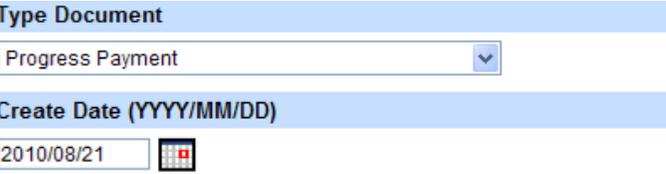


# Accepting a Progress Payment

**Overview** Progress Payments are payments made based on the cost incurred by the contractor as work progresses under the contract

**Procedure** Follow the steps below to accept a Progress Payment.

Step	Action
1	After Logon, click on the Government link at the top of the screen. 
2	Click the <b>Acceptance Folder</b> link. 
3	Select a <u>Do</u> DAAC from the <b>DoDAAC</b> drop down menu. <p><b>Important!</b> The DoDAAC is a required field. Select appropriate DoDAAC from the drop down menu.</p> 
4	Select the Progress Payment from the Type Document drop-down menu.  <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> <p><u>Note:</u> See “Searching for Active, Archived, or Contract Review” section for more information on using the search screen.</p>

*Continued on next page*

# Accepting a Progress Payment

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

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5	<p>Click the <b>Submit</b> button.</p> 																																																																																																																																																																															
6	<p>Click on the desired <b>Invoice Number</b> to open the document.</p> <table border="1"> <thead> <tr> <th>Purge</th> <th>Hold</th> <th>Invoice Number</th> <th>Submitted</th> <th>Received</th> <th>Status</th> <th>Purge</th> <th>Hold</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td><a href="#">PPRA500</a></td> <td>2010-09-08</td> <td>D2010-09-08</td> <td>Inspected</td> <td></td> <td><a href="#">H</a></td> <td>\$659,000.00</td> </tr> <tr> <td></td> <td></td> <td><a href="#">PPRB500</a></td> <td>2010-09-08</td> <td>D2010-09-08</td> <td>Inspected</td> <td></td> <td><a href="#">H</a></td> <td>\$207,000.00</td> </tr> </tbody> </table> <p><b>Note:</b> See “Description of Columns Heading” section for more information on the Columns.</p>	Purge	Hold	Invoice Number	Submitted	Received	Status	Purge	Hold	Amount			<a href="#">PPRA500</a>	2010-09-08	D2010-09-08	Inspected		<a href="#">H</a>	\$659,000.00			<a href="#">PPRB500</a>	2010-09-08	D2010-09-08	Inspected		<a href="#">H</a>	\$207,000.00																																																																																																																																																				
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# Accepting a Progress Payment

