/14"/> <input type="text"/>
Acceptance Date (YYYY/MM/DD)	Acceptance Date End (YYYY/MM/DD)
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>

The LPO can further limit the returned results by entering information in various search criteria, such as Contract Number.



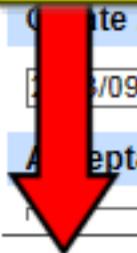
Search Criteria - LPO Certification Folder

FOUO - Privacy Sensitive:

Privacy Act Statement - This information is protected under the Privacy Act of 1974 and shall be handled as "FOR OFFICIAL USE ONLY." Violations may be punishable by fines, imprisonment, or both.

DoDAAC * / Extension	
<input type="text" value="N62473"/>	<input type="text"/>
Contract Number	Delivery Order
<input type="text" value="1234567890123"/>	<input type="text"/>
Reference Procurement Id	
<input type="text"/>	
Vendor (Payee) / Vendor (Payee) Extension	Ship From / Ship From Extension
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
Shipment No.	Invoice Number
<input type="text"/>	<input type="text"/>
SSN / Confirm SSN	Tax Id (EIN)
<input type="text"/> <input type="text"/>	<input type="text"/>
Status	
<input type="text" value="All Documents"/>	
Create / Update Date (YYYY/MM/DD)	Create / Update Date End (YYYY/MM/DD)
<input type="text" value="2013/09/14"/> <input type="text"/>	<input type="text" value="2013/10/14"/> <input type="text"/>
Acceptance Date (YYYY/MM/DD)	Acceptance Date End (YYYY/MM/DD)
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>

The LPO clicks the Submit button after entering the select criteria.



LPO Certification Folder for 'N62473' (1 items, sorted by Invoice Received Date Ascending)

Item	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	Purge	Hold	Invoice
1	Invoice	00C91	021799486	0001		12345678901234	WBT1								INV

The Certification Folder page is displayed.
This page contains a list of documents that match the selection criteria.



[\[-\] Shipment](#) [\[-\] Invoice](#)

[Return](#) [Help](#)

LPO Certification Folder for 'N62473' (1 items, sorted by Invoice Received Date Ascending)

ber	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	Purge	Hold	Invoice Number	Submitted	Received ▲	Status	Purge	Hold	Amount
134	WBT1								INV1234	2013-10-09	2013-10-09	Pre-Certified		H	\$ 2,200.00

After scrolling to the right, the LPO can select a document to review by clicking the Invoice Number link for the appropriate document.



[\[-\] Shipment](#) [\[-\] Invoice](#)

[Return](#) [Help](#)

Local Processing Office - Invoice

- Header
- Line Item
- ACRNs
- LLA
- Addresses
- Misc. Info
- Preview Document

The Header page is displayed when the LPO opens the Invoice.

Contract Number Type	Contract	Issue Date	Supplies or Services
International Agreement	123456		SPL
Invoice Number	Invoice Date	Final Invoice	Invoice Received Date
INV1234	2013/10/09	N	2013/10/09

Summary of Detail Level Information			Total (\$)
1 CLIN/SLIN(s)			2,200.00
0 Miscellaneous Amount(s)			0.00
Document Total (\$):			2,200.00

Reference Shipment Number(s)

123456

Routing Information

Role	Location Code	Extension	Name
Payee	00C91		EXCELLIGENCE LEARNING CORPORATION
Pay Official	N68892		DEFENSE FINANCE AND ACCOUNTING SERV
Admin	S0512A		DCMA LOS ANGELES
Ship To	FU4417		FU4417 1 SOCS SOCS ATTN BECO
LPO	N62473		NAVFAC SOUTHWEST

ACTION BY: Local Processing Officer Reviewer

Recommend Document Certified Date Received Acceptance Date

-
-
-
-

Wide Area Workflow

Local Processing Office - Invoice

- Header**
- Line Item
- ACRNs
- LLA
- Addresses
- Misc. Info
- Preview Document

Populate Accounting Data from Template

Contract Number Type	Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	Supplies or Services
International Agreement	12345678901234	WBT1			SPL
Invoice Number	Invoice Date	Final Invoice?	Invoice Received Date		
INV1234	2013/10/09	N	2013/10/09		

Summary of Detail Level Information		Total (\$)
1 CLIN/SLIN(s)		2,200.00
0 Miscellaneous Amount(s)		0.00
Document Total (\$):		2,200.00

Reference Shipment Number(s)

123456

Routing Information

Role	Location Code	Extension	Name
F			EXCELLIGENCE LEARNING CORPORATION
F			DEFENSE FINANCE AND ACCOUNTING SERV
A			DCMA LOS ANGELES
S			FU4417 1 SOCS SOCS ATTN BECO
L			NAVFAC SOUTHWEST

The Local Processing Officer can save an incomplete document by clicking the Save Draft Document button. The Save and Continue functionality allows the user to save the document in its current state and either continue working on it, or come back to it at a later time.

ACTION BY: Local Processing Officer Reviewer

Recommendation Certified Date Received Acceptance Date

- Submit
- Save Draft Document**
- Previous
- Help

Local Processing Office - Invoice

- Header**
- Line Item
- ACRNs
- LLA
- Addresses
- Misc. Info
- Preview Document

Reference Shipment Number(s)
123456

Routing Information

Role	Location Code	Extension	Name
Payee	00C91		EXCELLIGENCE LEARNING CORPORATION
Pay Official	N68892		DEFENSE FINANCE AND ACCOUNTING SERV
Admin	S0512A		DCMA LOS ANGELES FU4417 1 SOCS SOCS ATTN BECO NAVFAC SOUTHWEST

The Local Processing Officer can Certify or Reject a document.
Note: Comments are mandatory when Rejecting.

	Date Received	Acceptance Date
<input type="checkbox"/> Recommended Document Certified		
<input type="checkbox"/> Recommended Document Rejected	2013/10/09	2013/10/09

ACTION BY 62473 *

- Document Certified
- Document Rejected

Date Received	Acceptance Date	Signature Date
<input type="text" value="2013/10/09"/>	<input type="text" value="2013/10/09"/>	<input type="text" value="YYYY/MM/DD"/>

Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.

