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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
- Pure Edge Folder

Approval Folder

Welcome to Wide Area Workflow!

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

WARNING!

- If using a word processor program (e.g., 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, the data must 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 the WAWF application.
- Please DO NOT use the browser's 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 is an overview of the changes made for ECP0662 in the Cost Voucher Approver's Approval Folder for "Quick Sign", and in the new "Block Signing Approval Folder" for "Block Signing" the documents.

Help

In the "Approval Folder Search Criteria" page, enter in the search criteria information and click the "Submit" button.

Search Criteria **Approval Folder**

DoDAAC * <input type="text" value="HAA150"/>	
Contract Number <input type="text"/>	Delivery Order <input type="text"/>
Vendor (Payee) / Vendor (Payee) Extension <input type="text"/> <input type="text"/>	Ship From / Ship From Extension <input type="text"/> <input type="text"/>
Shipment No. <input type="text"/>	Invoice Number <input type="text"/>
Type Document <input type="text" value="All Documents"/>	Status <input type="text" value="All Documents"/>
Create / Update Date (YYYY/MM/DD) <input type="text" value="2011/04/19"/>	Create / Update Date End (YYYY/MM/DD) <input type="text" value="2011/05/19"/>
Acceptance Date (YYYY/MM/DD) <input type="text"/>	Acceptance Date End (YYYY/MM/DD) <input type="text"/>

Approval Folder for 'HAA150' (7 items, sorted by Invoice Received Date)

Item	Type	Contractor Name	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number	Delivery Order	Voucher Number	Su
1	CV-Interim	HONEYWELL INTERNATIONAL INC	02LU7	176019107			JAGGER050211Z	1054	ROCC001	201
2	CV-Interim	HONEYWELL INTERNATIONAL INC	02LU7	176019107			JAGGER050211Z	1103	ROCC001	201
3	CV-Interim	ROCKWELL COLLINS, INC.	13499	060605883			JHFCONTRACT19		VCH0001	201
4	CV-Interim	NORTHROP GRUMMAN SYSTEMS CORPORATION	26512	077652761			ECP6610000000	0003	0002	201
5	CV-Interim	L-3 COMMUNICATIONS CORPORATION	06141	152898508			S0512A78A1111	NISH	INTE531	201
6	CV-Interim	ROCKWELL COLLINS, INC.	13499	060605883			JHFCONTRACT19		VCH0002	201
7	CV-Interim	NORTHROP GRUMMAN SYSTEMS CORPORATION	26512	077652761			HQ033811F0520	CORA	BVN0155	201

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

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Cost Voucher Approver - Cost Voucher (Interim)

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

Payee	26512
Admin	S0512A
DCAA Auditor	HAA150
Pay Official	HQ0338
Service Approver	N64100
Issue By	HC1013

On the "Header" tab in the signature block, a new button has been added for quick signing: "Approve / Date / Sign / Submit".

If the Approver clicks on this button, the "Approved for Provisional Payment" checkbox is checked, and the document is signed. The user will not have to enter in a password.

* = Required Fields

ACTION BY: HAA150 / CORA *

Approved for Provisional Payment

Cost Suspension or Disallowance

Disallowed \$

Net Amount Approved \$

Reject to Initiator

Signature Date



Signature Of Authorized Government Representative

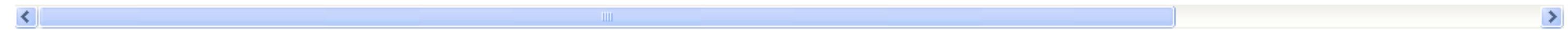
Logon Date : 2011/05/19 14:44:57 EDT Last Accessed Date : 2011/05/19 14:46:04 EDT

Approval Folder for 'HAA150' (6 items, sorted by Invoice Received Date)

Voucher No. BVN0155 : The Cost Voucher (Interim) was successfully approved. It has been processed via EDI.

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	Su
1	CV-Interim	HONEYWELL INTERNATIONAL INC	02LU7	176019107			JAGGER050211Z	1054	ROCC001	201
2	CV-Interim	HONEYWELL INTERNATIONAL INC	02LU7	176019107			JAGGER050211Z	1103	ROCC001	201
3	CV-Interim	ROCKWELL COLLINS, INC.	13499	060605883			JHFCONTRACT19		VCH0001	201
4	CV-Interim	NORTHROP GRUMMAN SYSTEMS CORPORATION	26512	077652761			ECP6610000000	0003	0002	201
5	CV-Interim	L-3 COMMUNICATIONS CORPORATION	06141	152898508			S0512A78A1111	NISH	INTE531	201
6	CV-Interim	ROCKWELL COLLINS, INC.	13499	060605883			JHFCONTRACT19		VCH0002	201



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Approver
Cost Voucher Approver

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

by Invoice Received Date)

