

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 processing invoices and finance documents.

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



- Acceptor
- Cost Voucher Approver
- Cost Voucher Reviewer
- Inspector
- Issue By
- Local Processing Office
- Local Processing Office Reviewer
- Pay Official

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- Please do not use the browser BACK BUTTON within the WAWF application.
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- Users should be aware of the loss of data not yet saved to the server.
- When navigating through the application, please do not 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.

The Pay Official selects the Government menu option.

Help

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

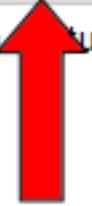
- Acceptor
- Cost Voucher Approver
- Cost Voucher Reviewer
- Inspector
- Issue By
- Local Processing Office
- Local Processing Office Reviewer
- Pay Official
- In data structure and when re etc.

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

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

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Then selects the Pay Official sub menu option.

Help

Logon Date : 2011/01/05 13:48:00 EST Last Accessed Date : 2011/01/05 13:48:00 EST

- User
- Government
- Property Transfer
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- Logout

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

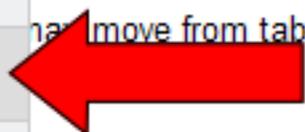
WARNING!

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Please use the browser BACK BUTTON within the WAWF application. The BACK BUTTON is not supported within the WAWF application when completing electronic forms. Please be aware of the loss of data not yet saved to the server.

Buttons to return to a previous page within the WAWF application:

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



Then selects the Process Documents Folder.

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Search Criteria - Pay Official Process Documents 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.

DoDAAC *

Select Location Code 

Contract Number

Vendor (Payee) / Vendor (Payee) Extension

Shipment No.

SSN / Confirm SSN

Type Document

All Documents 

Status

All Documents 

Create / Update Date (YYYY/MM/DD)

2010/12/06 

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

2011/01/05 

Acceptance Date (YYYY/MM/DD)

Acceptance Date End (YYYY/MM/DD)

Invoice Received Date (YYYY/MM/DD)

Invoice Received Date End (YYYY/MM/DD)

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.

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.

Search Criteria - Pay Official Process Documents Folder

FOUO - Privacy Sensitive:

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DoDAAC *

Select Location Code



Select DoDAAC

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

Vendor (Payee) / Vendor (Payee) Extension

Ship From / Ship From Extension

Shipment No.

Invoice Number

SSN / Confirm SSN

Tax Id (EIN)

Type Document

All Documents

Status

All Documents

Create / Update Date (YYYY/MM/DD)

2010/12/06

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

2011/01/05

Acceptance Date (YYYY/MM/DD)

Acceptance Date End (YYYY/MM/DD)

Invoice Received Date (YYYY/MM/DD)

Invoice Received Date End (YYYY/MM/DD)

Search Criteria - Pay Official Process Documents Folder

FOUO - Privacy Sensitive:

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DoDAAC *

Select Location Code

Select Location Code

- F03000
- HQ0338
- HQ0419**
- N68892



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

Vendor (Payee) / Vendor (Payee) 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)

2010/12/06 2011/01/05

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

Invoice Received Date (YYYY/MM/DD) Invoice Received Date End (YYYY/MM/DD)

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

Create / Update Date (YYYY/MM/DD)

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

Acceptance Date (YYYY/MM/DD)

The Pay Official can use the Results Columns drop down list to choose to display only certain columns of data on the Results page.

Invoice Received Date (YYYY/MM/DD)

Estimated Delivery Date (YYYY/MM/DD)

Estimated Delivery Date End (YYYY/MM/DD)

Result Size / Result Font

Result Columns

Submit

Help

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

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)

Estimated Delivery Date (YYYY/MM/DD)

The Pay Official chooses to display the Invoices columns on the Search Results page.

Result Size / Result Font

Result Columns

- Shipment and Invoice Columns
- Shipment and Invoice Columns
- Shipment and Invoice Columns (without dates)
- Shipment Columns
- Shipment Columns (without dates)
- Invoice Columns
- Invoice Columns (without dates)

Submit

Help

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

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)

The "Invoice Columns" option is selected.

Estimated Delivery Date (YYYY/MM/DD)

Result Size / Result Font

Result Columns

Submit

Help

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

Create / Update Date (YYYY/MM/DD)

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

Acceptance Date (YYYY/MM/DD)

Acceptance Date End (YYYY/MM/DD)

The Pay Official clicks the 'Submit' button to continue.

