

## 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 will demonstrate a Pay Official reviewing/accepting invoices and finance documents.

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

[Help](#)

Logon Date : 2010/12/20 13:37:10 EST Last Accessed Date : 2010/12/20 13:41:01 EST

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- Government
- Acceptor
- Admin By
- Cost Voucher Approver
- Cost Voucher Reviewer
- Field Inspector
- Grant Approver
- Inspector
- Issue By
- Local Processing Office
- Local Processing Office Reviewer
- Other
- Pay Official

Government Menu (access key G)

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Where they exist, use the Page Up and Page Down buttons to return to a previous page within the WAWF application. Do not move from tab to tab to work with the various information categories, e.g., Document Header, Addresses, Comments, Line Items, etc.

The Pay Official selects the Government menu option.

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Help

- Acceptor
- Admin By
- Cost Voucher Approver
- Cost Voucher Reviewer
- Field Inspector
- Grant Approver
- Inspector
- Issue By
- Local Processing Office
- Local Processing Office Reviewer
- Other

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- Pay Official
- Review
- Order
- Process Documents Folder
- History Folder by DoDAAC
- History Folder by User
- Discount Folder
- Hold Folder
- Suspended Transactions Folder
- Pure Edge Folder
- View Only Folder
- View Only Pure Edge Folder



Then selects the Pay Official sub menu option.

Help

- Acceptor
- Admin By
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- Pay Official**

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- Acceptance / Review Folder**
- Process Documents Folder
- History Folder by DoDAAC
- History Folder by User
- Discount Folder
- Hold Folder
- Suspended Transactions Folder
- Pure Edge Folder
- View Only Folder
- View Only Pure Edge Folder



Then selects the Acceptance / Review Folder.

[Help](#)

Search Criteria - Pay Official Acceptance/Review Folder

**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.*

<b>DoDAAC *</b>		<p>The Search Criteria screen is displayed. This screen lets the Pay Official retrieve only documents that meet certain criteria. For example, if the Pay Official enters a contract number in the "Contract Number" field, only documents with that contract number will be retrieved. If the Pay Official enters nothing in these fields, all documents are retrieved.</p> <p>The search results will call up documents that have updated in the last 30 days, unless the Pay Official enters a specific date range into the date criterion. This permits offices with a large quantity of documents to more readily access their folders.</p>
Select Location Code <input type="button" value="v"/>		
<b>Contract Number</b>		
<input type="text"/>		
<b>Vendor (Payee) / Vendor (Payee) Extension</b>		
<input type="text"/>	<input type="text"/>	
<b>Shipment No.</b>		
<input type="text"/>		
<b>SSN / Confirm SSN</b>		
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Type Document</b>		<b>Status</b>
All Documents <input type="button" value="v"/>		All Documents <input type="button" value="v"/>
<b>Create / Update Date (YYYY/MM/DD)</b>		<b>Create / Update Date End (YYYY/MM/DD)</b>
<input type="text" value="2010/11/20"/> <input type="button" value="c"/>	<input type="text" value="2010/12/20"/> <input type="button" value="c"/>	
<b>Acceptance Date (YYYY/MM/DD)</b>		<b>Acceptance Date End (YYYY/MM/DD)</b>
<input type="text"/> <input type="button" value="c"/>	<input type="text"/> <input type="button" value="c"/>	
<b>Invoice Received Date (YYYY/MM/DD)</b>		<b>Invoice Received Date End (YYYY/MM/DD)</b>
<input type="text"/> <input type="button" value="c"/>	<input type="text"/> <input type="button" value="c"/>	
<b>Estimated Delivery Date (YYYY/MM/DD)</b>		<b>Estimated Delivery Date End (YYYY/MM/DD)</b>
<input type="text"/> <input type="button" value="c"/>	<input type="text"/> <input type="button" value="c"/>	
<b>Result Size / Result Font</b>		<b>Result Columns</b>
20 items <input type="button" value="v"/>	13px <input type="button" value="v"/>	Shipment and Invoice Columns <input type="button" value="v"/>

Search Criteria - Pay Official Acceptance/Review Folder

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<b>DoDAAC *</b>	
<input type="text" value="Select Location Code"/>	<input type="text" value="Select DoDAAC"/>
<b>Contract Number</b>	
<input type="text"/>	
<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>Invoice Number</b>
<input type="text"/>	<input type="text"/>
<b>SSN / Confirm SSN</b>	<b>Tax Id (EIN)</b>
<input type="text"/> <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="2010/11/20"/> <input type="text"/>	<input type="text" value="2010/12/20"/> <input type="text"/>
<b>Acceptance Date (YYYY/MM/DD)</b>	<b>Acceptance Date End (YYYY/MM/DD)</b>
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
<b>Invoice Received Date (YYYY/MM/DD)</b>	<b>Invoice Received Date End (YYYY/MM/DD)</b>
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
<b>Estimated Delivery Date (YYYY/MM/DD)</b>	<b>Estimated Delivery Date End (YYYY/MM/DD)</b>
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
<b>Result Size / Result Font</b>	<b>Result Columns</b>
<input type="text" value="20 items"/> <input type="text" value="13px"/>	<input type="text" value="Shipment and Invoice Columns"/>



The only required field on the Search Criteria page is the DoDAAC field.

Search Criteria - Pay Official Acceptance/Review Folder

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<b>DoDAAC *</b>	
Select Location Code <input type="text"/>	
<ul style="list-style-type: none"> <li>Select Location Code</li> <li>F03000</li> <li>F67100</li> <li>F68800</li> <li>H92227</li> <li>HQ0131</li> <li>HQ0133</li> <li>HQ0300</li> <li>HQ0302</li> <li>HQ0303</li> <li>HQ0335</li> <li>HQ0337</li> <li>HQ0338</li> <li>HQ0339</li> <li>HQ0346</li> <li>HQ0348</li> <li>HQ0349</li> <li>HQ0366</li> <li>HQ0419</li> <li>HQ0429</li> <li>HQ0432</li> <li>HQ0471</li> <li>HQ0489</li> <li>HQ0601</li> <li>HQ0602</li> <li>HQ0603</li> <li>HQ0604</li> <li>HQ0605</li> <li>HQ0606</li> <li>HQ0607</li> </ul>	
<b>Delivery Order</b>	<input type="text"/>
<b>Ship From / Ship From Extension</b>	<input type="text"/> <input type="text"/>
<b>Invoice Number</b>	<input type="text"/>
<b>Tax Id (EIN)</b>	<input type="text"/>
<b>Status</b>	All Documents <input type="text"/>
<b>Create / Update Date End (YYYY/MM/DD)</b>	2010/12/20 <input type="text"/>
<b>Acceptance Date End (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"/>
<b>Result Size / Result Font</b>	<b>Result Columns</b>
20 items <input type="text"/> 13px <input type="text"/>	Shipment and Invoice Columns <input type="text"/>

Search Criteria - Pay Official Acceptance/Review Folder

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**DoDAAC \***

Select Location Code		
Select Location Code		<b>Delivery Order</b>
F03000		<input type="text"/>
F67100		
F68800		
H92227		
HQ0131	<b>or (Payee) Extension</b>	<b>Ship From / Ship From Extension</b>
HQ0133	<input type="text"/>	<input type="text"/> <input type="text"/>
HQ0300		
HQ0302		<b>Invoice Number</b>
HQ0303		<input type="text"/>
HQ0335		
HQ0337		
HQ0338		<b>Tax Id (EIN)</b>
HQ0339		<input type="text"/>
HQ0346	<input type="text"/>	
HQ0348		
HQ0349		
HQ0366		
HQ0419		
HQ0429	<b>(YYYY/MM/DD)</b>	<b>(DD)</b>
HQ0432		<input type="text"/> 2010/12/20 <input type="text"/>
HQ0471		
HQ0489		
HQ0601		
HQ0602	<b>/MM/DD)</b>	<b>Acceptance Date End (YYYY/MM/DD)</b>
HQ0603		<input type="text"/> <input type="text"/>
HQ0604		
HQ0605		
HQ0606	<b>(YYYY/MM/DD)</b>	<b>Invoice Received Date End (YYYY/MM/DD)</b>
HQ0607		<input type="text"/> <input type="text"/>
	<b>Estimated Delivery Date (YYYY/MM/DD)</b>	<b>Estimated Delivery Date End (YYYY/MM/DD)</b>
	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
	<b>Result Size / Result Font</b>	<b>Result Columns</b>
	20 items <input type="text"/> 13px <input type="text"/>	Shipment and Invoice Columns <input type="text"/>

The Pay Official selects HQ0419 from the DoDAAC drop-down list.



