

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 Local Processing Office Reviewer (LPOR) pre-certifying a Telecom Invoice (Contractual).

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

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- Admin By
- Issue By
- Local Processing Office
- Local Processing Office Reviewer
- Pay Official

- Certification Folder
- History Folder by DoDAAC
- History Folder by User
- Discount Folder
- Hold Folder
- Recall - Action Required Folder
- Pure Edge Folder

Welcome to Wide Area Workflow!

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

WARNING!

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The LPO Reviewer selects the Certification Folder from the Local Processing Office Reviewer menu option.

Help

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Search Criteria - LPO Reviewer Certification 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

The Search Criteria page is displayed. This page will allow the LPO Reviewer to search for the documents in the LPO Reviewer Certification Folder.

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)

Invoice Received Date End (YYYY/MM/DD)

Estimated Delivery Date (YYYY/MM/DD)

Estimated Delivery Date End (YYYY/MM/DD)

DoDAAC *

FA3030



The DoDAAC field is the only mandatory field.

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

All Documents



Status

All Documents



Create / Update Date (YYYY/MM/DD)

2010/12/26



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

2011/01/25



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

20 items



13px



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

DoDAAC * FA3030	
Contract Number	Delivery Order WBTA
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) 2010/12/26	Create / Update Date End (YYYY/MM/DD) 2011/01/25
Acceptance Date (YYYY/MM/DD)	Acceptance Date End (YYYY/MM/DD)
Invoice Received Date (YYYY/MM/DD)	Invoice Received Date End (YYYY/MM/DD)
Estimated Delivery Date (YYYY/MM/DD)	Estimated Delivery Date End (YYYY/MM/DD)
Result Size / Result Font 20 items 13px	Result Columns Invoice Columns

The LPO Reviewer clicks the Submit button after entering the select criteria.

Submit Help

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LPO Reviewer Certification Folder for 'FA3030' (7 items, sorted by Invoice Received Date)

Item	Type	Vendor (Payee)	Contract Number	Delivery Order	Invoice Number	Submitted	Received↑	Status	Purge	Hold	Amount
1	Invoice	493R2	N45924WBTA111	WBTA	INV1030	2011-01-20	2011-01-20	Submitted		H	\$250,750.00
2	Invoice	493R2	N45924WBTA111	WBTA	INV1031	2011-01-20	2011-01-20	Submitted		H	\$2,500.00
3	Invoice	493R2	N45924WBTA111	WBTA	S0512A	2011-01-20	2011-01-20	Submitted		H	\$2,500.00
4	Invoice 2in1	493R2	HQ0303WBTA111	WBTA	INV1229	2011-01-14	D2011-01-14	Accepted		H	\$108.08
5	Invoice	493R2	N45924WBTA111	WBTA	INV0530	2011-01-19	D2011-01-19	Submitted		H	\$123.01
6	Telecom (Contractual)	493R2	N45924WBTA111	WBTA	INV500	2011-01-24	D2011-01-24	Accepted		H	\$10,335.00
7	Telecom (Contractual)	493R2	N45924WBTA111	WBTA	INV504	2011-01-24	D2011-01-24	Accepted		H	\$10,335.00

The LPO Reviewer Certification Folder page is displayed. This page contains a list of documents that match the selection criteria.

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

LPO Reviewer Certification Folder for 'FA3030' (7 items, sorted by Invoice Received Date)

Item	Type	Vendor (Payee)	Contract Number	Delivery Order	Invoice Number	Submitted	Received↑	Status	Purge	Hold	Amount
1	Invoice	493R2	N45924WBTA111	WBTA	INV1030	2011-01-20	2011-01-20	Submitted		H	\$250,750.00
2	Invoice	493R2	N45924WBTA111	WBTA	INV1031	2011-01-20	2011-01-20	Submitted		H	\$2,500.00
3	Invoice	493R2	N45924WBTA111	WBTA	S0512A	2011-01-20	2011-01-20	Submitted		H	\$2,500.00
4	Invoice 2in1	493R2	HQ0303WBTA111	WBTA	INV1229	2011-01-14	D2011-01-14	Accepted		H	\$108.08
5	Invoice	493R2	N45924WBTA111	WBTA	INV0530	2011-01-19	D2011-01-19	Submitted		H	\$123.01
6	Telecom (Contractual)	493R2	N45924WBTA111	WBTA	INV500	2011-01-24	D2011-01-24	Accepted		H	\$10,335.00
7	Telecom (Contractual)	493R2	N45924WBTA111	WBTA	INV504	2011-01-24	D2011-01-24	Accepted		H	\$10,335.00

The LPO Reviewer can select a document to review by clicking the Telecom Invoice Number link for the appropriate document.

[Return](#)

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Local Processing Office Reviewer - Telecom Invoice (Contractual)

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

Contract Number	Delivery Order	Issue Date
N45924WBTA111	WBTA	

Invoice Number	Invoice Date	Final Bill	Invoice Received Date
INV500	2011/01/24	N	2011/01/24

Discounts

\$ 50 2011/01/24
NET: 14

The Header page is displayed when the LPO Reviewer opens the Telecom Invoice (Contractual).