Invoice Received Date End (YYYY/MM/DD)

Estimated Delivery Date End (YYYY/MM/DD)

Result Size / Result Font

Result Columns

Submit

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Pay Official Process Documents Folder for 'HQ0419' (13 items, sorted by Contract Number)

Item	Type	Vendor (Payee)	Contract Number↑	Delivery Order	Invoice Number	Submitted	Received	Status	Purge	Hold	Amount
1	Grant	06481	508GRANT11111	1111	V11111	2009-08-11	G2009-08-11	Reviewed		H	\$13.00
2	PP Pre-Pay	06481	508PPR1111111	0001	PPRB111	2009-08-10	D2009-08-10	Reviewed		H	\$3.00
3	Invoice	1QU78	HQ041909N0123	TEST	INV1425	2009-01-23	2009-01-23	Reviewed		H	\$1,510.00
4	Combo D/D	1QU78	HQ041909N0320	TEST							\$250.00
5	Invoice	1QU78	HQ041909N0323	TEST	INV1400	2009-03-23	2009-03-23	Reviewed		H	\$5,082.75
6	Invoice FP	1QU78	HQ041909N0323	TEST	INV1620	2009-03-23	F2009-03-23	Reviewed		H	\$3,888.00
7	CV-Direct	1QU78	HQ041909N0323	TEST	VN1505	2009-03-23	D2009-03-23	Reviewed		H	\$5,616.00
8	R Combo S/S	06481	HQ041909N0806	PACKLATERUNDO	INV0930	2009-08-06	2009-08-06	Reviewed		H	\$100,674.00
9	Reparables RR S/S	06481	HQ041909N0806	PACKLATERUNDO							\$1,170.00
10	Reparables RR S/S	06481	HQ041909N0806	PACKLATERUNDO							\$7,896.00
11	Construction Invoice	493B3	HQ0419W122910	0001	INV1022	2010-12-29	D2010-12-29	Reviewed		H	\$58,010.46
12	Commercial Item Financing	493B3	HQ0419W122910	CORA	CFIA104	2010-12-29	D2010-12-29	Reviewed		H	\$43,499.70
13	Invoice 2in1	493B3	HQ0419W122910	CORA	INV1048	2010-12-29	2010-12-29	Reviewed		H	\$2,999.98

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

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Pay Official Process Documents Folder for 'HQ0419' (13 items, sorted by Contract Number)

Item	Type	Vendor (Payee)	Contract Number↑	Delivery Order	Invoice Number	Submitted	Received	Status	Purge	Hold	Amount
1	Grant	06481	508GRANT11111	1111	V11111	2009-08-11	G2009-08-11	Reviewed		H	\$13.00
2	PP Pre-Pay	06481	508PPR1111111	0001	PPRB111	2009-08-10	D2009-08-10	Reviewed		H	\$3.00
3	Invoice	1QU78	HQ041909N0123	TEST	INV1425	2009-01-23	2009-01-23	Reviewed		H	\$1,510.00
4	Combo D/D	1QU78	HQ041909N0320	TEST							\$250.00
5	Invoice	1QU78	HQ041909N0323	TEST	INV1400	2009-03-23	2009-03-23	Reviewed		H	\$5,082.75
6	Invoice FP	1QU78	HQ041909N0323	TEST	INV1620	2009-03-23	F2009-03-23	Reviewed		H	\$3,888.00
7	CV-Direct	1QU78	HQ041909N0323	TEST	VN1505	2009-03-23	D2009-03-23	Reviewed		H	\$5,616.00
8	R Combo S/S	06481	HQ041909N0806	PACKLATERUNDO	INV0930	2009-08-06	2009-08-06	Reviewed		H	\$100,674.00
9	Reparables RR S/S	06481	HQ041909N0806	PACKLATERUNDO							\$1,170.00
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13	Invoice 2in1	493B3	HQ0419W122910	CORA	INV1048	2010-12-29	2010-12-29	Reviewed		H	\$2,999.98

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Security & I

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 a Construction Invoice as an example.

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Pay Official Process Documents Folder for 'HQ0419' (13 items, sorted by Contract Number)

