- **Overview** A final cost voucher is a billing in which the Inspector/DCAA Auditor approves the final voucher before it is routed to the payment office.
- **Procedure** Follow the steps below to accept a final cost voucher.

Step	Action
1	After Logon, click on the Government link at the top of the screen.
	Wide Area Workflow 5.0.0
	User Administration Console Government Property Transfer Documentation Lookup Logout
2	Click the Acceptance Folder link.
	Acceptor
	Create Document
	Acceptance Folder
	History Folder by DoDAAC
	History Folder by User
	Hold Folder
	Recall - Action Required Folder
2	Rejected Transactions Folder
3	Select a <u>D</u> oDAAC from the DoDAAC drop down menu.
	Important! The DoDAAC is a required field. Select appropriate DoDAAC from the drop down menu.
	DoDAAC *
	Select Location Code 🗸
	Contract Number
	Contract Number
4	Calend the Cast Versiles from the True Descence of door descence of the
4	Select the Cost voucher from the Type Document drop-down menu.
	Type Document
	Cost Voucher
	Create Date (YYYY/MM/DD)
	2010/08/21
	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.
	<u>Note</u> : See "Searching for Active, Archived, or Contract Review" section for more information on using the search screen
	for more information on using the seaten sereen.

Continued on next page

Procedure The steps below are continued from the previous page.

(continue
Step

5

ed) Action Click the **Submit** button. Help Submit

6	Click on the o	lesired Vouc	her/Invoice	number	to acces	s the docum	nent.
	Status Purge I	Hold Invoice Num	nber Submitted	Received	Status	Purge Hold	Amount
		FCV500	2010-09-20	2010-09-20	Submitted	Н	\$1,190.00
							>
7	Review the d	ata on the <u>H</u> e	eader tab.				
	Header Line Item	Addresses Misc. Info	Preview Document				
	Contract Number	Delivery	Order	Issue Date		Shipbuilding	
	DAAB0797DB608		-		1	N	
	Voucher Number	Voucher	Date	Final Vouc	cher I	nvoice Received Date	
	FCV500	2010/09/	20	Y	2	2010/09/20	
	Vendor Invoice Number	Service	Start Date	Service En	id Date		
	Teek Order	2010/09/	Jb Jung Number	2010/09/17 Bill of Lod	ing Tune		
	Task Order	DIII OI L	ang wanner	Dill Of Lau	ing rype		
	Summary of Detail Level	Information		Total			
	1 CLIN/SLIN(s)			\$ 1,190.00			
	0 Miscellaneous Amount(s)			\$ 0.00			
			Document	Fotal: \$ 1,190.00			
8	Click the <u>L</u> in Enter the AC	e Item tab an RN. SDN an	nd review th d/or AAA d	e data. ata if requ	uired.		
	Acceptor - Cost Vou	cher (Final)		1			
	Header Line Item	Addresses Misc. Info	Preview Document				
	Contract Number		Delivery Order	Voucher N	lumber	Voucher Date	
	DAAB0797DB608			FCV5	00	2010/09/20	
					Tota	d:	1190.00
	Item No.	Stock Part No. Ty	pe Qty. Invoiced	Unit	Unit Price (\$)	Amount (\$)	
	0001	152235 V	P 14	DY	85	1,190.00	
			301	Actu			
	Descr	intion					
	Final	Costs Voucher for WAWF 5.0.0					
0			1/ 3/1 7	0 1	1 1		
9	Review the <u>A</u>	ddresses and	d/or. Misc I	nto tab as	s needed.		
	Header	Line Item	Addresses	Misc. In	fo Pr	eview Docum	nent
10	Click the H ee	dor tob and	sarall to the	hottom c	f the ser	000	
10	CIICK UIC <u>11</u>Ci	iuti iau allu	scron to the				
	Header	Line Item	Addresses	Misc. In	fo Pre	eview Docum	ent

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Procedure	The steps below are continued from the previous page.
(continue	d)
Step	Action
11	Check the Approve for Payment or the Cost Suspension or Disallowance box. (Note: If Cost Suspension of Disallowance is selected the Suspended/Disallowed, and the Net Amount Approved fields must be entered). ACTION BY: HQ0015*
	Approved for Payment
	Cost Suspension or Disallowance Suspended g
	Disallowed
	Net Amount Approved \$
	Reject to Initiator
12	Enter the Signature Date , and then click the Signature button.
	Signature Date I certify that the services have been received and were accepted. 2010/09/17 Image: Signature of Authorized Government Representative
11	Enter the Password , and then click the Next button.
	WAWF Password Confirmation
	User ID DFASgovt
	Password *
	Next Previous Help
12	Review the message and click the OK button.
	Microsoft Internet Explorer X Image: 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.
	OK Cancel

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

Step		Action						
13	View the verification screen.							
		Success						
		The Cost Voucher (Final) was successfully accepted.						
		Contract Number	Delivery Order	Voucher Number				
		DAAB0797DB608		FCV500				
		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						
		Send Additional Email Notifications						
		Mon Sep 20 06:44:16 MST 2010						