Summary of Detail Level Information	Total
2 CLIN/SLIN(s)	\$ 10,300.00
1 Miscellaneous Amount(s)	\$ 35.00
Document Total:	\$ 10,335.00

Shipment Number	Shipment Date
INV500	2011/01/24

Routing Information

Role	Location Code	Extension	Name
Payee	493R2		COMERICA INCORPORATED
Pay Official	N45924		DEFENSE FINANCE AND ACCOUNTING SERV
Issue By	FA3030		FA3030 17 CONS CC
Admin	FA3030		FA3030 17 CONS CC
Inspect By	FA3030		FA3030 17 CONS CC
Acceptor	FA3030		FA3030 17 CONS CC
LPO	FA3030		FA3030 17 CONS CC

ACTION BY: FA3030

Approval

Document Total:

\$ 10,335.00

Shipment Number

INV500

Shipment Date

2011/01/24

Routing Information

Role	Location Code	Extension	Name
Payee	493R2		COMERICA INCORPORATED
Pay Official	N45924		DEFENSE FINANCE AND ACCOUNTING SERV
Issue By	FA3030		FA3030 17 CONS CC
Admin	FA3030		FA3030 17 CONS CC
Inspect By	FA3030		FA3030 17 CONS CC
Acceptor	FA3030		FA3030 17 CONS CC
LPO	FA3030		FA3030 17 CONS CC

ACTION BY: FA3030

- Approval
- Approve Lesser Amount
- 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

Signature Date

2011/01/25

Norma Rice-Imacros

Signature Of Authorized Government Representative

Approved Amount: \$10335.00

Acceptance Date: 2011/01/25

ACTION BY: FA3030 *

- Recommend Document Certified
- Recommend Document Rejected

The LPO Reviewer can save an incomplete document by clicking the Save Draft Document button. The Save and Continue functionality allows the user to save the document in its current state and either continue working on it, or come back to it at a later time.

Submit Save Draft Document Previous Help

Document Total:

\$ 10,335.00

Shipment Number

Shipment Date

INV500

2011/01/24

Routing Information

Role	Location Code	Extension	Name
Payee	493R2		COMERICA INCORPORATED
Pay Official	N45924		DEFENSE FINANCE AND ACCOUNTING SERV
Issue By	FA3030		FA3030 17 CONS CC
Admin	FA3030		FA3030 17 CONS CC
Inspect By	FA3030		FA3030 17 CONS CC
Acceptor	FA3030		FA3030 17 CONS CC
LPO	FA3030		FA3030 17 CONS CC

ACTION BY: FA3030

- Approval
- Approve Lesser Amount
- 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

Signature Date

Norma Rice-Imacros

Approved Amount: \$10335.00

Acceptance Date: 2011/01/25

The LPO Reviewer can Recommend Document Certified or Recommend Document Rejected.

Note: Comments are mandatory when Recommending Rejection.

ACTION BY: FA3030 *

- Recommend Document Certified
- Recommend Document Rejected

Submit

Save Draft Document

Previous

Help

Local Processing Office Reviewer - Telecom Invoice (Contractual)

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

Contract Number	Delivery Order	Issue Date
N45924WBTA111	WBTA	

Invoice Number	Invoice Date	Final Bill	Invoice Received Date
INV500	2011/01/24	N	2011/01/24

Discounts	
\$ 50	2011/01/24
NET: 14	

The LPO Reviewer can navigate to the Line Item page by clicking the Line Item tab.

Summary of Detail Level Information	Total
2 CLIN/SLIN(s)	\$ 10,300.00
1 Miscellaneous Amount(s)	\$ 35.00
Document Total:	
	\$ 10,335.00

Shipment Number	Shipment Date
INV500	2011/01/24

Routing Information

Role	Location Code	Extension	Name
Payee	493R2		COMERICA INCORPORATED
Pay Official	N45924		DEFENSE FINANCE AND ACCOUNTING SERV
Issue By	FA3030		FA3030 17 CONS CC
Admin	FA3030		FA3030 17 CONS CC
Inspect By	FA3030		FA3030 17 CONS CC
Acceptor	FA3030		FA3030 17 CONS CC
LPO	FA3030		FA3030 17 CONS CC

ACTION BY: FA3030

Approval

Local Processing Office Reviewer - Telecom Invoice (Contractual)

Header Line Item LLA Addresses Misc. Info Preview Document

Contract Number	Delivery Order	Shipment Number	Shipment Date	Invoice Number	Invoice Date
N45924WBTA111	WBTA	INV500	2011/01/24	INV500	2011/01/24

Requested Total: \$ 10,300.00

Approved Total : \$ 10,335.00

Item No.	Unit Price (\$)	Unit of Measure	Type	Qty. Invoiced	Total Price (\$)
1000	50.00	WE		50	2,500.00
	ACRN	SDN	Qty. Approved	AAI	Approved Amount (\$)
	50	SD			2,500.00
Description					
test					

The Line Item page is displayed. The LPO Reviewer can review contents of the Line Item page.