Item	Type	Vendor (Payee)	Contract Number↑	Delivery Order	Invoice Number	Submitted	Received	Status	Purge	Hold	Amount
1	Grant	06481	508GRANT11111	1111	V11111	2009-08-11	G2009-08-11	Reviewed		H	\$13.00
2	PP Pre-Pay	06481	508PPR1111111	0001	PPRB111	2009-08-10	D2009-08-10	Reviewed		H	\$3.00
3	Invoice	1QU78	HQ041909N0123	TEST	INV1425	2009-01-23	2009-01-23	Reviewed		H	\$1,510.00
4	Combo D/D	1QU78	HQ041909N0320	TEST							\$250.00
5	Invoice	1QU78	HQ041909N0323	TEST	INV1400	2009-03-23	2009-03-23	Reviewed		H	\$5,082.75
6	Invoice FP	1QU78	HQ041909N0323	TEST	INV1620	2009-03-23	F2009-03-23	Reviewed		H	\$3,888.00
7	CV-Direct	1QU78	HQ041909N0323	TEST	VN1505	2009-03-23	D2009-03-23	Reviewed		H	\$5,616.00
8	R Combo S/S	06481	HQ041909N0806	PACKLATERUNDO	INV0930	2009-08-06	2009-08-06	Reviewed		H	\$100,674.00
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11	Construction Invoice	493B3	HQ0419W122910	0001	INV1023	2010-12-29	D2010-12-29	Reviewed		H	\$58,010.46
12	Commercial Item Financing	493B3	HQ0419W122910	CORA	CE1024	2010-12-29	D2010-12-29	Reviewed		H	\$43,499.70
13	Invoice 2in1	493B3	HQ0419W122910	CORA	INV1048	2010-12-29	2010-12-29	Reviewed		H	\$2,999.98

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

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Pay Official - Construction Payment Invoice

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

Contract Number	Delivery Order	Issue Date
-----------------	----------------	------------

HQ0419W122910	0001	2010/12/29
---------------	------	------------

Invoice Number	Invoice Date	Final Invoice?	Invoice Received Date
----------------	--------------	----------------	-----------------------

INV1022	2010/12/29	N	2010/12/29
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Discounts

1.11 % 38 Days

NET : 14

Summary of Detail Level Information

2 CLIN/SLIN(s)

2 Miscellaneous Amount(s)

Shipment Number

INV1022

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
Contracting Officer	FU4417		FU4417 1 SOCS SOCS ATTN BECO

Contractor Certification

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Pay Official - Construction Payment Invoice

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

Contract Number	Delivery Order	Issue Date
HQ0419W122910	0001	2010/12/29

Invoice Number	Invoice Date	Final Invoice?	Invoice Received Date
INV1022	2010/12/29	N	2010/12/29

Discounts

1.11 % 38 Days

NET : 14

Summary of Detail Level Information

2 CLIN/SLIN(s)

2 Miscellaneous Amount(s)

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.

Document Total: \$ 58,010.46

Shipment Number	Shipment Date	Final Shipment
INV1022	2010/12/29	

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
Contracting Officer	FU4417		FU4417 1 SOCS SOCS ATTN BECO

Contractor Certification

terms and conditions of the subcontract; and
(4) This certification is not to be construed as final acceptance of a subcontractor's performance.

Signature Date
2010/12/29

Cora Leung

Signature of Contractor Representative

ACTION BY: S0512A

- Recommend Approval
- Recommend Reduced Quantity
- Recommend Rejection

Inspection Date

2010/12/29

ACTION BY: FU4417

- Accepted
- Reject to Initiator

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

... or under my supervision and they conform to
... as noted herein or on supporting documents

Matthew Blajian

Authorized Government Representative

* = Required Fields

ACTION BY: HQ0419 *

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

Submit

Previous

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Pay Official - Construction Payment Invoice

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

Contract Number	Delivery Order	Issue Date		
HQ0419W122910	0001	2010/12/29		
Invoice Number	Invoice Date	Final Invoice?	Invoice Received Date	
INV1022	2010/12/29	N	2010/12/29	

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

Summary of Detail Level Information	Total
2 CLIN/SLIN(s)	\$ 57,939.24
2 Miscellaneous Amount(s)	\$ 71.22
Document Total:	\$ 58,010.46

Shipment Number	Shipment Date	Final Shipment
INV1022	2010/12/29	

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
Contracting Officer	FU4417		FU4417 1 SOCS SOCS ATTN BECO

Contractor Certification

Pay Official - Construction Payment Invoice

Header Line Item Addresses Misc. Info Preview Document

Contract Number	Delivery Order	Invoice Number	Invoice Date	Shipment Number	Shipment Date
HQ0419W122910	0001	INV1022	2010/12/29	INV1022	2010/12/29

Total: 58010.46 Government Total: 58010.46

Item No.	Stock Part No.	Type	Qty. Provided	Unit	Unit Price (\$)	Amount (\$)
1001AA	stock00000001	CL	1	EA	28,965.12	28,965.12
SDN			ACRN	Qty. Inspected	Qty. Accepted	Government Amount
SDN0000000001			A1	1	1	28,965.12

Description
This is a Line Item Description.

Milstrip No.	Milstrip Qty.
MILSTIP00000001	1

The Line Item page is displayed.
This page allows the Pay Official to verify the information for each line item. There may or may not be an ACRN or SDN entry.

