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## Wide Area Workflow!

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1. Click "Software User's Manual" link.

WAWF Software User's Manual (SUM)

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# Introduction

This online Software User's Manual (SUM) provides information through version 5.0. Please address any comments, suggestions for changes, and/or additions to the Ogden

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2. Software User's Manual is opened in a new browser window.

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# Introduction

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This is an online "Software User's Manual (SUM)" for users of the WAWF system.

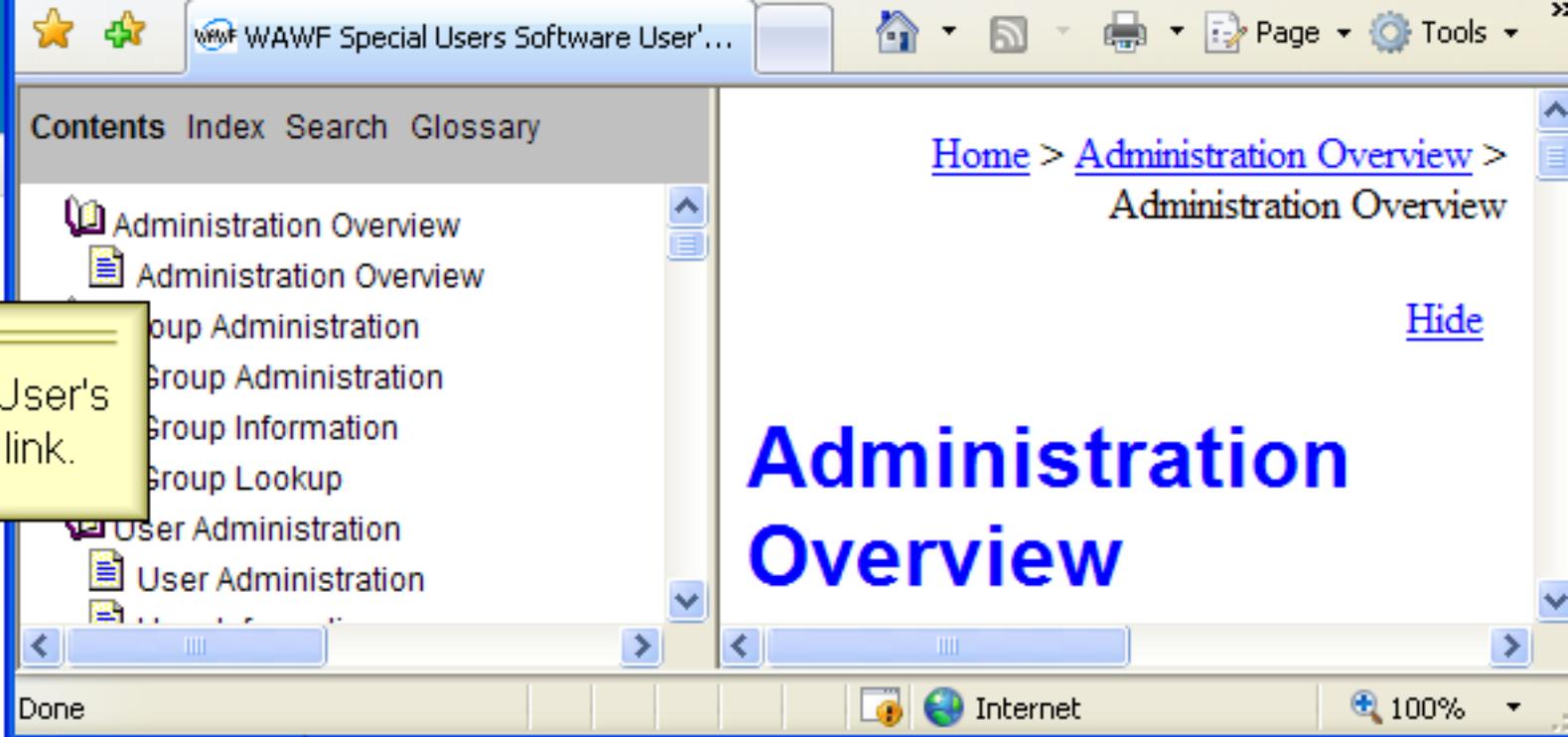
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This is an online "Software User's Manual (SUM) for Special Users " for Admin users of the WAWF system.

