

## 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 "Recall - Action Required Folder".

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

- Accepter
- 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

**Welcome to Wide Area Workflow!**  
Please start by selecting one of the links from the menu above.

### WARNING!

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is page within the WAWF application.

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

- 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 saved in the text to text only format and removed of all 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 Items, etc.

Recall - Action Required Folder

The Grant Approver selects the Government menu option.  
Then selects the Grant Approver and Recall - Action Required Folder sub menu options.

## Search Criteria - Approval Recall - Action Required Folder

DoDAAC *	
<input type="text" value="Select Location Code"/>	
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="2012/06/12"/>	<input type="text" value="2012/07/12"/>
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)

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 Recall - Action Required Folder

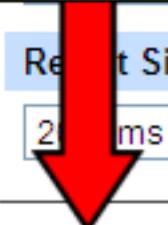
<b>DoDAAC *</b> <input type="text" value="S0512A"/> 		<div style="border: 1px solid black; background-color: #ffffcc; padding: 5px;"><p>The only required field is the DoDAAC field. The Grant Approver must select a Location Code to retrieve any document.</p></div> 
<b>Contract Number</b> <input type="text"/>		
<b>Vendor (Payee) / Vendor (Payee) Extension</b> <input type="text"/> <input type="text"/>		<b>Ship From / Ship From Extension</b> <input type="text"/> <input type="text"/>
<b>Shipment No.</b> <input type="text"/>	<b>Voucher Number</b> <input type="text"/>	
<b>Type Document</b> <input type="text" value="All Documents"/> 	<b>Status</b> <input type="text" value="All Documents"/> 	
<b>Create / Update Date (YYYY/MM/DD)</b> <input type="text" value="2012/06/12"/> 	<b>Create / Update Date End (YYYY/MM/DD)</b> <input type="text" value="2012/07/12"/> 	
<b>Acceptance Date (YYYY/MM/DD)</b> <input type="text"/> 	<b>Acceptance Date End (YYYY/MM/DD)</b> <input type="text"/> 	
<b>Invoice Received Date (YYYY/MM/DD)</b> <input type="text"/> 	<b>Invoice Received Date End (YYYY/MM/DD)</b> <input type="text"/> 	
<b>Estimated Delivery Date (YYYY/MM/DD)</b> <input type="text"/>	<b>Estimated Delivery Date End (YYYY/MM/DD)</b> <input type="text"/>	

## Search Criteria - Approval Recall - Action Required Folder

<b>Vendor (Payee) / Vendor (Payee) Extension</b>	<b>Ship From / Ship From Extension</b>
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
<b>Shipment No.</b>	<b>Voucher Number</b>
<input type="text"/>	<input type="text"/>
<b>Type Document</b>	<b>Status</b>
<input type="text" value="All Documents"/>	<input type="text" value="All Documents"/>
<b>Create / Update Date (YYYY/MM/DD)</b>	<b>Create / Update Date End (YYYY/MM/DD)</b>
<input type="text" value="2012/06/12"/> <input type="button" value="Calendar"/>	<input type="text" value="2012/07/12"/> <input type="button" value="Calendar"/>
<b>Acceptance Date (YYYY/MM/DD)</b>	<b>Acceptance Date End (YYYY/MM/DD)</b>
<input type="text"/> <input type="button" value="Calendar"/>	<input type="text"/> <input type="button" value="Calendar"/>
<b>Invoice Received Date End (YYYY/MM/DD)</b>	<b>Estimated Delivery Date End (YYYY/MM/DD)</b>
<input type="text"/> <input type="button" value="Calendar"/>	<input type="text"/> <input type="button" value="Calendar"/>
<b>Result Size</b>	<b>Result Font</b>
<input type="text" value="20 items"/>	<input type="text" value="13px"/>

Enter in as much information on the Search Criteria page as possible to help narrow the search results.

Click the Submit button when finished.



[Submit \(access key S\)](#)

## Approval Recall - Action Required Folder for 'S0512A' (11 items, sorted by Contract Number Descending)

Item	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number ▲	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status
1	NPI Voucher	06481				<a href="#">All1852111111</a>	1111					
2	NPI Voucher	06481				<a href="#">BUILD49V500DP</a>	CCNF					
3	NPI Voucher	06481				<a href="#">BUILD55V500DP</a>	CWNF					
4	NPI Voucher	06481	039134218			<a href="#">FU441799RKS01</a>	1234					
5	NPI Voucher	06481			PAV	<a href="#">GRANT111111NE</a>	CAPC					
6	NPI Voucher	1QU78	114896066			<a href="#">HQ0337WLL0652</a>	0621					
7	NPI Voucher	493R2	076352947		RICE	<a href="#">HQ035212M0302</a>	0511					
8	NPI Voucher	1QU78	114896066			<a href="#">HQ0352NRBV2090417</a>	ROW10NPIFINR17					
9	NPI Voucher	06481			PAV	<a href="#">HQ0432CAPSC11</a>	CAPC					
10	Grant Voucher	06481	039134218			<a href="#">N666040721244</a>						
11	Grant Voucher	1QU78	114896066			<a href="#">N6868852V0123</a>						

The "Approval Recall - Action Required Folder" results page is displayed.