Search Criteria - Pay Official Acceptance/Review Folder

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<b>DoDAAC *</b> HQ0419	
<b>Contract Number</b> <input type="text"/>	<b>Delivery Order</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>Invoice Number</b> <input type="text"/>
<b>SSN / Confirm SSN</b> <input type="text"/> <input type="text"/>	<b>Tax Id (EIN)</b> <input type="text"/>
<b>Type Document</b> All Documents	<b>Status</b> All Documents
<b>Create / Update Date (YYYY/MM/DD)</b> 2010/11/20	<b>Create / Update Date End (YYYY/MM/DD)</b> 2010/12/20
<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"/>	<div data-bbox="1034 1539 2174 1783" data-label="Text"> <p>The Pay Official can use the Results Columns drop down list to choose to display only certain columns of data on the Results page.</p> </div>
<b>Estimated Delivery Date (YYYY/MM/DD)</b> <input type="text"/>	
<b>Result Size / Result Font</b> 20 items 13px	<b>Result Columns</b> Shipment and Invoice Columns



Search Criteria - Pay Official Acceptance/Review Folder

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DoDAAC \*

HQ0419

Contract Number Delivery Order

Vendor (Payee) / Vendor (Payee) Extension Ship From / Ship From Extension

Shipment No. Invoice Number

SSN / Confirm SSN Tax Id (EIN)

Type Document Status

All Documents

All Documents

Create / Update Date (YYYY/MM/DD) Create / Update Date End (YYYY/MM/DD)

2010/11/20

2010/12/20

Acceptance Date (YYYY/MM/DD) Acceptance Date End (YYYY/MM/DD)

Invoice Received Date (YYYY/MM/DD)

Estimated Delivery Date (YYYY/MM/DD)

Result Size / Result Font Result Columns

20 items 13px

Shipment and Invoice Columns

Shipment and Invoice Columns

Shipment and Invoice Columns (without dates)

Shipment Columns

Shipment Columns (without dates)

The Pay Official chooses to display the Shipment and Invoices columns without dates on the Search Results page.

Select result columns

## Search Criteria - Pay Official Acceptance/Review Folder

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<b>DoDAAC *</b> HQ0419	
<b>Contract Number</b> <input type="text"/>	<b>Delivery Order</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>Invoice Number</b> <input type="text"/>
<b>SSN / Confirm SSN</b> <input type="text"/> <input type="text"/>	<b>Tax Id (EIN)</b> <input type="text"/>
<b>Type Document</b> All Documents	<b>Status</b> All Documents
<b>Create / Update Date (YYYY/MM/DD)</b> 2010/11/20	<b>Create / Update Date End (YYYY/MM/DD)</b> 2010/12/20
<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>Estimated Delivery Date (YYYY/MM/DD)</b> <input type="text"/>	
<b>Result Size / Result Font</b> 20 items 13px	<b>Result Columns</b> Shipment and Invoice Columns (without dates)

The "Shipment and Invoice Columns without dates" option is selected.

Shipment and Invoice Columns (without dates)

Search Criteria - Pay Official Acceptance/Review Folder

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DoDAAC \*

HQ0419

Contract Number Delivery Order

Vendor (Payee) / Vendor (Payee) Extension Ship From / Ship From Extension

Shipment No. Invoice Number

SSN / Confirm SSN Tax Id (EIN)

Type Document Status

All Documents

All Documents

Create / Update Date (YYYY/MM/DD) Create / Update Date End (YYYY/MM/DD)

2010/11/20

2010/12/20

Acceptance Date (YYYY/MM/DD) Acceptance Date End (YYYY/MM/DD)

Invoice Received Date End (YYYY/MM/DD)

Estimated Delivery Date End (YYYY/MM/DD)

Result Size / Result Font Result Columns

20 ms 13px

Shipment and Invoice Columns (without dates)

The Pay Official clicks the Submit button.



Submit Help

Pay Official Acceptance/Review Folder for 'HQ0419' (7 items, sorted by Contract Number)

Item	Type	Vendor (Payee)	Contract Number↑	Delivery Order	Shipment Number	Status	Purge	Hold	Invoice Number	Status	Purge	Hold	Amount
1	Invoice	493B3	<a href="#">CI0000000001</a>	0001					<a href="#">INV1049</a>	Submitted		<a href="#">H</a>	\$29,999.89
2	Invoice 2in1	493B3	<a href="#">CI2N100000001</a>	0001	<a href="#">SER1103</a>	Accepted		<a href="#">H</a>	<a href="#">INV1103</a>	Accepted		<a href="#">H</a>	\$7,969.79
3	Construction Invoice	493B3	<a href="#">CICON000000001</a>	0001	<a href="#">SHIP116</a>	Accepted		<a href="#">H</a>	<a href="#">INV116</a>	Accepted		<a href="#">H</a>	\$286.92
4	Invoice FP	493B3	<a href="#">CIFP000000001</a>	0002					<a href="#">INV1052</a>	Submitted		<a href="#">H</a>	\$29,999.89
5	Invoice FP	493B3	<a href="#">CIFP000000002</a>	0002					<a href="#">INV1054</a>	Submitted		<a href="#">H</a>	\$3,029.88
6	CV-Interim	493B3	<a href="#">CVINTERIM0001</a>	0001					<a href="#">VCN1109</a>	Approved		<a href="#">H</a>	\$260.00
7	PP Pre-Pay	493B3	<a href="#">PPR0000000001</a>	0001					<a href="#">PPRB125</a>	Accepted		<a href="#">H</a>	\$1,500.00

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

The search result screen displays all documents that are ready for payment within Pay DoDAAC HQ0419.