Item No.	Unit Price (\$)	Unit of Measure	Type	Qty. Invoiced	Total Price (\$)
1001	650.00	EA		12	7,800.00
	ACRN	SDN	Qty. Approved	AAI	Approved Amount (\$)
	RR	SDN50565045050	12	062649	7,800.00
Description					
Vendor - Telecom Invoice (Contractual) Line Item # 2					

Item No.	Unit Price (\$)	Amount (\$)
C040	35.00	35.00
Description		
DELIVERY CHARGE		

Local Processing Office Reviewer - Telecom Invoice (Contractual)

Header Line Item LLA Addresses Misc. Info Preview Document

Contract Number	Delivery Order	Shipment Number	Shipment Date	Invoice Number	Invoice Date
N45924WBTA111	WBTA	INV500	2011/01/24	INV500	2011/01/24

Requested Total: \$ 10,300.00

Approved Total : \$ 10,335.00

Item No.	Unit Price (\$)	Unit of Measure	Type	Qty. Invoiced	Total Price (\$)
1000	50.00	WE		50	2,500.00
	ACRN	SDN	Qty. Approved	AAI	Approved Amount (\$)
			50	045924	2,500.00
Description					
test					

The LPO Reviewer can navigate to the LLA page by clicking the LLA tab.

Item No.	Unit Price (\$)	Unit of Measure	Type	Qty. Invoiced	Total Price (\$)
1001	650.00	EA		12	7,800.00
	ACRN	SDN	Qty. Approved	AAI	Approved Amount (\$)
	RR	SDN50565045050	12	062649	7,800.00
Description					
Vendor - Telecom Invoice (Contractual) Line Item # 2					

Item No.	Unit Price (\$)	Amount (\$)
C040	35.00	35.00
Description		
DELIVERY CHARGE		

Local Processing Office Reviewer - Telecom Invoice (Contractual)

Header Line Item LLA Addresses Misc. Info Preview Document

Table with 6 columns: Contract Number, Delivery Order, Shipment Number, Shipment Date, Invoice Number, Invoice Date. Values: N45924WBTA111, WBTA, INV500, 2011/01/24, INV500, 2011/01/24

[+] Populate All

Main form area with fields for Item Number (1000), Document Record Reference ID (SDN5555poy4555), Agency Accounting ID (045924), ACRN (50), Agency Qualifier Code (DD), Job/Work Order Code, Classification Code, Fiscal Year Indicator, Work Center Recipient, DoD Budget Accounting Classification Code, Basic Symbol Number, Major Reimbursement Source Code, Limit/Sub Head, Reimbursement Source Code, Fund Code, Customer Indicator/MPC, Fund Org Admin Code, Object Class, IFS Number, Allotment Serial Number, Government Public Sector ID, Transaction Type, Activity Address Code, Foreign Currency Code, Program/ Planning Code, Program Element Code, FMS Case Number (1-3), FMS Case Number (4-5), FMS Case Number (6-8), Project Task/Budget Subline.

The Long Line of Accounting (LLA) page is displayed. The LPO Reviewer is responsible for entering accounting data on the LLA page. The LLA page consists of fields for accounting data that will be passed to the accounting systems.

Local Processing Office Reviewer - Telecom Invoice (Contractual)

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

Contract Number	Delivery Order	Shipment Number	Shipment Date	Invoice Number	Invoice Date
N45924WBTA111	WBTA	INV500	2011/01/24	INV500	2011/01/24

[+] Populate All

Item Number			
1000			
Document Record Reference ID *	Agency Accounting ID *	ACRN *	
<input type="text" value="SDN55555poy4555"/>	<input type="text" value="045924"/>	<input type="text" value="50"/>	
Agency Qualifier Code	Defense Agency Allocation Recipient	Cost Code	Department Indicator
<input type="text" value="DD"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Job/Work Order Code	The mandatory LLA fields are based on the Accounting System.		Sub-Allotment Recipient
<input type="text"/>			<input type="text"/>
Classification Code	Fiscal Year Indicator	Work Center Recipient	DoD Budget Accounting Classification Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Basic Symbol Number	Major Reimbursement Source Code	Limit/Sub Head	Reimbursement Source Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fund Code	Customer Indicator/MPC	Fund Org Admin Code	Object Class
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
IFS Number	Allotment Serial Number	Government Public Sector ID	Transaction Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Activity Address Code	Foreign Currency Code	Program/ Planning Code	Program Element Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
FMS Case Number (1-3)	FMS Case Number (4-5)	FMS Case Number (6-8)	Project Task/Budget Subline
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Local Processing Office Reviewer - Telecom Invoice (Contractual)

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

Contract Number	Delivery Order	Shipment Number	Shipment Date	Invoice Number	Invoice Date
N45924WBTA111			2011/01/24	INV500	2011/01/24

[\[+\] Populate All](#)

The LPO Reviewer selects the Populate All link to enter all accounting data elements that will be used to fill or replace the accounting data for all Line Items.