# Administration Overview

The WAWF application requires a varied level of involvement in the administration of the various daily activities; from simply viewing records, providing user assistance in document creation and troubleshooting production problems.

It is beyond the scope of this document to highlight the various business rules that would provide oversight to the various administrative functions and to make Standard Operating Procedures for that administration. However, this document will highlight the various functional capabilities provided for the administration of the system.

The table below details the various functional capabilities, in a form of logical grouping, which may be taken by the various System Administrators. In addition, it indicates which role may perform that action. There are three roles associated with System Administration (in ascending order of functionality) Group Administrator (GAM ), Help Desk Administrator (HAM ) and System Administrator (SAM ). There are two separate roles that also provide for special access to WAWF. These are the Program Management Office (PMO) and Auditor roles.

## Administration Responsibility By Role:

Administration Console	SAM	HAM	GAM	PMO	AUDITOR
<b>Group</b>					
Group Information	X	X	X		
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<b>User</b>					
User Information	X	X	X		
User Deletion	X	X			
Reset Password	X	X	X		
Reset Certificate	X	X	X		

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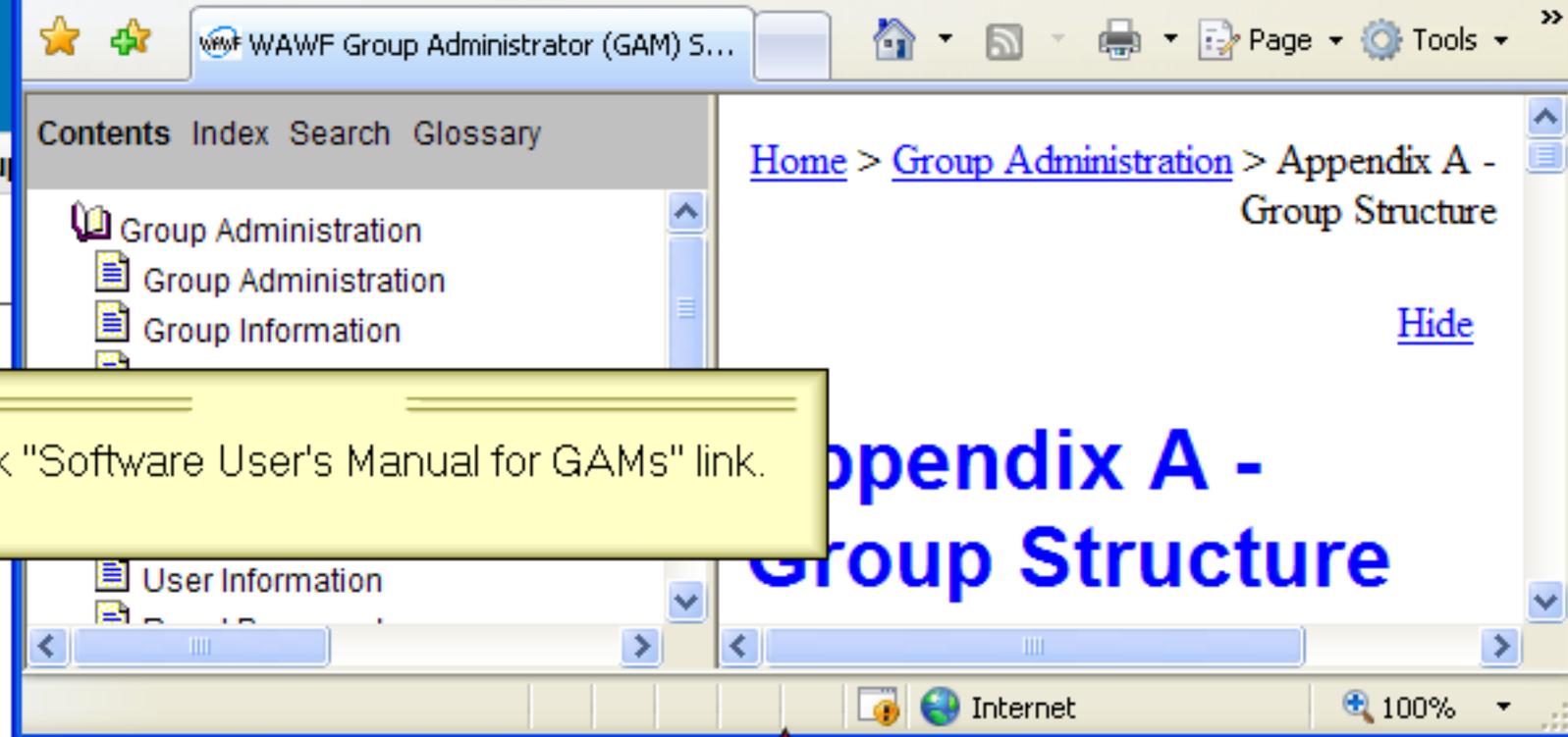
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This is an online "Software User's Manual (SUM) for GAMS" for Group Administrators in the WAWF system.

