Access the History Folder by User

Introduction This folder is the repository for documents which have been worked by the Cost Voucher role. This search while containing the same steps as viewing the History folder by DoDAAC will only return documents that were worked by the specific user that is logged in.

Procedure Follow the steps below to access the History Folder by User.

Step	Action
1	After Logon, click on the Government link at the top of the screen.
2	Click on the **History Folder by User** link. Result: The search screen is displayed.
3	Select the Cost Voucher Approver DoDAAC in the drop down box. ***NOTE: The DoDAAC is the only required field. It is best that you search on other fields (contract number, shipment number or invoice number etc.), more fields will narrow the search result.***
4	Click **Submit**. Result: The Cost Voucher Approver History Folder screen is displayed.

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Access the History Folder by User

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

Step	Action
5	Below is an example of the document search results. The information on the top of the screen displays the number of items in the folder. • Clicking on the contract number hyperlink will result in the contract being displayed in EDA if it's in EDA. • Clicking on the voucher number hyperlink will result in the cost voucher being displayed. **In this procedure we will use an Invoice.** **Approval History from Active Folder for 'HAA150' (6 items, sorted by Invoice Received Date)** Item | Type | Contractor Name | Vendor (Payee) | Contract Number | Delivery Order | Voucher Number | Submitted | Received↑ | Status | Purge | Recall | Amount 1 | CV-Direct | DAKOTA TECHNOLOGIES, INC. | 027M9 | N0016709F0146 | | TVT5004 | 2011-01-14 | D2011-01-14 | Processed | | | $150.00 2 | CV-Direct | DAKOTA TECHNOLOGIES, INC. | 027M9 | N0016709F0146 | | TVT5104 | 2011-01-14 | D2011-01-14 | Processed | | | $150.00 3 | CV-Interim | HEWLETT-PACKARD COMPANY | 1HQN9 | N0016709F0146 | | TVT5005 | 2011-01-14 | D2011-01-14 | Processed | | | $150.00 4 | CV-Interim | HEWLETT-PACKARD COMPANY | 1HQN9 | N0016709F0146 | | TVT5007 | 2011-01-14 | D2011-01-14 | Processed | | | $150.00 5 | CV-Interim | HEWLETT-PACKARD COMPANY | 1HQN9 | N0016709F0146 | | TVT5105 | 2011-01-14 | D2011-01-14 | Processed | | | $150.00 6 | CV-Interim | HEWLETT-PACKARD COMPANY | 1HQN9 | N0016709F0146 | | TVT5107 | 2011-01-14 | D2011-01-14 | Processed | | | $150.00 ***Note: With the Release of WAWF 5.0.0 all columns within the search result screen can be selected to sort the values alphabetically (with the exception of the Item field which is always displayed in numerical ascending order.)***
6	Click on the **Voucher Number** Voucher Number | Submitted | Received↑ | Status | Purge | Recall | Amount TVT5004 | 2011-01-14 | D2011-01-14 | Processed | | | $150.00 TVT5104 | 2011-01-14 | D2011-01-14 | Processed | | | $150.00 TVT5005 | 2011-01-14 | D2011-01-14 | Processed | | | $150.00 TVT5007 | 2011-01-14 | D2011-01-14 | Processed | | | $150.00 TVT5105 | 2011-01-14 | D2011-01-14 | Processed | | | $150.00 TVT5107 | 2011-01-14 | D2011-01-14 | Processed | | | $150.00 Result: The Cost Voucher screen is displayed.
7	Review information by expanding the desired information group. **Cost Voucher Approver - Cost Voucher (Interim)** Expand All Collapse All [+] Document Information [+] Line Item Information [+] ACRN Information [+] LLA Information [+] Address Information [+] Misc Information [+] Workflow Information

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

Step	Action
8	Once you finish reviewing the document, Scroll down and click the **Previous** button.