

Login to WAWF

User ID *

[Forgot your User ID?](#)

Password *

[Forgot your Password?](#)

Login

* Asterisk indicates required entry.

Certificate Login to WAWF

Certificate Login

New User?

[Registration](#)

[Vendors - Getting Started Help](#)

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System Messages

This is an overview of the changes made to the WAWF application for ECP0708, Auditor Visibility.

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

The application has been modified to provide auditors limited access to WAWF and the capability for PMO to activate and deactivate the auditor's role. The new "Functional Auditor" role will provide the auditor the capability to view documents.

It will also allow MRS reporting access for auditors to review specific contracts and the capability to pull XML versions of all transactions for a specific contract.

Help

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System Messages

Select the Registration link in the New User? section to register as a Functional Auditor.

Registration

[User Authentication Type](#) >> [Data Capture](#) >> [Registration Success](#)

* Asterisk indicates required entry.

Note: A security clearance is NOT required to access Wide Area Workflow.

How will you be accessing WAWF? *

- User ID \ Password
- Common Access Card
- Software Certificate

What Roles will you be registering for? *

- Vendor
- Government



The Registration page is displayed. The user selects how they will be accessing WAWF and then selects the Government role radio button.

Click the Next button to continue.

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

Registration

[User Authentication Type](#) >> [Data Capture](#) >> [Registration Success](#)

* Asterisk indicates required entry.

User Profile * [\(Edit\)](#)

First Name	Last Name	Organization	Title	Email Address	Commercial Telephone	DSN Telephone	Rank/Grade
------------	-----------	--------------	-------	---------------	----------------------	---------------	------------

User Authentication * [\(Edit\)](#)

User ID

User Security Questions * [\(Edit\)](#)

Security Question

Government User Roles * [\(Add\)](#)

Administrative User Roles * [\(Add\)](#)



After completing the User Profile, User Authentication and User Security Questions sections, click the Add link next to Administrative User Roles.

By clicking the "Register" button below, you agree to the [Information System User Agreement](#).

Register

Previous

Help

Registration - Add Administrative Role

* Asterisk indicates required entry.

Role *

- Auditor
- Functional Auditor**
- Group Administrator
- Help Administrator
- System Administrator
- WAWF PMO

The Registration - Add Administrative Role page is displayed. Select the Functional Auditor role from the dropdown and click the Save button.

Misc. Administration

Administration Console for Program Managers

User	Administer users by updating MRS Access.
Document	Administer documents by viewing document data and approving or denying requests for document deletion
Feedback	Administer feedback by editing and viewing user feedback data
Table	Administer database tables by adding, editing, deleting and viewing table data
History	View changes to database tables
Standard	Administer standard extracts by registering extracts, activating extracts, registering pay offices and viewing pay office data
Reports	Activate GAM MRS Report Requests
Misc.	Edit system properties and add/edit system messages
Exit	Close the administration console window

The PMO accesses the Administration Console and selects the Misc. link.

Select an option from the console administration menu at the top of the page to begin

Misc. Administration

- [System Properties](#)
- [System Messages](#)
- [Manage FAQs](#)
- [Manage Functional Auditors](#)



The PMO will have the ability to manage the new Functional Auditor role. Select the Manage Functional Auditors link from the Misc. Administration list.

Manage Functional Auditors

Search For

Current Roles

User Id

equal to

First Name

equal to

Last Name

equal to

Active Status

The PMO can enter search criteria to filter the list of users.

Please enter search criteria and press filter.

[Filter](#) [Reset](#)

Item	User Id	First Name	Last Name ▲	Role	Group Name	Registered	Active	Comment	Attach	Actions
------	---------	------------	-------------	------	------------	------------	--------	---------	--------	---------

Comments:
[all to Archive](#)

[Change all Status](#) [Send](#)

No items found.

[Return](#)

Manage Functional Auditors - Edit

User Id cora_auditor Name Cora Auditor Role Functional Auditor Group TOP

Contract Number

Delivery Order

Location Code

Extension

Type

The Manage Functional Auditors - Edit page is displayed. Enter data and click the Add link to save. The record will then be added to the table below and can be removed by clicking the Delete link on the appropriate row.

Enter new record data then click 'Add' to add the new data, or 'Return' to cancel and return to the previous screen.

