

## Welcome to Wide Area Workflow!

Please start by selecting one of the links from the menu above.

### WARNING!

- If using a word processor program (i.e. Microsoft Word, WordPerfect, Microsoft WordPad, Microsoft Write, etc.) to create FTP files, EDI files, or to cut-and-paste text field data into the WAWF Web application, then the text must first be cut/copied out of the word processor program and pasted into Microsoft Notepad, or another ASCII text editor and saved in the text editor, before sending the data to WAWF. This converts the text to text-only format and removes control characters that contain formatting information.
- Please DO NOT use the browser BACK BUTTON within the WAWF application.
- The use of the browser's BACK BUTTON is not supported within the WAWF application when completing electronic forms.
- Use of this button will cause the loss of data not yet saved to the server.
- Where they exist, use the PREVIOUS or RETURN buttons to return to a previous page within the WAWF application.
- In data capture and when reviewing documents, you may move from tab to tab to work with the various information categories, e.g., Document Header, Addresses, Comments, Line Items, etc.



This presentation will demonstrate a Local Processing Officer (LPO) certifying a Telecom Invoice (Non-Contractual).

This presentation contains Audio narrative. Please adjust your volume accordingly.

[Help](#)

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

### Welcome to Wide Area Workflow!

Please start by selecting one of the links from the menu above.

### WARNING!

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- In data capture and when reviewing data, you may move from tab to tab to work with the various information categories, e.g., Document Header, Addresses, Comments, Line Items, etc.

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

Help

Logon Date : 2011/01/25 14:12:44 EST Last Accessed Date : 2011/01/25 14:12:44 EST

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## 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.*

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 \*

Contract Number

Delivery Order

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)

Invoice Received Date (YYYY/MM/DD)

Invoice Received Date End (YYYY/MM/DD)

Estimated Delivery Date (YYYY/MM/DD)

Estimated Delivery Date End (YYYY/MM/DD)

DoDAAC \*

FA3030



The DoDAAC field is the only mandatory field.

Contract Number

Delivery Order

Vendor (Payee) / Vendor (Payee) Extension

Ship From / Ship From Extension

Shipment No.

Invoice Number

SSN / Confirm SSN

Tax Id (EIN)

Type Document

All Documents

Status

All Documents

Create / Update Date (YYYY/MM/DD)

2010/12/26

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

2011/01/25

Acceptance Date (YYYY/MM/DD)

Acceptance Date End (YYYY/MM/DD)

Invoice Received Date (YYYY/MM/DD)

Invoice Received Date End (YYYY/MM/DD)

Estimated Delivery Date (YYYY/MM/DD)

The LPO can use the Result Columns drop down list to choose to display only certain columns of data on the Results page.

Result Size / Result Font

20 items 13px

Result Columns

- Shipment and Invoice Columns
- Shipment and Invoice Columns
- Shipment and Invoice Columns (without dates)
- Shipment Columns
- Shipment Columns (without dates)
- Invoice Columns
- Invoice Columns (without dates)

Submit

Help

<b>DoDAAC *</b> FA3030	
<b>Contract Number</b> <input type="text"/>	<b>Delivery Order</b> WBTA
<b>Vendor (Payee) / Vendor (Payee) Extension</b> <input type="text"/> <input type="text"/>	<b>Ship From / Ship From Extension</b> <input type="text"/> <input type="text"/>
<b>Shipment No.</b> <input type="text"/>	<b>Invoice Number</b> <input type="text"/>
<b>SSN / Confirm SSN</b> <input type="text"/> <input type="text"/>	<b>Tax Id (EIN)</b> <input type="text"/>
<b>Type Document</b> All Documents	<b>Status</b> All Documents
<b>Create / Update Date (YYYY/MM/DD)</b> 2010/12/26	<b>Create / Update Date End (YYYY/MM/DD)</b> 2011/01/25
<b>Acceptance Date (YYYY/MM/DD)</b> <input type="text"/>	<b>Acceptance Date End (YYYY/MM/DD)</b> <input type="text"/>
<b>Invoice Received Date (YYYY/MM/DD)</b> <input type="text"/>	<b>Invoice Received Date End (YYYY/MM/DD)</b> <input type="text"/>
<b>Estimated Delivery Date</b> <input type="text"/>	<b>Delivery Date End (YYYY/MM/DD)</b> <input type="text"/>
<b>Result Size / Result Font</b> 20 items 13px	<b>Result Columns</b> Invoice Columns

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

**Submit** Help

[User](#) [Government](#) [Documentation](#) [Lookup](#) [Logout](#)

### LPO Certification Folder for 'FA3030' (10 items, sorted by Invoice Received Date)

Item	Type	Vendor (Payee)	Contract Number	Delivery Order	Invoice Number	Submitted	Received↑	Status	Purge	Hold	Amount
1	Invoice 2in1	493R2	<a href="#">N45924RYCE111</a>		<a href="#">INV0947</a>	2010-12-28	2010-12-28	Accepted		<a href="#">H</a>	\$411.00
2	Invoice	493R2	<a href="#">N45924WBTA111</a>	WBTA	<a href="#">INV1030</a>	2011-01-20	2011-01-20	Submitted		<a href="#">H</a>	\$250,750.00
3	Invoice	493R2	<a href="#">N45924WBTA111</a>	WBTA	<a href="#">INV1031</a>	2011-01-20	2011-01-20	Submitted		<a href="#">H</a>	\$2,500.00
4	Invoice	493R2	<a href="#">N45924WBTA111</a>	WBTA	<a href="#">S0512A</a>	2011-01-20	2011-01-20	Submitted		<a href="#">H</a>	\$2,500.00
5	Invoice	493R2	<a href="#">N62649RYCE111</a>		<a href="#">INV0947</a>	2011-01-20	2011-01-20	Submitted		<a href="#">H</a>	JPY 2,500.00
6	Invoice	493R2	<a href="#">F03000WBTA111</a>		<a href="#">INV1230</a>	2011-01-03	D2011-01-03	Submitted		<a href="#">H</a>	\$3,049.00
7	Construction Invoice	493R2	<a href="#">HQ0347WBTA111</a>		<a href="#">CP908</a>	2011-01-03	D2011-01-03	Pre-Certified		<a href="#">H</a>	\$17,664.92
8	Invoice	493R2	<a href="#">N45924WBTA111</a>	WBTA	<a href="#">INV0530</a>	2011-01-19	D2011-01-19	Submitted		<a href="#">H</a>	\$123.01
9	Telecom (Contractual)	493R2	<a href="#">N45924WBTA111</a>	WBTA	<a href="#">INV500</a>	2011-01-24	D2011-01-24	Pre-Certified		<a href="#">H</a>	\$10,335.00
10	Telecom (Non-Contractual)	493R2	<a href="#">PCTELE11D493R2019</a>		<a href="#">INV1155</a>	2011-01-25	D2011-01-25	Pre-Certified		<a href="#">H</a>	\$27,695.29

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

[Return](#)

[Help](#)

Logon Date : 2011/01/27 09:48:53 EST Last Accessed Date : 2011/01/27 10:50:21 EST

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LPO Certification Folder for 'FA3030' (10 items, sorted by Invoice Received Date)