Item Number			
1000			
Document Record Reference ID *	Agency Accounting ID *	ACRN *	
<input type="text" value="SDN55555poy4555"/>	<input type="text" value="045924"/>	<input type="text" value="50"/>	
Agency Qualifier Code	Defense Agency Allocation Recipient	Cost Code	Department Indicator
<input type="text" value="DD"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Job/Work Order Code	Cost Allocation Code	Transfer from Department	Sub-Allotment Recipient
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Classification Code	Fiscal Year Indicator	Work Center Recipient	DoD Budget Accounting Classification Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Basic Symbol Number	Major Reimbursement Source Code	Limit/Sub Head	Reimbursement Source Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fund Code	Customer Indicator/MPC	Fund Org Admin Code	Object Class
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
IFS Number	Allotment Serial Number	Government Public Sector ID	Transaction Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Activity Address Code	Foreign Currency Code	Program/ Planning Code	Program Element Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
FMS Case Number (1-3)	FMS Case Number (4-5)	FMS Case Number (6-8)	Project Task/Budget Subline

Contract Number	Delivery Order	Shipment Number	Shipment Date	Invoice Number	Invoice Date
N45924WBTA111	WBTA	INV504	2011/01/24	INV504	2011/01/24

[\[-\] Populate All](#) 

Document Record Reference ID <input type="text" value="SDN01250110022"/>	Agency Accounting ID <input type="text" value="068688"/>	Accounting Classification Reference Number <input type="text" value="E9"/>	
Agency Qualifier Code <input type="text"/>	Defense Agency Allocation Recipient <input type="text"/>	Cost Code <input type="text" value="560401023064"/>	Department Indicator <input type="text" value="59"/>
Job/Work Order Code <input type="text" value="55000008"/>	Cost Allocation Code <input type="text" value="7441"/>	Transfer from Department <input type="text"/>	Sub-Allotment Recipient <input type="text"/>

The LPO Reviewer enters the Accounting data required by the contract and selects the Populate All button to continue filling or replacing accounting data elements with those listed in the Populate All section.

DoD Budget Accounting Classification

Basic Symbol Number <input type="text" value="5256"/>	Major Reimbursement Source Code <input type="text"/>	Limit/Sub Head <input type="text"/>	Reimbursement Source Code <input type="text" value="102"/>
Fund Code <input type="text" value="4F"/>	Customer Indicator/MPC <input type="text"/>	Fund Org Admin Code <input type="text"/>	Object Class <input type="text"/>
IFS Number <input type="text" value="IKL25"/>	Allotment Serial Number <input type="text"/>	Government Public Sector ID <input type="text"/>	Transaction Type <input type="text"/>
Activity Address Code <input type="text"/>	Foreign Currency Code <input type="text"/>	Program/ Planning Code <input type="text"/>	Program Element Code <input type="text"/>
FMS Case Number (1-3) <input type="text"/>	FMS Case Number (4-5) <input type="text"/>	FMS Case Number (6-8) <input type="text"/>	Project Task/Budget Subline <input type="text"/>
Special Interest/Program Cost <input type="text"/>			

Contract Number	Delivery Order	Shipment Number	Shipment Date	Invoice Number	Invoice Date
N45924WBTA111	WBTA	INV504	2011/01/24	INV504	2011/01/24

[\[-\] Populate All](#)

Document Record Reference ID

Agency Accounting ID

Accounting Classification Reference Number

SDN01250110022

068688

E9

Agency Qualifier Code

Defense Agency Allocation Recipient

Cost Code

Department Indicator

560401023064

59

Job/Work Order Code

Cost Allocation Code

Transfer from Department

Sub-Allotment Recipient

55000008

7441

Message from webpage



By selecting Populate All, all the data elements entered will be replaced with these fields. Are you sure you want to do this?

OK Cancel

The LPO Reviewer selects OK.

Classification

Fund Code

Customer Indicator/MPC

Fund Org Admin Code

Object Class

4F

IFS Number

Allotment Serial Number

Government Public Sector ID

Transaction Type

IKL25

Activity Address Code

Foreign Currency Code

Program/ Planning Code

Program Element Code

FMS Case Number (1-3)

FMS Case Number (4-5)

FMS Case Number (6-8)

Project Task/Budget Subline

Special Interest/Program Cost

Populate All

Local Processing Office Reviewer - Telecom Invoice (Contractual)

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

Contract Number	Delivery Order	Shipment Number	Shipment Date	Invoice Number	Invoice Date
N45924WBTA111	WBTA	INV500	2011/01/24	INV500	2011/01/24