[User](#) | [Administration Console](#) | [Government](#) | [Property Transfer](#) | [Documentation](#) | [Lookup](#) | [Logout](#)

### Pay Official Acceptance/Review Folder for 'HQ0419' (7 items, sorted by Contract Number)

Item	Type	Vendor (Payee)	Contract Number↑	Delivery Order	Shipment Number	Status	Purge	Hold	Invoice Number	Status	Purge	Hold	Amount
1	Invoice	493B3	<a href="#">CI0000000001</a>	0001					<a href="#">INV1049</a>	Submitted		<a href="#">H</a>	\$29,999.89
2	Invoice 2in1	493B3	<a href="#">CI2N100000001</a>	0001	<a href="#">SER1103</a>	Accepted		<a href="#">H</a>	<a href="#">INV1103</a>	Accepted		<a href="#">H</a>	\$7,969.79
3	Construction Invoice	493B3	<a href="#">CICON000000001</a>	0001	<a href="#">SHIP116</a>	Accepted		<a href="#">H</a>	<a href="#">INV116</a>	Accepted		<a href="#">H</a>	\$286.92
4	Invoice FP	493B3	<a href="#">CIFP000000001</a>	0002					<a href="#">INV1052</a>	Submitted		<a href="#">H</a>	\$29,999.89
5	Invoice FP	493B3	<a href="#">CIFP000000002</a>	0002					<a href="#">INV1054</a>	Submitted		<a href="#">H</a>	\$3,029.88
6	CV-Interim	493B3	<a href="#">CVINTERIM0001</a>	0001					<a href="#">VCN1109</a>	Approved		<a href="#">H</a>	\$260.00
7	PP Pre-Pay	493B3	<a href="#">PPR0000000001</a>	0001					<a href="#">PPRB125</a>	Accepted		<a href="#">H</a>	\$1,500.00

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

The payment procedures for all the invoices and finance documents are the same. The invoices and finance documents are including: Commercial Invoice, Fast Pay Invoice, Invoice as 2-in-1, Construction Payment Invoice, Commercial Item Financing Invoice, Performance Based Payment, Progress Payment, Cost Voucher, Navy Construction/Facilities Management Invoice, Navy Shipbuilding Invoice, Miscellaneous Payment Voucher, Telecom, and Grant and Cooperative Agreement Voucher.

When we refer to "Invoice" in this training, we will be referring to all documents accessed by the Invoice Number link. We are going to use an Invoice 2-in-1 as an example.

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Pay Official Acceptance/Review Folder for 'HQ0419' (7 items, sorted by Contract Number)

Item	Type	Vendor (Payee)	Contract Number↑	Delivery Order	Shipment Number	Status	Purge	Hold	Invoice Number	Status	Purge	Hold	Amount
1	Invoice	493B3	<a href="#">CI0000000001</a>	0001					<a href="#">INV1049</a>	Submitted		<a href="#">H</a>	\$29,999.89
2	Invoice 2in1	493B3	<a href="#">CI2N100000001</a>	0001	<a href="#">SER1103</a>	Accepted		<a href="#">H</a>	<a href="#">INV1103</a>	Accepted		<a href="#">H</a>	\$7,969.79
3	Construction Invoice	493B3	<a href="#">CICON000000001</a>	0001	<a href="#">SHIP116</a>	Accepted		<a href="#">H</a>	<a href="#">INV1106</a>	Accepted		<a href="#">H</a>	\$286.92
4	Invoice FP	493B3	<a href="#">CIFP0000000001</a>	0002					<a href="#">INV1152</a>	Submitted		<a href="#">H</a>	\$29,999.89
5	Invoice FP	493B3	<a href="#">CIFP0000000002</a>	0002					<a href="#">INV1154</a>	Submitted		<a href="#">H</a>	\$3,029.88
6	CV-Interim	493B3	<a href="#">CVINTERIM0001</a>	0001					<a href="#">VCN1109</a>	Approved		<a href="#">H</a>	\$260.00
7	PP Pre-Pay	493B3	<a href="#">PPR0000000001</a>	0001					<a href="#">PPR1125</a>	Accepted		<a href="#">H</a>	\$1,500.00



Return

Help

To open the document, the Pay Official clicks the Invoice Number link.

Pay Official - Invoice 2-in-1

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

<b>Contract Number</b>		<b>Delivery Order</b>		<b>Issue Date</b>
C12N100000001		0001		2010/12/20
<b>Invoice Number</b>	<b>Invoice Date</b>	<b>Final Invoice?</b>	<b>Invoice Received Date</b>	
INV1103	2010/12/20	N	2010/12/20	
<b>Discounts</b>				
2.99% 25 Days				
<b>Summary of Detail Level Information</b>				<b>Total</b>
1 CLIN/SLIN(s)				\$ 7999.78
1 Miscellaneous Amount(s)				\$ -29.99
<b>Document Total:</b>				\$ 7,969.79
<b>Shipment Number</b>			<b>Final Shipment</b>	
SER1103			N	

When the Pay Official has opened an invoice or finance document, the following tabs should be displayed:  
 Header, Line Item, Addresses, Misc. Info and Preview Document

Additional tabs may also be displayed, depending on the type of document:  
 LLA (Long Line of Accounting), Loss Ratio, ACRNs (Accounting Classification Reference Number), FMS (Foreign Military Sales), and Costs (Progress Payment only)

Routing Information			
Role	Location Code	Extension	Name
Payee	493B3		MECX, LP
Pay Official	HQ0419		DFAS JAPAN
Issue By	FU4417		FU4417 1 SOCS SOCS ATTN BECO
Admin	S0512A		DCMA LOS ANGELES
Inspect By	S0512A		DCMA LOS ANGELES
Service Acceptor	FU4417		FU4417 1 SOCS SOCS ATTN BECO

ACTION BY: FU4417			
<input checked="" type="checkbox"/> Inspected			Has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents
<input checked="" type="checkbox"/> Accepted and conforms to the contract except as noted	<b>Date Received</b>	<b>Signature Date</b>	<b>Signature</b>
	2010/12/20	2010/12/20	Matthew Blajian
<input type="checkbox"/> Reject to Initiator			Signature Of Authorized Government Representative

\* = Required Fields

Pay Official - Invoice 2-in-1

Header Line Item Addresses Misc. Info Preview Document

Contract Number	Delivery Order	Issue Date
C12N100000001	0001	2010/12/20

Invoice Number	Invoice Date	Final Invoice?	Invoice Received Date
INV1103	2010/12/20	N	2010/12/20

Discounts
2.99% 25 Days

Summary of Detail Level Information	Total
1 CLIN/SLIN(s)	\$ 7999.78
1 Miscellaneous Amount(s)	\$ -29.99
<b>Document Total:</b>	<b>\$ 7,969.79</b>

The Header page of a document is the first page displayed by default. On the Header page, verify the Contract, Invoice, and Routing Information.

The Pay Official will have to scroll to view the whole page.

Shipment Number	Shipment Date	Final Shipment
SER1103	2010/12/20	N

Routing Information

Role	Location Code	Extension	Name
Payee	493B3		MECX, LP
Pay Official	HQ0419		DFAS JAPAN
Issue By	FU4417		FU4417 1 SOCS SOCS ATTN BECO
Admin	S0512A		DCMA LOS ANGELES
Inspect By	S0512A		DCMA LOS ANGELES
Service Acceptor	FU4417		FU4417 1 SOCS SOCS ATTN BECO

ACTION BY: FU4417

<input checked="" type="checkbox"/> Inspected			Has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents
<input checked="" type="checkbox"/> Accepted and conforms to the contract except as noted	<b>Date Received</b> 2010/12/20	<b>Signature Date</b> 2010/12/20	<b>Matthew Blajian</b>
<input type="checkbox"/> Reject to Initiator			Signature Of Authorized Government Representative

\* = Required Fields

ACTION BY: HQ0419 \*

Summary of Detail Level Information		Total
1 CLIN/SLIN(s)		\$ 7999.78
1 Miscellaneous Amount(s)		\$ -29.99
<b>Document Total:</b>		<b>\$ 7,969.79</b>

Shipment Number	Shipment Date	Final Shipment
SER1103	2010/12/20	N

**Routing Information**

Role	Location Code	Extension	Name
Payee	493B3		MECX, LP
Pay Official	HQ0419		DFAS JAPAN
Issue By	FU4417		FU4417 1 SOCS SOCS ATTN BECO
Admin	S0512A		DCMA LOS ANGELES
Inspect By	S0512A		DCMA LOS ANGELES
Service Acceptor	FU4417		FU4417 1 SOCS SOCS ATTN BECO

**ACTION BY: FU4417**

- Inspected
- Accepted and conforms to the contract except as noted
- Reject to Initiator

The Pay Official will return to the Header page later to mark acceptance in the "Action By Pay DoDAAC" section.

made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents

Matthew Blajian

Signature Of Authorized Government Representative

\* = Required Fields

**ACTION BY: HQ0419 \***

- Document Accepted
- Document Processed
- Document Rejected
- Document Suspended
- Document Available For Recall

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

Pay Official - Invoice 2-in-1

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

<b>Contract Number</b>	<b>Delivery Order</b>	<b>Issue Date</b>
C12N100000001	0001	2010/12/20

<b>Invoice Number</b>	<b>Invoice Date</b>	<b>Final Invoice?</b>	<b>Invoice Received Date</b>
INV1103	2010/12/20	N	2010/12/20

The Pay Official can navigate to the Line Item page by clicking the Line Item tab.