Item	Type	Vendor (Payee)	Contract Number	Delivery Order	Invoice Number	Submitted	Received↑	Status	Purge	Hold	Amount
1	Invoice 2in1	493R2	<a href="#">N45924RYCE111</a>		<a href="#">INV0947</a>	2010-12-28	2010-12-28	Accepted		<a href="#">H</a>	\$411.00
2	Invoice	493R2	<a href="#">N45924WBTA111</a>	WBTA	<a href="#">INV1030</a>	2011-01-20	2011-01-20	Submitted		<a href="#">H</a>	\$250,750.00
3	Invoice	493R2	<a href="#">N45924WBTA111</a>	WBTA	<a href="#">INV1031</a>	2011-01-20	2011-01-20	Submitted		<a href="#">H</a>	\$2,500.00
4	Invoice	493R2	<a href="#">N45924WBTA111</a>	WBTA	<a href="#">S0512A</a>	2011-01-20	2011-01-20	Submitted		<a href="#">H</a>	\$2,500.00
5	Invoice	493R2	<a href="#">N62649RYCE111</a>		<a href="#">INV0947</a>	2011-01-20	2011-01-20	Submitted		<a href="#">H</a>	JPY 2,500.00
6	Invoice	493R2	<a href="#">F03000WBTA111</a>		<a href="#">INV1230</a>	2011-01-03	D2011-01-03	Submitted		<a href="#">H</a>	\$3,049.00
7	Construction Invoice	493R2	<a href="#">HQ0347WBTA111</a>		<a href="#">CP908</a>	2011-01-03	D2011-01-03	Pre-Certified		<a href="#">H</a>	\$17,664.92
8	Invoice	493R2	<a href="#">N45924WBTA111</a>	WBTA	<a href="#">INV0530</a>	2011-01-19	D2011-01-19	Submitted		<a href="#">H</a>	\$123.01
9	Telecom (Contractual)	493R2	<a href="#">N45924WBTA111</a>	WBTA	<a href="#">INV500</a>	2011-01-24	D2011-01-24	Pre-Certified		<a href="#">H</a>	\$10,335.00
10	Telecom (Non-Contractual)	493R2	<a href="#">PCTELE11D493R2019</a>		<a href="#">INV1155</a>	2011-01-25	D2011-01-25	Pre-Certified		<a href="#">H</a>	\$27,695.29



The LPO can select a document to review by clicking the Telecom Invoice Number link for the appropriate document.

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

Logon Date : 2011/01/27 09:48:53 EST Last Accessed Date : 2011/01/27 10:50:21 EST

Local Processing Office - Telecom Invoice (Non-Contractual)

Telecom LLA Addresses Misc. Info Preview Document

Telecom Control Number	Invoice Number	Invoice Date	Shipment Number	Shipment Date
PCTELE11D493R2019	INV1155	2011/01/25	INV1155	2011/01/25

Discounts

12 % 50 Days

AAI \*  [Modify AAI](#) Requested Total (\$) : 27,695.29 Approved Total (\$) : 27,695.29

Item No.	AAI *	Qty. Invoiced	Total Price (\$)	
1000	045924	501	25,195.29	
SDN	ACRN	Fiscal Year Full	Qty. Approved	Approved Amount (\$)
SDN78945612045	22	2010	501	25,195.29

The Telecom page is displayed when the LPO opens the Telecom Invoice (Non-Contractual).

Description

Vendor - Telecom Invoice (Non-Contractual)

Actions : [Add Sub-Line](#)

Item No.	AAI *	Unit of Measure	Unit Price (\$)	Qty. Invoiced	Total Price (\$)
1001	045924	WE	50.00	50	2,500
SDN	ACRN	Fiscal Year Full	Qty. Approved	Approved Amount (\$)	
SDN4560451230	20	2011	50	2,500.00	

Description

Vendor - Telecom Invoice (Non-Contractual) Line #2

Actions : [Add Sub-Line](#)

Routing Information

Role	Location Code	Extension	Name
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Actions :

[Add Sub-Line](#)

## Routing Information

Role	Location Code	Extension	Name
Payee	493R2		COMERICA INCORPORATED
Pay Official	N45924		DEFENSE FINANCE AND ACCOUNTING SERV
Acceptor	FA3030		FA3030 17 CONS CC
LPO	FA3030		FA3030 17 CONS CC
Inspect By	FA3030		FA3030 17 CONS CC
Admin	FA3030		FA3030 17 CONS CC

## ACTION BY: FA3030

Approved Amount : \$ 27,695.29

- Approve
- Approve Lesser Amount
- Reject to Initiator
- Has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents
- Acceptance Date: 2011/01/25
- Signature Date: 2011/01/25
- Signature: Norma WBT
- Signature Of Authorized Government Representative

## ACTION BY: Local Processing Officer Reviewer

- Recommend Document Certified
- Recommend Document Rejected

## ACTION BY: FA3030 \*

- Document Certified
- Document Rejected

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.

YYYY/MM/DD



services have been received, inspected, and accepted.

Signature

Signature of Local Processing Office Representative

Submit

Save Draft Document

Previous

Help

Actions :

[Add Sub-Line](#)

## Routing Information

Role	Location Code	Extension	Name
Payee	493R2		COMERICA INCORPORATED
Pay Official	N45924		DEFENSE FINANCE AND ACCOUNTING SERV
Acceptor	FA3030		FA3030 17 CONS CC
LPO	FA3030		FA3030 17 CONS CC
Inspect By	FA3030		FA3030 17 CONS CC
Admin	FA3030		FA3030 17 CONS CC

## ACTION BY: FA3030

Approved Amount : \$ 27,695.29

- Approve
- Approve Lesser Amount
- Reject to Initiator
- Has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents
- Acceptance Date: 2011/01/25
- Signature Date: 2011/01/25
- Signature: Norma WBT
- Signature Of Authorized Government Representative

## ACTION BY: Local Processing Officer Reviewer

- Recommend Document Certified
- Recommend Document Rejected

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

## ACTION BY: FA3030 \*

- Document Certified
- Document Rejected

I certify that the goods/services have been received, inspected, and accepted.

Signature Date

YYYY/MM/DD 

Signature

Signature of Local Processing Office Representative

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

Local Processing Office - Telecom Invoice (Non-Contractual)

Telecom LLA Addresses Misc. Info Preview Document

Telecom Control Number	Invoice Number	Invoice Date	Shipment Number	Shipment Date
PCTELE11D493R2019	INV1155	2011/01/25	INV1155	2011/01/25

Discounts

12 % 50 Days				
AAI *	045924	<a href="#">Modify AAI</a>		
			(\$):	27,695.29

The LPO can replace the existing Agency Accounting ID for each Line Item and Sub-Line by using the Modify AAI functionality.

Item No.	AAI *	Unit	Unit Price (\$)	Qty. Invoiced	Total Price (\$)
1000	045924	WE	50.29	501	25,195.29

SDN	ACRN	Fiscal Year Full	Qty. Approved	Approved Amount (\$)
SDN78945612045	22	2010	501	25,195.29

Description

Vendor - Telecom Invoice (Non-Contractual)

Actions : [Add Sub-Line](#)

Item No.	AAI *	Unit of Measure	Unit Price (\$)	Qty. Invoiced	Total Price (\$)
1001	045924	WE	50.00	50	2,500

SDN	ACRN	Fiscal Year Full	Qty. Approved	Approved Amount (\$)
SDN4560451230	20	2011	50	2,500.00

Description

Vendor - Telecom Invoice (Non-Contractual) Line #2

Actions : [Add Sub-Line](#)

Routing Information

Role	Location Code	Extension	Name
------	---------------	-----------	------

Local Processing Office - Telecom Invoice (Non-Contractual)

Telecom LLA Addresses Misc. Info Preview Document

Telecom Control Number	Invoice Number	Invoice Date	Shipment Number	Shipment Date
PCTELE11D493R2019	INV1155	2011/01/25	INV1155	2011/01/25

Discounts	
12 % 50 Days	
AAI * <input type="text" value="068688"/>	<a href="#">Modify AAI</a>
Requested Total (\$) : 27,695.29    Approved Total (\$) : 27,695.29	

Item No.	AAI *	Unit of Measure	Qty. Invoiced	Total Price (\$)
1000	045924	WE	501	25,195.29

The LPO enters the new Agency Accounting ID and selects the Modify AAI link.

