

## 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 is an overview of the Cost Voucher Approver's Approval Folder for "Quick Signing" and Block Signing Approval Folder for "Block Signing" Cost Voucher Interim documents.

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

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Cost Vouch  
Approver

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To get to the Approval Folder, click on the "Government" menu dropdown, or cursor over the "Government" menu dropdown.

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Cost Voucher Approver

Approval Folder

Block Signing Approval Folder

History Folder by DoDAAC

History Folder by User

Recall - Action Required Folder

View Parameters

Pure Edge Folder

## Welcome to Wide Area Workflow!

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Click the "Approval Folder" link from the Cost Voucher Approver menu dropdown.

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## Search Criteria - Approval Folder

DoDAAC \*

HAA444

Contract Number

Vendor (Payee) / Vendor (Payee) Extension

Ship From / Ship From Extension

Shipment No.

Invoice Number

Type Document

All Documents

Status

All Documents

Create / Update Date (YYYY/MM/DD)

2012/01/07



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

2012/02/06



Acceptance Date (YYYY/MM/DD)



Acceptance Date End (YYYY/MM/DD)



Invoice Received Date (YYYY/MM/DD)



Invoice Received Date End (YYYY/MM/DD)



The Search Criteria page for Cost Voucher Approval Folder is displayed.

The system allows Cost Voucher Approvers associated with DCAA, DCMA, and/or ONR location codes.

## Search Criteria - Approval Folder

Vendor (Payee) / Vendor (Payee) Extension

Ship From / Ship From Extension

Shipment No.

Invoice Number

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)

Result Size

After entering in the information in the search fields, click the "Submit" button to display the results. The more information you enter, the more you can narrow your results to the specific documents you are looking for.

Submit

The Cost Voucher Approval Folder results page is displayed. This page contains a list of documents that match the selection criteria.

## Approval Folder for 'HAA444' (186 items, sorted by Invoice Received Date)

Item	Type	Contractor Name	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number	Delivery Order	Voucher Number
1	CV-Interim First	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO	<a href="#">BVN1001</a>
2	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO	<a href="#">BVN1002</a>
3	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO	<a href="#">BVN1003</a>
4	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO	<a href="#">BVN1004</a>
5	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO	<a href="#">BVN1005</a>
6	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO	<a href="#">BVN1006</a>
7	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO	<a href="#">BVN1007</a>
8	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO	<a href="#">BVN1008</a>
9	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO	<a href="#">BVN1009</a>
10	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO	<a href="#">BVN1010</a>
11	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO	<a href="#">BVN1011</a>
12	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO	<a href="#">BVN1012</a>
13	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO	<a href="#">BVN1013</a>
14	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO	<a href="#">BVN1014</a>
15	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO	<a href="#">BVN1015</a>
16	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO	<a href="#">BVN1016</a>
17	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO	<a href="#">BVN1017</a>

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## Approval Folder for 'HAA444' (186 items, sorted by Invoice Received Date)

Item	Type	Contractor Name	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number	Delivery Order	Voucher Number
1	CV-Interim First	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO	<a href="#">BVN1001</a>
2	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO	<a href="#">BVN1002</a>
3	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO	<a href="#">BVN1003</a>
4	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO	<a href="#">BVN1004</a>
5	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO	<a href="#">BVN1005</a>
6	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO	<a href="#">BVN1006</a>
7	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO	<a href="#">BVN1007</a>
8	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO	<a href="#">BVN1008</a>
9	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO	<a href="#">BVN1009</a>
10	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO	<a href="#">BVN1010</a>
11	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO	<a href="#">BVN1011</a>
12	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO	<a href="#">BVN1012</a>
13	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO	<a href="#">BVN1013</a>
14	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO	<a href="#">BVN1014</a>
15	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO	<a href="#">BVN1015</a>
16	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO	<a href="#">BVN1016</a>
17	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO	<a href="#">BVN1017</a>

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Click the "First", "Prev", "Next", and "Last" links to page through the results, click the page number links to go to the specific page.

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## Approval Folder for 'HAA444' (186 items, sorted by Invoice Received Date)

Item	Type	Contractor Name	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number	Delivery Order	Voucher Number	S
181	CV-Interim Sampled	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO	<a href="#">BVN2095</a>	20
182	CV-Interim Sampled	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO	<a href="#">BVN2096</a>	20
183	CV-Interim Sampled	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO	<a href="#">BVN2097</a>	20
184	CV-Interim Sampled	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO	<a href="#">BVN2098</a>	20
185	CV-Interim Sampled	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO	<a href="#">BVN2099</a>	20
186	CV-Interim Sampled	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO	<a href="#">BVN2100</a>	20

On the results page, click on the "Voucher Number" link to approve a document.