Item No.	Stock Part No.	Type	Qty. Provided	Unit	Unit Price (\$)	Amount (\$)
2002BB	stock000000002	FS	1	HK	28,974.12	28,974.12
SDN			ACRN	Qty. Inspected	Qty. Accepted	Government Amount
			A2	0	1	28,974.12

Description
This is a Line Item Description.

Milstrip No.	Milstrip Qty.
MILSTRIP02	1

Item No.	Unit Price (\$)	Amount (\$)
F690	15.89	-15.89

Pay Official - Construction Payment Invoice

Header Line Item Addresses Misc. Info Preview Document

Contract Number	Delivery Order	Invoice Number	Invoice Date	Shipment Number	Shipment Date
HQ0419W122910	0001	INV1022	2010/12/29	INV1022	2010/12/29
Total:		58010.46	Government Total:		58010.46

Item No.	Stock Part No.	Type	Qty. Provided	Unit	Unit Price (\$)	Amount (\$)
			1	EA	28,965.12	28,965.12
			ACRN	Qty. Inspected	Qty. Accepted	Government Amount
			A1	1	1	28,965.12

The Pay Official navigates to the Addresses page by clicking the Addresses tab.

Description
This is a Line Item Description.

Milstrip No.	Milstrip Qty.
MILSTIP00000001	1

Item No.	Stock Part No.	Type	Qty. Provided	Unit	Unit Price (\$)	Amount (\$)	
2002BB	stock000000002	FS	1	HK	28,974.12	28,974.12	
			SDN	ACRN	Qty. Inspected	Qty. Accepted	Government Amount
			A2	0	1	28,974.12	

Description
This is a Line Item Description.

Milstrip No.	Milstrip Qty.
MILSTRIP02	1

Item No.	Unit Price (\$)	Amount (\$)
F690	15.89	-15.89

Pay Official - Construction Payment Invoice

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

Contract Number	Delivery Order	Invoice Number	Invoice Date	Shipment Number	Shipment Date
HQ0419W122910	0001	INV1022	2010/12/29	INV1022	2010/12/29

Prime Contractor

CAGE Code	Extension
493B3	

Activity Name 1

MECX, LP

Activity Name 2

Activity Name 3

Address 1

12269 E VASSAR DR

Address 2

Address 3

Address 4

City	State	Zip
AURORA	CO	800141927

Country	Military Location Description
USA	

Administered By

DoDAAC
S0512A

Address 1

16111 PLUMMER STREET

Address 2

BLDG 10 2ND FLOOR

Address 3

Address 4

SEPULVEDA CA 91343

City	State	Zip

Country	Military Location Description

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

This table contains address information

User Government Property Transfer Documentation Lookup Logout

Pay Official - Construction Payment Invoice

Header Line Item Addresses Misc. Info Preview Document

Contract Number	Delivery Order	Invoice Number	Invoice Date	Shipment Number	Shipment Date
HQ0419W122910	001	INV1022	2010/12/29	INV1022	2010/12/29

Prime Contractor

CAGE Code
493B3

Activity Name
MECX, LP

Activity Name

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

Activity Name 3

Address 1

12269 E VASSAR DR

Address 2

Address 3

Address 4

City	State	Zip
AURORA	CO	800141927

Country	Military Location Description
USA	

USA

Administered By

DoDAAC
S0512A

Activity Name 1
DCMA LOS ANGELES

Activity Name 2

Activity Name 3

Address 1

16111 PLUMMER STREET

Address 2

BLDG 10 2ND FLOOR

Address 3

Address 4

SEPULVEDA CA 91343

City	State	Zip

Country	Military Location Description

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

Pay Official - Construction Payment Invoice

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

Contract Number	Delivery Order	Invoice Number	Invoice Date	Shipment Number	Shipment Date
HQ0419W122910	0001	INV1022	2010/12/29	INV1022	2010/12/29

Initiator

Name: Cora Leung	Date of Action / IRD: 2010/12/29 1021 EST / 2010/12/29	Phone #: 407-542-9878	DSN: 302-358-2679
Email: coleung@caci.com		Title: Vendor	Action(s): [Submitted, Web, Stand Alone]
Org Email: mblajian@caci.com			
Attachments:			
Comments:			

Inspector

Name: Matthew Blajian	Date of Action: 2010/12/29 1025 EST	Phone #: (904) 596-7091	DSN: (904) 596-7091
Email: mblajian@caci.com		Title:	Action(s): [Inspected]
Org Email: bhackneywawf@gmail.com			
Attachments:			
Comments: This is Inspector's comments			

The Miscellaneous Information found on this page includes the initiator (Vendor) and government contact information, and comments.

Acceptor

Org Email:

wawf@caci.com

Attachments:

building.tif

[View Attachment](#)

Comments:

This is Pay Official's comments.