SDN	ACRN	Fiscal Year Full	Qty. Approved	Approved Amount (\$)
SDN78945612045	22	2010	501	25,195.29

Description  
Vendor - Telecom Invoice (Non-Contractual)

Actions : [Add Sub-Line](#)

Item No.	AAI *	Unit of Measure	Unit Price (\$)	Qty. Invoiced	Total Price (\$)
1001	045924	WE	50.00	50	2,500

SDN	ACRN	Fiscal Year Full	Qty. Approved	Approved Amount (\$)
SDN4560451230	20	2011	50	2,500.00

Description  
Vendor - Telecom Invoice (Non-Contractual) Line #2

Actions : [Add Sub-Line](#)

Routing Information

Role	Location Code	Extension	Name
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Local Processing Office - Telecom Invoice (Non-Contractual)

Telecom LLA Addresses Misc. Info Preview Document

Telecom Control Number	Invoice Number	Invoice Date	Shipment Number	Shipment Date
PCTELE11D493R2019	INV1155	2011/01/25	INV1155	2011/01/25

Discounts

12 % 50 Days

AAI \*  [Modify AAI](#) Requested Total (\$) : 27,695.29 Approved Total (\$) : 27,695.29

The LPO selects OK.

Item No.	AAI *	Unit of Measure	Qty. Invoiced	Total Price (\$)
1000	045924		501	25,195.29
SDN				Approved
SDN78945612045				Approved Amount (\$)
				25,195.29

**Message from webpage**

By selecting Modify AAI, all Line Item and Sub-Line level AAI will be replaced with this AAI. Are you sure you want to do this?

Description  
Vendor - Telecom Invoice

Actions : [Add Sub-Line](#)

Item No.	AAI *	Unit of Measure	Unit Price (\$)	Qty. Invoiced	Total Price (\$)
1001	045924	WE	50.00	50	2,500
SDN		ACRN	Fiscal Year Full	Qty. Approved	Approved Amount (\$)
SDN4560451230		20	2011	50	2,500.00

Description  
Vendor - Telecom Invoice (Non-Contractual) Line #2

Actions : [Add Sub-Line](#)

Routing Information

Role	Location Code	Extension	Name
------	---------------	-----------	------

Local Processing Office - Telecom Invoice (Non-Contractual)

Telecom LLA Addresses Misc. Info Preview Document

Telecom Control Number	Invoice Number	Invoice Date	Shipment Number	Shipment Date
PCTELE11D493R2019	INV1155	2011/01/25	INV1155	2011/01/25

Discounts

12 % 50 Days

AAI \*  [Modify AAI](#) Requested Total (\$) : 27,695.29 Approved Total (\$) : 27,695.29

Item No.	AAI *	Unit of Measure	Unit Price (\$)	Qty. Invoiced	Total Price (\$)
1000	068688	WE	50.29	501	25,195.29

SDN	ACRN	Fiscal Year Full	Qty. Approved	Approved Amount (\$)
SDN78945612045	22	2010	501	25,195.29

Description  
Vendor - Telecom Invoice

Each Line Item is updated to reflect the new Agency Accounting ID.

Actions : [Add Sub-Line](#)

Item No.	AAI *	Unit of Measure	Unit Price (\$)	Qty. Invoiced	Total Price (\$)
1001	068688	WE	50.00	50	2,500

SDN	ACRN	Fiscal Year Full	Qty. Approved	Approved Amount (\$)
SDN4560451230	20	2011	50	2,500.00

Description  
Vendor - Telecom Invoice (Non-Contractual) Line #2

Actions : [Add Sub-Line](#)

Routing Information

Role	Location Code	Extension	Name
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Local Processing Office - Telecom Invoice (Non-Contractual)

Telecom LLA Addresses Misc. Info Preview Document

Telecom Control Number	Invoice Number	Invoice Date	Shipment Number	Shipment Date
PCTELE11D493R2019	INV1155	2011/01/25	INV1155	2011/01/25

Discounts

12 % 50 Days

AAI \*  [Modify AAI](#) Requested Total (\$) : 27,695.29 Approved Total (\$) : 27,695.29

Item No.	AAI *	Unit of Measure	Unit Price (\$)	Qty. Invoiced	Total Price (\$)
1000	068688	WE	50.29	501	25,195.29
SDN	ACRN	Fiscal Year Full	Qty. Approved	Approved Amount (\$)	
SDN78945612045	22	2010	501	25,195.29	

Description  
Vendor - Telecom Invoice (Non-Contractual)

The LPO can Sub-Line the Line Item by clicking the Add Sub-Line link.

[Add Sub-Line](#)

Item No.	AAI *	Unit of Measure	Unit Price (\$)	Qty. Invoiced	Total Price (\$)
1001	068688	WE	50.00	50	2,500
SDN	ACRN	Fiscal Year Full	Qty. Approved	Approved Amount (\$)	
SDN4560451230	20	2011	50	2,500.00	

Description  
Vendor - Telecom Invoice (Non-Contractual) Line #2

Actions : [Add Sub-Line](#)

Routing Information

Role	Location Code	Extension	Name
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User Government Documentation Lookup Logout

Local Processing Office - Telecom Invoice (Non-Contractual)

Telecom LLA Addresses Misc. Info Preview Document

Telecom Control Number	Invoice Number	Invoice Date	Shipment Number	Shipment Date
PCTELE11D493R2019	INV1155	2011/01/25	INV1155	2011/01/25

Discounts

12 % 50 Days

AAI \*  [Modify AAI](#) Requested Total (\$) : 27,695.29 Approved Total (\$) : 27,695.29

Item No.	AAI *	Unit of Measure	Unit Price (\$)	Qty. Invoiced	Total Price (\$)
1000	068688	WE	50.00	501	25,195.29
					<b>Approved Amount (\$)</b>
					25,195.29
<b>Description</b>					<b>Sub-Line Total (\$)</b>
Vendor - Telecom Invoice (Non-Contractual)					0.00

Quantity Approved, Unit of Measure, Unit Price, Accounting Classification Reference Number, Standard Document Number and Fiscal Year are mandatory when Sub-Lining.

Sub-Line No. *	Qty. Approved *	Unit of Measure *	Unit Price (\$) *	Amount (\$)	Actions
1000AA	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	Delete Sub-Line
	<b>ACRN *</b>	<b>SDN *</b>	<b>Fiscal Year Full *</b>	AAI	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	068688	

Actions : [Add Sub-Line](#)

Item No.	AAI *	Unit of Measure	Unit Price (\$)	Qty. Invoiced	Total Price (\$)
1001	068688	WE	50.00	50	2,500
<b>SDN</b>					<b>Approved Amount (\$)</b>
<b>ACRN</b>					2,500.00
<b>Fiscal Year Full</b>					
<b>Qty. Approved</b>					
SDN4560451230	20	2011	50		

Description

Local Processing Office - Telecom Invoice (Non-Contractual)

Telecom LLA Addresses Misc. Info Preview Document

Telecom Control Number	Invoice Number	Invoice Date	Shipment Number	Shipment Date
PCTELE11D493R2019	INV1155	2011/01/25	INV1155	2011/01/25

Discounts

12 % 50 Days

AAI \*  [Modify AAI](#) Requested Total (\$) : 27,695.29 Approved Total (\$) : 27,695.29

Item No.	AAI *	Unit of Measure	Unit Price (\$)	Qty. Invoiced	Total Price (\$)
1000	045924	WE	50.29	501	25,195.29

Approved	Approved Amount (\$)
501	25,195.29

Description	Sub-Line Total (\$)
Vendor - Telecom In	12,572.50

At least two Sub-lines are required when the LPO chooses to Sub-Line the Line Item. The LPO enters the mandatory information for the Sub-Line and clicks the Add Sub-Line link to add another Sub-Line.

