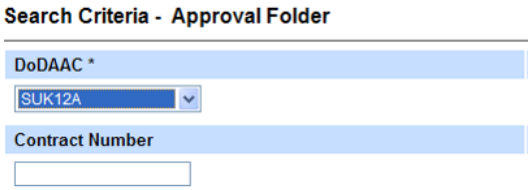
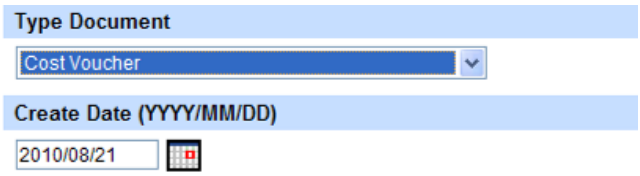
Cost Voucher - Approver

Overview An interim cost voucher is an example of non-direct billing in which the Inspector/DCAA Auditor approves the voucher before it is routed to the payment office.

Procedure Follow the steps below to accept a final cost voucher.

Step	Action
1	After Logon, click on the Government link at the top of the screen.
2	Click the **Approval Folder**.
3	**Important!** The DoDAAC is a required field. Select an appropriate DCMA DoDAAC from the drop down menu. 
4	Select the Cost Voucher from the Type Document drop-down menu.  All other fields in the Search screen are optional. Users can enter in as much or as little information as needed to narrow their search. <u>Note</u>: See “Searching for Active, Archived, or Contract Review” section for more information on using the search screen.

Continued on next page

Cost Voucher - Approver

Procedure (continued) The steps below are continued from the previous page.

Step	Action
5	Click the **Submit** button. Submit Help
6	Click on the desired **Voucher Number** to access the document. **Approval Folder for 'SUK12A' (9 items, sorted by Invoice Received Date)** Note: See "Description of Columns Heading" section for more information on the Columns.
7	Review the data on the **Header** tab. **Cost Voucher Approver - Cost Voucher (Interim)**

Item	Type	Contractor Name	Vendor (Payee)	Contract Number	Delivery Order	Voucher Number	Submitted
1	CV-Interim	MARK BEAN CONSTRUCTION	4G0L0	N091409SC31C1		INVSC33C	2009-10-15
2	CV-Interim	ALPHA MARINE SERVICES, INC.	1E8Q5	N0003309C1013		INV310SC1A	2010-03-11
3	CV-Interim	MARK BEAN CONSTRUCTION	4G0L0	N03052010SC20		INV310SC20B	2010-03-15
4	CV-Interim	MARK BEAN CONSTRUCTION	4G0L0	N9142009CO21A		INV310SC20A	2010-03-15
5	CV-Interim	Duane - JITC	34RB9	DJK0000100702	1102	BVN1102	2010-07-02
6	CV-Interim		4ZEW7	DJK5000100810	0918	DJK0918	2010-08-10
7	CV-Interim		599X0	T230000000001		BVN0001	2010-08-13
8	CV-Interim		599X0	T230000000005		BVN0005	2010-08-13
9	CV-Interim		599X0	PR21600000001		BVNA100	2010-08-19

