

Access the Post Pay Review Folder

Introduction Post-Payment Reviewed documents are submitted by the Vendor and forwarded via WAWF directly to the DFAS Payment Office. They are reviewed by the DCMA Contracting Officer after payment has been accomplished by DFAS on an as-needed basis.

Procedure Follow the steps below to access the Post Pay Review Folder.

Step	Action																																			
1	<p>After Logon, click on the Government link at the top of the screen.</p> 																																			
2	<p>Click on the Post Payment Review Folder.</p> <p>Acceptor</p> <ul style="list-style-type: none"> 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 <p>Result: The Post Payment Review screen is displayed.</p>																																			
3	<p>Contracts on the list that have been reviewed can be removed from Post Payment Review by checking the boxes in the Remove? column.</p> <p>Post Payment Review (74 items selected)</p> <table border="1" data-bbox="407 1533 1369 1732"> <thead> <tr> <th>Item</th> <th>Location Code</th> <th>Contract Number</th> <th>Delivery Order</th> <th>Remove ?</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>FU4417</td> <td>000000000000</td> <td>0010</td> <td><input type="checkbox"/></td> </tr> <tr> <td>2</td> <td>M00681</td> <td>000000000000</td> <td>0075</td> <td><input type="checkbox"/></td> </tr> <tr> <td>3</td> <td>FU4417</td> <td>000000000000</td> <td>0105</td> <td><input type="checkbox"/></td> </tr> <tr> <td>4</td> <td>S0512A</td> <td>111111111111</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>5</td> <td>FU4417</td> <td>1JITCTEST2</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>6</td> <td>FU4417</td> <td>1JITCTESTPPR3</td> <td></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>Note: Multiple contracts can be removed from the Post Payment Review at the same time.</p>	Item	Location Code	Contract Number	Delivery Order	Remove ?	1	FU4417	000000000000	0010	<input type="checkbox"/>	2	M00681	000000000000	0075	<input type="checkbox"/>	3	FU4417	000000000000	0105	<input type="checkbox"/>	4	S0512A	111111111111		<input type="checkbox"/>	5	FU4417	1JITCTEST2		<input type="checkbox"/>	6	FU4417	1JITCTESTPPR3		<input type="checkbox"/>
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Continued on next page

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

Step	Action												
4	<p>Once all desired Contracts have been checked click the Remove button.</p> <hr/> <div style="display: flex; justify-content: center; gap: 20px;"> <div data-bbox="418 405 586 453" style="border: 1px solid gray; padding: 5px 15px; background-color: #e0e0e0;">Remove</div> <div data-bbox="618 405 721 453" style="border: 1px solid gray; padding: 5px 15px; background-color: #e0e0e0;">Help</div> </div>												
5	<p>Click the OK button on the pop-up message to complete the removal process.</p> <div data-bbox="407 594 1352 827" style="border: 1px solid gray; padding: 10px; background-color: #e0e0e0;"> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;"> Windows Internet Explorer ✕ </div> <div style="padding: 10px 0 0 20px;"> ? Post Payment Review Status for selected items will be removed. Do you wish to continue? </div> <div style="text-align: center; margin-top: 10px;"> <div data-bbox="735 762 870 800" style="border: 1px solid gray; padding: 2px 10px; background-color: #e0e0e0;">OK</div> <div data-bbox="886 762 1021 800" style="border: 1px solid gray; padding: 2px 10px; background-color: #e0e0e0;">Cancel</div> </div> </div>												
6	<p>WAWF removes the selected information from the Post Payment Review Page. Select the Return button to go back to the Post Payment Review page.</p> <div data-bbox="407 1003 1328 1199" style="border: 1px solid gray; padding: 10px; background-color: #e0e0e0;"> <p>Post Payment Review Status</p> <p style="color: red; font-size: small;">Info: Removal Successful (2 items removed)</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #d9e1f2;"> <th>Item</th> <th>Location Code</th> <th>Contract Number</th> <th>Delivery Order</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>W81K04</td> <td>QKT61E6TUSMC</td> <td></td> </tr> <tr> <td>2</td> <td>FU4417</td> <td>QKTEST12TESTS</td> <td>2222</td> </tr> </tbody> </table> <hr/> <div style="display: flex; justify-content: center; gap: 20px; margin-top: 10px;"> <div data-bbox="412 1178 472 1199" style="border: 1px solid gray; padding: 2px 10px; background-color: #e0e0e0;">Return</div> <div data-bbox="500 1178 537 1199" style="border: 1px solid gray; padding: 2px 10px; background-color: #e0e0e0;">Help</div> </div> </div>	Item	Location Code	Contract Number	Delivery Order	1	W81K04	QKT61E6TUSMC		2	FU4417	QKTEST12TESTS	2222
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