## Appendix A - Group Structure

### Rules

Group administrators do not create or maintain the group structure, however, the rules for group structure do apply to the group administration functions. The following rules refer to the diagram below.

1. The group tree structure will extend only 5 levels below the TOP level.
2. Level 1 will be the organizational layer (for example, Navy, Army, Air Force, DFAS, DCMA, and DLA).
3. One or more location codes will be associated with a group before any users have been added to that group.
4. A group cannot exist without at least one location code.
5. A location code cannot be a member of more than one group.
6. If a location code is moved out of a group, the users will still be associated with the location code. They will, however, become inactive. The administrator of the new group will then make the choice of whether or not to activate the user as an administrator of the new group.
7. An extension is a way of further subdividing a location code within a group. Subgroups are not created to house extensions. The extension must reside in the same group as the parent location code.
8. Group administrators are administrators of a group, not of a specific location code. Therefore, if a group has more than one location

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Cost Voucher			January 2011	User Defined Format (UDF) Vendor FTP
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FTP Workflow Notification			January 2011	
Government Furnished Property			January 2011	User Defined Format (UDF) Vendor FTP
Invoice Misc. Pay			January 2011	User Defined Format (UDF) Vendor FTP
Invoice & Invoice 2n1			January 2011	To Include Fast Pay & Construction User Defined Format (UDF) Vendor FTP
Navy Shipbuilding Invoice			January 2011	User Defined Format (UDF) Vendor FTP
Performance Based Payments & Commercial Item Financing			January 2011	User Defined Format (UDF) Vendor FTP
Progress Payments			January 2011	User Defined Format (UDF) Vendor FTP
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Receiving Report			January 2011	User Defined Format (UDF) Vendor FTP
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Reparables Receiving Report			January 2011	User Defined Format (UDF) Vendor FTP
Secure FTP Guide			January 2011	
Telecom Invoice			January 2011	

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## Documentation - FTP Guide

### Document Title

COMBO Invoice & RR

Cost Voucher

FTP Import Notification

FTP Workflow Notification

Government Furnished Property

Invoice Misc. Pay

Invoice & Invoice 2n1

Navy Shipbuilding Invoice

Performance Based Payments &

Progress Payments

Receiving Report for Pack Update

Receiving Report

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Reparables Receiving Report

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Telecom Invoice

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**Wide Area Workflow (WAWF)  
Interface Design Document (IDD)**

**Appendix K**

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Invoice & Invoice 2n1			January 2011	To Include Fast Pay & Construction User Defined Format (UDF) Vendor FTP
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Government					
Invoice Misc. Pay			January 2011	User Defined Format (UDF) Vendor FTP	
Invoice & Invoice 2n1			January 2011	To Include Fast Pay & Construction User Defined Format (UDF) Vendor FTP	
Navy Shipbuilding Invoice			January 2011	User Defined Format (UDF) Vendor FTP	
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EDI V			January 2011	810C, 810CV, 810P, 856, 857, & Interchange Envelope Info
810C			January 2011	Commercial Invoices to include Fast Pay & Construction
810C MiscPay WAWF 4010 EDI Detail			January 2011	Misc. Pay
810C NSI WAWF 4010 EDI Detail			January 2011	Navy Shipbuilding Invoice
810CV WAWF 4010 EDI Detail			January 2011	Cost Vouchers
810V Grants WAWF 4010 EDI Detail			January 2011	Grant & Cooperative Agreement Vouchers
810P WAWF 4010 EDI Detail			January 2011	Progress Pay
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856 Pack Update WAWF 4010 EDI Detail			January 2011	Receiving Report for Pack Update
856 GFP WAWF 4010 EDI Detail			January 2011	Government Furnished Property
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864 EDI Workflow Notification			January 2011	

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User Administration Console

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EDI WAWF Guide

810C WAWF 4010 EDI Detail

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810C NSI WAWF 4010 EDI Detail

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1. Click "Attachments in EDI" link.

