

History Folder by User

Introduction This folder is the repository for documents for which the Payment Office user has previously taken action. (This folder is the same as the History by DoDAAC).

Procedure Follow the steps to access history folder by user.

Step	Action
1	After Logon, click on the Government link at the top of the screen. 
2	Select Pay Official > History Folder by User from the drop-down menu.  Result: The search screen is displayed.
3	Select the Pay Office DoDAAC in the drop down box.  <p><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></p> <p><i>For detail information on using the search screen refer to “Using the search criteria screen” section of the guide.</i></p>
4	Click Submit .  Result: The Pay Official History Folder By User screen is displayed.

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

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5	<p>Below is an example of the document search results.</p> <p>The information on the top of the screen displays the number of items in the folder.</p> <ul style="list-style-type: none"> • Clicking on the contract number hyperlink will result in the contract being displayed in EDA if it's in EDA. • Clicking on the invoice number hyperlink will result in the invoice being displayed. • Clicking on the shipment number hyperlink will result in the receiving report being displayed. <p>In this procedure we will use an Invoice</p> <p>Pay Official History from Active Folder for Nate Wolfram at 'HQ0352' (8 items, sorted by Contract Number)</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Type</th> <th>Vendor (Payee)</th> <th>Contract Number</th> <th>Delivery Order</th> <th>Shipment Number</th> <th>Submitted</th> <th>Shipped</th> <th>Accepted</th> <th>Status</th> <th>Purge</th> <th>Recall</th> <th>Void</th> <th>Invoice Number</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>PP Post-Pay</td> <td>027M9</td> <td>DAAB0797DB608</td> <td>0014</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>PPRA111</td> </tr> <tr> <td>2</td> <td>Combo D/O</td> <td>027M9</td> <td>DAAB0797DB608</td> <td>0014</td> <td>DFAS074</td> <td>2010-08-16</td> <td>2010-08-16</td> <td>2010-08-16</td> <td>Processed</td> <td></td> <td>R</td> <td></td> <td>DFAS074</td> </tr> <tr> <td>3</td> <td>Combo S/S</td> <td>027M9</td> <td>DAAB0797DB608</td> <td>0014</td> <td>DFAS054</td> <td>2010-08-12</td> <td>2010-08-12</td> <td>2010-08-13</td> <td>Processed</td> <td></td> <td>R</td> <td></td> <td>DFAS054</td> </tr> <tr> <td>4</td> <td>Combo D/O</td> <td>027M9</td> <td>DAAB0797DB608</td> <td>0014</td> <td>DFAS074</td> <td>2010-08-16</td> <td>2010-08-16</td> <td></td> <td>Void</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>5</td> <td>Combo D/O</td> <td>027M9</td> <td>DAAB0797DB608</td> <td>0014</td> <td>DFAS084</td> <td>2010-08-16</td> <td>2010-08-16</td> <td>2010-08-16</td> <td>Processed</td> <td></td> <td>R</td> <td></td> <td>DFAS084</td> </tr> <tr> <td>6</td> <td>Combo S/D</td> <td>027M9</td> <td>DAAB0797DB608</td> <td>0014</td> <td>DFAS094</td> <td>2010-08-16</td> <td>2010-08-16</td> <td>2010-08-16</td> <td>Processed</td> <td></td> <td>R</td> <td></td> <td>DFAS094</td> </tr> <tr> <td>7</td> <td>Combo S/O</td> <td>027M9</td> <td>DAAB0797DB608</td> <td>0014</td> <td>DFAS104</td> <td>2010-08-16</td> <td>2010-08-16</td> <td>2010-08-16</td> <td>Processed</td> <td></td> <td>R</td> <td></td> <td>DFAS104</td> </tr> <tr> <td>8</td> <td>Combo D/D</td> <td>027M9</td> <td>DAAB0797DB608</td> <td>0014</td> <td>DFAS164</td> <td>2010-08-13</td> <td>2010-08-13</td> <td>2010-08-13</td> <td>Processed</td> <td></td> <td>R</td> <td></td> <td>DFAS164</td> </tr> </tbody> </table> <p><i>Note: Each of the column heading has a title. Several titles are in blue hyperlink. These columns control the sort order of the documents. By clicking on the blue hyperlink column title, the document will resort alphanumerically based on the contents of that column.</i></p> <p><i>For detail information on column headings refer to "Column Heading" section of the guide.</i></p>	Item	Type	Vendor (Payee)	Contract Number	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	Purge	Recall	Void	Invoice Number	1	PP Post-Pay	027M9	DAAB0797DB608	0014									PPRA111	2	Combo D/O	027M9	DAAB0797DB608	0014	DFAS074	2010-08-16	2010-08-16	2010-08-16	Processed		R		DFAS074	3	Combo S/S	027M9	DAAB0797DB608	0014	DFAS054	2010-08-12	2010-08-12	2010-08-13	Processed		R		DFAS054	4	Combo D/O	027M9	DAAB0797DB608	0014	DFAS074	2010-08-16	2010-08-16		Void					5	Combo D/O	027M9	DAAB0797DB608	0014	DFAS084	2010-08-16	2010-08-16	2010-08-16	Processed		R		DFAS084	6	Combo S/D	027M9	DAAB0797DB608	0014	DFAS094	2010-08-16	2010-08-16	2010-08-16	Processed		R		DFAS094	7	Combo S/O	027M9	DAAB0797DB608	0014	DFAS104	2010-08-16	2010-08-16	2010-08-16	Processed		R		DFAS104	8	Combo D/D	027M9	DAAB0797DB608	0014	DFAS164	2010-08-13	2010-08-13	2010-08-13	Processed		R		DFAS164
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7	<p>Review information by selecting desired tabs.</p> <p>Pay Official - Invoice</p> <p>Expand All Collapse All</p> <hr/> <p>[+]Document Information [+]Line Item Information [+]Address Information [+]Misc Information [+]Workflow Information</p> <p><i>Note: For detail information on the tab refer to the “Description of WAWF tabs” section of the guide.</i></p>
8	<p>Once you finish reviewing the document,</p> <p>Scroll down and click Previous.</p> <hr/> <p><input type="button" value="Previous"/> <input type="button" value="Help"/></p> <p>Click Return</p> <hr/> <p><input type="button" value="Return"/> <input type="button" value="Help"/></p>