[+] Populate All

Item Number			
1000			
Document Record Reference ID *	Agency Accounting ID *	ACRN *	
<input type="text" value="SDN0925010022"/>	<input type="text" value="068688"/>	<input type="text" value="E9"/>	
Agency Qualifier Code	Defense Agency Allocation Recipient	Cost Code	Department Indicator
<input type="text" value="DD"/>	<input type="text"/>	<input type="text" value="560412023064"/>	<input type="text" value="59"/>
Job/Work Order Code	Cost Allocation Code	Transfer from Department	Sub-Allotment Recipient
<input type="text" value="55000008"/>	<input type="text" value="7441"/>	<input type="text"/>	<input type="text"/>
Classification Code	D Budget Accounting Classification Code		<input type="text"/>
<input type="text"/>			
Basic Symbol Number	Reimbursement Source Code		<input type="text" value="102"/>
<input type="text" value="5256"/>			
Fund Code	Customer Indicator/MPC	Fund Org Admin Code	Object Class
<input type="text" value="4F"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
IFS Number	Allotment Serial Number	Government Public Sector ID	Transaction Type
<input type="text" value="IKL25"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Activity Address Code	Foreign Currency Code	Program/ Planning Code	Program Element Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The data elements entered in the Populate All section of the LLA tab are now displayed for each Line Item. The LPO Reviewer can add or modify Accounting information for each Line Item as needed.

Local Processing Office Reviewer - Telecom Invoice (Contractual)

Header Line Item LLA Addresses Misc. Info Preview Document

Contract Number	Delivery Order	Shipment Number	Shipment Date	Invoice Number	Invoice Date
N45924WBTA111	WBTA	INV500	2011/01/24	INV500	2011/01/24

[+] Populate All

Item Number

1000

Document Record Reference ID *	Agency Account	<div data-bbox="930 776 1907 1001" style="border: 1px solid black; background-color: #ffffcc; padding: 5px;"> <p>The LPO Reviewer can navigate to the Addresses page by clicking the Addresses tab.</p> </div>	
<input type="text" value="SDN0925010022"/>	<input type="text" value="068688"/>		
Agency Qualifier Code	Defense Agency	Department Indicator	
DD	<input type="text"/>	<input type="text" value="59"/>	
Job/Work Order Code	Cost Allocation Code	Transfer from Department	Sub-Allotment Recipient
<input type="text" value="55000008"/>	<input type="text" value="7441"/>	<input type="text"/>	<input type="text"/>
Classification Code	Fiscal Year Indicator	Work Center Recipient	DoD Budget Accounting Classification Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Basic Symbol Number	Major Reimbursement Source Code	Limit/Sub Head	Reimbursement Source Code
<input type="text" value="5256"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="102"/>
Fund Code	Customer Indicator/MPC	Fund Org Admin Code	Object Class
<input type="text" value="4F"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
IFS Number	Allotment Serial Number	Government Public Sector ID	Transaction Type
<input type="text" value="IKL25"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Activity Address Code	Foreign Currency Code	Program/ Planning Code	Program Element Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Local Processing Office Reviewer - Telecom Invoice (Contractual)

Header Line Item LLA Addresses Misc. Info Preview Document

Telecom Control Number	Invoice Number	Invoice Date	Shipment Number	Shipment Date
N45924WBTA111	INV500	2011/01/24	INV500	2011/01/24

Payee

CAGE : 493R2
COMERICA INCORPORATED
1717 MAIN ST
DALLAS TX
USA

The Addresses page is displayed. The LPO Reviewer can review the contents of the Addresses page.

Pay Official

DoDAAC : N45924
DEFENSE FINANCE AND ACCOUNTING SERV
CLEVELAND ACCTS MAINT CRTL CODE JAM
1240 EAST 9TH ST ROOM 1881
CLEVELAND OH 44199-2055

Issue By

DoDAAC : FA3030
FA3030 17 CONS CC
ADMINISTRATIVE ONLY NO REQUISITIONS
210 SCHERZ BLVD
GOODFELLOW AFB TX 76908-4705

Admin

DoDAAC : FA3030
FA3030 17 CONS CC
ADMINISTRATIVE ONLY NO REQUISITIONS
210 SCHERZ BLVD

Local Processing Office Reviewer - Telecom Invoice (Contractual)

Header Line Item LLA Addresses Misc. Info Preview Document

Telecom Control Number	Invoice Number	Invoice Date	Shipment Number	Shipment Date
N45924WBTA111	INV500	2011/01/24	INV500	2011/01/24

Payee

CAGE : 493R2
COMERICA INCORPORATED
1717 MAIN ST
DALLAS TX
USA

The LPO Reviewer can navigate to the Misc. Info page by clicking the Misc. Info tab.

Pay Official

DoDAAC : N45924
DEFENSE FINANCE AND ACCOUNTING SERV
CLEVELAND ACCTS MAINT CRTL CODE JAM
1240 EAST 9TH ST ROOM 1881
CLEVELAND OH 44199-2055

Issue By

DoDAAC : FA3030
FA3030 17 CONS CC
ADMINISTRATIVE ONLY NO REQUISITIONS
210 SCHERZ BLVD
GOODFELLOW AFB TX 76908-4705

Admin

DoDAAC : FA3030
FA3030 17 CONS CC
ADMINISTRATIVE ONLY NO REQUISITIONS
210 SCHERZ BLVD

Local Processing Office Reviewer - Cost Voucher (Interim)

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

Contract Number	Delivery Order	Voucher Number	Voucher Date
N45924WBTA111	WBTA	CVN326	2011/01/20

Initiator

Name: norma_rice_vendor	Date of Action / IRD: 2011/01/20 1525 EST / 2011/01/20
Email: nrice@caci.com	Title: Vendor
Org Email: nrice@caci.com	Action(s): [Submitted, Web, Stand Alone]
Attachments: Attachment_for_WAWF.doc	View Attachment
Comments: Vendor - Cost Voucher	

The Misc. Info page is displayed. The LPO Reviewer can review the contents of the Misc. Info page.