Signature Of Authorized Government Representative

- Submit
- Save Draft Document
- Previous
- Help

Local Processing Office - Invoice

- Header**
- Line Item
- ACRNs
- LLA
- Addresses
- Misc. Info
- Preview Document

Reference Shipment Number(s)
123456

Routing Information

Role	Location Code	Extension	Name
Ship To	FU4417		INTELLIGENCE LEARNING CORPORATION
LPO	N62473		ENSE FINANCE AND ACCOUNTING SERV IA LOS ANGELES

The LPO can navigate to the Line Item page by clicking the Line Item tab.

ACTION BY: Local Processing Officer Reviewer

	Date Received	Acceptance Date
<input checked="" type="checkbox"/> Recommend Document Certified	2013/10/09	2013/10/09
<input type="checkbox"/> Recommend Document Rejected		

ACTION BY: N62473 *

	Date Received	Acceptance Date	Signature Date	
<input type="checkbox"/> Document Certified				Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.
<input type="checkbox"/> Document Rejected	<input type="text" value="2013/10/09"/>	<input type="text" value="2013/10/09"/>	<input type="text" value="YYYY/MM/DD"/>	
				<input type="text" value="Signature"/>
				Signature Of Authorized Government Representative

- Submit
- Save Draft Document
- Previous
- Help

Local Processing Office - Invoice

[Header](#) [Line Item](#) [ACRNs](#) [LLA](#) [Addresses](#) [Misc. Info](#) [Preview Document](#)

Contract Number	Delivery Order	Reference Procurement Identifier	Invoice Number	Invoice Date	Shipment Number
12345678901234	WBT1		INV1234	2013/10/09	

All accounting information updates or entries need to be made on the LLA tab.

Total (\$): 2,200.00

Item No.	Stock Part No.	Type	Qty. Shipped	Unit of Measure	UofM Code	Unit Price (\$)	Amount (\$)
0001	SPN11223344556677	A3	11	EACH	EA	200.00	2,200.00

AAI	SDN	PR Number
-----	-----	-----------

Description

Line item description.

The Line Item page is displayed.
The LPO can review the contents of the Line Item page.

For Navy One-Pay, all accounting information updates or entries need to be made on the Long Line of Accounting (LLA)

[Save Draft Document](#) [Help](#)

Local Processing Office - Invoice

- Header
- Line Item**
- ACRNs
- LLA
- Addresses
- Misc. Info
- Preview Document

Contract Number	Delivery Order	Reference Procurement Identifier	Invoice Number	Invoice Date	Shipment Number
12345678901234	WBT1		INV1234	2013/10/09	

All accounting information update entries need to be made on the LLA tab.

Total (\$): 2,200.00

Item No.	Stock Part No.	Type	Qty. Shipped	Unit of Measure	UofM Code	Unit Price (\$)	Amount (\$)
				EACH	EA	200.00	2,200.00
				PR Number			

The LPO can navigate to the ACRNs page by clicking the ACRNs tab.

Description

Line item description.

Local Processing Office - Invoice

- Header
- Line Item
- ACRNs
- LLA
- Addresses
- Misc. Info
- Preview Document

Contract Number	Delivery Order	Reference Procurement Identifier	Invoice Number	Invoice Date	Shipment Number
12345678901234	WBT1		INV1234	2013/10/09	

All accounting information updates or entries need to be made on the LLA tab.

Document Total (\$)	Approved Total (\$)	Difference (\$)
2,200.00	2,200.00	0.00

Item Number	CLIN Amount (\$)	ACRN Amount (\$)	Difference (\$)	Govt Approved Amount (\$)	CLIN Approved Amount (\$)	CLIN Approved Difference (\$)
0001	2,200.00	2,200.00	0.00	2,200.00	2,200.00	0.00

ACRN	Original Amount (\$)	ACRN Approved Amount (\$)	ACRN Difference (\$)
AA	2,200.00	2,200.00	0.00

The ACRN Worksheet page is displayed.
The LPO can review the contents of the ACRN Worksheet page.

Local Processing Office - Invoice

- Header
- Line Item
- ACRNs**
- LLA
- Addresses
- Misc. Info
- Preview Document

Contract Number	Delivery Order	Reference Procurement Identifier	Invoice Number	Invoice Date	Shipment Number
12345678901234	WBTT		INV1234	2013/10/09	

All accounting information updates or entries need to be made on the LLA tab.

Document Total (\$)	Approved Total (\$)	Difference (\$)
2,200.00	2,200.00	0.00

The Local Processing Officer can navigate to the LLA page by clicking the LLA tab.

Item Number	CLIN Approved Amount (\$)	CLIN Approved Difference (\$)
0001	2,200.00	0.00

ACRN	Original Amount (\$)	ACRN Approved Amount (\$)	ACRN Difference (\$)
AA	2,200.00	2,200.00	0.00

Wide Area Workflow

Local Processing Office - Invoice

* = Required Fields

Contract Number	Delivery Order	Reference Procurement Identifier	Invoice Number	Invoice Date	Shipment Number
12345678901234				3/10/09	

An LLOA is required per CLIN/SLIN. The document cannot be certified for a...
The document will not be forwarded to ONE-PAY.

[+] Help Links
[+] Populate All

The Long Line of Accounting (LLA) page is displayed.
The LPO is responsible for entering accounting data on the LLA tab if the document is being submitted to the Navy One-Pay Entitlement System.

LLA Level	Lesser Amount
ACRN Level	<input type="checkbox"/>
2200.00	

Item Number	CLIN Amount (\$)	Actions
0001	2,200.00	Add ACRN
ACRN	Actions	
AA	Delete ACRN	

ACRN *	Document Record Reference ID *	Agency Accounting ID *	Amount (\$) *	Approved Amount (\$) *
AA	SND1122334455	062649	2,200.00	2,200.00
Reference Shipment Number *	Reference Shipment Amount (\$) *	Actions		
		Add Reference Shipment		

[+] Optional LLA Fields

The Document Record Reference ID, Agency Accounting ID, ACRN and Approved Amount fields are mandatory.

