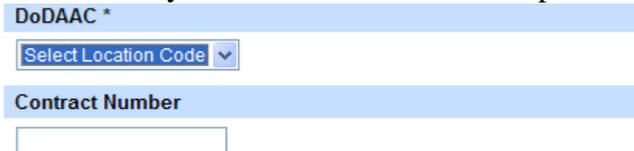
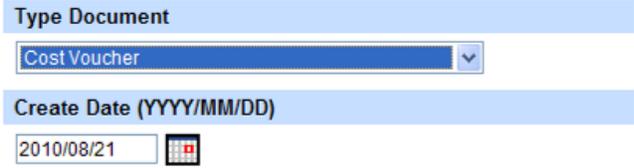


Cost Voucher View Only

Overview The cost voucher view only role is available for individuals who need to view the documents but do not have the authority to make any corrections or approve what has been included.

Procedure Follow the steps below to view a Cost Voucher in WAWF.

Step	Action
1	<p>After Logon, click on the Government link at the top of the screen.</p> 
2	<p>Click on the View Only Folder.</p> <p>Cost Voucher Approver</p> <ul style="list-style-type: none"> Approval Folder History Folder by DoDAAC History Folder by User Recall - Action Required Folder Pure Edge Folder View Only Folder View Only Pure Edge Folder <p>Result: The search screen is displayed.</p>
3	<p>Select the Pay Office DoDAAC in the drop down box.</p>  <p>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</p> <p>For detail information on using the search screen refer to “Using the search criteria screen” section of the guide.</p>
4	<p>Select the Cost Voucher from the Type Document drop-down menu.</p>  <p>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.</p>

Continued on next page

Cost Voucher View Only

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

Step	Action																																																												
5	<p>Click the Submit button.</p> <hr/> <p><input type="button" value="Submit"/> <input type="button" value="Help"/></p>																																																												
6	<p>Click on the desired Voucher Number to access the document.</p> <p>Approver View Only from Active Folder for 'HAA444' (7 items, sorted by Invoice Received Date)</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Type</th> <th>Contractor Name</th> <th>Vendor (Payee)</th> <th>Contract Number</th> <th>Delivery Order</th> <th>Voucher Number</th> <th>Submitted</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>CV-Interim</td> <td>SUMNER GROUP, INC</td> <td>001G2</td> <td>DAAB0909DB444</td> <td>4444</td> <td>BVN0001</td> <td>2009-09-30</td> </tr> <tr> <td>2</td> <td>CV-Interim</td> <td>EBSCO INDUSTRIES, INC</td> <td>002M2</td> <td>PREVAL00X0796</td> <td>9R01</td> <td>TPM5103D</td> <td>2009-10-19</td> </tr> <tr> <td>3</td> <td>CV-Interim</td> <td>CARRIE & COMPANY</td> <td>0M986</td> <td>CLS101909C001</td> <td></td> <td>BVN0001</td> <td>2009-10-19</td> </tr> <tr> <td>4</td> <td>CV-Interim</td> <td>CARRIE & COMPANY</td> <td>0M986</td> <td>CLS101909C002</td> <td></td> <td>BVN0002</td> <td>2009-10-19</td> </tr> <tr> <td>5</td> <td>CV-Final</td> <td>EBSCO INDUSTRIES, INC</td> <td>002M2</td> <td>PREVAL00X0696</td> <td>0001</td> <td>TPM5010D</td> <td>2009-10-20</td> </tr> <tr> <td>6</td> <td>CV-Interim</td> <td>STORK SP AEROSPACE BV</td> <td>H1632</td> <td>N0030609C1015</td> <td></td> <td>BVNA219</td> <td>2009-10-21</td> </tr> <tr> <td>7</td> <td> <p>Expand each of the menus to view the data provided for this Cost Voucher.</p> <p>Cost Voucher Approver View Only - Cost Voucher (Interim)</p> <p>Expand All Collapse All</p> <hr/> <p>[+] Document Information</p> <p>[+] Line Item Information</p> <p>[+] Address Information</p> <p>[+] Misc Information</p> <p>[+] Workflow Information</p> </td> </tr> <tr> <td>8</td> <td> <p>Once the document has been reviewed click the Previous button to return to the search results screen.</p> <hr/> <p><input type="button" value="Previous"/> <input type="button" value="Help"/></p> </td> </tr> </tbody> </table>	Item	Type	Contractor Name	Vendor (Payee)	Contract Number	Delivery Order	Voucher Number	Submitted	1	CV-Interim	SUMNER GROUP, INC	001G2	DAAB0909DB444	4444	BVN0001	2009-09-30	2	CV-Interim	EBSCO INDUSTRIES, INC	002M2	PREVAL00X0796	9R01	TPM5103D	2009-10-19	3	CV-Interim	CARRIE & COMPANY	0M986	CLS101909C001		BVN0001	2009-10-19	4	CV-Interim	CARRIE & COMPANY	0M986	CLS101909C002		BVN0002	2009-10-19	5	CV-Final	EBSCO INDUSTRIES, INC	002M2	PREVAL00X0696	0001	TPM5010D	2009-10-20	6	CV-Interim	STORK SP AEROSPACE BV	H1632	N0030609C1015		BVNA219	2009-10-21	7	<p>Expand each of the menus to view the data provided for this Cost Voucher.</p> <p>Cost Voucher Approver View Only - Cost Voucher (Interim)</p> <p>Expand All Collapse All</p> <hr/> <p>[+] Document Information</p> <p>[+] Line Item Information</p> <p>[+] Address Information</p> <p>[+] Misc Information</p> <p>[+] Workflow Information</p>	8	<p>Once the document has been reviewed click the Previous button to return to the search results screen.</p> <hr/> <p><input type="button" value="Previous"/> <input type="button" value="Help"/></p>
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