## Approval Recall - Action Required Folder for 'S0512A' (11 items, sorted by Contract Number Descending)

Shipment Number	Submitted	Shipped	Accepted	Status	Purge	Recall	Voucher Number	Submitted	Received	Status	Purge	Recall	Amount
							<a href="#">VN6667</a>	2011-01-05	G2011-01-05	Recall Available		R	\$ 58,663.00
							<a href="#">VN653</a>	2010-11-21	G2010-11-21	Recall Available		R	\$ 3,688.00
							<a href="#">BVNA111</a>	2011-01-07	G2011-01-07	Recall Available		R	\$ 5,108.81
							<a href="#">RKS8564</a>	2011-08-22	G2011-08-22	Recall Available		R	\$ 1,936.00
							<a href="#">BVNA433</a>	2010-08-06	G2010-08-06	Recall Available		R	\$ 14,324.00
							<a href="#">BVN0666</a>	2011-06-21	G2011-06-21	Recall Available		R	\$ 1,120.00
							<a href="#">29</a>	2012-05-11	G2012-05-11	Recall Available		R	\$ 758.98
							<a href="#">45</a>	2012-04-17	G2012-04-17	Recall Available		R	\$ 82,497.29
							<a href="#">BVNA111</a>	2010-08-09	G2010-08-09	Recall Available		R	\$ 1.00
							<a href="#">RKS0646</a>	2011-07-14	G2011-07-14	Recall Available		R	\$ 2,400.00
							<a href="#">VOU1234</a>	2011-08-17	G2011-08-17	Recall Available		R	\$ 90.00

Scroll to the right to see the remaining columns on the "Approval Recall - Action Required Folder" results page.



## Approval Recall - Action Required Folder for 'S0512A' (11 items, sorted by Contract Number Descending)

Item	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number ▲	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status
1	NPI Voucher	06481				<a href="#">All1852111111</a>	1111					
2	NPI Voucher	06481				<a href="#">BUILD49V500DP</a>	CCNF					
3	NPI Voucher	06481				<a href="#">BUILD55V500DP</a>	CWNF					
4	NPI Voucher	06481	039134218			<a href="#">FU441799RKS01</a>	1234					
5	NPI Voucher	06481			PAV	<a href="#">GRANT111111NE</a>	CAPC					
6	NPI Voucher	1QU78	114896066			<a href="#">HQ0337WLL0652</a>	0621					
7	NPI Voucher	493R2	076352947		RICE	<a href="#">HQ035212M0302</a>	0511					
8	NPI Voucher	1QU78	114896066			<a href="#">HQ0352NRBV2090417</a>	ROW10NPIFINR17					
9	NPI Voucher	06481			PAV	<a href="#">HQ0432CAPSC11</a>	CAPC					
10	Grant Voucher	06481	039134218			<a href="#">N666040721244</a>						
11	Grant Voucher	1QU78	114896066			<a href="#">N6868852V0123</a>						

Click the "Contract Number" link to view Contract Documents from EDA.

## Electronic Document Access

Item	Contract Number	Delivery Order	Issue Date	Issue By	Admin By	Payment Office	CAGE Code	DUNS	ACO Mod	PCO Mod
	All1852111111	1111					06481			

**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	<a href="#">VN6667</a>	

## Electronic Document Access

Item	Contract Number	Delivery Order	Issue Date	Issue By	Admin By	Payment Office	CAGE Code	DUNS	ACO Mod	PCO Mod
	All1852111111	1111					06481			

No documents available from EDA system.

