

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 Grant Approver's "History Folder by DoDAAC" and "History Folder by User" folders.

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

[Help](#)

User	Administration Console	Government	Property Transfer	Documentation	Lookup	Logout
----------------------	--	-------------------	-----------------------------------	-------------------------------	------------------------	------------------------

Welcome to Wide Area Workflow!

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

WARNING!

(WordPerfect, Microsoft WordPad, Microsoft Write, etc.) to create FTP files, EDI files, or to cut-and-paste text field data into the application when completing electronic forms.

to work with the various information categories, e.g., Document Header, Addresses, Comments, Line

Acceptor	
Admin By	
Cost Voucher Approver	
Cost Voucher Reviewer	
Field Inspector	
Grant Approver	Approval Folder
Inspector	History Folder by DoDAAC
Local Processing Office	History Folder by User
Local Processing Office Reviewer	Approval Hold Folder
Ship To	Recall - Action Required Folder
Pay Official	View Only Folder

- If using a word processor program (e.g., 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 text must be saved in the text-to-text-only format and removes control characters that contain formatting information.
- Please DO NOT use the browser's Back button to return to the previous page within the WAWF application.
- The use of the browser's Back button will cause the application to work with the various information categories, e.g., Document Header, Addresses, Comments, Line
- Use of this button will cause the application to work with the various information categories, e.g., Document Header, Addresses, Comments, Line
- Where they exist, use the Print button to print the document.
- In data capture and when reviewing documents, etc.

The Grant Approver selects the Government menu option.

Then selects the Grant Approver and History Folder by DoDAAC sub menu options.

Search Criteria - Approval History Folder By DoDAAC

DoDAAC *	Search For
<input type="text" value="Select Location Code"/>	<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.	Voucher Number
<input type="text"/>	<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="2012/06/10"/>	<input type="text" value="2012/07/10"/>
Acceptance Date (YYYY/MM/DD)	Acceptance Date End (YYYY/MM/DD)
<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"/>
Estimated Delivery Date (YYYY/MM/DD)	Estimated Delivery Date End (YYYY/MM/DD)
<input type="text"/>	<input type="text"/>

The Search Criteria screen is displayed. The Search Criteria screen allows the Grant Approver to retrieve only documents that meet certain criteria. For example, if the Grant Approver enters a CAGE Code in the "Payee" field, only vouchers for that Payee (Vendor) will be retrieved. If the Grant Approver enters nothing in these fields, all NPI Voucher documents will be retrieved.

The Search results will call up documents that have been updated in the last 30 days unless the Grant Approver enters a specific date range into the date criterion. This permits offices with a large quantity of documents to more readily access their folders.

Search Criteria - Approval History Folder By DoDAAC

DoDAAC *



The only required field is the DoDAAC field. The Grant Approver must select a Location Code to retrieve any document.

Contract Number

Vendor (Payee) / Vendor (Payee) Extension

Ship From / Ship From Extension

Shipment No.

Voucher Number

Type Document

Status

Enter in as much information on the Search Criteria page as possible to help narrow the search results.
Click the Submit button when finished.

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)

Approval History from Active Folder for 'S0512A' (191 items, sorted by Contract Number Descending)

Item	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number▲	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	P
1	NPI Voucher	13499				000001PM1910	GRANT000000000017						
2	NPI Voucher	493R2				000011AM1736							
3	NPI Voucher	06481				111111111111	1111						
4	NPI Voucher	06481				111111111111	GRMO						
5	NPI Voucher	06481				111111111111	OPNF						
6	NPI Voucher	06481				All1852111111	1111						
7	NPI Voucher	06481				All1852111111	1111						
8	NPI Voucher	06481				BUILD01V501DP	MONF						
9	NPI Voucher	06481				BUILD01V501DP	OPNF						
10	NPI Voucher	06481				BUILD01V501DP	STNF						
11	NPI Voucher	06481				BUILD12V501DP	OPNF						
12	NPI Voucher	06481				BUILD22V501DP	CCNF						
13	NPI Voucher	06481				BUILD22V501DP	MONF						
14	NPI Voucher	06481				BUILD22V501DP	OPNF						
15	NPI Voucher	06481				BUILD34V500DP	CPCF						
16	NPI Voucher	06481				BUILD34V500DP	CPCF						

The "Approval Folder" results page is displayed.