Payment Official

Name:

Cora Leung

Email:

coleung@caci.com

Org Email:

wawf@caci.com

Attachments:

Comments:

Empty text area for comments with a vertical scrollbar on the right side.

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

DSN:

Action(s):

[Add Attachments](#)



Help

coleung@caci.com

QA

[Reviewed]

Org Email:

wawf@caci.com

Attachments:

building.tif

[View Attachment](#)

Comments:

This is Pay Official's comments.

Payment Official

Name:

Cora Leung

Email:

coleung@caci.com

Org Email:

wawf@caci.com

Attachments:

Comments:

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

DSN:

Action(s):

[Add Attachments](#)



Help

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

Pay Official - Construction Payment Invoice

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 2MB, attachments over this size will be rejected.

The Attachments page is displayed.
This page can be used to send file attachments.
Multiple attachments may be associated with a document.
Only the user who attaches a file may delete it; all other users may extract a copy of the file to their local computer.

Logon Date : 2011/01/05 13:48:00 EST Last Accessed Date : 2011/01/05 13:49:46 EST

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

Pay Official - Construction Payment Invoice

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 2MB, attachments over this size will be rejected.

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

Pay Official - Construction Payment Invoice

ERROR: Attachment exceeds maximum file s

Form - Attachments

WARNING: Wide Area Workflow (WAWF) Do NOT enter classified information

There is an attachment size limit of 2MB, attach

Choose file

Look in: CV

- Save_Draft_Document_popup.jpg
- SaveAndCont_parameter.jpg
- SaveAndCont_parameter_Y.jpg
- Saved_Documents_Folder.jpg
- Saved_Documents_Warning.jpg
- Select_Document_empty.jpg
- Shipbuilding_label.jpg
- Shipment_Number_Link.jpg
- table_export.xls
- Tax.jpg**
- Telecom_Routing1.jpg
- Telecom_Routing2.jpg
- Vendor_History_Folder.jpg
- VRC_Header.jpg
- VRC_sucess.jpg
- Warning_Purge_Message.jpg
- WBT_site.jpg

File name: Tax.jpg

Files of type: All Files (*.*)

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



Pay Official - Construction Payment Invoice

ERROR: Attachment exceeds maximum file size.

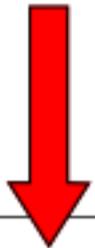
Form - Attachments

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 2MB, attachments over this size will not be accepted.

C:\Documents and Settings\cole [Browse...]

The selected file is now displayed in the Attachment field.
The Vendor clicks the 'Upload' button to continue.



Org Email:

wawf@caci.com

Attachments:

building.tif

[View Attachment](#)**Comments:**

This is Pay Official's comments.

Payment Official**Name:**

Cora Leung

Date of Action:**Phone #:****DSN:****Email:**

coleung@caci.com

Action(s):**Org Email:**

wawf@caci.com

The screen returns to the Miscellaneous Information page.
The attachment that the Pay Official just added to the document is displayed in the Pay Official section.

Attachments:

Tax.jpg

[View Attachment](#) [Delete Attachment](#)[Add Attachments](#)**Comments:**[Help](#)

Org Email:

wawf@caci.com

Attachments:

building.tif

[View Attachment](#)**Comments:**

This is Pay Official's comments.

Payment Official**Name:**

Cora Leung

Date of Action:**Phone #:****DSN:****Email:**

coleung@caci.com

Action(s):**Org Email:**

wawf@caci.com

The Pay Official can view the attachment by clicking the 'View Attachment' link and delete the attachment by clicking the 'Delete Attachment' link.

Attachments:

Tax.jpg

[View Attachment](#)[Delete Attachment](#)[Add Attachments](#)**Comments:**[Help](#)

Org Email:

wawf@caci.com

Attachments:

building.tif

[View Attachment](#)**Comments:**

This is Pay Official's comments.

Payment Official**Name:**

Cora Leung

Email:

coleung@caci.com

Org Email:

wawf@caci.com

Attachments:

Tax.jpg

[View Attachment](#)[Delete Attachment](#)[Add Attachments](#)**Comments:**

This is Pay Official's comments.

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 or suspended, a comment is mandatory.