Sub-Line No. *	Qty. Approved *	Unit of Measure *	Unit Price (\$) *	Amount (\$)	Actions
1000AA	<input type="text" value="250"/>	<input type="text" value="WE"/>	<input type="text" value="50.29"/>	12,572.50	Delete Sub-Line
	ACRN *	SDN *	Fiscal Year Full *	AAI	
	<input type="text" value="W2"/>	<input type="text" value="SDN5985477529"/>	<input type="text" value="2011"/>	045924	

Actions : [Add Sub-Line](#)

Item No.	AAI *	Unit of Measure	Unit Price (\$)	Qty. Invoiced	Total Price (\$)
1001	045924	WE	50.00	50	2,500

SDN	ACRN	Fiscal Year Full	Qty. Approved	Approved Amount (\$)
SDN4560451230	20	2011	50	2,500.00

Description

Local Processing Office - Telecom Invoice (Non-Contractual)

Telecom LLA Addresses Misc. Info Preview Document

Telecom Control Number	Invoice Number	Invoice Date	Shipment Number	Shipment Date
PCTELE11D493R2019	INV1155	2011/01/25	INV1155	2011/01/25

Discounts

12 % 50 Days

AAI \*  [Modify AAI](#) Requested Total (\$) : 27,695.29 Approved Total (\$) : 27,695.29

Item No.	AAI *	Unit of Measure	Unit Price (\$)	Qty. Invoiced	Total Price (\$)
1000	068688	WE	50.29	501	25,195.29

Qty. Approved	Approved Amount (\$)
501	25,195.29
Sub-Line Total (\$)	25,195.29

Description

Vendor - Telecom Invoice (Non-Contractual)

When Sub-Lining, the Sub-Line Item Total must be equal to the Line Item Amount.

Sub-Line No. *	Qty. Approved *	Unit of Measure *	Unit Price (\$) *	Amount (\$)	Actions
1000AA	<input type="text" value="250"/>	<input type="text" value="WE"/>	<input type="text" value="50.29"/>	12,572.50	Delete Sub-Line
	ACRN *	SDN *	Fiscal Year Full *	AAI	
	<input type="text" value="W2"/>	<input type="text" value="SDN598547752P"/>	<input type="text" value="2011"/>	068688	
Sub-Line No. *	Qty. Approved *	Unit of Measure *	Unit Price (\$) *	Amount (\$)	Actions
1000AB	<input type="text" value="251"/>	<input type="text" value="EA"/>	<input type="text" value="50.29"/>	12,622.79	Delete Sub-Line
	ACRN *	SDN *	Fiscal Year Full *	AAI	
	<input type="text" value="RE"/>	<input type="text" value="SDN78945612555"/>	<input type="text" value="2011"/>	068688	

Actions : [Add Sub-Line](#)

Local Processing Office - Telecom Invoice (Non-Contractual)

Telecom **LLA** Addresses Misc. Info Preview Document

Telecom Control Number	Invoice Number	Invoice Date	Shipment Number	Shipment Date
PCTELE11D493R2019	INV1155	2011/01/25	INV1155	2011/01/25

Discounts

12 % 50 Days

AAI \*  [Modify AAI](#) Requested Total (\$) : 27,695.29 Approved Total (\$) : 27,695.29

Item No.	AAI *	Qty. Invoiced	Total Price (\$)
1000	068688	501	25,195.29
		Qty. Approved	Approved Amount (\$)
		501	25,195.29

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

Description Sub-Line Total (\$)

Vendor - Telecom Invoice (Non-Contractual) 25,195.29

Sub-Line No. *	Qty. Approved *	Unit of Measure *	Unit Price (\$) *	Amount (\$)	Actions
1000AA	<input type="text" value="250"/>	<input type="text" value="WE"/>	<input type="text" value="50.29"/>	12,572.50	Delete Sub-Line
	ACRN *	SDN *	Fiscal Year Full *	AAI	
	<input type="text" value="W2"/>	<input type="text" value="SDN598547752P"/>	<input type="text" value="2011"/>	068688	

Sub-Line No. *	Qty. Approved *	Unit of Measure *	Unit Price (\$) *	Amount (\$)	Actions
1000AB	<input type="text" value="251"/>	<input type="text" value="EA"/>	<input type="text" value="50.29"/>	12,622.79	Delete Sub-Line
	ACRN *	SDN *	Fiscal Year Full *	AAI	
	<input type="text" value="RE"/>	<input type="text" value="SDN78945612555"/>	<input type="text" value="2011"/>	068688	

Actions : [Add Sub-Line](#)

Local Processing Office - Telecom Invoice (Non-Contractual)

Telecom **LLA** Addresses Misc. Info Preview Document

Telecom Control Number	Invoice Number	Invoice Date	Shipment Number	Shipment Date
PCTELE11D493R2019	INV1155	2011/01/25	INV1155	2011/01/25

[+] Populate All

Item Number			
1000AA			
Document Record Reference ID *	Agency Accounting ID *	ACRN *	
<input type="text" value="SDN598547752P"/>	<input type="text" value="068688"/>	<input type="text" value="W2"/>	
Agency Qualifier Code	Defense Agency Allocation Recipient	Cost Code	Department Indicator
<input type="text" value="DD"/>			<input type="checkbox"/>
Job/Work Order Code	<div style="border: 1px solid black; background-color: yellow; padding: 5px;">                     The Long Line of Accounting (LLA) page is displayed. The Local Processing Officer is responsible for entering accounting data on the LLA page. The LLA page consists of fields for accounting data that will be passed to the accounting systems.                 </div>		
<input type="text"/>			
Classification Code	Fiscal Year Indicator	Work Center Recipient	DoD Budget Accounting Classification Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Basic Symbol Number	Major Reimbursement Source Code	Limit/Sub Head	Reimbursement Source Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fund Code	Customer Indicator/MPC	Fund Org Admin Code	Object Class
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
IFS Number	Allotment Serial Number	Government Public Sector ID	Transaction Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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

Local Processing Office - Telecom Invoice (Non-Contractual)

Telecom **LLA** Addresses Misc. Info Preview Document

Telecom Control Number	Invoice Number	Invoice Date	Shipment Number	Shipment Date
PCTELE11D493R2019	INV1155	2011/01/25	INV1155	2011/01/25

[+] Populate All

<b>Item Number</b>			
1000AA			
<b>Document Record Reference ID *</b>	<b>Agency Accounting ID *</b>	<b>ACRN *</b>	
<input type="text" value="SDN598547752P"/>	<input type="text" value="068688"/>	<input type="text" value="W2"/>	
<b>Agency Qualifier Code</b>	<b>Defense Agency Allocation Recipient</b>	<b>Cost Code</b>	<b>Department Indicator</b>
<input type="text" value="DD"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Job/Work Order Code</b>	The mandatory LLA fields are based on the Accounting System.		<b>Sub-Allotment Recipient</b>
<input type="text"/>			<input type="text"/>
<b>Classification Code</b>	<b>Fiscal Year Indicator</b>	<b>Work Center Recipient</b>	<b>DoD Budget Accounting Classification Code</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Basic Symbol Number</b>	<b>Major Reimbursement Source Code</b>	<b>Limit/Sub Head</b>	<b>Reimbursement Source Code</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Fund Code</b>	<b>Customer Indicator/MPC</b>	<b>Fund Org Admin Code</b>	<b>Object Class</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>IFS Number</b>	<b>Allotment Serial Number</b>	<b>Government Public Sector ID</b>	<b>Transaction Type</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Activity Address Code</b>	<b>Foreign Currency Code</b>	<b>Program/ Planning Code</b>	<b>Program Element Code</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>FMS Case Number (1-3)</b>	<b>FMS Case Number (4-5)</b>	<b>FMS Case Number (6-8)</b>	<b>Project Task/Budget Subline</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Local Processing Office - Telecom Invoice (Non-Contractual)

Telecom LLA Addresses Misc. Info Preview Document

Telecom Control Number	Invoice Number	Invoice Date	Shipment Number	Shipment Date
PCTELE11D493R2019	INV1155	2011/01/25	INV1155	2011/01/25

[+] Populate All

The Local Processing Officer selects the Populate All link to enter all accounting data elements that will be used to fill or replace the accounting data for all Line and Sub-Line Items.