Electronic Document Access

Item	Contract Number	Delivery Order	Issue Date	Issue By	Admin By	Payment Office	CAGE Code	DUNS	ACO Mod	PCO Mod
	0000001PM1910	GRANT000000000017					13499			

No documents available from EDA system.

The "Electronic Document Access" page is displayed with links to the EDA contract documents. If no documents are returned from EDA, a message will be displayed.

Click the Invoice Number link to view the document.

Document Type	Invoice Number	Shipment Number
NPI Voucher	01PM1900013	

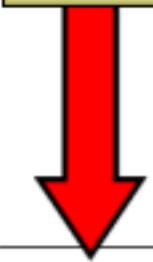
Electronic Document Access

Item	Contract Number	Delivery Order	Issue Date	Issue By	Admin By	Payment Office	CAGE Code	DUNS	ACO Mod	PCO Mod
	0000001PM1910	GRANT0000000000017					13499			

No documents available from EDA system.

Document Type	Invoice Number	Shipment Number
NPI Voucher	01PM1900013	

Click the "Return" button to go back to the results page.

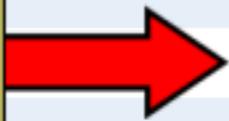


[Return](#) [Help](#)

Approval History from Active Folder for 'S0512A' (191 items, sorted by Contract Number Descending)

Shipped	Accepted	Status	Purge	Recall	Void	Time/Quality	Voucher Number	Submitted	Received	Status	Purge	Recall	Void	Amount
							01PM1900013	2011-01-04	G2011-01-04	Rejected				\$ 26,797.96
							11AM1700038	2011-01-04	G2011-01-04	Rejected				\$ 54.21
							BVNA111	2010-10-01	G2010-10-01	Resubmitted				\$ 12.00
							BVNA432	2011-01-11	G2011-01-11	Hold				\$ 1,221.00
							VIN333	2010-11-11	G2010-12-03	Resubmitted				\$ 4,601.00
							BVNA765	2011-01-05	G2011-01-05	Rejected				\$ 122,810.00
							VN6667	2011-01-05	G2011-01-05	Recall Available		R		\$ 58,663.00
							BVNA222Z	2010-12-10	G2010-12-10	Resubmitted				\$ 17,129.86
							VN8881	2010-12-10	G2010-12-10	Rejected				\$ 4,760,201.00
							VOUCHER1	2010-12-10	G2010-12-10	Resubmitted				\$ 615,882.50
							VN98765	2010-12-10	G2010-12-10	Rejected				\$ 723,436.00
							VN5432	2011-01-28	G2011-01-28	Rejected				\$ 17,785.00
							BVNA123	2011-01-28	G2011-01-28	Rejected				\$ 716.00
							VN1234	2011-01-28	G2011-01-28	Rejected				\$ 6,904.75
							VN3211	2010-10-13	G2010-10-13	Resubmitted				\$ 45,124.00
							VNCC321	2010-10-01	G2010-10-01	Resubmitted				\$ 45,123.00

Click the "Voucher Number" link to view the Non Procurement Instruments (NPI) Voucher.



Grant Approver - Non Procurement Instruments (NPI) Voucher (Final)

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

The WAWF document is displayed in readonly mode.
Scroll to the bottom of the page.

[\[-\] Document Information](#)

Contract Number Type	Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date
	0000001PM1910	GRANT000000000017		2011/01/04
Voucher Number	Voucher Date	Final Voucher	Invoice Received Date	
01PM1900013	2011/01/04	Y	2011/01/04	
Vendor Invoice Number	Service Start Date	Service End Date		
	2002/02/02	2011/08/08		

Summary of Detail Level Information	Total
1 CLIN/SLIN(s)	\$ 26,797.96
0 Miscellaneous Amount(s)	\$ 0.00
Document Total:	\$ 26,797.96

[\[-\] Line Item Information](#)

Item No.	Stock Part No.	Type	Qty. Invoiced	Unit	Unit Price (\$)	Amount (\$)
1002	NONE	VP	14	96	1,914.14	26,797.96
Total:						\$26,797.96

[Previous](#) [Help](#)

Grant Approver - Non Procurement Instruments (NPI) Voucher (Final)

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

nrice@caci.com	I-NORMA Govt	[Rejected to Initiator]
Org Email:		
Attachments:		
Comments:		
Grant approver reject		

[\[-\] Workflow Information](#)

Contractor Certification

In submitting this request for payment to the Government, I certify to the best of my knowledge and belief that the data in this request are correct and all outlays were made in accordance with the grant conditions or other agreement and that payment is due and has not been previously requested.