DSN:**Action(s):**[Help](#)

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

Pay Official - Construction Payment Invoice

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

Contract Number	Delivery Order	Invoice Number	Invoice Date	Shipment Number	Shipment Date
HQ0419W122910	0001	INV1022	2010/12/29	INV1022	2010/12/29

Initiator

Name:	Date of Action / Initiated:	Phone #:	DSN:
Cora Leung			302-358-2679
Email: coleung@caci.com			Action(s): [Submitted, Web, Stand Alone]
Org Email: mblajian@caci.com			
Attachments:			
Comments:			

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

Inspector

Name:	Date of Action:	Phone #:	DSN:
Matthew Blajian	2010/12/29 1025 EST	(904) 596-7091	(904) 596-7091
Email: mblajian@caci.com		Title: Software Developer III	Action(s): [Inspected]
Org Email: bhackneywawf@gmail.com			
Attachments:			
Comments:			

This is Inspector's comments

Acceptor

Pay Official - Construction Payment Invoice

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

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

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

Contract Number	Delivery Order	Issue Date
HQ0419W122910	0001	2010/12/29
Invoice Number		Invoice Received Date
INV1022		2010/12/29
Discounts		
1.11 % 38 Days		
NET : 14		
Summary of Detail Level Information	Total	
2 CLIN/SLIN(s)	\$ 57,939.24	
2 Miscellaneous Amount(s)	\$ 71.22	
	Document Total: \$ 58,010.46	
Shipment Number	Shipment Date	Final Shipment
INV1022	2010/12/29	

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

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

		Total:	58010.46		Government Total:	58010.46
Item No.	Stock Part No.	Type	Qty. Provided	Unit	Unit Price (\$)	Amount (\$)
1001AA	stock00000001	CL	1	EA	28,965.12	28,965.12
	SDN		ACRN	Qty. Inspected	Qty. Accepted	Government Amount

Pay Official - Construction Payment Invoice

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

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

[-] Document Information

Contract Number	Delivery Order	Issue Date
HQ0419W122910	0001	2010/12/29
Invoice Number		Invoice Received Date
INV1022		2010/12/29
Discounts		
1.11 % 38 Days		
NET : 14		
Summary of Detail Level Information	Total	
2 CLIN/SLIN(s)	\$ 57,939.24	
2 Miscellaneous Amount(s)	\$ 71.22	
	Document Total: \$ 58,010.46	
Shipment Number	Shipment Date	Final Shipment
INV1022	2010/12/29	

The Pay Official can expand all sections by clicking the 'Expand All' link or collapse all sections by clicking the 'Collapse All' link.

[-] Line Item Information

		Total:	58010.46		Government Total:	58010.46
Item No.	Stock Part No.	Type	Qty. Provided	Unit	Unit Price (\$)	Amount (\$)
1001AA	stock00000001	CL	1	EA	28,965.12	28,965.12
	SDN		ACRN	Qty. Inspected	Qty. Accepted	Government Amount

Pay Official - Construction Payment Invoice

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

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

[+] [Document Information](#)

[+] [Line Item Information](#)

[+] [Address Information](#)

[+] [Misc Information](#)

[+] [Workflow Information](#)

When the Pay Official clicks the 'Collapse All' link, all sections are collapsed.

[Help](#)

Pay Official - Construction Payment Invoice

[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 can expand or collapse individual sections by clicking on the section headers.

[Help](#)

Pay Official - Construction Payment Invoice

[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 - Construction Payment Invoice

Header Line Item Addresses Misc. Info Preview Document

Expand All Collapse All

The Line Item Information section is now expanded.

[+] Document Information

[x] Line Item Information

Total: 58010.46 Government Total: 58010.46

Item No.	Stock Part No.	Type	Qty. Provided	Unit	Unit Price (\$)	Amount (\$)
1001AA	stock00000001	CL	1	EA	28,965.12	28,965.12
	SDN		ACRN	Qty. Inspected	Qty. Accepted	Government Amount
	SDN0000000001		A1	1	1	28,965.12
Description						
This is a Line Item Description.						
Milstrip No.		Milstrip Qty.				
MILSTIP00000001		1				

Item No.	Stock Part No.	Type	Qty. Provided	Unit	Unit Price (\$)	Amount (\$)
2002BB	stock000000002	FS	1	HK	28,974.12	28,974.12
	SDN		ACRN	Qty. Inspected	Qty. Accepted	Government Amount
			A2	0	1	28,974.12
Description						
This is a Line Item Description.						
Milstrip No.		Milstrip Qty.				
MILSTRIP02		1				

Pay Official - Construction Payment Invoice

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 processed from the Header page.