1 CLIN/SLIN(s)	<b>Total</b>
	\$ 7999.78
1 Miscellaneous Amount(s)	\$ -29.99
<b>Document Total:</b>	
	\$ 7,969.79

<b>Shipment Number</b>	<b>Shipment Date</b>	<b>Final Shipment</b>
SER1103	2010/12/20	N

Routing Information

Role	Location Code	Extension	Name
Payee	493B3		MECX, LP
Pay Official	HQ0419		DFAS JAPAN
Issue By	FU4417		FU4417 1 SOCS SOCS ATTN BECO
Admin	S0512A		DCMA LOS ANGELES
Inspect By	S0512A		DCMA LOS ANGELES
Service Acceptor	FU4417		FU4417 1 SOCS SOCS ATTN BECO

ACTION BY: FU4417

<input checked="" type="checkbox"/> Inspected	Has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents		
<input checked="" type="checkbox"/> Accepted and conforms to the contract except as noted	<b>Date Received</b>	<b>Signature Date</b>	Matthew Blajian
	2010/12/20	2010/12/20	
<input type="checkbox"/> Reject to Initiator	Signature Of Authorized Government Representative		

\* = Required Fields

ACTION BY: HQ0419 \*

Pay Official - Invoice 2-in-1

Header Line Item Addresses Misc. Info Preview Document

Contract Number	Delivery Order	Shipment Number	Shipment Date	Invoice Number	Invoice Date
C12N100000001	0001	SER1103	2010/12/20	INV1103	2010/12/20

Line Item Total: \$ 7,969.79

Item No.	Stock Part No.	Type	Qty. Delivered	Unit	Unit Price (\$)	Amount (\$)
1001AA	stock000000001	F8	2	EA	3,999.89	7,999.78
	<b>AAI</b>	<b>SDN</b>	<b>ACRN</b>	<b>GFE</b>	<b>Advice Code</b>	
	001002	SDN0000000000001	A1	N	B	

Description

This is a Line Item Description.

Milstrip	Milstrip Quantity
NONE	1
MILSTRIP01	1

Item No.	Unit Price (\$)	Amount (\$)
F050	29.99	-29.99

Description

OTHER =/- SEE DESC FOR DETAILS

On the Line Item page, verify the information for each line item. There may or may not be an ACRN, AAI or SDN entry.

Help

Pay Official - Invoice 2-in-1

Header Line Item Addresses Misc. Info Preview Document

Contract Number	Shipment Number	Shipment Date	Invoice Number	Invoice Date	
C12N100000001	0001	SER1103	2010/12/20	INV1103	2010/12/20
				<b>Line Item Total:</b>	\$ 7,969.79

Click the Address tab to go to the Address page

The Pay Official can navigate to the Addresses page by clicking the Addresses tab.

Qty. Delivered	Unit	Unit Price (\$)	Amount (\$)	
2	EA	3,999.89	7,999.78	
SDN	ACRN	GFE	Advice Code	
001002	SDN000000000001	A1	N	B

Description

This is a Line Item Description.

Milstrip	Milstrip Quantity
NONE	1
MILSTRIP01	1

Item No.	Unit Price (\$)	Amount (\$)
F050	29.99	-29.99

Description

OTHER +/- SEE DESC FOR DETAILS

Help

Pay Official - Invoice 2-in-1

Header Line Item Addresses Misc. Info Preview Document

Contract Number	Delivery Order	Shipment Number	Shipment Date	Invoice Number	Invoice Date
C12N100000001	0001	SER1103	2010/12/20	INV1103	2010/12/20

Prime Contractor		
<b>CAGE Code</b>	<b>Extension</b>	
493B3		
<b>Activity Name 1</b>		
MECX, LP		
<b>Activity Name 2</b>		
<b>Activity Name 3</b>		
<b>Address 1</b>		
12269 E VASSAR DR		
<b>Address 2</b>		
<b>Address 3</b>		
<b>Address 4</b>		
<b>City</b>	<b>State</b>	<b>Zip</b>
AURORA	CO	800141927
<b>Country</b>	<b>Military Location Description</b>	
USA		

Administered By		
<b>DoDAAC</b>	<b>Activity Name 1</b>	
S0512A		
<b>Address 1</b>		
16111 PLUMMER STREET		
<b>Address 2</b>		
BLDG 10 2ND FLOOR		
<b>Address 3</b>		
<b>Address 4</b>		
SEPULVEDA CA 91343		
<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Country</b>	<b>Military Location Description</b>	

The Addresses page is displayed. This page contains the mailing addresses of the Vendor CAGE Codes and Government DoDAACs involved in processing this document.

Inspect By	
<b>DoDAAC</b>	<b>Extension</b>
S0512A	
<b>Activity Name 1</b>	
DCMA LOS ANGELES	
<b>Activity Name 2</b>	

Service Acceptor	
<b>DoDAAC</b>	<b>Extension</b>
FU4417	
<b>Activity Name 1</b>	
FU4417 1 SOCS SOCS ATTN BECO	
<b>Activity Name 2</b>	

Pay Official - Invoice 2-in-1

Header Line Item Addresses Misc. Info Preview Document

Contract Number	Document Number	Shipment Date	Invoice Number	Invoice Date
C12N100000001	0001 SER1103	2010/12/20	INV1103	2010/12/20

Click the Misc Info tab to go to the Misc Info page

Prime Contractor

<b>CAGE Code</b>	493B3	
<b>Activity Name 1</b>	MECX, LP	
<b>Activity Name 2</b>		
<b>Activity Name 3</b>		
<b>Address 1</b>	12269 E VASSAR DR	
<b>Address 2</b>		
<b>Address 3</b>		
<b>Address 4</b>		
<b>City</b>	<b>State</b>	<b>Zip</b>
AURORA	CO	800141927
<b>Country</b>	<b>Military Location Description</b>	
USA		

The Pay Official can navigate to the Miscellaneous Information page by clicking the Misc. Info tab.