< [Progress Bar] >

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## Cost Voucher Approver - Cost Voucher (Interim Sampled)

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

## Routing Information

Role	Location Code
Payee	00C91
Admin	S0512A
DCAA Auditor	HAA444
Pay Official	HQ0338
Service Approver	N64100
Issue By	HC1013

In the "Action by DoDAAC" section on the "Header" tab, the "Approve / Date / Sign / Submit" button is displayed.

When the Approver clicks on the 'Quick Sign' button, the system will select the "Approved for Provisional Payment" checkbox automatically.

If the user is logged in with a UserId/Password, the application will automatically sign the document. The user will not have to enter a password.

If the user is logged in with a Common Access Card (CAC) or Digital Certificate, the application will automatically sign the document with the certificate the user has used to login. The user will not have to select certificate.

\* = Required Fields

ACTION BY: HAA444 \*

 Approved for Provisional Payment Cost Suspension or Disallowance

Disallowed

\$ 

Net Amount Approved

\$

 Reject to Initiator

Signature Date

2012/02/06 

Signature

Approve / Date / Sign / Submit

Signature Of Authorized Government Representative

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## Wide Area Workflow

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## Approval Folder for 'HAA444' (185 items, sorted by Invoice Received Date)

Voucher No. BVN2100 : The Cost Voucher (Interim Sampled) was successfully approved.  
It has been processed via EDI.

When the user clicks the 'Quick Sign' button, the success message is displayed at the top of the results page.

Item	Type	Contractor Name	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number	Delivery Order	Voucher Number	S
181	CV-Interim Sampled	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO	<a href="#">BVN2095</a>	20
182	CV-Interim Sampled	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO	<a href="#">BVN2096</a>	20
183	CV-Interim Sampled	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO	<a href="#">BVN2097</a>	20
184	CV-Interim Sampled	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO	<a href="#">BVN2098</a>	20
185	CV-Interim Sampled	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO	<a href="#">BVN2099</a>	20

< [Progress Bar] >

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Logon Date : 2012/02/06 15:32:54 EST Last Accessed Date : 2012/02/06 15:36:24 EST

# Wide Area Workflow

User Government Documentation Lookup Logout

Appr Cost Voucher Approver

Approval Folder

Block Signing Approval Folder

History Folder by DoDAAC

History Folder by User

Recall - Action Required Folder

View Parameters

Pure Edge Folder

ed by Invoice Received Date)

Voucher No. BVN2100 : The C (mpled) was successfully approved.

It has been processed via EDI.

Item	Type	Name	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number	Delivery Order	Voucher Number	S
181	CV-Interim Sampled	IG CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO	<a href="#">BVN2095</a>	20
182	CV-Interim Sampled	IG CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO	<a href="#">BVN2096</a>	20
183	CV-Interim Sampled	IG CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO	<a href="#">BVN2097</a>	20
184	CV-Interim Sampled	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO	<a href="#">BVN2098</a>	20
185	CV-Interim Sampled	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO	<a href="#">BVN2099</a>	20

Select the "History Folder by DoDAAC" to view the document.



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## Search Criteria - Approval History Folder By DoDAAC

DoDAAC *	Search For
<input type="text" value="HAA444"/>	<input type="text" value="Active Documents"/>
Contract Number	Delivery Order
<input type="text" value="HQ033812F0206"/>	<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" value="BVN2100"/>	<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="2012/02/06"/> <input type="text"/>	<input type="text" value="2012/02/06"/> <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"/>
Invoice Received Date (YYYY/MM/DD)	Invoice Received Date End (YYYY/MM/DD)
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>

Enter in the search criteria data and click the "Submit" button.

## Approval History from Active Folder for 'HAA444' (1 items, sorted by Invoice Received Date)

Item	Type	Contractor Name	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number	Delivery Order	Voucher Number	S
1	CV-Interim Sampled	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO	<a href="#">BVN2100</a>	20

The document is displayed on the search results page. Scroll to the right.



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## Approval History from Active Folder for 'HAA444' (1 items, sorted by Invoice Received Date)

	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number	Delivery Order	Voucher Number	Submitted	Received ▲	Status	Purge	Recall	Amount
TION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO	<a href="#">BVN2100</a>	2012-02-06	D2012-02-06	Processed			\$10,600.25



The document is displayed with a "Processed" status.