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Documentation for sending attachments in EDI displayed.

## Documentation - Attachments in EDI

The community has requested the capability to submit attachments via EDI. Currently, Vendors who submit EDI transactions to WAWF have to use the Web to attach the documents. This creates more work for the vendor. In addition, transactions that are not source inspected and Accepted may result in duplicate transactions to the payment system. When a payment system does not automatically check for duplicates, this would be a manual task for the Government.

WAWF version 4.2.0 will now provide Vendors the capability to manually FTP over attachments electronically. These attachments can then be referenced and attached to inbound EDI transactions. Please contact the Help Desk for assistance in setting up a directory on the FTP server to submit attachments using this method. Once set up with a directory, Vendors will need to FTP over their file as a separate action from submitting the EDI file. The attachment needs to be present on the server at the time the inbound EDI file is processed by WAWF.

WAWF version 4.0 will now provide the Vendors the capability to submit attachments electronically via EDI without requiring manual intervention. The attachments will need to be converted to Binary Data Format which is explained in the 841 Related BIN Segment Instructions and will then be placed within an EDI 841 Transaction Set, which identifies that the document contains an attachment.

The EDI 841 Transaction will be submitted in conjunction with the initiating transaction set that is associated to the attachment, i.e. EDI 810, 857 or 856. Upon import into the WAWF application, the attachment will be viewable. (Reference the 841 Related BIN Segment Instruction Document and/or the 841 WAWF 4010 EDI Detail Document)

Document Title	doc	pdf	Last Updated	Notes
841 Related BIN Se			January 2011	Binary conversion Instruction Guide

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The link provided below will provide vendors with the executable Base64 program which will convert the file to be attached to the EDI Transaction.

[Base64 Utility](#)

User Administration Console

## Documentation - Attachments

The community has requested the... for the vendor. In addition, transac... duplicates, this would be a manua...

WAWF version 4.2.0 will now provi... contact the Help Desk for assistan... action from submitting the EDI file.

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The attachments will need to be converted to Binary Data... es that the document contains an attachment.

...or 856. Upon import into the WAWF application, the...

...ersion Instruction Guide

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**Wide Area Workflow (WAWF)  
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**Appendix AAA  
Binary Data Attachments  
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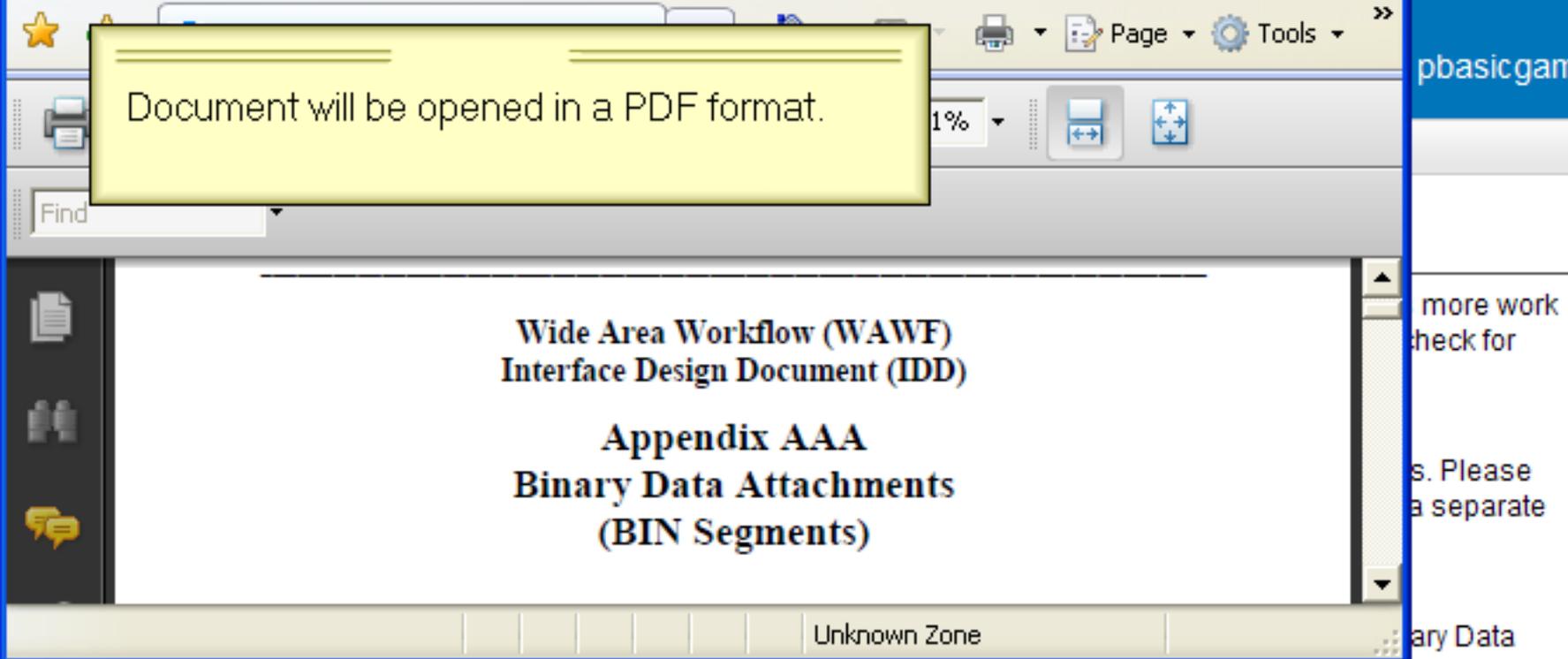
**WAWF EDI Instructions**