The LPO Reviewer can click the View Attachment link to view attachments added by previous users.

Reviewer

Name: Norma_rice_govt	Date of Action: 2011/01/20 1528 EST	Phone #: 904-596-7000	DSN:
Email: nrice@caci.com	Title: Govt	Action(s): [In Process]	
Org Email:			
Attachments:			
Comments:			

Approver

Name: Norma_rice_govt	Date of Action: 2011/01/20 1529 EST	Phone #: 904-596-7000	DSN:
Email:	Title:	Action(s):	

Reviewer

Name:	Date of Action:	Phone #:	DSN:
Norma rice_govt	2011/01/20 1528 EST	904-596-7000	
Email:		Title:	Action(s):
nrice@caci.com		Govt	[In Process]
Org Email:			
Attachments:			
Comments:			

Approver

Name:	Date of Action:	Phone #:	DSN:
Norma rice_govt	2011/01/20 1529 EST	904-596-7000	
Email:		Title:	Action(s):
nrice@caci.com		Govt	[Approved]
Org Email:			
Attachments:			
Comments:			

Local Processing Official Reviewer

Name:	Date of Action:	Phone #:	DSN:
norma rice_govt		555-555-LPO	
Email:		Title:	Action(s):
nrice@caci.com		LPO	
Org Email:			
Attachments:			
Comments:			

Attachments can be added on the Misc. Info page by clicking the Add Attachments link.



[Add Attachments](#)

Local Processing Office Reviewer - Telecom Invoice (Contractual)

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.

File input field with a 'Browse...' button highlighted by a red box and a mouse cursor.

The LPO Reviewer clicks the Browse button to locate the file that is to be attached.

Local Proc

Form - Atta

WARNING: system.

There is an att

Choose File to Upload

Look in: ATTACH

Attachment_for_WAWF.doc

File name: Attachment_for_WAWF.doc

Files of type: All Files (*.*)

Open Cancel

Information ONLY. Do NOT enter classified information in this

The LPO Reviewer clicks the Open button after the file is selected.

Upload Return Help

Local Processing Office Reviewer - Telecom Invoice (Contractual)

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:\Documents and Settings\nric\ Browse...

The LPO Reviewer clicks the Upload button to attach the selected document.

Upload Return Help

Attachments:

Attachment_for_WAWF.doc [View Attachment](#)

Comments:

Vendor - Telecom Invoice (Contractual)#52

Acceptor

Name:	Date of Action:	Phone #:	DSN:
Norma Rice-Imacros	2011/01/25 1140 EST	555-555-imac	
Email:	Title:	Action(s):	
nrice@caci.com	I-NORMA Govt	[Accepted]	
Org Email:	nrice@caci.com		
Attachments:			
Comments:			

Local Processing Official Reviewer

Attachment_for_WAWF.doc [View Attachment](#) [Delete Attachment](#)

[Add Attachments](#)

Comments:



The attachment is now saved on the document.

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

Attachments:

Attachment_for_WAWF.doc [View Attachment](#)

Comments:

Vendor - Telecom Invoice (Contractual)#52

Acceptor

Name:	Date of Action:	Phone #:	DSN:
Norma Rice-Imacros	2011/01/25 1140 EST	555-555-imac	
Email:	Title:	Action(s):	
nrice@caci.com	I-NORMA Govt	[Accepted]	
Org Email:	nrice@caci.com		
Attachments:			
Comments:			

Local Processing Official Reviewer

Name:	Date of Action:	Phone #:	DSN:
norma rice_govt	2011/01/25 1311 EST	555-555-LPO	
Email:	Title:	Action(s):	
nrice@caci.com	LPO		
Org Email:			
Attachments:	Attachment_for_WAWF.doc		
	View Attachment	Delete Attachment	Add Attachments
Comments:			

Empty comment box



To add another attachment, the LPO Reviewer can click the Add Attachments link and repeat the process.

Attachments:

Attachment_for_WAWF.doc [View Attachment](#)

Comments:

Vendor - Telecom Invoice (Contractual)#52

Acceptor

Name:	Date of Action:	Phone #:	DSN:
Norma Rice-Imacros	2011/01/25 1140 EST	555-555-imac	
Email:	Title:	Action(s):	
nrice@caci.com	I-NORMA Govt	[Accepted]	
Org Email:	nrice@caci.com		
Attachments:			
Comments:			

Local Processing Official Reviewer

The attachment can be viewed or deleted by clicking the View Attachment or Delete Attachment links.