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## Cost Voucher Approver - Cost Voucher (Interim Sampled)

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

### Approver

<b>Name:</b>	<b>Date of Action:</b>	<b>Phone #:</b>	<b>DSN:</b>
Matt Blajian	2012/02/06 1535 EST	904-596-CORA	
<b>Email:</b>	<b>Title:</b>	<b>Action(s):</b>	
coleung@caci.com	CV Approver	[Approved Quick, Processed via EDI]	
<b>Org Email:</b>			
<b>Attachments:</b>			
<b>Comments:</b>			

When the document is approved from the Header tab by Quick Signing, the Action(s) on the Misc. Information section will state "Approved Quick".

### [ - ] Workflow Information

#### ACTION BY: HAA444

- Approved for Provisional Payment
- Cost Suspension or Disallowance
  - Disallowed
  - Net Amount Approved
- Reject to Initiator

**Signature Date**  
2012/02/06

Matt Blajian

Signature Of Authorized Government Representative

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## Cost Voucher Approver - Cost Voucher (Interim Sampled)

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

### Approver

<b>Name:</b> Matt Blajian	<b>Date of Action:</b> 2012/02/06 1535 EST	<b>Phone #:</b> 904-596-CORA	<b>DSN:</b>
<b>Email:</b> coleung@caci.com	<b>Title:</b> CV Approver		<b>Action(s):</b> [Approved Quick, Processed via EDI]
<b>Org Email:</b>			
<b>Attachments:</b>			
<b>Comments:</b>			

In the Quick Signing Approval process, the "Approved for Provisional Payment" checkbox is checked, the Signature Date is updated with the current date, and the document is server signed by the Cost Voucher Approver.

### [ - ] Workflow Information

#### ACTION BY: HAA444

- Approved for Provisional Payment
- Cost Suspension or Disallowance
  - Disallowed
  - Net Amount Approved
- Reject to Initiator

**Signature Date**  
2012/02/06

**Matt Blajian**

Signature Of Authorized Government Representative

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# Wide Area Workflow

Now, go back to the "Approval Folder".

User Government Documentation Lookup Logout

Search Cost Voucher Approver

- Approval Folder
- Block Signing Approval Folder
- History Folder by DoDAAC
- History Folder by User
- Recall - Action Required Folder
- View Parameters
- Pure Edge Folder

DoDAAC

DoDAAC \*

Contract Number

Vendor (Payee) / Vendor (P)

Shipment No.

Type Document

Create / Update Date (YYYY/MM/DD)

Acceptance Date (YYYY/MM/DD)

Invoice Received Date (YYYY/MM/DD)

Search For

Delivery Order

Ship From / Ship From Extension

Invoice Number

Status

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

Acceptance Date End (YYYY/MM/DD)

Invoice Received Date End (YYYY/MM/DD)

Submit Help

## Cost Voucher Approver - Cost Voucher (Interim New Contractor)

Header Line Item ACRNs Addresses Misc. Info Preview Document

Document Total: \$ 10,600.25

### Routing Information

Role	Location Code	Extension	Name
Payee	00C91		EXCELLIGENCE LEARNING CORPORATION
Admin	S0512A		DCMA LOS ANGELES
DCAA Auditor	HAA444		DCAA CENTRAL REGION
Pay Official	HQ0338		DFAS - COLUMBUS CENTER
Service Approver	N64100		
Issue By	HC1013		

Select another document from the results page.

\* = Required Fields

### ACTION BY: HAA444 \*

Approved for Provisional Payment

Cost Suspension or Disallowance

Disallowed \$

Net Amount Approved \$

Reject to Initiator

Signature Date

2012/02/06

Signature

Approve / Date / Sign / Submit

Signature Of Authorized Government Representative

Submit

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## Cost Voucher Approver - Cost Voucher (Interim New Contractor)

Header Line Item ACRNs Addresses Misc. Info Preview Document

1 Miscellaneous Amount(s)

\$ 100.00

Document Total: \$ 10,600.25

### Routing Information

Role	Location Code	Extension	Name
Payee	00C91		EXCELLIGENCE LEARNING CORPORATION
Admin	S0512A		DCMA LOS ANGELES
DCAA Auditor	HAA444		DCAA CENTRAL REGION
Pay Official	HQ0338		DFAS - COLUMBUS CENTER
Service Approver	N64100		
Issue By	HC1013		

If the "Cost Suspension or Disallowance" checkbox is selected, the "Approve / Date / Sign / Submit" button is removed from the page.