Administered By

<b>DoDAAC</b>	S0512A	
<b>Activity Name 1</b>	DCMA LOS ANGELES	
<b>Activity Name 2</b>		
<b>Activity Name 3</b>		
<b>Address 1</b>	16111 PLUMMER STREET	
<b>Address 2</b>	BLDG 10 2ND FLOOR	
<b>Address 3</b>		
<b>Address 4</b>	SEPULVEDA CA 91343	
<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Country</b>	<b>Military Location Description</b>	

Inspect By

<b>DoDAAC</b>	<b>Extension</b>
S0512A	
<b>Activity Name 1</b>	DCMA LOS ANGELES
<b>Activity Name 2</b>	

Service Acceptor

<b>DoDAAC</b>	<b>Extension</b>
FU4417	
<b>Activity Name 1</b>	FU4417 1 SOCS SOCS ATTN BECO
<b>Activity Name 2</b>	

User Administration Console Government Property Transfer Documentation Lookup Logout

## Pay Official - Invoice 2-in-1

Header Line Item Addresses Misc. Info Preview Document

Contract Number	Delivery Order	Shipment Number	Shipment Date	Invoice Number	Invoice Date
C12N100000001	0001	SER1103	2010/12/20	INV1103	2010/12/20

## Initiator

<b>Name:</b> Cora Leung	<b>Date of Action / IRD:</b> 2010/12/20 1103 EST / 2010/12/20	<b>Phone #:</b> 904-996-CORA	<b>DSN:</b>
<b>Email:</b> coleung@caci.com	<div style="border: 1px solid black; background-color: yellow; padding: 5px;">           The Miscellaneous Information found on this page includes the initiator (Vendor) and government contact information, and comments.         </div>		<b>Action(s):</b> [Submitted, Web, Stand Alone]
<b>Org Email:</b> coleung@caci.com			
<b>Attachments:</b>			
<b>Comments:</b>			

## Acceptor

<b>Name:</b> Matthew Blajian	<b>Date of Action:</b> 2010/12/20 1235 EST	<b>Phone #:</b> 407-895-2337	<b>DSN:</b>
<b>Email:</b> wawf@caci.com	<b>Title:</b> Professional Inspector		<b>Action(s):</b> [Accepted]
<b>Org Email:</b> wawf@caci.com			
<b>Attachments:</b>			
<b>Comments:</b> This is Acceptor's comments.			

## Payment Official

<b>Name:</b> Cora Userid	<b>Date of Action:</b> 2010/12/20 1404 EST	<b>Phone #:</b> 904-996-CORA	<b>DSN:</b>
<b>Email:</b> coleung@hellokitty.com	<b>Title:</b> Testing		<b>Action(s):</b>
<b>Org Email:</b> cora_PayOfficial@yahoo.com			
<b>Attachments:</b>			

**Attachments:**

**Comments:**

Acceptor

<b>Name:</b>	<b>Date of Action:</b>	<b>Phone #:</b>	<b>DSN:</b>
Matthew Blajian	2010/12/20 1235 EST	407-895-2337	
<b>Email:</b>	<b>Title:</b>	<b>Action(s):</b>	
wawf@caci.com	Professional Inspector	[Accepted]	
<b>Org Email:</b>			
wawf@caci.com			
<b>Attachments:</b>			
<b>Comments:</b>			

This is Acceptor's comments.

The Pay Official has the ability to view Vendor and Government attachments, and add attachments and comments.

To add an attachment, the Pay Official clicks the Add Attachments link.

Payment Official

<b>Name:</b>	<b>DSN:</b>
Cora Userid	
<b>Email:</b>	<b>Action(s):</b>
coleung@hellokitty.com	
<b>Org Email:</b>	
cora_PayOfficial@yahoo.com	
<b>Attachments:</b>	
<b>Comments:</b>	

[Add Attachments](#)



Empty text area for comments with a vertical scrollbar.

Help

## Pay Official - Invoice 2-in-1

### Form - Attachments

**WARNING: Wide Area Workflow (WAWF) is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.**

There is an attachment size limit of 3MB, attachments over this size will be rejected.

The Attachments page is displayed.  
This tab can be used to send file attachments.  
Multiple attachments may be associated with a document,  
with the file size of EACH, individual attachment, not  
exceeding 3 MB of data.

Logon Date : 2010/12/20 13:37:10 EST Last Accessed Date : 2010/12/20 14:07:15 EST

## Pay Official - Invoice 2-in-1

### Form - Attachments

**WARNING: Wide Area Workflow (WAWF) is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.**

There is an attachment size limit of 3MB, attachments over this size will be rejected.

To locate the file, the Pay Official clicks the Browse button.

Pay Official - Invoice 2-in-1

Form - Attachments

**WARNING: Wide Area Workflows**  
**Do NOT enter classified information**

There is an attachment size limit of 3 MB

Choose file

Look in: PDF

- PDF.pdf
- PDF\_binary.doc

File name: PDF.pdf

Files of type: All Files (\*.\*)

Open Cancel

The choose file window is displayed. Once the file is selected, the Pay Official clicks the Open button.



Upload Return Help

## Pay Official - Invoice 2-in-1

### Form - Attachments

**WARNING: Wide Area Workflow (WAWF) is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.**

There is an attachment size limit of 3MB, attachments over this size will be rejected.

The file directory is displayed in the Attachment field.

## Pay Official - Invoice 2-in-1

### Form - Attachments

**WARNING: Wide Area Workflow (WAWF) is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.**

There is an attachment size limit of 3MB, attachments over this size will be rejected.

C:\Base64\_binary\PDF\PDF.pdf

The Inspector clicks the Upload button.



Click Upload to add the attachment (access key U)

Logon Date : 2010/12/20 13:37:10 EST Last Accessed Date : 2010/12/20 14:07:15 EST

[User](#) [Administration Console](#) [Government](#) [Property Transfer](#) [Documentation](#) [Lookup](#) [Logout](#)

## Pay Official - Invoice 2-in-1

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

Contract Number	Delivery Order	Shipment Number	Shipment Date	Invoice Number	Invoice Date
C12N100000001	0001	SER1103	2010/12/20	INV1103	2010/12/20

## Initiator

<b>Name:</b> Cora Leung	<b>Date of Action / IRD:</b> 2010/12/20 1103 EST / 2010/12/20	<b>Phone #:</b> 904-996-CORA	<b>DSN:</b>
<b>Email:</b> coleung@caci.com		<b>Title:</b> QA	<b>Action(s):</b> [Submitted, Web, Stand Alone]
<b>Org Email:</b> coleung@caci.com	<div style="border: 1px solid black; background-color: yellow; padding: 5px; text-align: center;">           The screen returns to the Miscellaneous Information page.         </div>		
<b>Attachments:</b>			
<b>Comments:</b>			

## Acceptor

<b>Name:</b> Matthew Blajian	<b>Date of Action:</b> 2010/12/20 1235 EST	<b>Phone #:</b> 407-895-2337	<b>DSN:</b>
<b>Email:</b> wawf@caci.com		<b>Title:</b> Professional Inspector	<b>Action(s):</b> [Accepted]
<b>Org Email:</b> wawf@caci.com			
<b>Attachments:</b>			
<b>Comments:</b> This is Acceptor's comments.			

## Payment Official

<b>Name:</b> Cora Userid	<b>Date of Action:</b> 2010/12/20 1404 EST	<b>Phone #:</b> 904-996-CORA	<b>DSN:</b>
<b>Email:</b> coleung@hellokitty.com		<b>Title:</b> Testing	<b>Action(s):</b>
<b>Org Email:</b> cora_PayOfficial@yahoo.com			
<b>Attachments:</b>			

**Attachments:**

**Comments:**

Acceptor

<b>Name:</b>	<b>Date of Action:</b>	<b>Phone #:</b>	<b>DSN:</b>
Matthew Blajian	2010/12/20 1235 EST	407-895-2337	
<b>Email:</b>		<b>Title:</b>	<b>Action(s):</b>
wawf@caci.com		Professional Inspector	[Accepted]
<b>Org Email:</b>			
wawf@caci.com			
<b>Attachments:</b>			
<b>Comments:</b>			

This is Acceptor's comments.