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

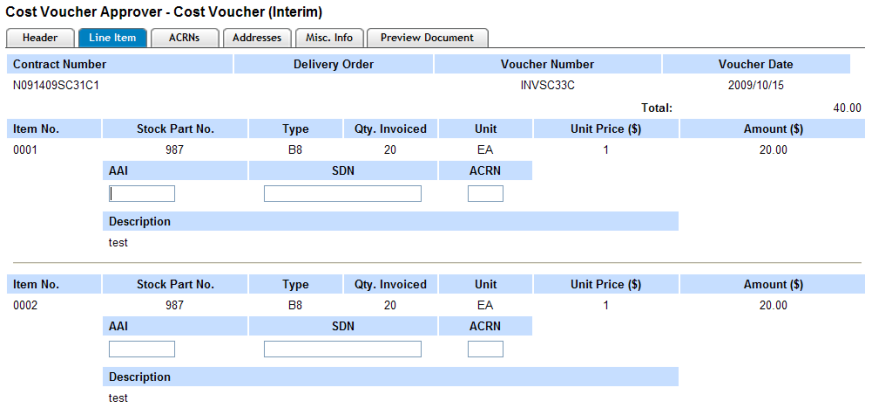
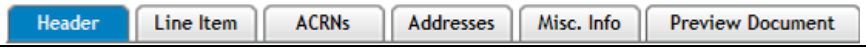
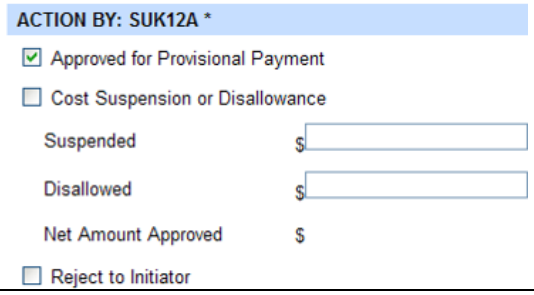
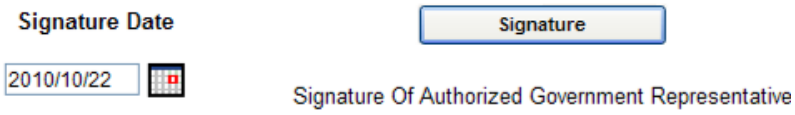
Contract Number	Delivery Order	Issue Date	Shipbuilding
N091409SC31C1			
Voucher Number	**Voucher Date**	**Final Voucher**	**Invoice Received Date**
INVSC33C	2009/10/15	N	2009/10/15
Vendor Invoice Number	**Service Start Date**	**Service End Date**	
INVSC33	2009/10/13	2009/10/15	
Task Order	**Bill of Lading Number**	**Bill of Lading Type**	

Summary of Detail Level Information	Total
2 CLIN/SLIN(s)	$ 40.00
0 Miscellaneous Amount(s)	$ 0.00
Document Total:	$ 40.00

Continued on next page

Cost Voucher - Approver

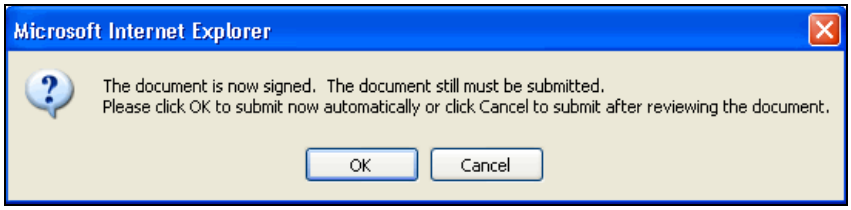
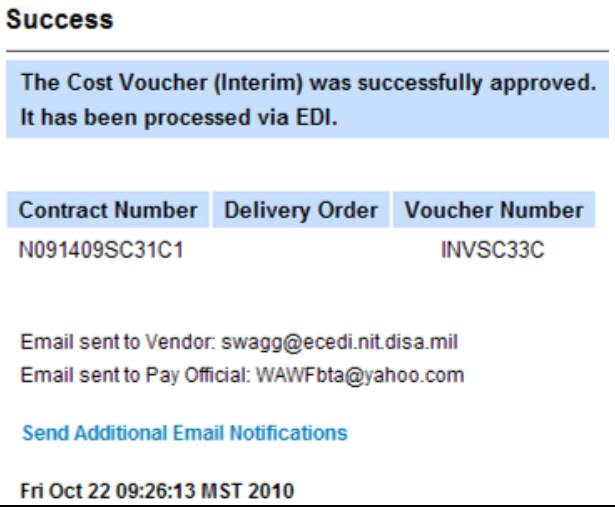
Procedure (continued) The steps below are continued from the previous page.

Step	Action
8	Click the **Line Item** tab and review the data. Enter ACRN, AAI, and/ or SDN data if required. 
9	Review the **ACRNs**, **Addresses**, and/or **Misc. Info** tabs as needed.
10	Select the **Header** tab and scroll to the bottom of the screen. 
11	Check the Approve for Provisional Payment or the Cost Suspension or Disallowance box. (Note: If Cost Suspension of Disallowance is selected the Disallowed field must be entered). 
12	Enter the **Signature Date**, and then click the **Signature** button. 

Continued on next page

Cost Voucher - Approver

Procedure (continued) The steps below are continued from the previous page.

Step	Action
13	Enter the **Password**, and then click the **Next** button.
14	Review the message and click the **OK** button. 
15	View the verification screen.