Wide Area Workflow

Local Processing Office - Invoice

* = Required Fields

Contract Number	Delivery Order	Reference Procurement Identifier	Invoice Number	Invoice Date	Shipment Number
12345678901234	WBT1		INV1234	2013/10/09	

An LLOA is required per CLIN/SLIN. The ACRN, SDN, and Agency Accounting Id (AAA) fields are MANDATORY per CLIN/SLIN on this page - the ACRN and SDN on the document will not be forwarded to ONE-PAY. The document cannot be certified for a lesser amount when miscellaneous allowances, fees, or taxes are present on an invoice or combo document.

[\[+\] Help Links](#)
[\[+\] Populate All](#)

LLA Level
Line Level
ACRN Level

The LPO can enter the LLA data at either the Line Level or the ACRN Level.
Each Line Item can have only one ACRN when LLA data is entered at the Line Level.

Item Number	CLIN Amount (\$)	Actions		
0001	2,200.00	Add ACRN		
ACRN	Actions			
AA	Delete ACRN			
ACRN *	Document Record Reference ID *	Agency Accounting ID *	Amount (\$) *	Approved Amount (\$) *
AA	SND1122334455	062649	2,200.00	2,200.00
Reference Shipment Number *		Reference Shipment Amount (\$) *	Actions	
			Add Reference Shipment	

[\[+\] Optional LLA Fields](#)

Wide Area Workflow

Local Processing Office - Invoice

* = Required Fields

Contract Number	Delivery Order	Reference Procurement Identifier	Invoice Number	Invoice Date	Shipment Number
12345678901234	WBT1		INV1234	2013/10/09	

An LLOA is required per CLIN/SLIN. The ACRN, SDN, and Agency Accounting Id (AAA) fields are MANDATORY per CLIN/SLIN on this page - the ACRN and SDN on the document will not be forwarded to ONE-PAY. The document cannot be certified for a lesser amount when miscellaneous allowances, fees, or taxes are present on an invoice or combo document.

[+] Help Links

[+] Populate All

LLA Level	Invoice Amount (\$)	Certify For Lesser Amount
ACRN Level <input type="button" value="v"/>	2200.00	<input type="checkbox"/>

Item Number	CLIN Amount (\$)	Actions		
0001	2,200.00	Add ACRN		
ACRN	Actions			
AA	Delete ACRN			
ACRN *	Document Record Reference ID *	Agency Accounting ID *	Amount (\$) *	Approved Amount (\$) *
<input type="text" value="AA"/>	<input type="text" value="SND1122334455"/>	<input type="text" value="062649"/>	<input type="text" value="2,200.00"/>	<input type="text" value="2,200.00"/>
Reference Shipment Number *	Reference Shipment Amount (\$) *	Actions		
		Reference Shipment		

[+] Optional LLA Fields

The LPO can click the Optional LLA Fields link to enter the optional LLA data at the Line or ACRN Levels.

Wide Area Workflow

Local Processing Office - Invoice

* = Required Fields

Contract Number	Delivery Order	Reference Procurement Identifier	Invoice Number	Invoice Date	Shipment Number
12345678901234	WBT1		INV1234	2013/10/09	

An LLOA is required per CLIN/SLIN. The ACRN, SDN, and Agency Accounting Id (AAA) fields are MANDATORY per CLIN/SLIN on this page - the ACRN and SDN on the document will not be forwarded to ONE-PAY. The document cannot be certified for a lesser amount when miscellaneous allowances, fees, or taxes are present on an invoice or combo document.

[+] Help Links
[+] Populate All

LLA Level
ACRN Level ▾

The LPO selects to certify at the ACRN level and can select the Add ACRN link to add multiple ACRNs to the Line Item.

Certify For Lesser Amount

Item Number	CLIN Amount (\$)	Actions
0001	2,200.00	Add ACRN
ACRN	Actions	
AA	Delete ACRN	

ACRN *	Document Record Reference ID *	Agency Accounting ID *	Amount (\$) *	Approved Amount (\$) *
AA	SND1122334455	062649	2,200.00	2,200.00

Reference Shipment Number *	Reference Shipment Amount (\$) *	Actions
		Add Reference Shipment

[+] Optional LLA Fields

Wide Area Workflow

Local Processing Office - Invoice

* = Required Fields

Contract Number	Delivery Order	Reference Procurement Identifier	Invoice Number	Invoice Date	Shipment Number
12345678901234	WBT1		INV1234	2013/10/09	

An LLOA is required per CLIN/SLIN. The ACRN, SDN, and Agency Accounting Id (AAA) fields are MANDATORY per CLIN/SLIN on this page - the ACRN and SDN on the document will not be forwarded to ONE-PAY. The document cannot be certified for a lesser amount when miscellaneous allowances, fees, or taxes are present on an invoice or combo document.

[+] Help Links

[+] Populate All

LLA Level	Invoice Amount (\$)	Certify For Lesser Amount
ACRN Level <input type="button" value="v"/>	2200.00	<input type="checkbox"/>

Item Number	CLIN Amount (\$)	Actions
0001	2,200.00	Add ACRN

ACRN	Actions
AA	Delete ACRN

ACRN *	Document Record Reference ID *	Agency Accounting ID *	Amount (\$) *	Approved Amount (\$) *
<input type="text" value="AA"/>	<input type="text" value="SND1122334455"/>	<input type="text" value="062649"/>	<input type="text" value="2,200.00"/>	<input type="text" value="2,200.00"/>

Reference Shipment Number *	Reference Shipment Amount (\$) *	Actions
		Add Reference Shipment

[+] Optional LLA Fields

The LPO must Add Reference Shipment information.

Wide Area Workflow

Local Processing Office - Invoice

* = Required Fields

Contract Number	Delivery Order	Reference Procurement Identifier	Invoice Number	Invoice Date	Shipment Number
12345678901234	WBT1		INV1234	2013/10/09	

An LLOA is required per CLIN/SLIN. The ACRN, SDN, and Agency Accounting Id (AAA) fields are MANDATORY per CLIN/SLIN on this page - the ACRN and SDN on the document will not be forwarded to ONE-PAY. The document cannot be certified for a lesser amount when miscellaneous allowances, fees, or taxes are present on an invoice or combo document.

[+] Help Links
[+] Populate All

LLA Level	Certify For Lesser Amount
ACRN Level <input type="text"/>	<input type="checkbox"/>

All Line Items must have at least one Reference Shipment Number and Reference Shipment Amount under each ACRN.
The Reference Shipment Amounts must balance to the ACRN Approved Amount for that ACRN.