[Add](#) [Return](#) [Reset](#)

Item	CN Operator	Contract Number	DO Operator	Delivery Order	Location Operator	Location Code	Extension	Type	User Id	Date/Time Stamp	Actions
1					equal to	S0512A		Admin	cora_PMO	2012-03-30 16:52:22	Delete
2	starts with	F03000			equal to	W25G1U		Acceptor	cora_PMO	2012-03-30 15:43:42	Delete
3			equal to	CORA	equal to	493B3		Vendor	cora_PMO	2012-03-27 09:40:29	Delete

Search criteria returns the following results: [79942](#) Active Documents, [59246](#) Archived Documents, 0 Active Property Documents, 0 Archived Property Documents

The PMO will be able to see which documents are available to the Functional Auditor based on the records in the table.

Functional Auditor (access key F)

Welcome to Wide Area Workflow!

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

WARNING!

When the user logs in as a Functional Auditor, they will only be permitted to view documents.

Click the Functional Auditor link.

Microsoft WordPerfect, Microsoft WordPad, Microsoft Write, etc.) to create FTP files, EDI files, or to cut-and-paste text field data into the application. Text copied out of the word processor program and pasted into Microsoft Notepad, or another ASCII text editor and saved in the text file format will be converted to text-only format and removes control characters that contain formatting information.

Save files in the WAWF application.

Do not use the mouse to click within the WAWF application when completing electronic forms.

Refresh the page to return to the server.

Click the back button 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.

Functional Auditor

- [View Receipt and Acceptance Documents](#)
- [View Government Furnished Property Documents](#)



The Functional Auditor menu is displayed and the user clicks the View Receipt and Acceptance Documents link.

View Receipt and Acceptance Documents

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.

Search For	Active Documents	▼					
Systems	WAWF	▼					
Contract Number	equal to	▼	<input type="text"/>				
Delivery Order	equal to	▼	<input type="text"/>				
Gaining Contract Number	equal to	▼	<input type="text"/>				
Gaining Delivery Order	equal to	▼	<input type="text"/>				
Shipment Number	equal to	▼	<input type="text"/>				
Invoice Number	equal to	▼	<input type="text"/>				
Location Code	<input type="text"/>	Extension	<input type="text"/>	Type	<input type="text"/>	▼	
Location Code	<input type="text"/>	Extension	<input type="text"/>	Type	<input type="text"/>	▼	
Location Code	<input type="text"/>	Extension	<input type="text"/>	Type	<input type="text"/>	▼	
Type Document	<input type="text"/>						▼
Status	<input type="text"/>						▼
SSN	<input type="text"/>	Confirm SSN	<input type="text"/>				
EIN/Tax Id	<input type="text"/>						

Enter in search criteria to search for a particular document.

Systems

Contract Number

Delivery Order

Gaining Contract Number

Gaining Delivery Order

Shipment Number

Invoice Number

Location Code Extension Type

Location Code Extension Type

Location Code Extension Type

Type Document

Status

SSN Confirm SSN

EIN/Tax Id

Create Date - thru -

Acceptance Date - thru -

Invoice Received Date - thru -

Estimated Delivery Date - thru -

Search for document information. Enter search data then click 'Submit'.

[Submit](#) [Return](#) [Reset](#)

Click the Submit button at the bottom of the page.

View Receipt and Acceptance Documents - Selection

Item	System Name	Contract Number ▲	Delivery Order	Gaining Contract	Gaining Delivery	Shipment Number	Invoice Number	Document Type	Status	Actions
1	WAWF	<u>0</u>	JUL25NONPV520				490	NPI Voucher	Submitted	View
2	WAWF	<u>01APPRZZRYCE3</u>	BUILDVERIFICATION			PPRA052		PP Pre-Pay	Submitted	View
3	WAWF	<u>01JAGG03GER11</u>	1545			ROCC001		Corrected Receiving Report	Correction Required	View
4	WAWF	<u>01N45924FTP01</u>	Q2M2	GCN0000000001	Q2M2	SHP0490	INV0490	Reparables Receiving Report	Submitted	View
5	WAWF	<u>01N50120FTP01</u>	Q2M2	GCN0000000001	Q2M2	SHP0490	INV0490	Reparables Receiving Report	Submitted	View
6	WAWF	<u>01SL4701FTP01</u>	Q2M2	GCN0000000001	Q2M2	SHP0490	INV0490	Reparables Receiving Report	Submitted	View
7	WAWF	<u>1</u>				SHP2517		Receiving Report	Submitted	View
8	WAWF	<u>1</u>	JUL25NPVFI520				371	NPI Voucher	Submitted	View
9	WAWF	<u>1</u>	JUL25NPVFI520				451	NPI Voucher	Submitted	View
10	WAWF	<u>1</u>	JUL25NONPV520				381	NPI Voucher	Submitted	View

10

Resize

79943 items found, displaying 1 - 10.