Total: 58010.46 Government Total: 58010.46

Item No.	Stock Part No.	Type	Qty. Provided	Unit	Unit Price (\$)	Amount (\$)
1001AA	stock00000001	CL	1	EA	28,965.12	28,965.12
	SDN		ACRN	Qty. Inspected	Qty. Accepted	Government Amount
	SDN0000000001		A1	1	1	28,965.12
Description						
This is a Line Item Description.						
Milstrip No.		Milstrip Qty.				
MILSTIP00000001		1				

Item No.	Stock Part No.	Type	Qty. Provided	Unit	Unit Price (\$)	Amount (\$)
2002BB	stock000000002	FS	1	HK	28,974.12	28,974.12
	SDN		ACRN	Qty. Inspected	Qty. Accepted	Government Amount
			A2	0	1	28,974.12
Description						
This is a Line Item Description.						
Milstrip No.		Milstrip Qty.				
MILSTRIP02		1				

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

Pay Official - Construction Payment Invoice

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

Contract Number	Delivery Order	Issue Date
HQ0419W122910	0001	2010/12/29

Invoice Number	Received Date
INV1022	

Discounts
1.11 % 38 Days
NET : 14

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.

Summary of Detail Level Information	Total
2 CLIN/SLIN(s)	\$ 57,939.24
2 Miscellaneous Amount(s)	\$ 71.22
Document Total:	\$ 58,010.46

Shipment Number	Shipment Date	Final Shipment
INV1022	2010/12/29	

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
Contracting Officer	FU4417		FU4417 1 SOCS SOCS ATTN BECO

Contractor Certification

terms and conditions of the subcontract; and
(4) This certification is not to be construed as final acceptance of a subcontractor's performance.

Signature Date
2010/12/29

Cora Leung
Signature of Contractor Representative

ACTION BY: S0512A

- Recommend Approval
- Recommend Reduced Quantity
- Recommend Rejection

Inspection Date
2010/12/29

ACTION BY: FU4417

- Accepted
- Reject to Initiator

Accepted
2010

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 document will be moved back into the Acceptance/Review Folder if both 'Document Accepted' and 'Document Processed' checkboxes are unchecked.

The document will be moved back into the Process Documents Folder if the 'Document Accepted' checkbox is checked whereas the 'Document Processed' checkbox is unchecked.

* = Required Fields

ACTION BY: HQ0419 *

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

Submit Previous Help

terms and conditions of the subcontract; and
(4) This certification is not to be construed as final acceptance of a subcontractor's performance.

Signature Date
2010/12/29

Cora Leung

Signature of Contractor Representative

ACTION BY: S0512A

- Recommend Approval
- Recommend Reduced Quantity
- Recommend Rejection

Inspection Date

2010/12/29

ACTION BY: FU4417

- Accepted
- Reject to Initiator

To reject a document, a comment is mandatory. When the document is rejected, it will be removed from the Payment Office Folder into the History Folder with a status of "Rejected".

or under my supervision and they conform to
noted herein or on supporting documents

Matthew Blajian

Authorized Government Representative

* = Required Fields

ACTION BY: HQ0419 *

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

Submit

Previous

Help

Logon Date : 2011/01/05 13:48:00 EST Last Accessed Date : 2011/01/05 13:55:02 EST

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

terms and conditions of the subcontract; and
(4) This certification is not to be construed as final acceptance of a subcontractor's performance.

Signature Date
2010/12/29

Cora Leung

Signature of Contractor Representative

ACTION BY: S0512A

- Recommend Approval
- Recommend Reduced Quantity
- Recommend Rejection

Inspection Date

2010/12/29

ACTION BY: FU4417

- Accepted
- Reject to Initiator

If a 'Document Suspended' checkbox is checked, a comment is mandatory. When a document is suspended, it will be removed from the Payment Office Folder into the History Folder and Suspended Transactions Folder with a status of "Suspended".

or under my supervision and they conform to
noted herein or on supporting documents

Matthew Blajian

Authorized Government Representative

* = Required Fields

ACTION BY: HQ0419 *

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

Submit

Previous

Help

Logon Date : 2011/01/05 13:48:00 EST Last Accessed Date : 2011/01/05 13:55:02 EST

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

terms and conditions of the subcontract; and
(4) This certification is not to be construed as final acceptance of a subcontractor's performance.

Signature Date
2010/12/29

Cora Leung

Signature of Contractor Representative

ACTION BY: S0512A

- Recommend Approval
- Recommend Reduced Quantity
- Recommend Rejection

Inspection Date

2010/12/29

ACTION BY: FU4417

- Accepted
- Reject to Initiator

When the 'Document Available For Recall' option is selected, the document will be pushed back to the previous workflow user with a status of "Recall Available" so that the previous workflow user can recall it from the History Folder.

or under my supervision and they conform to
noted herein or on supporting documents

Matthew Blajian

Authorized Government Representative

* = Required Fields

ACTION BY: HQ0419 *

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

Submit

Previous

Help

Logon Date : 2011/01/05 13:48:00 EST Last Accessed Date : 2011/01/05 13:55:02 EST

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

terms and conditions of the subcontract; and

(4) This certification is not to be construed as final acceptance of a subcontractor's performance.