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

Step	Action																												
9	<p>Click the <b>ACRN WS</b> tab.</p> <p><b>Acceptor - Progress Payment (Pre-Payment Review)</b></p> <p>Header Costs <b>ACRN WS</b> FMS Addresses Misc. Info Preview Document</p>																												
10	<p>Verify the entries on the ACRN Worksheet.</p> <ul style="list-style-type: none"> <li>• The acceptor may need to modify or add ACRNs or CLINs.</li> <li>• This can be done by using several links identified with each ACRN/CLIN.</li> </ul> <p>Header Costs <b>ACRN WS</b> FMS Addresses Misc. Info Preview Document</p> <table border="1"> <thead> <tr> <th>Contract Number</th> <th>Delivery Order</th> <th>Request Number</th> <th>Invoice Number</th> <th>Invoice Date</th> </tr> </thead> <tbody> <tr> <td>DAAB0797DB608</td> <td></td> <td>PPRB500</td> <td>PPRB500</td> <td>2010/09/01</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Approved Amount (\$)</th> <th>Worksheet Total (\$)</th> <th>Difference (\$)</th> </tr> </thead> <tbody> <tr> <td>207,000</td> <td>20,700</td> <td>186,300</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>ACRN</th> <th>Amount (\$)</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>AA</td> <td>20,700</td> <td>Delete ACRN</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>CLIN</th> <th>CLIN Amount</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>0001</td> <td>20,700</td> <td>Delete CLIN Add CLIN</td> </tr> </tbody> </table> <p>Add ACRN</p>	Contract Number	Delivery Order	Request Number	Invoice Number	Invoice Date	DAAB0797DB608		PPRB500	PPRB500	2010/09/01	Approved Amount (\$)	Worksheet Total (\$)	Difference (\$)	207,000	20,700	186,300	ACRN	Amount (\$)	Actions	AA	20,700	Delete ACRN	CLIN	CLIN Amount	Actions	0001	20,700	Delete CLIN Add CLIN
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11	<p>Review the <b>Addresses</b> and/or <b>Misc. Info</b> tabs as needed.</p> <p><b>Contracting Officer - Progress Payment (Pre-Payment Review)</b></p> <p>Header Costs <b>ACRN WS</b> FMS <b>Address</b> <b>Misc. Info</b> Preview Document</p>																												
12	<p>Click the <b>Header</b> tab and scroll to the bottom of the screen.</p> <p><b>Header</b> Costs <b>ACRN WS</b> FMS Addresses Misc. Info Preview Document</p>																												
13	<p>Click the checkbox that applies, and enter the Approved Amount. (This applies when the <b>Approve for Lesser Amount</b> box is checked.)</p> <p><b>ACTION BY: HQ0015 *</b></p> <p><input type="checkbox"/> Post Payment Review</p> <p><input checked="" type="checkbox"/> <b>Approve</b> <b>Approved Amount (\$)</b></p> <p><input type="checkbox"/> Approve Lesser Amount <input type="text" value="207,000"/></p> <p><input type="checkbox"/> Reject to Initiator</p>																												
14	<p>Enter the <b>Signature Date</b>, and then click the <b>Signature</b> button.</p> <p>I certify that the services have been received and were accepted.</p> <p><b>Signature Date</b> <input type="text" value="YYYY/MM/DD"/></p> <p><b>Signature</b></p> <p>Signature Of Authorized Government Representative</p>																												

Continued on next page

# Accepting a Progress Payment

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

Step	Action						
15	<p>Enter the <b>Password</b>, and then click the <b>Next</b> button.</p> <p><b>WAWF Password Confirmation</b></p> <table border="1" data-bbox="412 468 729 543"> <tr> <td>User ID</td> <td>DFASgovt</td> </tr> <tr> <td>Password *</td> <td>••••••••</td> </tr> </table> <p style="text-align: right;"> <input type="button" value="Next"/> <input type="button" value="Previous"/> <input type="button" value="Help"/> </p>	User ID	DFASgovt	Password *	••••••••		
User ID	DFASgovt						
Password *	••••••••						
16	<p>Review message and click the <b>OK</b> button.</p> <div data-bbox="451 709 1304 905" style="border: 1px solid black; padding: 5px;"> <p>Microsoft Internet Explorer</p> <p>The document is now signed. The document still must be submitted. Please click OK to submit now automatically or click Cancel to submit after reviewing the document.</p> <p style="text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div>						
17	<p>View the verification screen.</p> <p><b>Success</b></p> <p style="background-color: #e1ecf4; padding: 2px;"><b>The Progress Payment (Pre-Payment Review) was successfully accepted.</b></p> <table border="1" data-bbox="451 1178 1078 1253"> <tr> <td><b>Contract Number</b></td> <td><b>Delivery Order</b></td> <td><b>Request Number</b></td> </tr> <tr> <td>DAAB0797DB608</td> <td></td> <td>PPRB500</td> </tr> </table> <p>Email sent to Vendor: hq-wawf@dfas.mil            Email sent to Vendor: katrin.dilli@universal-inc.net            Email sent to Vendor: mech_navsisa_wawf_test@navy.mil            Email sent to Vendor: wawfvend@dcma.mil            Email sent to Local Processing Office: hq-wawf@dfas.mil</p> <p><a href="#">Send Additional Email Notifications</a></p> <p><b>Mon Sep 20 08:59:19 MST 2010</b></p>	<b>Contract Number</b>	<b>Delivery Order</b>	<b>Request Number</b>	DAAB0797DB608		PPRB500
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