Document Type	Invoice Number	Shipment Number
NPI Voucher	<a href="#">VN6667</a>	

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



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

## Approval Recall - Action Required Folder for 'S0512A' (11 items, sorted by Contract Number Descending)

Shipment Number	Submitted	Shipped	Accepted	Status	Purge	Recall	Voucher Number	Submitted	Received	Status	Purge	Recall	Amount
							<a href="#">VN6667</a>	2011-01-05	G2011-01-05	Recall Available		<a href="#">R</a>	\$ 58,663.00
							<a href="#">VN653</a>	2010-11-21	G2010-11-21	Recall Available		<a href="#">R</a>	\$ 3,688.00
							<a href="#">BVNA111</a>	2011-01-07	G2011-01-07	Recall Available		<a href="#">R</a>	\$ 5,108.81
							<a href="#">RKS8564</a>	2011-08-22	G2011-08-22	Recall Available		<a href="#">R</a>	\$ 1,936.00
							<a href="#">BVNA433</a>	2010-08-06	G2010-08-06	Recall Available		<a href="#">R</a>	\$ 14,324.00
							<a href="#">BVN0666</a>	2011-06-21	G2011-06-21	Recall Available		<a href="#">R</a>	\$ 1,120.00
							<a href="#">29</a>	2012-05-11	G2012-05-11	Recall Available		<a href="#">R</a>	\$ 758.98
							<a href="#">45</a>	2012-04-17	G2012-04-17	Recall Available		<a href="#">R</a>	\$ 82,497.29
							<a href="#">BVNA111</a>	2010-08-09	G2010-08-09	Recall Available		<a href="#">R</a>	\$ 1.00
							<a href="#">RKS0646</a>	2011-07-14	G2011-07-14	Recall Available		<a href="#">R</a>	\$ 2,400.00
							<a href="#">VOU1234</a>	2011-08-17	G2011-08-17	Recall Available		<a href="#">R</a>	\$ 90.00

Click the "Voucher Number" link to view the Voucher document.



Grant Approver - Non Procurement Instruments (NPI) Voucher

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
	All1852111111	1111		2011/01/05
Voucher Number	Voucher Date	Final Voucher	Invoice Received Date	
VN6667	2011/01/05	N	2011/01/05	
Vendor Invoice Number	Service Start Date	Service End Date		
	2011/01/05	2011/01/05		

Summary of Detail Level Information	Total
2 CLIN/SLIN(s)	\$ 58,663.00
0 Miscellaneous Amount(s)	\$ 0.00
<b>Document Total:</b>	<b>\$ 58,663.00</b>

[-] Line Item Information

Item No.	Stock Part No.	Type	Qty. Invoiced	Unit	Unit Price (\$)	Amount (\$)
1111	NONE	VP	11	EA	1,111.00	12,221.00
<b>Total:</b>						<b>\$58,663.00</b>

Previous Help

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

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

### 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**  
2011/01/05

**Debbie Pritchett**  
Signature of Contractor Representative

### ACTION BY: S0512A

Approved and Certify

Reject to Initiator

**Signature Date**  
2011/01/11

**Debbie Pavelka**  
Signature Of Authorized Government Representative

### ACTION BY: Payment Official

Document Accepted

Document Processed

Document Rejected

Document Suspended

Document Available For Recall

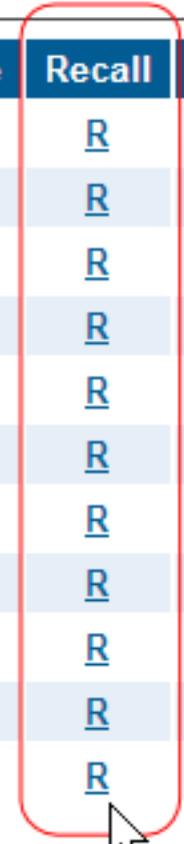
[Previous](#) [Help](#)

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

## Approval Recall - Action Required Folder for 'S0512A' (11 items, sorted by Contract Number Descending)

Shipment Number	Submitted	Shipped	Accepted	Status	Purge	Recall	Voucher Number	Submitted	Received	Status	Purge	Recall	Amount
							<a href="#">VN6667</a>	2011-01-05	G2011-01-05	Recall Available		<a href="#">R</a>	\$ 58,663.00
							<a href="#">VN653</a>	2010-11-21	G2010-11-21	Recall Available		<a href="#">R</a>	\$ 3,688.00
							<a href="#">BVNA111</a>	2011-01-07	G2011-01-07	Recall Available		<a href="#">R</a>	\$ 5,108.81
										Recall Available		<a href="#">R</a>	\$ 1,936.00
										Recall Available		<a href="#">R</a>	\$ 14,324.00
										Recall Available		<a href="#">R</a>	\$ 1,120.00
							<a href="#">29</a>	2012-05-11	G2012-05-11	Recall Available		<a href="#">R</a>	\$ 758.98
							<a href="#">45</a>	2012-04-17	G2012-04-17	Recall Available		<a href="#">R</a>	\$ 82,497.29
							<a href="#">BVNA111</a>	2010-08-09	G2010-08-09	Recall Available		<a href="#">R</a>	\$ 1.00
							<a href="#">RKS0646</a>	2011-07-14	G2011-07-14	Recall Available		<a href="#">R</a>	\$ 2,400.00
							<a href="#">VOU1234</a>	2011-08-17	G2011-08-17	Recall Available		<a href="#">R</a>	\$ 90.00

Click the "R" link under the Recall column to work the document and resubmit it.