Voucher No. **BVN0155** : The C... is successfully approved.
It has been processed via EDI

Item	Type		Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number	Delivery Order	Voucher Number	Su
1	CV-Interim	H	NAL INC	02LU7	176019107		JAGGER050211Z	1054	ROCC001	201
2	CV-Interim	H	NAL INC	02LU7	176019107		JAGGER050211Z	1103	ROCC001	201
3	CV-Interim		ROCKWELL COLLINS, INC.	13499	060605883		JHFCONTRACT19		VCH0001	201
4	CV-Interim		NORTHROP GRUMMAN SYSTEMS CORPORATION	26512	077652761		ECP6610000000	0003	0002	201
5	CV-Interim		L-3 COMMUNICATIONS CORPORATION	06141	152898508		S0512A78A1111	NISH	INTE531	201
6	CV-Interim		ROCKWELL COLLINS, INC.	13499	060605883		JHFCONTRACT19		VCH0002	201

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

[-] Shipment [-] Invoice

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

Search Criteria - Approval History Folder By DoDAAC

DoDAAC *	Search For
<input type="text" value="HAA150"/>	<input type="text" value="Active Documents"/>
Contract Number	Delivery Order
<input type="text"/>	<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="BVN0155"/>	<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="2011/04/19"/>	<input type="text" value="2011/05/19"/>
Acceptance Date (YYYY/MM/DD)	Acceptance Date End (YYYY/MM/DD)
<input type="text"/>	<input type="text"/>

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Approval History from Active Folder for 'HAA150' (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	26512	077652761			HQ033811F0520	CORA	BVN0155	2011-05-19	D2011-05-19	Processed			\$10,511.25

Document is displayed with a "Processed" status.

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

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Now go back to the "Approval Folder".

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

DoDAAC * <input type="text" value="HAA150"/>	Search For <input type="text" value="Active Documents"/>
Contract Number <input type="text"/>	Delivery Order <input type="text"/>
Vendor (Payee) / Vendor (Payee) extension <input type="text"/> <input type="text"/>	Ship From / Ship From Extension <input type="text"/> <input type="text"/>
Shipment No. <input type="text"/>	Invoice Number <input type="text"/>
Type Document <input type="text" value="All Documents"/>	Status <input type="text" value="All Documents"/>
Create / Update Date (YYYY/MM/DD) <input type="text" value="2011/04/19"/> <input type="text"/>	Create / Update Date End (YYYY/MM/DD) <input type="text" value="2011/05/19"/> <input type="text"/>
Acceptance Date (YYYY/MM/DD) <input type="text"/>	Acceptance Date End (YYYY/MM/DD) <input type="text"/>

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Cost Voucher Approver - Cost Voucher (Interim)

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

Issue By	FU4417	FU4417 1 SOCS SOCS ATTN BECO
Admin	FU4417	FU4417 1 SOCS SOCS ATTN BECO
DCAA Auditor	HAA150	DEFENSE CONTRACT AUDIT AGENCY
Service Approver	N00025	NAVAL FACILITIES ENGINEERING COMD
LPO	FU4417	FU4417 1 SOCS SOCS ATTN BECO

* = Required Fields

ACTION BY: HAA150 *

Approved for Provisional Payment

Cost Suspension or Disallowance

Suspended \$

Disallowed \$

Net Amount Approved \$

Reject to Initiator

Select another document from the results page.

Signature Date



Signature

Approve / Date / Sign / Submit

Signature Of Authorized Government Representative

Submit

Save Draft Document

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Cost Voucher Approver - Cost Voucher (Interim)

Header	Line Item	ACRNs	Addresses	Misc. Info	Preview Document
Issue By		FU4417			FU4417 1 SOCS SOCS ATTN BECO
Admin		FU4417			FU4417 1 SOCS SOCS ATTN BECO
DCAA Auditor		HAA150			DEFENSE CONTRACT AUDIT AGENCY
Service Approver		N00025			NAVAL FACILITIES ENGINEERING COMD
LPO		FU4417			FU4417 1 SOCS SOCS ATTN BECO

* = Required Fields

ACTION BY: HAA150 *

Approved for Provisional Payment

Cost Suspension or Disallowance

Signature Date

Signature

2011/05/19

Signature Of Authorized Government Representative

Suspended \$

Disallowed \$

Net Amount Approved \$

Reject to Initiator

If "Cost Suspension or Disallowance" is checked, the new button is removed from the page.

Submit

Save Draft Document

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Logon Date : 2011/05/19 14:44:57 EDT Last Accessed Date : 2011/05/19 14:49:00 EDT

Search Cost Voucher Approver

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

Now select the new "Block Signing Approval Folder".