Item Number	CLIN Amount (\$)	Actions
0001	2,200.00	Add ACRN
ACRN	Actions	
AA		Delete ACRN

ACRN *	Document Record Reference ID *	Agency Accounting ID *	Amount (\$) *	Approved Amount (\$) *
<input type="text" value="AA"/>	<input type="text" value="SND1122334455"/>	<input type="text" value="062649"/>	2,200.00	<input type="text" value="2,200.00"/>
Reference Shipment Number *		Reference Shipment Amount (\$) *	Actions	
<input type="text" value="1256348596523"/>		<input type="text" value="2,200.00"/>	Delete Reference Shipment Add Reference Shipment	

[+] Optional LLA Fields

Wide Area Workflow

Local Processing Office - Invoice

* = Required Fields

Contract Number	Delivery Order	Reference Procurement Identifier	Invoice Number	Invoice Date	Shipment Number
12345678901234	WBT1		INV1234	2013/10/09	

An LLOA is required per CLIN/SLIN. The ACRN, SDN, and Agency Accounting Id (AAA) fields are MANDATORY per CLIN/SLIN on this page - the ACRN and SDN on the document will not be forwarded to ONE-PAY. The document cannot be certified for a lesser amount when miscellaneous allowances, fees, or taxes are present on an invoice or combo document.

[\[+\] Help Links](#)
[\[+\] Populate All](#)

LLA Level	Invoice Amount (\$)	Certify For Lesser Amount
ACRN Level ▼	2200.00	<input type="checkbox"/>

Item Number	CLIN Amount (\$)	Actions		
0001	2,200.00	Add ACRN		
ACRN	Actions			
AA	Delete ACRN			
ACRN *	Document Record Reference ID *	Agency Accounting ID *	Amount (\$) *	Approved Amount (\$) *
AA	SND1122334455	062649	2,200.00	2,200.00
Reference Shipment Number *	Reference Shipment Amount (\$) *	Actions		
		Add Reference Shipment		

[\[+\] Optional LLA Fields](#)

The LPO can click the Optional LLA Fields link to enter the optional LLA data at the ACRN Level.

Wide Area Workflow

Local Processing Office - Invoice

* = Required Fields

Contract Number	Delivery Order	Reference Procurement Identifier	Invoice Number	Invoice Date	Shipment Number
12345678901234	WBT1		INV1234	2013/10/09	

An LLOA is required per CLIN/SLIN. The ACRN, SDN, and Agency Accounting Id (AAA) fields are MANDATORY per CLIN/SLIN on this page - the ACRN and SDN on the document will not be forwarded to ONE-PAY. The document cannot be certified for a lesser amount when miscellaneous allowances, fees, or taxes are present on an invoice or combo document.

[\[+\] Help Links](#)
[\[+\] Populate All](#)

The LPO can select the Populate All link to enter all accounting data elements that will be used to fill or replace the LLA data fields for each ACRN.

LLA Level	Certify For Lesser Amount
ACRN Level	<input type="checkbox"/>
2200.00	

Item Number	CLIN Amount (\$)	Actions		
0001	2,200.00	Add ACRN		
ACRN	Actions			
AA		Delete ACRN		
ACRN *	Document Record Reference ID *	Agency Accounting ID *	Amount (\$) *	Approved Amount (\$) *
AA	SND1122334455	062649	2,200.00	2,200.00
Reference Shipment Number *	Reference Shipment Amount (\$) *	Actions		
		Add Reference Shipment		

[\[+\] Optional LLA Fields](#)

Wide Area Workflow

Local Processing Office - Invoice

* = Required Fields

Contract Number	Delivery Order	Reference Procurement Identifier	Invoice Number	Invoice Date	Shipment Number
12345678901234	WBT1		INV1234	2013/10/09	

An LLOA is required per CLIN/SLIN. The ACRN, SDN, and Agency Accounting Id (AAA) fields are MANDATORY per CLIN/SLIN on this page - the ACRN and SDN on the document will not be forwarded to ONE-PAY. The document cannot be certified for a lesser amount when miscellaneous allowances, fees, or taxes are present on an invoice or combo document.

[\[+\] Help Links](#)

[\[-\] Populate All](#)

Document Record Reference ID <input type="text"/>	Agency Accounting ID <input type="text"/>	Accounting Classification Reference Number <input type="text"/>	Reference Shipment Number <input type="text"/>
Agency Qualifier Code DD	Defense Agency Allocation Recipient <input type="text"/>	Cost Code 5D041F56DDA8	Department Indicator FE
Job/Work Order Code 55501238	Cost Allocation Code 02132085	Transfer from Department 2D	Sub-Allotment Recipient 2
Classification Code <input type="text"/>	Fiscal Year Indicator 12305801	Work Center Recipient <input type="text"/>	DoD Budget Accounting Classification Code 123080
Basic Symbol Number <input type="text"/>	Major Reimbursement <input type="text"/>	<div data-bbox="763 1181 1983 1425" style="background-color: yellow; border: 1px solid black; padding: 5px;"> The LPO enters the accounting data and selects the Populate All button to continue filling or replacing accounting data elements with those listed in the Populate All section. </div>	
Fund Code 12	Customer Invoice <input type="text"/>		
IFS Number <input type="text"/>	Allotment Serial Number <input type="text"/>	Government Public Sector ID <input type="text"/>	Transaction Type <input type="text"/>

Wide Area Workflow

Local Processing Office - Invoice

- Header
- Line Item
- ACRNs
- LLA**
- Addresses
- Misc. Info
- Preview Document

Activity Address Code	Foreign Currency Code	Program/ Planning Code	Program Element Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
FMS Case Number (1-3)	FMS Case Number (4-5)	FMS Case Number (6-9)	Project Task/Budget Subline
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Special Interest/Program Cost			
<input type="text"/>			

The Populate All button is clicked.

