Access the Saved Document Folder

Introduction A Saved Documents Folder includes documents that are saved, either during create or resubmit, as well as new columns for the number of days until purged.

Procedure Follow the steps below to access the Saved Document Folder.

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 on the **Saved Documents Folder**. **Acceptor** Create Document Acceptance Folder History Folder by DoDAAC History Folder by User Hold Folder Recall - Action Required Folder Rejected Transactions Folder Post Payment Review Folder Suspended CEFT Transactions Folder Saved Documents Folder Pure Edge Folder Result: The search screen is displayed.
3	Select the Acceptor DoDAAC in the drop down box. **DoDAAC *** Select Location Code **Contract Number** *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.), each additional field will help narrow the search results.*
4	Click **Submit**. Submit Help Result: The Acceptor History Folder screen is displayed.

Access the Saved Document Folder

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

Step	Action
5	Select the appropriate **Document Number** from the Invoice Number Column. | Accepted	Status	Purge	Void	Invoice Number	Submitted	Received	Status	Purge	Void	Amount
---	---	---	---	---	---	---	---	---	---	---
				NAVYTESTJAJ0125001	2011-02-16		S-Inspected	2		$2,212.50
				NAVCONLJP3	2011-02-14		S-Inspected	0		$450.00	 *Note: Documents can be Purged from the Saved Documents folder by selecting the number under the Purged column. This will revert the document back to the pre-saved status.*
6	Review the information on the document. Make any additions that are necessary. **Acceptor - Navy Construction / Facilities Management Invoice** Header Line Item Addresses Misc. Info Preview Document INFO: Saved as of: 2011/02/16 10:26:57 Document will be removed from a saved status after 2 day(s) and any data will be lost. WARNING: The following is mandatory: Approve, Approval with Deductions, or Reject to Initiator. 	Contract Number	Delivery Order	Issue Date	Construction	Fixed Price
---	---	---	---	---
N0002400G2009	0001	2011/01/25	N	Y	 	Invoice Number	Invoice Date	Final Invoice?	Invoice Received Date
---	---	---	---
NAVYTESTJAJ0125001	2011/01/25	N	2011/01/25	 **Discounts** NET : 30 	Summary of Detail Level Information	Deduction Amount ($)	Retention Amount ($)	Total ($)
---	---	---	---
1 CLIN/SLIN(s)			2,212.50	 Note: The level of review/additions will be different depending on what was input on the document prior to the Save Draft Document button being selected.
7	On the bottom of the Header tab perform the acceptance/approval actions, enter any necessary dates and select the Submit or Signature buttons. **ACTION BY: N00244 *** **Approved Amount :** $2,212.50 ☑ Approve I certify that the services have been received and were accepted. ☐ Approval with Deductions **Acceptance Date** **Signature Date** 2011/02/14 2011/02/16 **Signature** ☐ Reject to Initiator Signature Of Authorized Government Representative
8	Enter the **Password**, and then click the **Next** button. **WAWF Password Confirmation** 	User ID	DFASgovt
---	---
Password *	•••••••• | Next Previous Help

Continued on next page

Access the Saved Document Folder

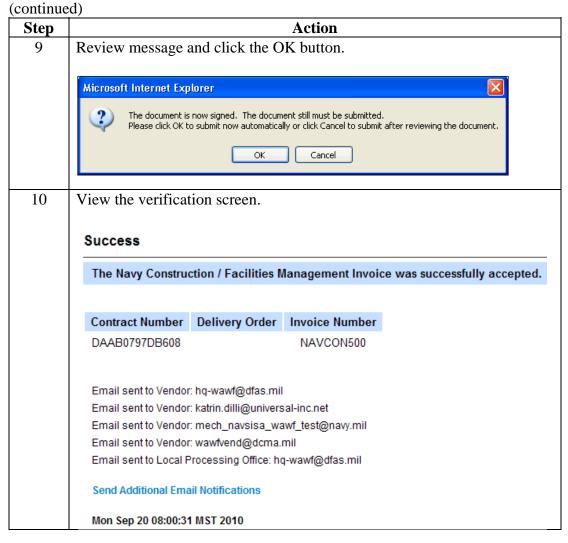**Procedure** The steps below are continued from the previous page.
(continued)

Step	Action
9	Review message and click the OK button. **Microsoft Internet Explorer** ? 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]
10	View the verification screen. **Success** The Navy Construction / Facilities Management Invoice was successfully accepted. **Contract Number Delivery Order Invoice Number** DAAB0797DB608 NAVCON500 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 08:00:31 MST 2010