LPO



[View Attachment](#)

[Delete Attachment](#)

[Add Attachments](#)

Comments:

Vendor - Telecom Invoice (Contractual)

Acceptor

Name:	Date of Action:	Phone #:	DSN:
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Norma Rice-Imacros	2011/01/25 1139 EST	555-555-imac	
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Email:	Title:	Action(s):
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nrice@caci.com	I-NORMA Govt	[Accepted]
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Org Email:

nrice@caci.com

Attachments:

Comments:

Local Processing Official Reviewer

Name:	Date of Action:	Phone #:	DSN:
-------	-----------------	----------	------

norma rice_govt	2011/01/25 1259 EST	555-555-LPO	
-----------------	---------------------	-------------	--

Email:	Title:	Action(s):
--------	--------	------------

nrice@caci.com	LPO	
----------------	-----	--

Org Email:

Attachments:

Comments:

Local Processing Office Reviewer - Telecom Invoice (Contractual)

The Comments Section allows the LPO Reviewer to enter comments for the Telecom Invoice (Contractual).

Note: Comments are mandatory when Recommending Rejection.

Local Processing Office Reviewer - Telecom Invoice (Contractual)

Header Line Item LLA Addresses Misc. Info Preview Document

Contract Number	Delivery Order	Shipment Number	Shipment Date	Invoice Number	Invoice Date
N45924WBTA111	WBTA	INV500			2011/01/24

The LPO Reviewer clicks the Preview Document tab to View the entire document.

Initiator

Name: norma_rice_vendor	Date of Action / IRD: 2011/01/24 1700 EST / 2011/01/24	PH 111-111-1111
Email: nrice@caci.com	Title: Vendor	Action(s): [Submitted, Web, Stand Alone]
Org Email: nrice@caci.com		
Attachments: Attachment_for_WAWF.doc View Attachment		
Comments: Vendor - Telecom Invoice (Contractual)		

Acceptor

Name: Norma Rice-Imacros	Date of Action: 2011/01/25 1139 EST	Phone #: 555-555-imac	DSN:
Email: nrice@caci.com	Title: I-NORMA Govt	Action(s): [Accepted]	
Org Email: nrice@caci.com			
Attachments:			
Comments:			

Local Processing Official Reviewer

Name:	Date of Action:	Phone #:	DSN:
--------------	------------------------	-----------------	-------------

Local Processing Office Reviewer - Telecom Invoice (Contractual)

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

Expand All Collapse All

The Preview Document page is now displayed. The Preview Document page provides a full representation of the document. The LPO Reviewer can scroll the contents of tab to review the document.

[+]Document Information

Contract Number		Delivery Order	
N45924WBTA111		WBTA	
Invoice Number	Invoice Date	Final Bill	Invoice Received Date
INV500	2011/01/24	N	2011/01/24

Discounts

\$ 50 2011/01/24

NET: 14

Summary of Detail Level Information			Total
2 CLIN/SLIN(s)			\$ 10,300.00
1 Miscellaneous Amount(s)			\$ 35.00
Document Total:			\$ 10,335.00

Shipment Number	Shipment Date
INV500	2011/01/24

[+]Line Item Information

Item No.	Unit Price (\$)	Unit of Measure	Qty. Invoiced	Amount (\$)
1000	50.00	WE	50	2,500.00
ACRN	SDN	Qty. Approved	AAI	Approved Amount (\$)
50	SDN55555poy4555	50	045924	2,500.00

Description

test

Local Processing Office Reviewer - Telecom Invoice (Contractual)

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

Expand All Collapse All

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

Contract Number		Delivery Order	
N45924WBTA111		WBTA	
Invoice Number	Invoice Date	Final Bill	Invoice Received Date
INV500	2011/01/24	N	2011/01/24

The Preview Document page is now displayed. The Preview Document page provides a full representation of the document. The LPO Reviewer can scroll the contents of tab to review the document.

Discounts

\$ 50 2011/01/24
NET: 14

If the LPO Reviewer notices an inaccuracy after reviewing the invoice information, the LPO Reviewer can return to the appropriate tab to correct the information.

Summary of Detail Level Information

2 CLIN/SLIN(s)	Total
1 Miscellaneous Amount(s)	\$ 35.00
Document Total:	
	\$ 10,335.00

Shipment Number	Shipment Date
INV500	2011/01/24

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

Item No.	Unit Price (\$)	Unit of Measure	Qty. Invoiced	Amount (\$)
1000	50.00	WE	50	2,500.00
ACRN	SDN	Qty. Approved	AAI	Approved Amount (\$)
50	SDN55555poy4555	50	045924	2,500.00
Description				
test				

Local Processing Office Reviewer - Telecom Invoice (Contractual)

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

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

The LPO Reviewer can expand all document sections by clicking the Expand All link. The LPO Reviewer can collapse the contents of the tab by clicking the Collapse All link.