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[Prev](#)
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[02](#)
[03](#)
[04](#)
[05](#)
[06](#)
[07](#)
[08](#)
[09](#)
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The View receipt and Acceptance Documents - Selection page is displayed with only those documents that match criteria specified by the PMO.

Wide Area Workflow

Close Window

View Receipt and Acceptance Documents - Selection

Item	System Name	Contract Number ▲	Delivery Order	Gaining Contract	Gaining Delivery	Shipment Number	Invoice Number	Document Type	Status	Actions
1	WAWF	<u>0</u>	JUL25NONPV520							View
2	WAWF	<u>01APPRZZRYCE3</u>	BUILDVERIFICATION						Submitted	View
3	WAWF	<u>01JAGG03GER11</u>	1545					Report	Correction Required	View
4	WAWF	<u>01N45924FTP01</u>	Q2M2	GCN0000000001	Q2M2	SHP0490	INV0490	Reparables Receiving Report	Submitted	View
5	WAWF	<u>01N50120FTP01</u>	Q2M2	GCN0000000001	Q2M2	SHP0490	INV0490	Reparables Receiving Report	Submitted	View
6	WAWF	<u>01SL4701FTP01</u>	Q2M2	GCN0000000001	Q2M2	SHP0490	INV0490	Reparables Receiving Report	Submitted	View
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10 Resize

The user may click the View link to view the specified document.



79943 items found, displaying 1 - 10.

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[Return](#)

- Non Procurement Instruments (NPI) Voucher

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

The selected document is displayed.

[-] Document Information

Contract Number Type	Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date
Non-DoD Contract (FAR)	0	JUL25NONPV520	REGRESSION01PM2836	2002/02/02
Voucher Number	Voucher Date	Final Voucher	Invoice Received Date	
490	2011/01/01	N	2011/07/25	
Vendor Invoice Number	Service Start Date	Service End Date		
	2002/02/02	2011/07/25		

Summary of Detail Level Information	Total
3 CLIN/SLIN(s)	JPY 38,279,407.87
3 Miscellaneous Amount(s)	JPY 56.00
Document Total:	JPY 38,279,463.87

[-] Line Item Information

Total:						JPY38,279,463.87
Item No.	Stock Part No.	Type	Qty. Invoiced	Unit	Unit Price (JPY)	Amount (JPY)
5555	NONE	VP	1	18	129.22	129.22

[Close](#) [Help](#)



A "Save as XML" link is displayed when the Functional Auditor views a document.
All sensitive data including UserIDs will be removed from the XML.

- Non Procurement Instruments (NPI) Voucher

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

[-] Document Information

Contract Number Type	Contract Number	Delivery Order	
Non-DoD Contract (FAR)	0	JUL25NONPV520	
Voucher Number	Voucher Date	Final Voucher	Invoice Received Date
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6	WAWF	<u>01SL4701FTP01</u>	Q2M2	GCN0000000001	Q2M2	SHP0490	INV0490	Reparables Receiving Report	Submitted	View
7	WAWF	<u>1</u>				SHP2517		Receiving Report	Submitted	View
8	WAWF	<u>1</u>	JUL25NPVFI520				371	NPI Voucher	Submitted	View
9	WAWF	<u>1</u>	JUL25NPVFI520				451	NPI Voucher	Submitted	View
10	WAWF	<u>1</u>	JUL25NONPV520				381	NPI Voucher	Submitted	View

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[Return](#)

This is a link

Click the Return link to go back to the Functional Auditor menu.

Functional Auditor

- [View Receipt and Acceptance Documents](#)
- [View Government Furnished Property Documents](#) 

Select the View Government Furnished Property Documents link to repeat the process.

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 concludes the overview of the changes made to the WAWF application for ECP0708, Auditor Visibility.