## Documentation - Attachments in EDI

The community has requested the capability to submit attachments via EDI. Current for the vendor. In addition, transactions that are not source inspected and Accepted duplicated, this would be a manual task for the Government.

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WAWF version 4.0 will now provide the Vendors the capability to submit attachments in PDF Format which is explained in the 841 Related BIN Segment Instructions and will then be placed within an EDI 841 Transaction Set, which identifies that the document contains an attachment.



The EDI 841 Transaction will be submitted in conjunction with the initiating transaction set that is associated to the attachment, i.e. EDI 810, 857 or 856. Upon import into the WAWF application, the attachment will be viewable. (Reference the 841 Related BIN Segment Instruction Document and/or the 841 WAWF 4010 EDI Detail Document)

Document Title	doc	pdf	Last Updated	Notes
841 Related BIN Segment Instructions			January 2011	Binary conversion Instruction Guide

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[Base64 Utility](#)

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Construction Certificate			21 July 2003	
DCMA Certificate of Conformance			21 July 2003	
Performance Based Payment Certificate			21 July 2003	
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## Construction Certification

### Notice to Contractors

Along with each request for progress payments, the Contractor shall furnish the following certification, (on company letterhead), signed and dated with appropriate contract number or payment shall not be made:

"I hereby certify, to the best of my knowledge and believe, that:

- (1) The amounts requested are only for performance in accordance with The specification, terms, and conditions of the contract;
- (2) Payments to subcontractors and suppliers have been made from previous payments received under the contract, and timely payments will be made from the proceeds of the payment covered by this certification, in accordance with the subcontract agreements and the requirements of Chapter 39 of Title 31, United States Code; and
- (3) This request for progress payments does not include any amounts, which the prime contractor intends to withhold or retain from a subcontractor or supplier in accordance with the terms and conditions of the subcontract. FAR Clause 52.232-5 (Payments Under Fixed Price Construction, May 1997).
- (4) This certification is not to be construed as final acceptance of subcontractor's performance."

\_\_\_\_\_  
(Name)(Title)

\_\_\_\_\_  
(Date)

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(Contract Number)

## Documentation - Supporting Documents

Document Title	doc	pdf	Last Updated	Notes
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DCMA Certificate of Conformance			Construction Certificate (Adobe PDF Format)	
Performance Based Payment Certificate			21 July 2003	
Progress Payment Certification & Instructions			21 July 2003	

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Document Title

Construction Certificate

After viewing the the supporting documentation, click the "Documentation" dropdown to view other WAWF documentation.

Document will be opened in a PDF format.

### Construction Certification

#### Notice to Contractors

Along with each request for progress payments, the Contractor shall furnish the following certification, (on company letterhead), signed and dated with appropriate contract number or payment shall not be made:

Notes

## Documentation

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[Software User's Manual](#)

[Software User's Manual for Special Users](#)

[Software User's Manual for GAMs](#)

[FTP Guides](#)

[EDI Guides](#)

[Attachments in EDI](#)

[Supporting Documentation](#)

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