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

Contract Number	Issue Date
N45924WBTA111	WBTA

Invoice Number	Invoice Date	Final Bill	Invoice Received Date
INV500	2011/01/24	N	2011/01/24

Discounts	
\$ 50	2011/01/24
NET: 14	

Summary of Detail Level Information	Total
2 CLIN/SLIN(s)	\$ 10,300.00
1 Miscellaneous Amount(s)	\$ 35.00
Document Total:	\$ 10,335.00

Shipment Number	Shipment Date
INV500	2011/01/24

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

Item No.	Unit Price (\$)	Unit of Measure	Qty. Invoiced	Amount (\$)
1000	50.00	WE	50	2,500.00
ACRN	SDN	Qty. Approved	AAI	Approved Amount (\$)
50	SDN55555poy4555	50	045924	2,500.00

Description
test

Local Processing Office Reviewer - Telecom Invoice (Contractual)

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

Expand All Collapse All

The LPO Reviewer can expand and collapse individual headers by clicking on the section headers.

- Document Information
- Line Item Information
- LLA Information

- Address Information
- Misc Information
- Workflow Information

- Submit
- Save Draft Document
- Help

Local Processing Office Reviewer - Telecom Invoice (Contractual)

Header Line Item LLA Addresses Misc. Info Preview Document

Expand All Collapse All

The LPO Reviewer can navigate back to the Header page by clicking the Header tab.

[-]Document Information

Table with 3 columns: Contract Number, Delivery Order, Issue Date

Table with 3 columns: Contract Number, Delivery Order, Issue Date

Table with 4 columns: Invoice Number, Invoice Date, Final Bill, Invoice Received Date

Table with 4 columns: Invoice Number, Invoice Date, Final Bill, Invoice Received Date

Discounts

\$ 50 2011/01/24

NET: 14

Summary of Detail Level Information

2 CLIN/SLIN(s) \$ 10,300.00

1 Miscellaneous Amount(s) \$ 35.00

Document Total: \$ 10,335.00

Shipment Number Shipment Date

INV500 2011/01/24

[+]Line Item Information

[+]LLA Information

[+]Address Information

[+]Misc Information

[+]Workflow Information

2 CLIN/SLIN(s)	\$ 10,300.00
1 Miscellaneous Amount(s)	\$ 35.00
Document Total:	
	\$ 10,335.00

Shipment Number	Shipment Date
INV500	2011/01/24

Routing Information

Role	Location Code	Extension	Name
Payee	493R2		COMERICA INCORPORATED
Pay Official	N45924		DEFENSE FINANCE AND ACCOUNTING SERV
Issue By	FA3030		FA3030 17 CONS CC
Admin	FA3030		FA3030 17 CONS CC
Inspect By	FA3030		ONS CC
Acceptor	FA3030		ONS CC
LPO	FA3030		ONS CC

The Header page is displayed.

ACTION BY: FA3030

- Approval
- Approve Lesser Amount
- 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

Signature Date
2011/01/25

Norma Rice-Imacros

Approved Amount: \$10335.00

Signature Of Authorized Government Representative

Acceptance Date: 2011/01/25

ACTION BY: FA3030 *

- Recommend Document Certified
- Recommend Document Rejected

2 CLIN/SLIN(s)	\$ 10,300.00
1 Miscellaneous Amount(s)	\$ 35.00
Document Total:	
	\$ 10,335.00

Shipment Number	Shipment Date
INV500	2011/01/24

Routing Information

Role	Location Code	Extension	Name
Payee	493R2		COMERICA INCORPORATED
Pay Official	N45924		DEFENSE FINANCE AND ACCOUNTING SERV
Issue By	FA3030		FA3030 17 CONS CC
Admin	FA3030		FA3030 17 CONS CC
Inspect By	FA3030		FA3030 17 CONS CC
Acceptor	FA3030		FA3030 17 CONS CC
LPO	FA3030		FA3030 17 CONS CC

ACTION BY: FA3030

- Approval
- Approve Lesser Amount
- 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

Signature Date

2011/01/25

Norma Rice-Imacros

Approved Amount: \$10335.00

Acceptance Date: 2011/01/25

Of Authorized Government Representative

The LPO Reviewer selects Recommend Document Certified and clicks the Submit button to continue pre-certifying the document.

ACTION BY: FA3030 *

- Recommend Document Certified
- Recommend Document Rejected

Success

The Telecom Invoice (Contractual) was successfully recommended for certification.

Contract Number	Delivery Order	Shipment Number	Invoice Number
N45924WBTA111	WBTA	INV500	INV500

After the Telecom Invoice (Contractual) has been submitted, the WAWF system informs the LPO Reviewer that the document was successfully recommended for certification.

An email is sent to the Local Processing Office.

Email sent to Local Processing Office: nrice@caci.com

[Send Additional Email Notifications](#) ←

Tue Jan 25 13:04:07 EST 2011

The LPO Reviewer can add more email addresses by clicking the Send Additional Email Notifications link.

Return

Success

The Telecom Invoice (Contractual) was successfully recommended for certification.

Contract Number	Delivery Order	Shipment Number	Invoice Number
N45924WBTA111	WBTA	INV500	INV500

Email sent to Local Processing Office: nrice@caci.com

[Send Additional Email Notifications](#)

Tue Jan 25 13:04:07 EST 2011

This concludes the demonstration of a Local Processing Office Reviewer (LPOR) pre-certifying a Telecom Invoice (Contractual).

Return