Populate All

LLA Level	Invoice Amount (\$)	Certify For Lesser Amount
ACRN Level <input type="text"/>	2200.00	<input type="checkbox"/>

Item Number	CLIN Amount (\$)	Actions		
0001	2,200.00	Add ACRN		
ACRN	Actions			
AA		Delete ACRN		
ACRN *	Document Record Reference ID *	Agency Accounting ID *	Amount (\$) *	Approved Amount (\$) *
<input type="text" value="AA"/>	<input type="text" value="SND1122334455"/>	<input type="text" value="062649"/>	2,200.00	<input type="text" value="2,200.00"/>
Reference Shipment Number *	Reference Shipment Amount (\$) *	Actions		
		Add Reference Shipment		

[\[+\] Optional LLA Fields](#)

Wide Area Workflow

Local Processing Office - Invoice

Activity Address Code	Foreign Currency Code	Program/ Planning Code	Program Element Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
FMS Case Number (1-3)	FMS Case Number (4-5)	FMS Case Number (6-8)	Project Task/Budget Subline
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Special Interest/Program Cost			
<input type="text"/>			

The LPO selects OK from pop-up window.

Message from webpage

 By selecting Populate All, all the data elements entered will be replaced with these fields. Are you sure you want to do this?

LLA Level	Item Number	ACRN	Document Record Reference ID *	Agency Accounting ID *	Amount (\$) *	Approved Amount (\$) *	Actions
ACRN Level	0001	AA	SND1122334455	062649	2,200.00	2,200.00	Add ACRN
							Delete ACRN
							Add Reference Shipment

[+] Optional LLA Fields

Wide Area Workflow

Local Processing Office - Invoice

AA SND1122334455 062649 2,200.00 2,200.00

Reference Shipment Number * Reference Shipment Amount (\$) * Actions
[Add Reference Shipment](#)

[-] Optional LLA Fields

Agency Qualifier Code DD	Defense Agency Allocation Recipient <input type="text"/>	Cost Code 5D041F56DDA8	Department Indicator FE
Job/Work Order Code 55501238	Cost Allocation Code 02132085	Transfer from Department 2D	Sub-Allotment Recipient 2
Classification Code <input type="text"/>	Fiscal Year Indicator 12305801	Work Center Recipient <input type="text"/>	DoD Budget Accounting Classification Code 123080
Basic Symbol Number <input type="text"/>	Major Reimbursement Source Code <input type="text"/>	Limit/Sub Head <input type="text"/>	Reimbursement Source Code <input type="text"/>
Fund Code 12	Customer Indicator/MPC <input type="text"/>	Fund Org Admin Code <input type="text"/>	Object Class <input type="text"/>

The data elements entered in the Populate All section of the LLA tab are now displayed for each ACRN.

IFS Number <input type="text"/>	Allotment Serial Number <input type="text"/>	Government Public Sector ID <input type="text"/>	Transaction Type <input type="text"/>
Activity Address Code <input type="text"/>	Foreign C <input type="text"/>	Program Element Code <input type="text"/>	
FMS Case Number (1-3) <input type="text"/>	FMS Case Number (4-5) <input type="text"/>	FMS Case Number (6-8) <input type="text"/>	Project Task/Budget Subline <input type="text"/>

Wide Area Workflow

Local Processing Office - Invoice

Header	Line Item	ACRNs	LLA	Addresses	Misc. Info	Preview Document
AA	SND1122334455			62649	2,200.00	2,200.00
Reference Shipment Number *		Reference Shipment Amount (\$) *		Actions		
				Add Reference Shipment		
[-] Optional LLA Fields						
Agency Qualifier Code						Indicator
DD						
Job/Work Order Code						nt Recipient
55501238		02132085		2D		2
Classification Code		Fiscal Year Indicator		Work Center Recipient		DoD Budget Accounting Classification Code
		12305801				123080
Basic Symbol Number		Major Reimbursement Source Code		Limit/Sub Head		Reimbursement Source Code
Fund Code		Customer Indicator/MPC		Fund Org Admin Code		Object Class
12						
IFS Number		Allotment Serial Number		Government Public Sector ID		Transaction Type
Activity Address Code		Foreign Currency Code		Program/ Planning Code		Program Element Code
FMS Case Number (1-3)		FMS Case Number (4-5)		FMS Case Number (6-8)		Project Task/Budget Subline

The LPO can navigate to the Addresses page by clicking the Addresses tab.



Local Processing Office - Invoice

Contract Number	Delivery Order	Reference Procurement Identifier	Invoice Number	Invoice Date	Shipment Number
12345678901234	WBT1		INV1234	2013/10/09	

Prime Contractor			Administered By		
CAGE Code	DUNS	DUNS			
00C91	021799486	0001			
Activity Name 1			Activity Name 1		
EXCELLIGENCE LEARNING CORPORATION			DCMA LOS ANGELES		
Activity Name 2			Activity Name 2		
Activity Name 3			Activity Name 3		
Address 1			Address 1		
2 LOWER RAGSDALE DR STE 200			16111 PLUMMER STREET		
Address 2			Address 2		
			BLDG 10 2ND FLOOR		
Address 3			Address 3		
Address 4			Address 4		
			NORTH HILLS CA 91343		
City	State	Zip	City	State	Zip
MONTEREY	CA	939405748			

The Addresses page is displayed.
The LPO can review the contents of the Addresses page.

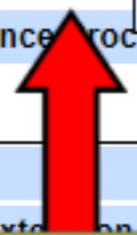
Local Processing Office - Invoice

- Header
- Line Item
- ACRNs
- LLA
- Addresses**
- Misc. Info
- Preview Document

Contract Number	Delivery Order	Reference Procurement Identifier	Invoice Number	Invoice Date	Shipment Number
12345678901234	WBT1		INV1234	2013/10/09	

Prime Contractor			Administered By		
CAGE Code	DUNS	DUNS + 4	DoDAAC		
00C91	02179948		DCMA LOS ANGELES		
Activity Name 1			Activity Name 2		
EXCELLIGENCE LEARNING CORPORATION					
Activity Name 2			Activity Name 3		
Activity Name 3			Address 1		
Address 1			16111 PLUMMER STREET		
2 LOWER RAGSDALE DR STE 200			Address 2		
Address 2			BLDG 10 2ND FLOOR		
Address 3			Address 3		
Address 4			Address 4		
NORTH HILLS CA 91343			City		
City	State	Zip	State		
MONTEREY	CA	939405748	Zip		

The LPO can navigate to the Misc. Info page by clicking the Misc. Info tab.



