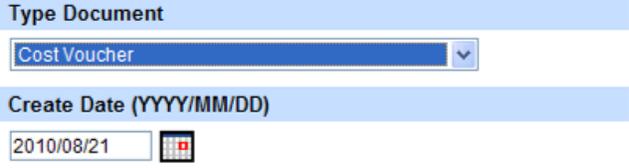# Accepting a Final Cost Voucher

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.
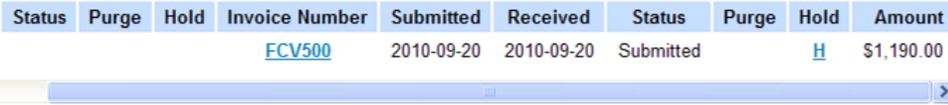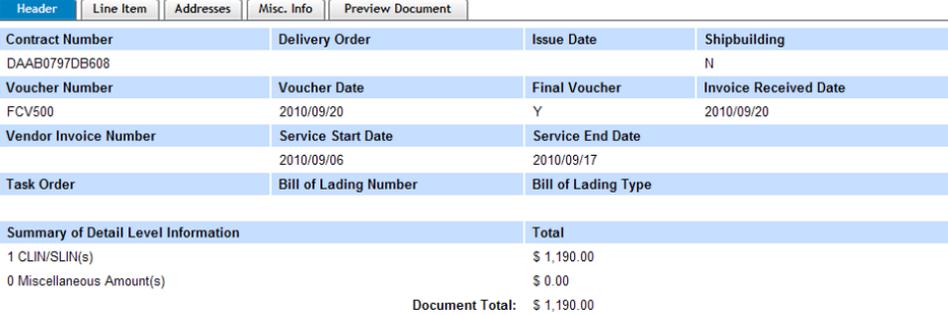
Procedure   Follow the steps below to accept a final cost voucher.

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 Rejected Transactions Folder
3	Select a D̲oDAAC 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
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. Note: See "Searching for Active, Archived, or Contract Review" section for more information on using the search screen.

Accepting a Final Cost Voucher

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

Step	Action
5	Click the **Submit** button. Submit Help
6	Click on the desired **Voucher/Invoice number** to access the document. 	Status	Purge	Hold	Invoice Number	Submitted	Received	Status	Purge	Hold	Amount	 				FCV500	2010-09-20	2010-09-20	Submitted		H	$1,190.00	
7	Review the data on the **Header** tab. Header / Line Item / Addresses / Misc. Info / Preview Document **Contract Number** DAAB0797DB608 **Delivery Order** **Issue Date** **Shipbuilding** N **Voucher Number** FCV500 **Voucher Date** 2010/09/20 **Final Voucher** Y **Invoice Received Date** 2010/09/20 **Vendor Invoice Number** **Service Start Date** 2010/09/06 **Service End Date** 2010/09/17 **Task Order** **Bill of Lading Number** **Bill of Lading Type** **Summary of Detail Level Information** **Total** 1 CLIN/SLIN(s) $ 1,190.00 0 Miscellaneous Amount(s) $ 0.00 Document Total: $ 1,190.00
8	Click the **Line Item** tab and review the data. Enter the ACRN, SDN and/or AAA data if required. Acceptor - Cost Voucher (Final) Header / Line Item / Addresses / Misc. Info / Preview Document **Contract Number** DAAB0797DB608 **Delivery Order** **Voucher Number** FCV500 **Voucher Date** 2010/09/20 Total: 1190.00 **Item No.** 0001 **Stock Part No.** 152235 **Type** VP **Qty. Invoiced** 14 **Unit** DY **Unit Price ($)** 85 **Amount ($)** 1,190.00 **AAI** **SDN** **ACRN** **Description** Final Costs Voucher for WAWF 5.0.0
9	Review the **Addresses** and/or. **Misc Info** tab as needed. Header / Line Item / Addresses / Misc. Info / Preview Document
10	Click the **Header** tab and scroll to the bottom of the screen. Header / Line Item / Addresses / Misc. Info / Preview Document

Accepting a Final Cost Voucher

Procedure
(continued)

The steps below are continued from the previous page.

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).
12	Enter the **Signature** <u>**Date**</u>, and then click the **Signature** button.
11	Enter the **Password**, and then click the **Next** button.
12	Review the message and click the **OK** button.

Accepting a Final Cost Voucher

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

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