Signature Date
2010/12/29

Cora Leung

Signature of Contractor Representative

ACTION BY: S0512A

- Recommend Approval
- Recommend Reduced Quantity
- Recommend Rejection

Inspection Date

2010/12/29

ACTION BY: FU4417

- Accepted
- Reject to Initiator

Acceptance Date

2010/12/29

Signature Date

2010/12/29

Has been 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

The Pay Official clicks the "Document Processed" checkbox.

Submit

Previous

Help

Logon Date : 2011/01/05 13:48:00 EST Last Accessed Date : 2011/01/05 13:55:02 EST

terms and conditions of the subcontract; and
(4) This certification is not to be construed as final acceptance of a subcontractor's performance.

Signature Date
2010/12/29

Cora Leung

Signature of Contractor Representative

ACTION BY: S0512A

- Recommend Approval
- Recommend Reduced Quantity
- Recommend Rejection

Inspection Date

2010/12/29

ACTION BY: FU4417

- Accepted
- Reject to Initiator

Acceptance Date

2010/12/29

Signature Date

2010/12/29

Has been 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

And clicks the "Submit" button to process the document.

Submit

Previous

Help

Logon Date : 2011/01/05 13:48:00 EST Last Accessed Date : 2011/01/05 13:55:02 EST

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

[User](#) [Government](#) [Property Transfer](#) [Documentation](#) [Lookup](#) [Logout](#)**Success**

The Construction Payment Invoice was successfully processed.

Contract Number	Delivery Order	Shipment Number	Invoice Number
HQ0419W122910	0001	INV1022	INV1022

Email sent to Vendor: mblajian@caci.com

[Send Additional Email Notifications](#)

Wed Jan 05 13:55:43 EST 2011

The system informs the user that the document was processed successfully. It also lists the parties who were sent email notifications about the document. In this example, an email was sent to the Vendor.

[Return](#)

Logon Date : 2011/01/05 13:48:00 EST Last Accessed Date : 2011/01/05 13:55:23 EST

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

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

Success

The Construction Payment Invoice was successfully processed.

Contract Number	Delivery Order	Shipment Number	Invoice Number
HQ0419W122910	0001	INV1022	INV1022

Email sent to Vendor: mblajian@caci.com

[Send Additional Email Notifications](#)

Wed Jan 05 13:55:43 EST 2011

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

[Return](#)

Logon Date : 2011/01/05 13:48:00 EST Last Accessed Date : 2011/01/05 13:55:23 EST

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

[User](#) [Government](#) [Property Transfer](#) [Documentation](#) [Lookup](#) [Logout](#)**Success**

The Construction Payment Invoice was successfully processed.

Contract Number	Delivery Order	Shipment Number	Invoice Number
HQ0419W122910	0001	INV1022	INV1022

Email sent to Vendor: mblajian@caci.com

[Send Additional Email Notifications](#)

Wed Jan 05 13:55:43 EST 2011

The 'Return' button returns the user to the Process Documents Folder so that the Pay Official can continue marking documents.



Return

Logon Date : 2011/01/05 13:48:00 EST Last Accessed Date : 2011/01/05 13:55:23 EST

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

[User](#) [Government](#) [Property Transfer](#) [Documentation](#) [Lookup](#) [Logout](#)**Pay Official History from Active Folder for 'HQ0419' (1 items, sorted by Contract Number)**

Item	Type	Vendor (Payee)	Contract Number↑	Delivery Order	Invoice Number	Submitted	Received	Status	Purge	Recall	Void	Amount
1	Construction Invoice	493B3	HQ0419W122910	0001	INV1022	2010-12-29	D2010-12-29	Processed		R		\$58,010.46

[Return](#)[Help](#)[Security & Privacy](#)[Site Index](#)

The document the Pay Official just processed is now displayed in the Pay Official History Folder with a status of "Processed".
A Pay Official can recall a document (by clicking the 'R' link) for up to 120 days after marking it processed.

[User](#) [Government](#) [Property Transfer](#) [Documentation](#) [Lookup](#) [Logout](#)**Pay Official History from Active Folder for 'HQ0419' (1 items, sorted by Contract Number)**

Item	Type	Vendor (Payee)	Contract Number↑	Delivery Order	Invoice Number	Submitted	Received	Status	Purge	Recall	Void	Amount
1	Construction Invoice	493B3	HQ0419W122910	0001	INV1022	2010-12-29	D2010-12-29	Processed		R		\$58,010.46

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

This concludes the demonstration of a Pay Official processing invoices and finance documents.

[Site Index](#)