Payment Official

<b>Name:</b>	<b>Date of Action:</b>	<b>Phone #:</b>	<b>DSN:</b>
		904-996-CORA	
		<b>Title:</b>	<b>Action(s):</b>
		Testing	

cora\_PayOfficial@yahoo.com

**Attachments:**

PDF.pdf

[View Attachment](#) [Delete Attachment](#)

[Add Attachments](#)

**Comments:**

[Help](#)

**Attachments:**

**Comments:**

Acceptor

<b>Name:</b>	<b>Date of Action:</b>	<b>Phone #:</b>	<b>DSN:</b>
Matthew Blajian	2010/12/20 1235 EST	407-895-2337	
<b>Email:</b>		<b>Title:</b>	<b>Action(s):</b>
wawf@caci.com		Professional Inspector	[Accepted]
<b>Org Email:</b>			
wawf@caci.com			
<b>Attachments:</b>			
<b>Comments:</b>			

This is Acceptor's comments.

Payment Official

<b>Name:</b>	<b>Date of Action:</b>	<b>Phone #:</b>	<b>DSN:</b>
	4 EST	904-996-CORA	
		<b>Title:</b>	<b>Action(s):</b>
		Testing	

The Pay Official can view the attachment by clicking the View Attachment link.

cora\_PayOfficial@yahoo.com

**Attachments:**

PDF.pdf



[View Attachment](#) [Delete Attachment](#)  
[Add Attachments](#)

**Comments:**

Help

**Attachments:**

**Comments:**

Acceptor

<b>Name:</b>	<b>Date of Action:</b>	<b>Phone #:</b>	<b>DSN:</b>
Matthew Blajian	2010/12/20 1235 EST	407-895-2337	
<b>Email:</b>		<b>Title:</b>	<b>Action(s):</b>
wawf@caci.com		Professional Inspector	[Accepted]
<b>Org Email:</b>			
wawf@caci.com			
<b>Attachments:</b>			
<b>Comments:</b>			

This is Acceptor's comments.

Payment Official

<b>Name:</b>	<b>Date of Action:</b>	<b>Phone #:</b>	<b>DSN:</b>
	4 EST	904-996-CORA	
		<b>Title:</b>	<b>Action(s):</b>
		Testing	

And delete the attachment by clicking the Delete Attachment link.

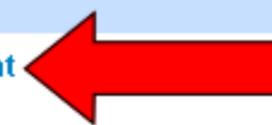
cora\_PayOfficial@yahoo.com

**Attachments:**

PDF.pdf

[View Attachment](#) [Delete Attachment](#)

[Add Attachments](#)



**Comments:**

[Help](#)

**Attachments:**

**Comments:**

Acceptor

<b>Name:</b>	<b>Date of Action:</b>	<b>Phone #:</b>	<b>DSN:</b>
Matthew Blajian	2010/12/20 1235 EST	407-895-2337	
<b>Email:</b>		<b>Title:</b>	<b>Action(s):</b>
wawf@caci.com		Professional Inspector	[Accepted]
<b>Org Email:</b>			
wawf@caci.com			
<b>Attachments:</b>			
<b>Comments:</b>			

This is Acceptor's comments.

Payment Official

<b>Name:</b>	<b>Date of Action:</b>	<b>Phone #:</b>	<b>DSN:</b>
Cora User		904-996-CORA	
<b>Email:</b>		<b>Title:</b>	<b>Action(s):</b>
coleung@		Testing	
<b>Org Email:</b>			
cora_PayO			
<b>Attache</b>			

This text field is where the Pay Official adds comments. The comment field is a conditional item if the document is being accepted. If the document is being rejected, a comment is mandatory.

PDF.pdf [View Attachment](#) [Delete Attachment](#)  
[Add Attachments](#)

**Comments:**

This is Pay Official's comments.

[Help](#)

Pay Official - Invoice 2-in-1

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

Contract Number	Delivery Order	Shipment Date	Invoice Number	Invoice Date
C12N100000001	0001	SER1103	INV1103	2010/12/20

Click Preview Document to view the entire document.

Initiator

Name:	Date of Action / IRD:	Phone #:	DSN:
Cora Leung			
Email:			Action(s):
coleung@caci.com			[Submitted, Web, Stand Alone]
Org Email:			
coleung@caci.com			
Attachments:			
Comments:			

The Pay Official can navigate to the Preview Document page by clicking the Preview Document tab.

Acceptor

Name:	Date of Action:	Phone #:	DSN:
Matthew Blajian	2010/12/20 1235 EST	407-895-2337	
Email:			Action(s):
wawf@caci.com			[Accepted]
Org Email:			
wawf@caci.com			
Attachments:			
Comments:	This is Acceptor's comments.		

Payment Official

Name:	Date of Action:	Phone #:	DSN:
Cora Userid	2010/12/20 1404 EST	904-996-CORA	
Email:			Action(s):
coleung@hellokitty.com			Testing
Org Email:			
cora_PayOfficial@yahoo.com			
Attachments:			

Pay Official - Invoice 2-in-1

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

Expand All Collapse All

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

Contract Number	Delivery Order	Issue Date
C12N100000001	0001	2010/12/20

Invoice Number	Invoice Date	Final Invoice?	Invoice Received Date
INV1103	2010/12/20	N	2010/12/20

Discounts
2.99% 25 Days

The Preview Document tab is displayed. The Pay Official can scroll the contents of the tab to review the document.

Summary of Detail Level Information	Total
1 CLIN/SLIN(s)	\$ 7,999.78
1 Miscellaneous Amount(s)	\$ -29.99
<b>Document Total:</b>	<b>\$ 7,969.79</b>

Shipment Number	Shipment Date	Final Shipment
SER1103	2010/12/20	N

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

Line Item Total: \$ 7,969.79

Item No.	Stock Part No.	Type	Qty. Delivered	Unit	Unit Price (\$)	Amount (\$)
1001AA	stock000000001	F8	2	EA	3,999.89	7,999.78
	<b>AAI</b>	<b>SDN</b>		<b>ACRN</b>	<b>GFE</b>	<b>Advice Code</b>
	001002	SDN000000000001		A1	N	B

**Description**

This is a Line Item Description.

Milstrip	Milstrip Quantity
NONE	1
MILSTRIP01	1

Pay Official - Invoice 2-in-1

Header Line Item Addresses Misc. Info Preview Document

Expand All Collapse All

[-] Document Information

Contact Number	Delivery Order	Issue Date
C12N000000001	0001	2010/12/20

Invoice Number	Invoice Date	Final Invoice?	Invoice Received Date
INV1103	2010/12/20	N	2010/12/20

Discounts
2.99% 25 Days

Summary of Detail Level Information	Total
1 CLIN/SLIN(s)	\$ 7,999.78
1 Miscellaneous Amount(s)	\$ -29.99
<b>Document Total:</b>	<b>\$ 7,969.79</b>

The Pay Official can expand all document sections by clicking the Expand All link.

Shipment Number	Shipment Date	Final Shipment
SER1103	2010/12/20	N

[-] Line Item Information

Line Item Total: \$ 7,969.79

Item No.	Stock Part No.	Type	Qty. Delivered	Unit	Unit Price (\$)	Amount (\$)
1001AA	stock000000001	F8	2	EA	3,999.89	7,999.78
	<b>AAI</b>	<b>SDN</b>		<b>ACRN</b>	<b>GFE</b>	<b>Advice Code</b>
	001002	SDN000000000001		A1	N	B

Description

This is a Line Item Description.