Item Number			
1000AA			
Document Record Reference ID *	Agency Accounting ID	ACRN	
<input type="text" value="SDN598547752P"/>	<input type="text" value="068688"/>	<input type="text" value="W2"/>	
Agency Qualifier Code	Defense Agency Allocation Recipient	Cost Code	Department Indicator
<input type="text" value="DD"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Job/Work Order Code	Cost Allocation Code	Transfer from Department	Sub-Allotment Recipient
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Classification Code	Fiscal Year Indicator	Work Center Recipient	DoD Budget Accounting Classification Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Basic Symbol Number	Major Reimbursement Source Code	Limit/Sub Head	Reimbursement Source Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fund Code	Customer Indicator/MPC	Fund Org Admin Code	Object Class
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
IFS Number	Allotment Serial Number	Government Public Sector ID	Transaction Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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

Telecom Control Number	Invoice Number	Invoice Date	Shipment Number	Shipment Date
PCTELE11D493R2019	INV1155	2011/01/25	INV1155	2011/01/25

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

Document Record Reference ID Accounting Classification Reference Number

Agency Qualifier Code

Defense Agency Allocation Recipient

Cost Code

Department Indicator

DD

Job/Work Order Code

Cost Allocation Code

Transfer from Department

Sub-Allotment Recipient

The Local Processing Officer enters the Accounting data required by the contract and selects the Populate All button to continue filling or replacing accounting data elements with those listed in the Populate All section.

Accounting Classification Code

Activity Source Code

Fund Code

Customer Indicator/MPC

Fund Org Admin Code

Object Class

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

Special Interest/Program Cost

Telecom Control Number	Invoice Number	Invoice Date	Shipment Number	Shipment Date
PCTELE11D493R2019	INV1155	2011/01/25	INV1155	2011/01/25

[ - ] Populate All

Document Record Reference ID SDN5992225055	Accounting Classification Reference Number [ ]		
Agency Qualifier Code DD	Defense Agency Allocation Recipient 59	Cost Code C55964087841	Department Indicator YT
Job/Work Order Code 45505DD1	Cost Allocation Code 05640YUY	Transfer from Department IK	Sub-Allotment Recipient 4
Classification Code 44444056	Fiscal Year Indicator 2011	Work Center Recipient [ ]	DoD Budget Accounting Classification Code [ ]
Basic Symbol Number [ ]	Source Code [ ]		
Fund Code [ ]	[ ]		
IFS Number F5660450	Allotment Serial Number 5012	Government Public Sector ID [ ]	Transaction Type [ ]
Activity Address Code [ ]	Foreign Currency Code MX	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 [ ]
Special Interest/Program Cost [ ]	[ ]		

The Local Processing Officer selects OK.

**Message from webpage** [X]

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

OK Cancel

Populate All

Item Number

1000AA

Document Record Reference ID \*

SDN5992225055

Agency Accounting ID \*

068688

ACRN \*

W2

Agency Qualifier Code

DD

Defense Agency Allocation Recipient

59

Cost Code

C55964087841

Department Indicator

YT

Job/Work Order Code

45505DD1

Cost Allocation Code

05640YUY

Transfer from Department

IK

Sub-Allotment Recipient

4

Classification Code

44444056

Fiscal Year Indicator

Work Center Recipient

204564

DoD Budget Accounting Classification Code

Basic Symbol Number

Major Reimbursement Source Code

Limit/Sub Head

Reimbursement Source Code

Fund Code

The data elements entered in the Populate All section of the LLA tab are now displayed for each Line or Sub-Line Item. The LPO can add or modify Accounting information for each Line or Sub-Line Item as needed.

Object Class

IFS Number

F5660450

Allotment Serial Number

5012

Government Public Sector ID

Transaction Type

Activity Address Code

Foreign Currency Code

MX

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

Special Interest/Program Cost

Item Number

1000AB

Document Record Reference ID \*

SDN5992225055

Agency Accounting ID \*

068688

ACRN \*

RE

Agency Qualifier Code

DD

Defense Agency Allocation Recipient

59

Cost Code

C55964087841

Department Indicator

YT

Job/Work Order Code

45505DD1

Cost Allocation Code

05640YUY

Transfer from Department

IK

Sub-Allotment Recipient

4

Local Processing Office - Telecom Invoice (Non-Contractual)

Telecom LLA Addresses Misc. Info Preview Document

Table with 5 columns: Telecom Control Number, Invoice Number, Invoice Date, Shipment Number, Shipment Date. Values include PCTELE11D493R2019, INV1155, 2011/01/25, INV1155, 2011/01/25.

[+] Populate All

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

Main data entry form with fields for Item Number (1000AA), Document Record Reference ID (SDN5992225055), Agency Accounting ID (068688), ACRN (W2), Agency Qualifier Code (DD), Defense Agency Allocation Recipient (59), Cost Code (C55964087841), Department Indicator (YT), Job/Work Order Code (45505DD1), Cost Allocation Code (05640YUY), Transfer from Department (IK), Sub-Allotment Recipient (4), Classification Code (44444056), Fiscal Year Indicator, Work Center Recipient (204564), DoD Budget Accounting Classification Code, Basic Symbol Number, Major Reimbursement Source Code, Limit/Sub Head, Reimbursement Source Code, Fund Code, Customer Indicator/MPC, Fund Org Admin Code, Object Class, IFS Number (F5660450), Allotment Serial Number (5012), Government Public Sector ID, Transaction Type, Activity Address Code, Foreign Currency Code (MX), 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.

Local Processing Office - Telecom Invoice (Non-Contractual)

- Telecom
- LLA
- Addresses
- Misc. Info
- Preview Document

Telecom Control Number	Invoice Number	Invoice Date	Shipment Number	Shipment Date
PCTELE11D493R2019	INV1155	2011/01/25	INV1155	2011/01/25

**Payee**  
 CAGE : 493R2  
 COMERICA INCORPORATED  
 1717 MAIN ST  
 DALLAS TX 752014612  
 USA

**Pay Official**  
 DoDAAC : N45924  
 DEFENSE FINANCE AND ACCOUNTING SERV  
 CLEVELAND ACCTS MAINT CRTL CODE JAM  
 1240 EAST 9TH ST ROOM 1881  
 CLEVELAND OH 44199-2055

**Acceptor**  
 DoDAAC : FA3030  
 FA3030 17 CONS CC  
 ADMINISTRATIVE ONLY NO REQUISITIONS  
 210 SCHERZ BLVD  
 GOODFELLOW AFB TX 76908-4705

**LPO**  
 DoDAAC : FA3030  
 FA3030 17 CONS CC  
 ADMINISTRATIVE ONLY NO REQUISITIONS  
 210 SCHERZ BLVD  
 GOODFELLOW AFB TX 76908-4705

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

Local Processing Office - Telecom Invoice (Non-Contractual)

Telecom LLA **Addresses** Misc. Info Preview Document

Telecom Control Number	Invoice Number	Invoice Date	Shipment Number	Shipment Date
PCTELE11D493R2019	INV1155	2011/01/25	INV1155	2011/01/25

Payee

CAGE : 493R2  
COMERICA INCORPORATED  
1717 MAIN ST  
DALLAS TX  
USA

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

Pay Official

DoDAAC : N45924  
DEFENSE FINANCE AND ACCOUNTING SERV  
CLEVELAND ACCTS MAINT CRTL CODE JAM  
1240 EAST 9TH ST ROOM 1881  
CLEVELAND OH 44199-2055

Acceptor

DoDAAC : FA3030  
FA3030 17 CONS CC  
ADMINISTRATIVE ONLY NO REQUISITIONS  
210 SCHERZ BLVD  
GOODFELLOW AFB TX 76908-4705

LPO

DoDAAC : FA3030  
FA3030 17 CONS CC  
ADMINISTRATIVE ONLY NO REQUISITIONS  
210 SCHERZ BLVD  
GOODFELLOW AFB TX 76908-4705

Local Processing Office - Telecom Invoice (Non-Contractual)

Telecom LLA Addresses Misc. Info Preview Document

Telecom Control Number	Invoice Number	Invoice Date	Shipment Number	Shipment Date
PCTELE11D493R2019	INV1155	2011/01/25		