- Save Draft Document
- Help

Local Processing Office - Invoice

- Header
- Line Item
- ACRNs
- LLA
- Addresses
- Misc. Info**
- Preview Document

Org Email: [Redacted]

Attachments: [Redacted]

Comments: [Redacted]

The Misc. Info page is displayed.
The LPO can review the contents of the Misc. Info page.

Local Processing Official

Name: Kathryn Fuller	Date of Action: 2013/10/14 1038 EDT	Phone #: 904-596-7005	DSN:
Email: kfuller@caci.com		Title: QA	Action(s):
Org Email: nrice@caci.com			
Attachments:	Add Attachments		
Comments:	<div style="border: 1px solid black; height: 150px;"></div>		

Local Processing Office - Invoice

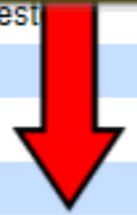
- Header
- Line Item
- ACRNs
- LLA
- Addresses
- Misc. Info**
- Preview Document

Contract Number	Delivery Order	Reference Procurement Identifier	Invoice Number	Invoice Date	Shipment Number
12345678901234	WBT1		INV1234	2013/10/09	

Initiator

Name: Kathryn Fuller	Date of Action / IRD: 2013/10/09 1221 EDT / 2013/10/09 1221 EDT	DSN: Test
Email: kafuller@caci.com	Action(s): [Submitted, Web, Stand Alone]	
Org Email: coleung@caci.com		
Attachments: WAWF_Attachment.docx	View Attachment	
Comments: Comments for this Invoice.		

The LPO can click the View Attachments link to view attachments added by previous users.



Local Processing Official Reviewer

Name: Kathryn Fuller	Date of Action: 2013/10/09 1252 EDT	Phone #: 904-596-7005	DSN:
Email: kafuller@caci.com	Title: QA	Action(s): [Pre-Certified]	
Org Email:			

- Save Draft Document
- Help

Local Processing Office - Invoice

- Header
- Line Item
- ACRNs
- LLA
- Addresses
- Misc. Info**
- Preview Document

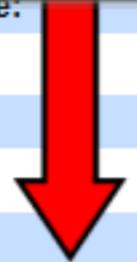
Header information including Org Email, Attachments, and Comments fields.

Local Processing Official

Name: Kathryn Fuller	Date of Action: 2013/10/14 1038 EDT	DSN:
Email: kfuller@caci.com	Title: QA	Action(s):
Org Email: nrice@caci.com		
Attachments:		
Comments:		

[Add Attachments](#)

Attachments can be added on the Misc. Info page by clicking the Add Attachments link.

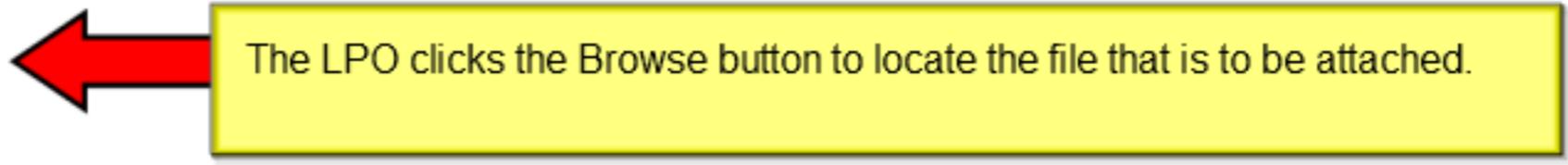


Local Processing Office - Invoice

Form - Attachments

WARNING: Wide Area Workflow (WAWF) is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.

There is an attachment size limit of 6MB, attachments over this size will be rejected.

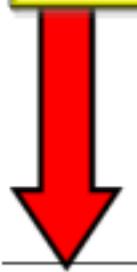
Local Processing Office - Invoice

Form - Attachments

WARNING: Wide Area Workflow (WAWF) is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.

There is an attachment size limit of 6MB, attachments over this size will be rejected.

The LPO clicks the Upload button to attach the selected document.



Local Processing Office - Invoice

- Header
- Line Item
- ACRNs
- LLA
- Addresses
- Misc. Info**
- Preview Document

Org Email:

Attachments:

Comments:

Local Processing Official

Name:	Date of Action:	Phone #:	DSN:
Kathryn Fuller	2013/10/14 1038 EDT	904-596-7005	
Email:		Title:	Action(s):
kafuller@caci.com		QA	
Org Email:			
nrice@caci.com			
Attachments:			
WAWF_Attachment_Example.docx	Delete Attachment		
Comments:			

The attachment is now saved on the document.



Local Processing Office - Invoice

- Header
- Line Item
- ACRNs
- LLA
- Addresses
- Misc. Info**
- Preview Document

Org Email:

Attachments:

Comments:

Local Processing Official

Name:	Date of Action:
Kathryn Fuller	2013/10/14 1038 EDT

Email:	Title:	Action(s):
kafuller@caci.com	QA	

Org Email:
nrice@caci.com

Attachments:
WAWF_Attachment_Example.docx

[View Attachment](#) [Delete Attachment](#)
[Add Attachments](#)

Comments:

The attachment can be viewed or deleted by clicking the View Attachment or Delete Attachment links.



Local Processing Office - Invoice

- Header
- Line Item
- ACRNs
- LLA
- Addresses
- Misc. Info**
- Preview Document

Org Email:

Attachments:

Comments:

Local Processing Official

Name:	Date of Action:	Phone #:	DSN:
Kathryn Fuller	2013/10/14 1038 EDT	904-596-7005	
Email:		Title:	Action(s):
kafuller@caci.com		QA	
Org Email:			
nrice@caci.com			
Attachments:			
WAWF_Attachment_Example.docx	View Attachment	Delete Attachment	
	Add Attachments		
Comments:			
<div style="border: 1px solid black; height: 150px;"></div>			



To add another attachment, the LPO can click the Add Attachments link and repeat the process.