Milstrip	Milstrip Quantity
NONE	1
MILSTRIP01	1

Pay Official - Invoice 2-in-1

Header Line Item Addresses Misc. Info Preview Document

Expand All Collapse All

Click to Collapse All sections for the preview document page

[-]Document Information

Contract Number	Delivery Order	Issue Date
C12N100000001	0001	2010/12/20

Invoice Number	Invoice Date	Final Invoice?	Invoice Received Date
INV1103	2010/12/20	N	2010/12/20

Discounts
2.99% 25 Days

The Pay Official can collapse all document sections by clicking the Collapse All link.

Summary of Detail Level Information	Total
1 CLIN/SLIN(s)	\$ 7,999.78
1 Miscellaneous Amount(s)	\$ -29.99
<b>Document Total:</b>	<b>\$ 7,969.79</b>

Shipment Number	Shipment Date	Final Shipment
SER1103	2010/12/20	N

[-]Line Item Information

Line Item Total: \$ 7,969.79

Item No.	Stock Part No.	Type	Qty. Delivered	Unit	Unit Price (\$)	Amount (\$)
1001AA	stock000000001	F8	2	EA	3,999.89	7,999.78
	<b>AAI</b>	<b>SDN</b>		<b>ACRN</b>	<b>GFE</b>	<b>Advice Code</b>
	001002	SDN000000000001		A1	N	B

Description

This is a Line Item Description.

Milstrip	Milstrip Quantity
NONE	1
MILSTRIP01	1

Pay Official - Invoice 2-in-1

Header Line Item Addresses Misc. Info Preview Document

Expand All Collapse All



Click to Collapse All sections for the preview document page

[-]Document Information

Contract Number	Delivery Order	Issue Date
C12N100000001	0001	2010/12/20

Invoice Number	Invoice Date	Final Invoice?	Invoice Received Date
INV1103	2010/12/20	N	2010/12/20

Discounts
2.99% 25 Days

The Pay Official clicks the Collapse All link.

Summary of Detail Level Information	Total
1 CLIN/SLIN(s)	\$ 7,999.78
1 Miscellaneous Amount(s)	\$ -29.99
<b>Document Total:</b>	<b>\$ 7,969.79</b>

Shipment Number	Shipment Date	Final Shipment
SER1103	2010/12/20	N

[-]Line Item Information

Line Item Total: \$ 7,969.79

Item No.	Stock Part No.	Type	Qty. Delivered	Unit	Unit Price (\$)	Amount (\$)
1001AA	stock000000001	F8	2	EA	3,999.89	7,999.78
	<b>AAI</b>	<b>SDN</b>		<b>ACRN</b>	<b>GFE</b>	<b>Advice Code</b>
	001002	SDN000000000001		A1	N	B

Description

This is a Line Item Description.

Milstrip	Milstrip Quantity
NONE	1
MILSTRIP01	1

## Pay Official - Invoice 2-in-1

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

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

- [\[+\] Document Information](#)
- [\[+\] Line Item Information](#)
- [\[+\] Address Information](#)
- [\[+\] Misc Information](#)
- [\[+\] Workflow Information](#)

All document sections are collapsed.

[Help](#)

Logon Date : 2010/12/20 13:37:10 EST Last Accessed Date : 2010/12/20 14:08:51 EST

[Security & Privacy](#) [Accessibility](#) [Vendor Customer Support](#) [Government Customer Support](#) [FAQ](#) [Site Index](#)

## Pay Official - Invoice 2-in-1

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

Expand All Collapse All

- [+] Document Information
- [+] Line Item Information
- [+] Address Information
- [+] Misc Information
- [+] Workflow Information



The Pay Official clicks the Line Item Information header.

Help

Pay Official - Invoice 2-in-1

Header Line Item Addresses Misc. Info Preview Document

Expand All Collapse All

The Line Item Information section is collapsed.

[+]Document Information

[.]Line Item Information

Line Item Total: \$ 7,969.79

Item No.	Stock Part No.	Type	Qty. Delivered	Unit	Unit Price (\$)	Amount (\$)
1001AA	stock000000001	F8	2	EA	3,999.89	7,999.78
	<b>AAI</b>	<b>SDN</b>	<b>ACRN</b>	<b>GFE</b>	<b>Advice Code</b>	
	001002	SDN0000000000001	A1	N	B	

Description

This is a Line Item Description.

Milstrip	Milstrip Quantity
NONE	1
MILSTRIP01	1

Item No.	Unit Price (\$)	Amount (\$)
F050	29.99	-29.99

Description

OTHER +/- SEE DESC FOR DETAILS

[+]Address Information

[+]Misc Information

[+]Workflow Information

Help

Pay Official - Invoice 2-in-1

Header Line Item Addresses Misc. Info Preview Document

Expand All Collapse All

[+] Document Information [-] Line Item Information

After the Pay Official has verified all the information in the document, the next step is to mark the document as accepted from the Header page.

Line Item Total: \$ 7,969.79

Item No.	Stock Part No.	Type	Qty. Delivered	Unit	Unit Price (\$)	Amount (\$)
1001AA	stock000000001	F8	2	EA	3,999.89	7,999.78
	<b>AAI</b>	<b>SDN</b>		<b>ACRN</b>	<b>GFE</b>	<b>Advice Code</b>
	001002	SDN0000000000001		A1	N	B

Description

This is a Line Item Description.

Milstrip	Milstrip Quantity
NONE	1
MILSTRIP01	1

Item No.	Unit Price (\$)	Amount (\$)
F050	29.99	-29.99

Description

OTHER +/- SEE DESC FOR DETAILS

[+] Address Information [+] Misc Information [+] Workflow Information

Help

### Pay Official - Invoice 2-in-1

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

Contract Number	Delivery Order	Issue Date
CI2N100000001	0001	2010/12/20

Invoice Number	Invoice Date	Final Invoice?	Invoice Received Date
INV1103	2010/12/20	N	2010/12/20

Discounts
2.99% 25 Days

Summary of Detail Level Information	Total
1 CLIN/SLIN(s)	\$ 7999.78
1 Miscellaneous Amount(s)	\$ -29.99
<b>Document Total:</b>	<b>\$ 7,969.79</b>

The Header page is displayed.  
To mark the document, the Pay Official must scroll down to the bottom of the Header page to access the Action By: DoDAAC section.

Shipment Number	Shipment Date	Final Shipment
SER1103	2010/12/20	N

#### Routing Information

Role	Location Code	Extension	Name
Payee	493B3		MECX, LP
Pay Official	HQ0419		DFAS JAPAN
Issue By	FU4417		FU4417 1 SOCS SOCS ATTN BECO
Admin	S0512A		DCMA LOS ANGELES
Inspect By	S0512A		DCMA LOS ANGELES
Service Acceptor	FU4417		FU4417 1 SOCS SOCS ATTN BECO

#### ACTION BY: FU4417

<input checked="" type="checkbox"/> Inspected			Has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents
<input checked="" type="checkbox"/> Accepted and conforms to the contract except as noted	<b>Date Received</b> 2010/12/20	<b>Signature Date</b> 2010/12/20	<div style="border: 1px solid #ccc; background-color: #ccc; padding: 5px; display: inline-block;">Matthew Blajian</div>
<input type="checkbox"/> Reject to Initiator			Signature Of Authorized Government Representative

\* = Required Fields

#### ACTION BY: HQ0419 \*

Document Accepted

Summary of Detail Level Information		Total
1 CLIN/SLIN(s)		\$ 7999.78
1 Miscellaneous Amount(s)		\$ -29.99
<b>Document Total:</b>		<b>\$ 7,969.79</b>

Shipment Number	Shipment Date	Final Shipment
SER1103	2010/12/20	N

**Routing Information**

Role	Location Code	Extension	Name
Payee	493B3		MECX, LP
Pay Official	HQ0419		DFAS JAPAN
Issue By	FU4417		FU4417 1 SOCS SOCS ATTN BECO
Admin	S0512A		DCMA LOS ANGELES
Inspect By	S0512A		DCMA LOS ANGELES
Service Acceptor	FU4417		FU4417 1 SOCS SOCS ATTN BECO

**ACTION BY: FU4417**

Inspected Has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents  
 Accepted and conforms to the contract except as noted  
 Reject to Initiator

**Date Received** **Signature Date**

Matthew Blajian  
Authorized Government Representative

When an invoice or financing document is marked as "accepted", the Pay Official is indicating that the document is a valid payment request.