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

**Initiator**

<b>Name:</b> Norma Rice_IMACROS	<b>Date of Action / IRD:</b> 2011/01/25 1153 EST / 2011/01/25	<b>Phone #:</b> 777-MACROS-111
<b>Email:</b> nrice@caci.com	<b>Title:</b> IMACROS_Vendor	<b>Action(s):</b> [Submitted]
<b>Org Email:</b> nrice@caci.com		
<b>Attachments:</b> Attachment_for_WAWF.doc	<a href="#">View Attachment</a>	
<b>Comments:</b> Vendor - Telecom Invoice (Non-Contractual)		

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



**Acceptor**

<b>Name:</b> Norma WBT	<b>Date of Action:</b> 2011/01/25 1157 EST	<b>Phone #:</b> 555-555-5555	<b>DSN:</b>
<b>Email:</b> nrice@caci.com	<b>Title:</b> WBT Training	<b>Action(s):</b> [Accepted]	
<b>Org Email:</b> nrice@caci.com			
<b>Attachments:</b>			
<b>Comments:</b>			

**Local Processing Official Reviewer**

<b>Name:</b> norma.rice.govt	<b>Date of Action:</b> 2011/01/27 0949 EST	<b>Phone #:</b> 555-555-1 PO	<b>DSN:</b>
---------------------------------	---	---------------------------------	-------------

<b>Name:</b>	<b>Date of Action:</b>	<b>Phone #:</b>	<b>DSN:</b>
Norma WBT	2011/01/25 1157 EST	555-555-5555	
<b>Email:</b>		<b>Title:</b>	<b>Action(s):</b>
nrice@caci.com		WBT Training	[Accepted]
<b>Org Email:</b>			
nrice@caci.com			
<b>Attachments:</b>			
<b>Comments:</b>			

Local Processing Official Reviewer

<b>Name:</b>	<b>Date of Action:</b>	<b>Phone #:</b>	<b>DSN:</b>
norma rice_govt	2011/01/27 0949 EST	555-555-LPO	
<b>Email:</b>		<b>Title:</b>	<b>Action(s):</b>
nrice@caci.com		LPO	[Pre-Certified]
<b>Org Email:</b>			
<b>Attachments:</b>			
<b>Comments:</b>			

Local Processing Official

<b>Name:</b>	<b>Date of Action:</b>	<b>Phone #:</b>	<b>DSN:</b>
norma rice_govt		555-555-LPO	
<b>Email:</b>		<b>Title:</b>	<b>Action(s):</b>
nrice@caci.com		LPO	
<b>Org Email:</b>			
nrice@caci.com			
<b>Attachments:</b>			
<b>Comments:</b>			

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



## Local Processing Office - Telecom Invoice (Non-Contractual)

### 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 3MB, attachments over this size will be rejected.

The LPO clicks the Browse button to locate the file that is to be attached.

Logon Date : 2011/01/27 09:48:53 EST Last Accessed Date : 2011/01/27 10:33:37 EST

[Security & Privacy](#) [Accessibility](#) [Vendor Customer Support](#) [Government Customer Support](#) [FAQ](#) [Site Index](#)

Local Processing Office - Telecom Invoice (Non-Contractual)

Form - Att

**WARNING**  
**Do NOT en**

There is an att

**Choose File to Upload** [?] [X]

Look in: ATTACH

Attachment\_for\_WAWF.doc

My Recent Documents  
Desktop  
My Documents  
My Computer  
My Network Places

File name: Attachment\_for\_WAWF.doc  
Files of type: All Files (\*.\*)

Open  
Cancel

Information ONLY.

The LPO clicks the Open button after the file is selected.

Upload Return Help

## Local Processing Office - Telecom Invoice (Non-Contractual)

### 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 3MB, attachments over this size will be rejected.

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

Logon Date : 2011/01/27 09:48:53 EST Last Accessed Date : 2011/01/27 10:33:37 EST

[Security & Privacy](#) [Accessibility](#) [Vendor Customer Support](#) [Government Customer Support](#) [FAQ](#) [Site Index](#)

nrice@caci.com

WBT Training

[Accepted]

**Org Email:**

nrice@caci.com

**Attachments:**

**Comments:**

Local Processing Official Reviewer

<b>Name:</b>	<b>Date of Action:</b>	<b>Phone #:</b>	<b>DSN:</b>
norma rice_govt	2011/01/27 0949 EST	555-555-LPO	
<b>Email:</b>	<b>Title:</b>	<b>Action(s):</b>	
nrice@caci.com	LPO	[Pre-Certified]	
<b>Org Email:</b>			
<b>Attachments:</b>			
<b>Comments:</b>			

Local Processing Official

<b>Name:</b>	<b>Date of Action:</b>	<b>Phone #:</b>	<b>DSN:</b>
norma rice_govt	2011/01/27 1021 EST	555-555-LPO	
<b>Email:</b>	<b>Title:</b>	<b>Action(s):</b>	
nrice@caci.com	LPO		
<b>Org Email:</b>			
nrice@caci.com			
<b>Attachments:</b>			
Attachment_for_WAWF.doc		<a href="#">View Attachment</a>	<a href="#">Delete Attachment</a>
		<a href="#">Add Attachments</a>	
<b>Comments:</b>			



The attachment is now saved on the document.

Comments text area with a vertical scrollbar on the right side.

nrice@caci.com

WBT Training

[Accepted]

Org Email:

nrice@caci.com

Attachments:

Comments:

Local Processing Official Reviewer

<b>Name:</b>	<b>Date of Action:</b>	<b>Phone #:</b>	<b>DSN:</b>
norma rice_govt	2011/01/27 0949 EST	555-555-LPO	
<b>Email:</b>		<b>Title:</b>	<b>Action(s):</b>
nrice@caci.com		LPO	[Pre-Certified]
<b>Org Email:</b>			
<b>Attachments:</b>			
<b>Comments:</b>			

Local Processing Official

<b>Name:</b>	<b>Date of Action:</b>	<b>Phone #:</b>	<b>DSN:</b>
norma rice_govt	2011/01/27 1021 EST	555-555-LPO	
<b>Email:</b>		<b>Title:</b>	<b>Action(s):</b>
nrice@caci.com		LPO	
<b>Org Email:</b>			
<b>Attachments:</b>			
Attachment_for_WAWF.doc		<a href="#">View Attachment</a>	<a href="#">Delete Attachment</a>
		<a href="#">Add Attachments</a>	
<b>Comments:</b>			

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

nrice@caci.com

WBT Training

[Accepted]

**Org Email:**

nrice@caci.com

**Attachments:**

**Comments:**

Local Processing Official Reviewer

<b>Name:</b>	<b>Date of Action:</b>	<b>Phone #:</b>	<b>DSN:</b>
norma rice_govt	2011/01/27 0949 EST	555-555-LPO	
<b>Email:</b>	<b>Title:</b>	<b>Action(s):</b>	
nrice@caci.com	LPO	[Pre-Certified]	
<b>Org Email:</b>			
<b>Attachments:</b>			
<b>Comments:</b>			

Local Processing Official

<b>Name:</b>	<b>Date of Action:</b>	<b>Title:</b>	<b>Action(s):</b>
norma rice_govt	2011/01/27 1021 EST	LPO	
<b>Email:</b>			
nrice@caci.com			
<b>Org Email:</b>			
nrice@caci.com			
<b>Attachments:</b>			
Attachment_for_WAWF.doc		<a href="#">View Attachment</a>	<a href="#">Delete Attachment</a>
		<a href="#">Add Attachments</a>	
<b>Comments:</b>			

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



Empty text area for comments with a vertical scrollbar on the right side.

nrice@caci.com

WBT Training

[Accepted]

Org Email:

nrice@caci.com

Attachments:

Comments:

Local Processing Official Reviewer

<b>Name:</b>	<b>Date of Action:</b>	<b>Phone #:</b>	<b>DSN:</b>
norma rice_govt	2011/01/27 0949 EST	555-555-LPO	
<b>Email:</b>	<b>Title:</b>	<b>Action(s):</b>	
nrice@caci.com	LPO	[Pre-Certified]	
<b>Org Email:</b>			
<b>Attachments:</b>			
<b>Comments:</b>			

Local Processing Official

<b>Name:</b>	<b>Date of Action:</b>	<b>Phone #:</b>	<b>DSN:</b>
norma rice_govt	2011/01/27 1021 EST	555-555-LPO	
<b>Email:</b>	<b>Title:</b>	<b>Action(s):</b>	
nrice@caci.com	LPO		
<b>Org Email:</b>			
nrice@caci.com			
<b>Attachments:</b>			
Attachment_for_WAWF.doc			

Comments:

Local Processing Office - Telecom Invoice (Non-Contractual)

The Comments Section allows the LPO to enter comments for the Telecom Invoice (Non-Contractual).  
Note: Comments are mandatory when Recommending Rejection.