\* = Required Fields

ACTION BY: HAA444 \*

Approved for Provisional Payment

Cost Suspension or Disallowance

Disallowed \$

Net Amount Approved \$

Reject to Initiator

Signature Date

2012/02/06

Signature

Signature Of Authorized Government Representative

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# Wide Area Workflow

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- Approval Folder
- Block Signing Approval Folder**
- History Folder by DoDAAC
- History Folder by User
- Recall - Action Required Folder
- View Parameters
- Pure Edge Folder

Now, select the "Block Signing Approval Folder".

DoDAAC \*

HAA444

Contract Number

Delivery Order

Vendor (Payee) / Vendor (P

Ship From / Ship From Extension

Shipment No.

Invoice Number

Type Document

All Documents

Status

All Documents

Create / Update Date (YYYY/MM/DD)

2012/01/07

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

2012/02/06

Acceptance Date (YYYY/MM/DD)

Acceptance Date End (YYYY/MM/DD)

Invoice Received Date (YYYY/MM/DD)

Invoice Received Date End (YYYY/MM/DD)

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**Block Signing Approval Folder for 'HAA444' (185 items, sorted by Invoice Received Date)**

Item	Block Sign ?	Type	Contractor Name	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number	Delivery Order
1	<input type="checkbox"/>	CV-Interim First	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO
2	<input type="checkbox"/>	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO
3	<input type="checkbox"/>	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO
4	<input type="checkbox"/>	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO
5	<input type="checkbox"/>	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO
6	<input type="checkbox"/>	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO
7	<input type="checkbox"/>	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO
8	<input type="checkbox"/>	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO
9	<input type="checkbox"/>	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO
10	<input type="checkbox"/>	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO
11	<input type="checkbox"/>	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO
12	<input type="checkbox"/>	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO
13	<input type="checkbox"/>	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO
14	<input type="checkbox"/>	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO

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The "Block Signing Approval Folder" results page is displayed.

## Block Signing Approval Folder for 'HAA444' (185 items, sorted by Invoice Received Date)

Item	Block Sign ?	Type	Contractor Name	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number	Delivery Order
1	<input checked="" type="checkbox"/>	CV-Interim First	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO
2	<input checked="" type="checkbox"/>	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO
3	<input checked="" type="checkbox"/>	CV-Interim New Contractor	EXCE					<a href="#">HQ033812F0206</a>	DEMO
4	<input checked="" type="checkbox"/>	CV-Interim New Contractor	EXCE					<a href="#">HQ033812F0206</a>	DEMO
5	<input checked="" type="checkbox"/>	CV-Interim New Contractor	EXCE					<a href="#">HQ033812F0206</a>	DEMO
6	<input checked="" type="checkbox"/>	CV-Interim New Contractor	EXCE					<a href="#">HQ033812F0206</a>	DEMO
7	<input checked="" type="checkbox"/>	CV-Interim New Contractor	EXCE					<a href="#">HQ033812F0206</a>	DEMO
8	<input checked="" type="checkbox"/>	CV-Interim New Contractor	EXCE					<a href="#">HQ033812F0206</a>	DEMO
9	<input checked="" type="checkbox"/>	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO
10	<input checked="" type="checkbox"/>	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO
11	<input type="checkbox"/>	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO
12	<input type="checkbox"/>	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO
13	<input type="checkbox"/>	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO
14	<input type="checkbox"/>	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO

The document type in this folder is "Cost Voucher - Interim".

The Approver will page through all the results selecting the checkbox of the documents they wish to block sign.

The last step is to click the "Block Approval" button to Block Sign all the selected documents.

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## Block Signing Approval Folder for 'HAA444' (185 items, sorted by Invoice Received Date)

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**Cost Vouchers (Interim) have been successfully submitted for Block Acceptance.**

Email notifications have been sent to the applicable workflow locations.

EDI notifications have been sent to the applicable EDI Routing Codes.

FTP notifications have been sent to the applicable FTP Directories.

A success page is displayed to the user.

Because of the number of possible emails, they will not be listed.

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From: Cora Leung; wawf  
To: Cora Leung; wawf  
Cc:  
Subject: Cost Voucher Block Approval document listing

Action DoDAAC/Ext: HAA444  
Document Type: Cost Voucher

<u>Contract Number</u>	<u>Delivery Order</u>	<u>Voucher Number</u>	<u>Status</u>
HQ033812F0206	DEMO	BVN1001	Processed
HQ033812F0206	DEMO	BVN1009	Processed
HQ033812F0206	DEMO	BVN1008	Processed
HQ033812F0206	DEMO	BVN1010	Processed
HQ033812F0206	DEMO	BVN1003	Processed
HQ033812F0206	DEMO	BVN1002	Processed
HQ033812F0206	DEMO	BVN1005	Processed
HQ033812F0206	DEMO	BVN1004	Processed
HQ033812F0206	DEMO	BVN1007	Processed
HQ033812F0206	DEMO	BVN1006	Processed

Has been Block Signed by Matt Blajian on 2012/02/06

Access the site at <https://wawf.eb.mil>

Document which failed can be located in your Approval folder.