DoDAAC *
HAA150

Contract Number

Delivery Order

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)
2011/04/19

Create / Update Date End (YYYY/MM/DD)
2011/05/19

Acceptance Date (YYYY/MM/DD)

Acceptance Date End (YYYY/MM/DD)

Search Criteria - Block Signing Approval Folder

WARNING: DoDAAC: HAA150 has saved documents that will be purged in 1 day.

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

DoDAAC * <input type="text" value="HAA150"/>	
Contract Number <input type="text"/>	Delivery Order <input type="text"/>
Vendor (Payee) / Vendor (Payee) Extension <input type="text"/> <input type="text"/>	Ship From / Ship From Extension <input type="text"/> <input type="text"/>
Shipment No. <input type="text"/>	Invoice Number <input type="text"/>
Type Document <input type="text" value="All Documents"/>	Status <input type="text" value="All Documents"/>
Create / Update Date (YYYY/MM/DD) <input type="text" value="2011/04/19"/>	Create / Update Date End (YYYY/MM/DD) <input type="text" value="2011/05/19"/>

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Block Signing Approval Folder for 'HAA150' (6 items, sorted by Invoice Received Date)

Item	Block Sign ?	Type	Contractor Name	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number	Delivery Order	Voucher
1	<input type="checkbox"/>	CV-Interim	HONEYWELL INTERNATIONAL INC	02LU7	176019107			JAGGER050211Z	1054	ROI
2	<input type="checkbox"/>	CV-Interim	HONEYWELL INTERNATIONAL INC	02LU7	176019107			JAGGER050211Z	1103	ROI
3	<input type="checkbox"/>	CV-Interim	ROCKWELL COLLINS, INC.	13499	060605883			JHFCONTRACT19		VC
4	<input type="checkbox"/>	CV-Interim	NORTHROP GRUMMAN SYSTEMS CORPORATION	26512	077652761			ECP6610000000	0003	0
5	<input type="checkbox"/>	CV-Interim	L-3 COMMUNICATIONS CORPORATION	06141	152898508			S0512A78A1111	NISH	INT
6	<input type="checkbox"/>	CV-Interim	ROCKWELL COLLINS, INC.	13499	060605883			JHFCONTRACT19		VC

Select the Cost Voucher - Interim documents you wish to Block Sign by checking the checkbox in the "Block Sign?" column, when you have selected all the documents you wish to block sign, click the "Block Approval" button.

You may loop through multiple pages of documents selecting the documents to block sign, the last step is to click the "Block Approval" button.

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[Block Approval](#)

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Block Signing Approval Folder for 'HAA150' (6 items, sorted by Invoice Received Date)

Item	Block Sign ?	Type	Contractor Name	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number	Delivery Order	Voucher
1	<input checked="" type="checkbox"/>	CV-Interim	HONEYWELL INTERNATIONAL INC	02LU7	176019107			JAGGER050211Z	1054	ROI
2	<input checked="" type="checkbox"/>	CV-Interim	HONEYWELL INTERNATIONAL INC	02LU7	176019107			JAGGER050211Z	1103	ROI
3	<input checked="" type="checkbox"/>	CV-Interim	ROCKWELL COLLINS, INC.	13499	060605883			JHFCONTRACT19		VC
4	<input checked="" type="checkbox"/>	CV-Interim	NORTHROP GRUMMAN SYSTEMS CORPORATION	26512	077652764			ECP6610000000	0003	0
5	<input type="checkbox"/>	CV-Interim	L-3 COMMUNICATIONS C					S0512A78A1111	NISH	INT
6	<input type="checkbox"/>	CV-Interim	ROCKWELL COLL					JHFCONTRACT19		VC

Processing request, please wait ...

When you click the "Block Approval" button, a "Processing request, please wait ..." will be displayed while the records process.

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Block Signing Approval Folder for 'HAA150' (6 items, sorted by Invoice Received Date)

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.

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Cost Voucher Approver - Cost Voucher (Interim)

Expand All Collapse All

Approver

Name:	Date of Action:	Phone #:	DSN:
John App	2011/03/01 1302 EST	333-333-3333	122-222-2222
Email:		Title:	Action(s):
rdietz@caci.com		Approver	[Block Approved]
Org Email:			

Attachments:

Comments:
This document was Block Approved by Cost Voucher Approver.

The comment and actions will show the "Block Approval".

[-] Workflow Information

ACTION BY: HAA150

Approved for Provisional Payment

Previous Help

Cost Voucher Approver - Cost Voucher (Interim)

Expand All Collapse All

Attachments:

Comments:

This document was block accepted by Cost Voucher Approver John Doe.

[-] Workflow Information

ACTION BY: HAA150

Approved for Provisional Payment

Cost Suspension or Disallowance

Suspended

Disallowed

Net Amount Approved

Reject to Initiator

Signature Date
2011/03/01

John App

Signature Of Authorized Government Representative

In the Block 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.

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Block Signing Approval Folder for 'HAA150' (6 items, sorted by Invoice Received Date)

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.



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

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