Local Processing Office - Invoice

- Header
- Line Item
- ACRNs
- LLA
- Addresses
- Misc. Info**
- Preview Document

Org Email:

Attachments:

Comments:

Local Processing Official

Name:	Date of Action:	Phone #:	DSN:
Kathryn Fuller	2013/10/14 1038 EDT	904-596-7005	
Email:		Title:	Action(s):
kafuller@caci.com		QA	
Org Email:			
nrice@caci.com			
Attachments:			
WAWF_Attachment_Example.docx	View Attachment	Delete Attachment	
	Add Attachments		

Comments:

Local Processing Office comments.

The Comments Section allows the LPO to enter comments for the Invoice.
Note: Comments are mandatory when Rejecting the document.

- Save Draft Document
- Help

Local Processing Office - Invoice

- Header
- Line Item
- ACRNs
- LLA
- Addresses
- Misc. Info**
- Preview Document

Org Email:
Attachments:
Comments:



The LPO clicks the Preview Document tab to view the entire document.

Local Processing Official

Name: Kathryn Fuller	DSN: 2013/10/14 1038 EDT	Title: 904-596-7005	Action(s):
Email: kafuller@caci.com	Title: QA		
Org Email: nrice@caci.com			
Attachments: WAWF_Attachment_Example.docx	View Attachment	Delete Attachment	Add Attachments
Comments: Local Processing Office comments.			

Local Processing Office - Invoice

- Header
- Line Item
- ACRNs
- LLA
- Addresses
- Misc. Info
- Preview Document

[Expand All](#) [Collapse All](#)

[\[-\]Document Information](#)

Contract Number Type	Contract Number	Delivery Order	Referen
International Agreement	12345678901234	WBT1	

Invoice Number	Invoice Date	Final
INV1234	2013/10/09	

Summary of Detail Level Information

1 CLIN/SLIN(s)	2,200.00
0 Miscellaneous Amount(s)	0.00
Document Total (\$):	2,200.00

Reference Shipment Number(s)

123456

[\[-\]Line Item Information](#)

Item No.	Stock Part No.	Type	Qty. Shipped	Unit of Measure	UofM Code	Unit Price (\$)	Qty. Accepted	Amount (\$)
0001	SPN11223344556677	A3	11	EACH	EA	200.00		2,200.00
	SDN		ACRN		AAI		PR Number	

Description

Line item description.

The Preview Document page is now displayed. The Preview Document page provides a full representation of the document. The LPO can scroll the contents of the tab to review the document.

If the LPO notices an inaccuracy after reviewing the invoice information, the LPO can return to the appropriate tab to correct the information.

[Save Draft Document](#) [Help](#)

Wide Area Workflow

Local Processing Office - Invoice

[Expand All](#) [Collapse All](#)

 The LPO can expand or collapse all document sections by clicking the Expand All or Collapse All links.

[\[-\]Document Information](#)

Contract Number Type	Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date	Supplies or Services
International Agreement	12345678901234	WBT1			SPL
Invoice Number	Invoice Date	Final Invoice?	Invoice Received Date		
INV1234	2013/10/09	N	2013/10/09		
Summary of Detail Level Information					Total (\$)
1 CLIN/SLIN(s)					2,200.00
0 Miscellaneous Amount(s)					0.00
Document Total (\$):					2,200.00

[Reference Shipment Number\(s\)](#)

123456

[\[-\]Line Item Information](#)

Item No.	Stock Part No.	Type	Qty. Shipped	Unit of Measure	UofM Code	Unit Price (\$)	Qty. Accepted	Amount (\$)
0001	SPN11223344556677	A3	11	EACH	EA	200.00		2,200.00
	SDN		ACRN		AAI		PR Number	

Description
Line item description.

Local Processing Office - Invoice

[Expand All](#) [Collapse All](#)

- [+]Document Information
- [+]Line Item Information
- [+]ACRN Information
- [+]LLA Information
- [+]Address Information
- [+]Misc Information
- [+]Workflow Information

← The LPO can expand and collapse individual headers by clicking on the section headers.

Local Processing Office - Invoice

- Header
- Line Item
- ACRNs
- LLA
- Addresses
- Misc. Info
- Preview Document**

[Expand All](#) [Collapse All](#)

The Document Information section is expanded.

Document Information

Contract Number Type	Contract Number	Contract Agency	Procurement Identifier	Issue Date	Supplies or Services
International Agreement	12345678901234	WBT1			SPL

Invoice Number	Invoice Date	Final Invoice?	Invoice Received Date
INV1234	2013/10/09	N	2013/10/09

Summary of Detail Level Information			Total (\$)
1 CLIN/SLIN(s)			2,200.00
0 Miscellaneous Amount(s)			0.00
Document Total (\$):			2,200.00

Reference Shipment Number(s)
123456

- [\[+\]Line Item Information](#)
- [\[+\]ACRN Information](#)
- [\[+\]LLA Information](#)
- [\[+\]Address Information](#)
- [\[+\]Misc Information](#)

[Save Draft Document](#) [Help](#)

Local Processing Office - Invoice

- Header
- Line Item
- ACRNs
- LLA
- Addresses
- Misc. Info
- Preview Document

[Expand All](#) [Collapse All](#)

[\[-\] Document Information](#)

The LPO can navigate back to the Header page by clicking the Header tab.

Reference Procurement Identifier	Issue Date	Supplies or Services
		SPL
Final Invoice?	Invoice Received Date	
INV1234	2013/10/09	N

Summary of Detail Level Information	Total (\$)
1 CLIN/SLIN(s)	2,200.00
0 Miscellaneous Amount(s)	0.00
Document Total (\$):	2,200.00

Reference Shipment Number(s)

123456

- [\[+\] Line Item Information](#)
- [\[+\] ACRN Information](#)
- [\[+\] LLA Information](#)
- [\[+\] Address Information](#)
- [\[+\] Misc Information](#)

[Save Draft Document](#) [Help](#)

Wide Area Workflow

Local Processing Office - Invoice

- Header**
- Line Item
- ACRNs
- LLA
- Addresses
- Misc. Info
- Preview Document

Populate Accounting Data from Template

Contract Number Type	Contract Number	Document Identifier	Issue Date	Supplies or Services
International Agreement	12345678901234			SPL
Invoice Number	Invoice Date	Invoice Status	Invoice Received Date	
INV1234	2013/10/09	N	2013/10/09	

The Header page is displayed.