Approval Recall - Action Required Fo  
'S0512A' (11 items, sorted by Contra

Grant Approver - Non Procurement Instruments (NPI) Voucher

The document is displayed in "Data Capture".

Header Line Item Addresses Misc. Info Preview Document

Contract Number Type	Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date
	All1852111111	1111		2011/01/05
Voucher Number	Voucher Date	Final Voucher	Invoice Received Date	
VN6667	2011/01/05	N	2011/01/05	
Vendor Invoice Number	Service Start Date	Service End Date		
	2011/01/05	2011/01/05		

Summary of Detail Level Information	Total
2 CLIN/SLIN(s)	\$ 58,663.00
0 Miscellaneous Amount(s)	\$ 0.00
<b>Document Total:</b>	<b>\$ 58,663.00</b>

Routing Information			
Role	Location Code	Extension	Name
Payee	06481		NORTHROP GRUMMAN GUIDANCE AND ELECTRONICS COMPANY, INC.
Pay Official	HQ0432		DEFENSE FINANCE AND ACCOUNTING SVC
Admin	S0512A		DCMA LOS ANGELES
Grant Approver	S0512A		DCMA LOS ANGELES

Contractor Certification

Submit Save Draft Document Previous Help

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

- Header**
- Line Item
- Addresses
- Misc. Info
- Preview Document

Role	Location Code	Extension	Name
Payee	06481		NORTHROP GRUMMAN GUIDANCE AND ELECTRONICS COMPANY, INC.
Pay Official	HQ0432		DEFENSE FINANCE AND ACCOUNTING SVC
Admin	S0512A		DCMA LOS ANGELES
Grant Approver	S0512A		DCMA LOS ANGELES

### 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.

Make all necessary changes and Approve and Certify or Reject to Initiator. Sign and submit the document when finished.

Debbie Pritchett  
Signature of Contractor Representative

\* = Required Fields

### ACTION BY: S0512A \*

Approve and Certify

Reject to Initiator

Signature Date:

Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.

Signature Of Authorized Government Representative

- Submit
- Save Draft Document
- Previous
- Help

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

- Header**
- Line Item
- Addresses
- Misc. Info
- Preview Document

Role	Location Code	Extension	Name
Payee	06481		NORTHROP GRUMMAN GUIDANCE AND ELECTRONICS COMPANY, INC.
Pay Official	HQ0432		DEFENSE FINANCE AND ACCOUNTING SVC
Admin	S0512A		DCMA LOS ANGELES
Grant Approver	S0512A		DCMA LOS ANGELES

### 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  
2011/01/05

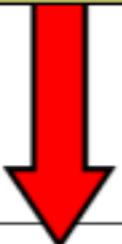
Debbie Pritchett  
Signature of Contractor Representative

\* = Required Fields

### ACTION BY: S0512A \*

- Approve and Certify
- Reject to Initiator

To go back to the results page, click the "Previous" button.



YYYY/MM/DD

Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.

Signature

Signature Of Authorized Government Representative

- Submit
- Save Draft Document
- Previous**
- Help

## Approval Recall - Action Required Folder for 'S0512A' (11 items, sorted by Contract Number Descending)

Item	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number▲	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status
1	NPI Voucher	06481				<a href="#">All1852111111</a>	1111					
2	NPI Voucher	06481				<a href="#">BUILD49V500DP</a>	CCNF					
3	NPI Voucher	06481				<a href="#">BUILD55V500DP</a>	CWNF					
4	NPI Voucher	06481	039134218			<a href="#">FU441799RKS01</a>	1234					
5	NPI Voucher	06481			PAV	<a href="#">GRANT111111NE</a>	CAPC					
6	NPI Voucher	1QU78	114896066			<a href="#">HQ0337WLL0652</a>	0621					
7	NPI Voucher	493R2	076352947		RICE	<a href="#">HQ035212M0302</a>	0511					
8	NPI Voucher	1QU78	114896066			<a href="#">HQ0352NRBV2090417</a>	ROW10NPIFINR17					
9	NPI Voucher	06481			PAV	<a href="#">HQ0432CAPSC11</a>	CAPC					
10	Grant Voucher	06481	039134218			<a href="#">N666040721244</a>						
11	Grant Voucher	1QU78	114896066			<a href="#">N6868852V0123</a>						

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



< [Progress Bar] >

[ ] Shipment [ ] Invoice

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

## Search Criteria - Approval Recall - Action Required Folder

The "Search Criteria - Approval Recall - Action Required Folder" page is displayed.

DoDAAC \*

Contract Number

This concludes the overview of the Grant Approver's "Recall - Action Required Folder".

Vendor (Payee) / Vendor (Payee) Extension

Shipment From / Shipment From Extension

Shipment No.

Voucher 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)