[User](#) [Government](#) [Documentation](#) [Lookup](#) [Logout](#)

## Local Processing Office - Telecom Invoice (Non-Contractual)

[Telecom](#) [LLA](#) [Addresses](#) [Misc. Info](#) [Preview Document](#)

Telecom Control Number	Invoice Number	Invoice Date	Shipment Number	Shipment Date
PCTELE11D493R2019	INV1155	2011/01/25	INV1155	2011/01/25

## Initiator

<b>Name:</b> Norma Rice_IMACROS	<b>Date of Action / IRD:</b> 2011/01/25 1153 EST / 2011/01/25	<b>DSN:</b>
<b>Email:</b> nrice@caci.com		<b>Action(s):</b> [Submitted]
<b>Org Email:</b> nrice@caci.com		
<b>Attachments:</b> Attachment_for_WAWF.doc	<a href="#">View Attachment</a>	
<b>Comments:</b> Vendor - Telecom Invoice (Non-Contractual)		

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

## Acceptor

<b>Name:</b> Norma WBT	<b>Date of Action:</b> 2011/01/25 1157 EST	<b>Phone #:</b> 555-555-5555	<b>DSN:</b>
<b>Email:</b> nrice@caci.com		<b>Title:</b> WBT Training	<b>Action(s):</b> [Accepted]
<b>Org Email:</b> nrice@caci.com			
<b>Attachments:</b>			
<b>Comments:</b>			

## Local Processing Official Reviewer

<b>Name:</b> norma.rice.govt	<b>Date of Action:</b> 2011/01/27 0949 EST	<b>Phone #:</b> 555-555-1 PO	<b>DSN:</b>
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Local Processing Office - Telecom Invoice (Non-Contractual)

- Telecom
- LLA
- Addresses
- Misc. Info
- Preview Document**

Expand All Collapse All

[-] Document Information

Telecom Control Number	Invoice Number	Invoice Date
PCTELE11D493R2019	INV1155	2011/01/25

**Discounts**  
12 % 50 Days

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 tab to review the document.

[-] Line Item Information

Item No.	AAI	Unit	Unit Price (\$)	Qty. Invoiced	Total Price (\$)
1000	068688	WE	50.29	501	25,195.29
	SDN	ACRN	Fiscal Year Full	Qty. Approved	Approved Amount (\$)
	SDN78945612045	22	2010	501	25,195.29

Description

Vendor - Telecom Invoice (Non-Contractual)

Sub-Line No.	Qty. Approved	Unit of Measure	Unit Price (\$)	Amount (\$)
1000AA	250	WE	50.29	12,572.50
	ACRN	SDN	Fiscal Year Full	AAI
	W2	SDN598547752P	2011	068688

Sub-Line No.	Qty. Approved	Unit of Measure	Unit Price (\$)	Amount (\$)
1000AB	251	EA	50.29	12,622.79
	ACRN	SDN	Fiscal Year Full	AAI
	25	SDN78945612045	2011	068688

Local Processing Office - Telecom Invoice (Non-Contractual)

- Telecom
- LLA
- Addresses
- Misc. Info
- Preview Document**

Expand All Collapse All

[-] Document Information

Telecom Control Number	Invoice Number	Invoice Date
PCTELE11D493R2019	INV1155	2011/01/25

**Discounts**  
12 % 50 Days

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 tab to review the document.

[-] Line Item Information

Item No.	AAI	Unit	Unit Price (\$)	SDN	ACRN	Fiscal Year Full	Qty. Approved	Approved Amount (\$)
1000	068688	WE	50.29	SDN78945612045	22	2010	501	25,195.29

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

**Description**

Vendor - Telecom Invoice (Non-Contractual)

Sub-Line No.	Qty. Approved	Unit of Measure	Unit Price (\$)	Amount (\$)
1000AA	250	WE	50.29	12,572.50
		ACRN	SDN	AAI
		W2	SDN598547752P	2011
				068688
Sub-Line No.	Qty. Approved	Unit of Measure	Unit Price (\$)	Amount (\$)
1000AB	251	EA	50.29	12,622.79
		ACRN	SDN	AAI
		25	SDN78945612045	2011
				068688

Local Processing Office - Telecom Invoice (Non-Contractual)

- Telecom
- LLA
- Addresses
- Misc. Info
- Preview Document**

Expand All Collapse All

[-] Document Information

The LPO can expand all document sections by clicking the Expand All link. The LPO can collapse the contents of the tab by clicking the Collapse All link.

Telecom Control Number	Invoice Number	Invoice Date	Invoice Number	Shipment Date
PCTELE11D493R2019	INV1155	2011/01/25	INV1155	2011/01/25

**Discounts**

12 % 50 Days

[-] Line Item Information

Item No.	AAI	Unit	Unit Price (\$)	Qty. Invoiced	Total Price (\$)
1000	068688	WE	50.29	501	25,195.29
	SDN	ACRN	Fiscal Year Full	Qty. Approved	Approved Amount (\$)
	SDN78945612045	22	2010	501	25,195.29

**Description**

Vendor - Telecom Invoice (Non-Contractual)

Sub-Line No.	Qty. Approved	Unit of Measure	Unit Price (\$)	Amount (\$)
1000AA	250	WE	50.29	12,572.50
	ACRN	SDN	Fiscal Year Full	AAI
	W2	SDN598547752P	2011	068688
Sub-Line No.	Qty. Approved	Unit of Measure	Unit Price (\$)	Amount (\$)
1000AB	251	EA	50.29	12,622.79
	ACRN	SDN	Fiscal Year Full	AAI
	25	SDN78945612045	2011	068688

Local Processing Office - Telecom Invoice (Non-Contractual)

- Telecom
- LLA
- Addresses
- Misc. Info
- Preview Document

Expand All Collapse All

Document Information

Line Item Information

LLA Information

Address Information

Misc Information

Workflow Information

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

Save Draft Document

Help

Local Processing Office - Telecom Invoice (Non-Contractual)

- Telecom
- LLA
- Addresses
- Misc. Info
- Preview Document

Expand All Collapse All

[-] Document Information

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

Telecom Control Number	Invoice Number	Invoice Date	Shipment Number	Shipment Date
PCTELE11D493R2019	INV1155	2011/01/25	INV1155	2011/01/25

**Discounts**  
12 % 50 Days

[+] Line Item Information

[+] LLA Information

[+] Address Information

[+] Misc Information

[+] Workflow Information

- Save Draft Document
- Help

Actions :

[Add Sub-Line](#)

**Routing Information**

Role	Location Code	Extension	Name
Payee	493R2		COMERICA INCORPORATED
Pay Official	N45924		DEFENSE FINANCE AND ACCOUNTING SERV
Acceptor	FA3030		FA3030 17 CONS CC
LPO	FA3030		FA3030 17 CONS CC
Inspect By	FA3030		FA3030 17 CONS CC
Admin	FA3030		FA3030 17 CONS CC

**ACTION BY: FA3030**

Approved Amount : \$ 27,695.29

- Approve
- Approve Lesser Amount
- Reject to Initiator

Acceptance

2011/

The Telecom page is displayed.