Summary of Detail Level Information			Total (\$)
1 CLIN/SLIN(s)			2,200.00
0 Miscellaneous Amount(s)			0.00
Document Total (\$):			2,200.00

Reference Shipment Number(s)

123456

Routing Information			
Role	Location Code	Extension	Name
Payee	00C91		EXCELLIGENCE LEARNING CORPORATION
Pay Official	N68892		DEFENSE FINANCE AND ACCOUNTING SERV
Admin	S0512A		DCMA LOS ANGELES
Ship To	FU4417		FU4417 1 SOCS SOCS ATTN BECO
LPO	N62473		NAVFAC SOUTHWEST

ACTION BY: Local Processing Officer Reviewer

Recommend Document Certified Date Received Acceptance Date

- Submit
- Save Draft Document
- Previous
- Help

Local Processing Office - Invoice

- Header**
- Line Item
- ACRNs
- LLA
- Addresses
- Misc. Info
- Preview Document

Reference Shipment Number(s)
123456

Routing Information

Role	Location Code	Extension	Name
Payee	00C91		EXCELLIGENCE LEARNING CORPORATION
Pay Official	N68892		DEFENSE FINANCE AND ACCOUNTING SERV
Admin	S0512A		DCMA LOS ANGELES
Ship To	FU4417		FU4417 1 SOCS SOCS ATTN BECO
LPO	N62473		NAVFAC SOUTHWEST

ACTION BY: Local Processing Officer Reviewer

<input checked="" type="checkbox"/> Recommend Document Certified	Date Received	Acceptance Date
<input type="checkbox"/> Recommend Document Rejected		2013/10/09

The LPO selects Document Certified and enters the Received Date, Acceptance Date and Signature Date.

ACTION BY: N62473 *

<input checked="" type="checkbox"/> Document Certified	Date Received	Acceptance Date	Signature Date
<input type="checkbox"/> Document Rejected	2013/10/09	2013/10/09	2013/10/14

Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.

Signature

Signature Of Authorized Government Representative

- Submit
- Save Draft Document
- Previous
- Help

Local Processing Office - Invoice

- Header**
- Line Item
- ACRNs
- LLA
- Addresses
- Misc. Info
- Preview Document

Reference Shipment Number(s)

123456

Routing Information

Role	Location Code	Extension	Name
Payee	00C91		EXCELLIGENCE LEARNING CORPORATION
Pay Official	N68892		DEFENSE FINANCE AND ACCOUNTING SERV
Admin	S0512A		DCMA LOS ANGELES
Ship To	FU4417		FU4417 1 SOCS SOCS ATTN BECO
LPO	N62473		NAVFAC SOUTHWEST

ACTION BY: Local Processing Officer Reviewer

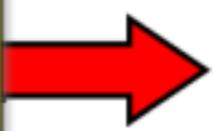
	Date Received	Acceptance Date
<input checked="" type="checkbox"/> Recommend Document Certified	2013/10/09	2013/10/09
<input type="checkbox"/> Recommend Document Rejected		

ACTION BY: N62473 *

Document Certified Date Received

Document Rejected

The LPO clicks the Signature button to continue certifying the Invoice document.



Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.

Signature Of Authorized Government Representative

- Submit
- Save Draft Document
- Previous
- Help

WAWF Password Confirmation

User ID	kathrynlp
Password *	<input type="password" value="....."/>
Submit Without Preview	<input checked="" type="checkbox"/>

The Password Confirmation page is displayed.
The LPO enters the correct Password and clicks the Next button.



[Next](#) [Previous](#) [Help](#)

Success

**The Invoice was successfully certified.
It has been processed via EDI.**

Contract Number	Delivery Order	Shipment Number	Invoice Number
12345678901234	WBT1		INV1234

After the Commercial Invoice has been submitted, the WAWF system informs the LPO that the document was successfully processed.

E-mails, FTP and EDI notifications were sent as applicable.

Email sent to Vendor: wawf@caci.com
Email sent to Pay Official: wawf@caci.com
Notification sent for CAGE code 00C91 to EDI Routing Codes- ISA07: S7, ISA08: ISA_000000008, GS03: GS-000000000003

[Send Additional Email Notifications](#)

Mon Oct 14 10:47:26 EDT 2013

[Return](#)

Success

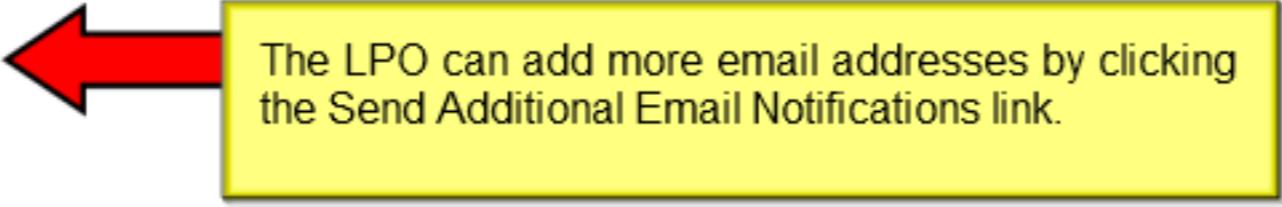
**The Invoice was successfully certified.
It has been processed via EDI.**

Contract Number	Delivery Order	Shipment Number	Invoice Number
12345678901234	WBT1		INV1234

Email sent to Vendor: wawf@caci.com
Email sent to Pay Official: wawf@caci.com
Notification sent for CAGE code 00C91 to EDI Routing Codes- ISA07: S7, ISA08: ISA_000000008, GS03: GS-000000000003

[Send Additional Email Notifications](#)

Mon Oct 14 10:47:26 EDT 2013



The LPO can add more email addresses by clicking the Send Additional Email Notifications link.

[Return](#)

Success

**The Invoice was successfully certified.
It has been processed via EDI.**

Contract Number	Delivery Order	Shipment Number	Invoice Number
12345678901234	WBT1		INV1234

Email sent to Vendor: wawf@caci.com

Email sent to Pay Official: wawf@caci.com

Notification sent for CAGE code 00C91 to EDI Routing Codes- ISA07: S7, ISA08: ISA_000000008, GS03: GS-000000000003

[Send Additional Email Notifications](#)

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This concludes the demonstration of a Local Processing Officer (LPO) certifying a Commercial Invoice.

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