Signature Date
2011/01/04

Norma Rice_IMACROS
Signature of Contractor Representative

ACTION BY: S0512A

- Approved and Certify
- Reject to Initiator

Signature Date

Signature Of Authorized Government Representative

[Previous](#) [Help](#)

Click the "Previous" button to return to the results page.

Approval History from Active Folder for 'S0512A' (191 items, sorted by Contract Number Descending)

Item	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number▲	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	P
1	NPI Voucher	13499				0000001PM1910	GRANT000000000017						
2	NPI Voucher	493R2				0000011AM1736							
3	NPI Voucher	06481				1111111111111	1111						
4	NPI Voucher	06481				1111111111111	GRMO						
5	NPI Voucher	06481				1111111111111	OPNF						
6	NPI Voucher	06481				All1852111111	1111						
7	NPI Voucher	06481				All1852111111	1111						
8	NPI Voucher	06481				BUILD01V501DP	MONF						
9	NPI Voucher	06481				BUILD01V501DP	OPNF						
10	NPI Voucher	06481				BUILD01V501DP	STNF						
11	NPI Voucher	06481				BUILD12V501DP	OPNF						
12	NPI Voucher	06481				BUILD22V501DP	CCNF						
						BUILD22V501DP	MONF						
						BUILD22V501DP	OPNF						
						BUILD34V500DP	CPCF						
						BUILD34V500DP	CPCF						

To go back to the "Search Criteria" page, click the "Return" button.



[First](#) |
 [Prev](#) |
 [01](#) |
 [02](#) |
 [03](#) |
 [04](#) |
 [05](#) |
 [06](#) |
 [07](#) |
 [08](#) |
 [09](#) |
 [10](#) |
 [Next](#) |
 [Last](#)

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

|

Search Criteria - Approva

- Acceptor
 - Admin By
 - Cost Voucher Approver
 - Cost Voucher Reviewer
 - Field Inspector
 - Grant Approver**
 - Inspector
 - Local Processing Office
 - Local Processing Office Reviewer
 - Ship To
 - Pay Official
- Approval Folder
 - History Folder by DoDAAC
 - History Folder by User**
 - Approval Hold Folder
 - Recall - Action Required Folder
 - View Only Folder

DoDAAC

DoDAAC *

Search For

Contract Number

Delivery Order

Vendor (Payee) / Vendor (Pa

Ship From / Ship From Extension

Shipment No.

Voucher Number

Type Document

Status

Create / Update Date (YYYY/MM/DD)

Acceptance Date (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)

The Grant Approver selects the Government menu option.
Then selects the Grant Approver and History Folder by User sub menu options.

Search Criteria - Approval History Folder By User

DoDAAC * <input type="text" value="Select Location Code"/>	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"/>	
Shipment No. <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="2012/06/10"/> <input type="button" value="Calendar"/>	Create / Update Date End (YYYY/MM/DD) <input type="text" value="2012/07/10"/> <input type="button" value="Calendar"/>
Acceptance Date (YYYY/MM/DD) <input type="text"/> <input type="button" value="Calendar"/>	Acceptance Date End (YYYY/MM/DD) <input type="text"/> <input type="button" value="Calendar"/>
Invoice Received Date (YYYY/MM/DD) <input type="text"/> <input type="button" value="Calendar"/>	Invoice Received Date End (YYYY/MM/DD) <input type="text"/> <input type="button" value="Calendar"/>
Estimated Delivery Date (YYYY/MM/DD) <input type="text"/>	Estimated Delivery Date End (YYYY/MM/DD) <input type="text"/>

The "Search Criteria - Approval History Folder By User" page is displayed.

This "Search Criteria" works the same way as the "by DoDAAC", except it only returns the WAWF documents you have worked.

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 Grant Approver's "History Folder by DoDAAC" and "History Folder by User" folders.