When an invoice or financing document is marked as "processed", the Pay Official is indicating that the document is manually entered into the appropriate electronic entitlement system for payment.

The Pay Official can accept and process a document at the same time (One Step), or the Pay Official can accept at one time and process at a later time (Two Steps).  
 If the Pay Official accepts at one time and processes later, the marked "Accepted" document is moved from the Acceptance/Review Folder into the Process Documents Folder.

\* = Required Fields

**ACTION BY: HQ0419 \***

Document Accepted  
 Document Processed  
 Document Rejected  
 Document Suspended  
 Document Available For Recall

Summary of Detail Level Information		Total
1 CLIN/SLIN(s)		\$ 7999.78
1 Miscellaneous Amount(s)		\$ -29.99
<b>Document Total:</b>		<b>\$ 7,969.79</b>

Shipment Number	Shipment Date	Final Shipment
SER1103	2010/12/20	N

**Routing Information**

Role	Location Code	Extension	Name
Payee	493B3		MECX, LP
Pay Official	HQ0419		DFAS JAPAN
Issue By	FU4417		FU4417 1 SOCS SOCS ATTN BECO
Admin	S0512A		DCMA LOS ANGELES
Inspect By	S0512A		DCMA LOS ANGELES
Service Acceptor	FU4417		FU4417 1 SOCS SOCS ATTN BECO

**ACTION BY: FU4417**

Inspected

Accepted and conforms to the contract except as noted

Reject to Initiator

Has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents

Date Received	Signature Date	Signature
2010/12/20	2010/12/20	Matthew Blajian

Signature Of Authorized Government Representative

\* = Required Fields  
**ACTION BY: HQ0419 \***

Document Accepted

Document Processed

Document Rejected

Document Suspended

Document Available For Recall

The Pay Official clicks the "Document Accepted" checkbox.

Discounts

2.99% 25 Days

Summary of Detail Level Information Total

1 CLIN/SLIN(s)	\$ 7999.78
1 Miscellaneous Amount(s)	\$ -29.99
<b>Document Total:</b>	
	<b>\$ 7,969.79</b>

Shipment Number	Shipment Date	Final Shipment
SER1103	2010/12/20	N

Routing Information

Role	Location Code	Extension	Name
Payee	493B3		MECX, LP
Pay Official	HQ0419		DFAS JAPAN
Issue By	FU4417		FU4417 1 SOCS SOCS ATTN BECO
Admin	S0512A		DCMA LOS ANGELES
Inspect By	S0512A		DCMA LOS ANGELES
Service Acceptor	FU4417		FU4417 1 SOCS SOCS ATTN BECO

ACTION BY: FU4417

Inspected Has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents

Accepted and conforms to the contract except as noted 

Matthew Blajian
-----------------

Reject to Initiator Signature Of Authorized Government Representative

\* = Required Fields

ACTION BY: HQ0419 \*

- Document Accepted
- Document Processed
- Document Rejected
- Document Suspended
- Document Available For Recall

The Pay Official clicks the "Submit" button.

Click Submit to submit the document. (access key S)

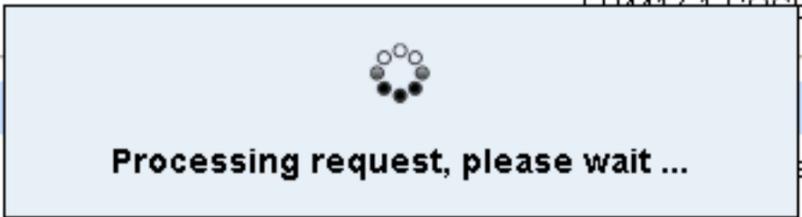
Summary of Detail Level Information		Total
1 CLIN/SLIN(s)		\$ 7999.78
1 Miscellaneous Amount(s)		\$ -29.99
<b>Document Total:</b>		<b>\$ 7,969.79</b>

Shipment Number	Shipment Date	Final Shipment
SER1103	2010/12/20	N

**Routing Information**

Role	Location Code	Extension	Name
Payee	493B3		MECX, LP
Pay Official	HQ0419		DFAS JAPAN
Issue By	FU4417		FU4417 1 SOCS SOCS ATTN BECO
Admin	S0512A		DCMA LOS ANGELES
Inspect By	S0512A		DCMA LOS ANGELES
Service Acceptor	FU4417		FU4417 1 SOCS SOCS ATTN BECO

**ACTION BY: FU4417**



<input checked="" type="checkbox"/> Inspected				been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents
<input checked="" type="checkbox"/> Accepted and conforms to the contract except as noted	<b>Date Received</b>	<b>Signature Date</b>		<b>Matthew Blajian</b>
	2010/12/20	2010/12/20		
<input type="checkbox"/> Reject to Initiator				Signature Of Authorized Government Representative

\* = Required Fields  
**ACTION BY: HQ0419 \***

- Document Accepted
- Document Processed
- Document Rejected
- Document Suspended
- Document Available For Recall

**Success**

The Invoice 2-in-1 (Services Only) was successfully reviewed.

Contract Number	Delivery Order	Shipment Number	Invoice Number
C12N100000001	0001	SER1103	INV1103

[Send Additional Email Notifications](#)

Mon Dec 20 14:09:38 EST 2010

The system informs that the document was reviewed successfully.

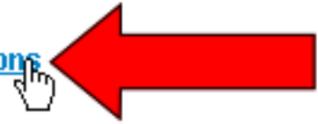
[Return](#)

Success

The Invoice 2-in-1 (Services Only) was successfully reviewed.

Contract Number	Delivery Order	Shipment Number	Invoice Number
C12N100000001	0001	SER1103	INV1103

[Send Additional Email Notifications](#)



The Pay Official can send an email notification by clicking the "Send Additional Email Notification" link.

Mon Dec 20 14:09:38 EST 2010

Return

Success

The Invoice 2-in-1 (Services Only) was successfully reviewed.

Contract Number	Delivery Order	Shipment Number	Invoice Number
C12N100000001	0001	SER1103	INV1103

[Send Additional Email Notifications](#)

Mon Dec 20 14:09:38 EST 2010

The "Return" button returns the user to the Acceptance/Review Folder so that the Pay Official can continue working on documents.



Return

## Success

The Invoice 2-in-1 (Services Only) was successfully reviewed.

Contract Number	Delivery Order	Shipment Number	Invoice Number
C12N100000001	0001	SER1103	INV1103

[Send Additional Email Notifications](#)

Mon Dec 20 14:09:38 EST 2010

The Invoice 2-in-1 has been moved from the Acceptance/Review Folder into the Process Documents Folder with a status of "Reviewed".

[Return](#)

## Success

The Invoice 2-in-1 (Services Only) was successfully reviewed.

Contract Number	Delivery Order	Shipment Number	Invoice Number
C12N100000001	0001	SER1103	INV1103

[Send Additional Email Notifications](#)

Mon Dec 20 14:09:38 EST 2010

=====  
This concludes the demonstration of a Pay Official reviewing/accepting invoices and finance documents.  
=====

[Return](#)