Has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents

Norma WBT

Signature Of Authorized Government Representative

**ACTION BY: Local Processing Officer Reviewer**

- Recommend Document Certified
- Recommend Document Rejected

**ACTION BY: FA3030 \***

- Document Certified
- Document Rejected

Signature Date

YYYY/MM/DD 

I certify that the goods/services have been received, inspected, and accepted.

Signature

Signature of Local Processing Office Representative

Actions :

[Add Sub-Line](#)

**Routing Information**

Role	Location Code	Extension	Name
Payee	493R2		COMERICA INCORPORATED
Pay Official	N45924		DEFENSE FINANCE AND ACCOUNTING SERV
Acceptor	FA3030		FA3030 17 CONS CC
LPO	FA3030		FA3030 17 CONS CC
Inspect By	FA3030		FA3030 17 CONS CC
Admin	FA3030		FA3030 17 CONS CC

**ACTION BY: FA3030**

Approved Amount : \$ 27,695.29

- Approve
- Approve Lesser Amount
- Reject to Initiator

Acceptance Date

2011/01/25

Signature Date

2011/01/25

Has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents

Norma WBT

Signature Of Authorized Government Representative

**ACTION BY: Local Processing Officer Reviewer**

- Recommend Document Certified
- Recommend Document Rejected

The LPO selects Document Certified and enters the Signature Date.

**ACTION BY: FA3030 \***

- Document Certified
- Document Rejected

Signature Date

2011/01/27 

I certify that the goods/services have been received, inspected, and accepted.

Signature

Signature of Local Processing Office Representative

Submit

Save Draft Document

Previous

Help

Actions :

[Add Sub-Line](#)

**Routing Information**

Role	Location Code	Extension	Name
Payee	493R2		COMERICA INCORPORATED
Pay Official	N45924		DEFENSE FINANCE AND ACCOUNTING SERV
Acceptor	FA3030		FA3030 17 CONS CC
LPO	FA3030		FA3030 17 CONS CC
Inspect By	FA3030		FA3030 17 CONS CC
Admin	FA3030		FA3030 17 CONS CC

**ACTION BY: FA3030**

Approved Amount : \$ 27,695.29

- Approve
- Approve Lesser Amount
- Reject to Initiator

Acceptance Date

2011/01/25

Signature Date

2011/01/25

Has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents

Norma WBT

Signature Of Authorized Government Representative

**ACTION BY: Local Processing Officer Reviewer**

- Recommend Document Certified
- Recommend Document Rejected

The LPO clicks the Signature button to continue certifying the Telecom Invoice (Non-Contractual) document.

**ACTION BY: FA3030 \***

- Document Certified
- Document Rejected

Signature Date

2011/01/27 

I certify that the goods/services have been received, inspected, and accepted.

Signature

Signature of Local Processing Office Representative

Submit

Save Draft Document

Previous

Help

**WAWF Password Confirmation**

User ID	NORMALPO
Password *	<input type="password"/>

The Password Confirmation page is displayed.

WAWF Password Confirmation

User ID	NORMALPO
Password *	●●●●●●●●

The LPO clicks the Next button after entering the correct Password.

Next Previous Help

Local Processing Office - Telecom Invoice (Non-Contractual)

Expand All Collapse All

[-] Document Information

Telecom Control Number	Invoice Number	Invoice Date	Shipment Number	Shipment Date
PCTELE11D493R2019	INV1155	2011/01/25	INV1155	2011/01/25

Discounts
12 % 50 Days

[-] Line Item Information

Item No.	AAI	Unit	Unit Price	Qty.	Total Price (\$)
1000	045924	WE	50.00	50	25,195.29
	SDN	ACRN	Fiscal Year Full	Qty. Approved	Approved Amount (\$)
	SDN78945612045	22	2010	501	25,195.29

Description  
Vendor - Telecom Invoice (Non-Contractual)

Item No.	AAI	Unit	Unit Price	Qty.	Total Price (\$)
1001	045924	WE	50.00	50	2,500
	SDN	ACRN	Fiscal Year Full	Qty. Approved	Approved Amount (\$)
	SDN4560451230	20	2011	50	2,500.00

Description  
Vendor - Telecom Invoice (Non-Contractual) Line #2

[-] LLA Information

**Message from webpage**

The document is now signed. The document still must be submitted. Please click OK to submit now automatically or click Cancel to submit after reviewing the document.

The LPO can click the Cancel button to review the document prior to submitting.

Local Processing Office - Telecom Invoice (Non-Contractual)

Expand All Collapse All

[ - ] Document Information

Telecom Control Number	Invoice Number	Invoice Date	Shipment Number	Shipment Date
PCTELE11D493R2019	INV1155	2011/01/25	INV1155	2011/01/25

Discounts
12 % 50 Days

[ - ] Line Item Information

Item No.	AAI	SDN	ACRN	Fiscal Year Full	Qty. Approved	Invoiced	Total Price (\$)	Approved Amount (\$)
1000	045924	SDN78945612045	22	2010	501		25,195.29	25,195.29

**Message from webpage** ✕

 The document is now signed. The document still must be submitted. Please click OK to submit now automatically or click Cancel to submit after reviewing the document.

Description

Vendor - Telecom Invoice (Non-Contractual)

The LPO clicks the OK Button to continue submitting the document.

Item No.	AAI	SDN	ACRN	Fiscal Year Full	Qty. Approved	Invoiced	Total Price (\$)	Approved Amount (\$)
1001	045924	SDN4560451230	20	2011	50	50	2,500	2,500.00

Description

Vendor - Telecom Invoice (Non-Contractual) Line #2

[ - ] LLA Information

## Success

The Telecom Invoice (Non-Contractual) was successfully certified.

Contract Number	Delivery Order	Shipment Number	Invoice Number
PCTELE11D493R2019		INV1155	INV1155

After the Telecom Invoice (Non-Contractual) has been submitted, the WAWF system informs the LPO that the document was successfully certified or processed. E-mails, FTP and EDI notifications were sent as applicable.

Email sent to Vendor: [nrice@caci.com](mailto:nrice@caci.com)

Notification sent for CAGE code 493R2 to EDI Routing Codes- ISA07: 42, ISA08: SENDALL-NOTICES, GS03: NORMA493R2

Notification sent for CAGE code 493R2 to FTP Directory: [/caci\\_db/efp/WAWF\\_RA\\_sec/Test/Version500/FTPEDIDirectory/ftp\\_working/nrice/493R2](/caci_db/efp/WAWF_RA_sec/Test/Version500/FTPEDIDirectory/ftp_working/nrice/493R2)

[Send Additional Email Notifications](#)



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

Thu Jan 27 11:39:18 EST 2011

[Return](#)

Logon Date : 2011/01/27 11:38:54 EST Last Accessed Date : 2011/01/27 11:39:18 EST

[Security & Privacy](#) [Accessibility](#) [Vendor Customer Support](#) [Government Customer Support](#) [FAQ](#) [Site Index](#)

[User](#) [Government](#) [Documentation](#) [Lookup](#) [Logout](#)**Success**

The Telecom Invoice (Non-Contractual) was successfully certified.

Contract Number	Delivery Order	Shipment Number	Invoice Number
PCTELE11D493R2019		INV1155	INV1155

Email sent to Vendor: nrice@caci.com

Notification sent for CAGE code 493R2 to EDI Routing Codes- ISA07: 42, ISA08: SENDALL-NOTICES, GS03: NORMA493R2

Notification sent for CAGE code 493R2 to FTP Directory: /caci\_db/efp/WAWF\_RA\_sec/Test/Version500/FTPEDIDirectory/ftp\_working/nrice/493R2

[Send Additional Email Notifications](#)

Thu Jan 27 11:39:18 EST 2011

This concludes the demonstration of a Local Processing Officer (LPO) certifying a Telecom Invoice (Non-Contractual).

[Return](#)

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