Thank you for your prompt attention.

An email notification is sent to the Cost Voucher Approver with a list of the documents which were block signed.

## Cost Voucher Approver - Cost Voucher (Interim New Contractor)

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### Approver

<b>Name:</b>	<b>Date of Action:</b>	<b>Phone #:</b>	<b>DSN:</b>
Matt Blajian	2012/02/06 1545 EST	904-596-MATT	
<b>Email:</b>	<b>Title:</b>		<b>Action(s):</b>
coleung@caci.com	CV Approver		[Approved Block, Processed via EDI]
<b>Org Email:</b>			
<b>Attachments:</b>			
<b>Comments:</b>			

When the document is approved from the "Block Signing Folder", the Action(s) on the Misc. Information section will state "Approved Block".

### [ - ] Workflow Information

**ACTION BY: HAA444**

- Approved for Provisional Payment
- Cost Suspension or Disallowance
  - Disallowed
  - Net Amount Approved
- Reject to Initiator

**Signature Date**  
2012/02/06

Matt Blajian

Signature Of Authorized Government Representative

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**Cost Voucher Approver - Cost Voucher (Interim New Contractor)**[Expand All](#) [Collapse All](#)**Approver**

<b>Name:</b>	<b>Date of Action:</b>	<b>Phone #:</b>	<b>DSN:</b>
Matt Blajian	2012/02/06 1545 EST	904-596-MATT	
<b>Email:</b>	<b>Title:</b>	<b>Action(s):</b>	
coleung@caci.com	CV Approver	[Approved Block, Processed via EDI]	
<b>Org Email:</b>			
<b>Attachments:</b>			
<b>Comments:</b>			

In the Block Signing Approval process, the "Approved For Provisional Payment" checkbox is selected, the Signature Date is updated with the current date, and the document is server signed by the Cost Voucher Approver.

[-] [Workflow Information](#)**ACTION BY: HAA444**

- Approved for Provisional Payment
- Cost Suspension or Disallowance  
Disallowed  
Net Amount Approved
- Reject to Initiator

**Signature Date**  
2012/02/06

Matt Blajian

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**Block Signing Approval Folder for 'HAA444' (174 items, sorted by Invoice Received Date)**

Item	Block Sign ?	Type	Contractor Name	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number	Delivery Order
1	<input type="checkbox"/>	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO
2	<input type="checkbox"/>	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO
3	<input type="checkbox"/>	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO
4	<input type="checkbox"/>	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO
5	<input type="checkbox"/>	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO
6	<input type="checkbox"/>	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO
7	<input type="checkbox"/>	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO
8	<input type="checkbox"/>	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO
9	<input type="checkbox"/>	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO
10	<input type="checkbox"/>	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO
11	<input type="checkbox"/>	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO
12	<input type="checkbox"/>	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO
13	<input type="checkbox"/>	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO
14	<input type="checkbox"/>	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO

Now, go back to the "Blocking Signing Approval Folder".

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## Block Signing Approval Folder for 'HAA444' (174 items, sorted by Invoice Received Date)

Item	Block Sign ?	Type	Contractor Name	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number	Delivery Order
41	Recommend Rejection	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO
42	<input type="checkbox"/>	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO
43	Recommend Rejection	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO
44	<input type="checkbox"/>	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO
45	Recommend Rejection	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO
46	Recommend Rejection	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO
47	Recommend Rejection	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO
48	<input type="checkbox"/>	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO
49	<input type="checkbox"/>	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO
50	<input type="checkbox"/>	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO
51	<input type="checkbox"/>	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO
52	<input type="checkbox"/>	CV-Interim New Contractor	EXCELLIGENCE LEARNING CORPORATION	00C91	021799486	0001		<a href="#">HQ033812F0206</a>	DEMO

The "Block Sign" column will contain "Recommend Rejection" instead of a checkbox when the Cost Voucher Interim documents have been recommended for rejection by the Cost Voucher Reviewer.

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### Cost Voucher Approver

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This concludes the overview of the "Quick Signing" and "Block Signing" for the Cost Voucher Approver role.

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