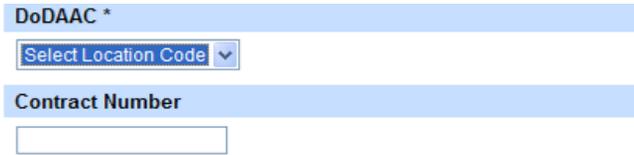
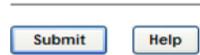


Access the History Folder by DoDAAC

Introduction This folder is the repository for documents which have been worked by the Cost Voucher role.

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

Step	Action
1	After Logon, click on the Government link at the top of the screen. 
2	Click on the History Folder by DoDAAC link.  Result: The search screen is displayed.
3	Select the appropriate DoDAAC in the drop down box.  <i>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.</i>
4	Click Submit .  Result: The Cost Voucher Reviewer History Folder screen is displayed.

Continued on next page

Access the History Folder by DoDAAC

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

Step	Action																																																	
5	<p>Below is an example of the document search results. Select the appropriate Voucher Number.</p> <p>Review History from Active Folder for 'HAA444' (91 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> </tr> </thead> <tbody> <tr> <td>1</td> <td>CV-Final</td> <td>RAYTHEON COMPANY</td> <td>15090</td> <td>F0862698C0018</td> <td></td> <td>BVN0001Z</td> </tr> <tr> <td>2</td> <td>CV-Final</td> <td>FORCE PROTECTION INDUSTRIES, (INC)</td> <td>1EFH8</td> <td>M6785407D5031</td> <td>YMQ</td> <td>TBT5072Z</td> </tr> <tr> <td>3</td> <td>CV-Final</td> <td>BOEING COMPANY, THE</td> <td>8V613</td> <td>W58RGZ04G0011</td> <td>TY38</td> <td>BVNT616Z</td> </tr> <tr> <td>4</td> <td>CV-Final</td> <td>LAWRENCE TECHNOLOGIES INC</td> <td>0DPV2</td> <td>SPM7M809M2022</td> <td></td> <td>TBU5064Z</td> </tr> <tr> <td>5</td> <td>CV-Final</td> <td>FORCE PROTECTION INDUSTRIES, (INC)</td> <td>1EFH8</td> <td>M6785407D5031</td> <td>YMQ</td> <td>TBU5072Z</td> </tr> <tr> <td>6</td> <td>CV-Final</td> <td>FORCE PROTECTION INDUSTRIES, (INC)</td> <td>1EFH8</td> <td>SPM7M809M2022</td> <td></td> <td>TBU5116Z</td> </tr> </tbody> </table> <p><i>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.)</i></p>	Item	Type	Contractor Name	Vendor (Payee)	Contract Number	Delivery Order	Voucher Number	1	CV-Final	RAYTHEON COMPANY	15090	F0862698C0018		BVN0001Z	2	CV-Final	FORCE PROTECTION INDUSTRIES, (INC)	1EFH8	M6785407D5031	YMQ	TBT5072Z	3	CV-Final	BOEING COMPANY, THE	8V613	W58RGZ04G0011	TY38	BVNT616Z	4	CV-Final	LAWRENCE TECHNOLOGIES INC	0DPV2	SPM7M809M2022		TBU5064Z	5	CV-Final	FORCE PROTECTION INDUSTRIES, (INC)	1EFH8	M6785407D5031	YMQ	TBU5072Z	6	CV-Final	FORCE PROTECTION INDUSTRIES, (INC)	1EFH8	SPM7M809M2022		TBU5116Z
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6	<p>Review information by expanding the desired information group.</p> <p>Cost Voucher Reviewer - Cost Voucher (Final)</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>																																																	
7	<p>Once you finish reviewing the document,</p> <p>Scroll down and click the Previous button.</p> <hr/> <p><input type="button" value="Previous"/> <input type="button" value="Help"/></p>																																																	