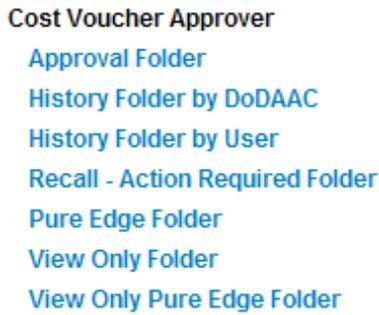


Access the History Folder by DoDAAC

Introduction This folder is the repository for documents which have been worked by the Cost Voucher role.

Procedure Follow the steps below to access the History Folder by DoDAAC.

Step	Action
1	After Logon, click on the Government link at the top of the screen. 
2	Click on the History Folder by DoDAAC link.  Result: The search screen is displayed.
3	Select the Cost Voucher Approver DoDAAC in the drop down box.  <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>
4	Click Submit .  Result: The Cost Voucher Approver History Folder screen is displayed.

Continued on next page

Access the History Folder by DoDAAC

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

Step	Action																																																																																											
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 voucher number hyperlink will result in the cost voucher being displayed. <p>In this procedure we will use an Invoice.</p> <p>Approval History from Active Folder for 'HAA150' (6 Items, sorted by Invoice Received Date)</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Type</th> <th>Contractor Name</th> <th>Vendor (Payee)</th> <th>Contract Number</th> <th>Delivery Order</th> <th>Voucher Number</th> <th>Submitted</th> <th>Received†</th> <th>Status</th> <th>Purge</th> <th>Recall</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>CV-Direct</td> <td>DAKOTA TECHNOLOGIES, INC.</td> <td>027M9</td> <td>N0016709F0146</td> <td></td> <td>TVT5004</td> <td>2011-01-14</td> <td>D2011-01-14</td> <td>Processed</td> <td></td> <td></td> <td>\$150.00</td> </tr> <tr> <td>2</td> <td>CV-Direct</td> <td>DAKOTA TECHNOLOGIES, INC.</td> <td>027M9</td> <td>N0016709F0146</td> <td></td> <td>TVT5104</td> <td>2011-01-14</td> <td>D2011-01-14</td> <td>Processed</td> <td></td> <td></td> <td>\$150.00</td> </tr> <tr> <td>3</td> <td>CV-Interim</td> <td>HEWLETT-PACKARD COMPANY</td> <td>1HQ99</td> <td>N0016709F0146</td> <td></td> <td>TVT5005</td> <td>2011-01-14</td> <td>D2011-01-14</td> <td>Processed</td> <td></td> <td></td> <td>\$150.00</td> </tr> <tr> <td>4</td> <td>CV-Interim</td> <td>HEWLETT-PACKARD COMPANY</td> <td>1HQ99</td> <td>N0016709F0146</td> <td></td> <td>TVT5007</td> <td>2011-01-14</td> <td>D2011-01-14</td> <td>Processed</td> <td></td> <td></td> <td>\$150.00</td> </tr> <tr> <td>5</td> <td>CV-Interim</td> <td>HEWLETT-PACKARD COMPANY</td> <td>1HQ99</td> <td>N0016709F0146</td> <td></td> <td>TVT5105</td> <td>2011-01-14</td> <td>D2011-01-14</td> <td>Processed</td> <td></td> <td></td> <td>\$150.00</td> </tr> <tr> <td>6</td> <td>CV-Interim</td> <td>HEWLETT-PACKARD COMPANY</td> <td>1HQ99</td> <td>N0016709F0146</td> <td></td> <td>TVT5107</td> <td>2011-01-14</td> <td>D2011-01-14</td> <td>Processed</td> <td></td> <td></td> <td>\$150.00</td> </tr> </tbody> </table> <p><i>Note: With the Release of WAWF 5.0.0 all columns within the search result screen can be selected to sort the values alphabetically (with the exception of the Item field which is always displayed in numerical ascending order.)</i></p>	Item	Type	Contractor Name	Vendor (Payee)	Contract Number	Delivery Order	Voucher Number	Submitted	Received†	Status	Purge	Recall	Amount	1	CV-Direct	DAKOTA TECHNOLOGIES, INC.	027M9	N0016709F0146		TVT5004	2011-01-14	D2011-01-14	Processed			\$150.00	2	CV-Direct	DAKOTA TECHNOLOGIES, INC.	027M9	N0016709F0146		TVT5104	2011-01-14	D2011-01-14	Processed			\$150.00	3	CV-Interim	HEWLETT-PACKARD COMPANY	1HQ99	N0016709F0146		TVT5005	2011-01-14	D2011-01-14	Processed			\$150.00	4	CV-Interim	HEWLETT-PACKARD COMPANY	1HQ99	N0016709F0146		TVT5007	2011-01-14	D2011-01-14	Processed			\$150.00	5	CV-Interim	HEWLETT-PACKARD COMPANY	1HQ99	N0016709F0146		TVT5105	2011-01-14	D2011-01-14	Processed			\$150.00	6	CV-Interim	HEWLETT-PACKARD COMPANY	1HQ99	N0016709F0146		TVT5107	2011-01-14	D2011-01-14	Processed			\$150.00
Item	Type	Contractor Name	Vendor (Payee)	Contract Number	Delivery Order	Voucher Number	Submitted	Received†	Status	Purge	Recall	Amount																																																																																
1	CV-Direct	DAKOTA TECHNOLOGIES, INC.	027M9	N0016709F0146		TVT5004	2011-01-14	D2011-01-14	Processed			\$150.00																																																																																
2	CV-Direct	DAKOTA TECHNOLOGIES, INC.	027M9	N0016709F0146		TVT5104	2011-01-14	D2011-01-14	Processed			\$150.00																																																																																
3	CV-Interim	HEWLETT-PACKARD COMPANY	1HQ99	N0016709F0146		TVT5005	2011-01-14	D2011-01-14	Processed			\$150.00																																																																																
4	CV-Interim	HEWLETT-PACKARD COMPANY	1HQ99	N0016709F0146		TVT5007	2011-01-14	D2011-01-14	Processed			\$150.00																																																																																
5	CV-Interim	HEWLETT-PACKARD COMPANY	1HQ99	N0016709F0146		TVT5105	2011-01-14	D2011-01-14	Processed			\$150.00																																																																																
6	CV-Interim	HEWLETT-PACKARD COMPANY	1HQ99	N0016709F0146		TVT5107	2011-01-14	D2011-01-14	Processed			\$150.00																																																																																
6	<p>Click on the Voucher Number</p> <table border="1"> <thead> <tr> <th>Voucher Number</th> <th>Submitted</th> <th>Received†</th> <th>Status</th> <th>Purge</th> <th>Recall</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>TVT5004</td> <td>2011-01-14</td> <td>D2011-01-14</td> <td>Processed</td> <td></td> <td></td> <td>\$150.00</td> </tr> <tr> <td>TVT5104</td> <td>2011-01-14</td> <td>D2011-01-14</td> <td>Processed</td> <td></td> <td></td> <td>\$150.00</td> </tr> <tr> <td>TVT5005</td> <td>2011-01-14</td> <td>D2011-01-14</td> <td>Processed</td> <td></td> <td></td> <td>\$150.00</td> </tr> <tr> <td>TVT5007</td> <td>2011-01-14</td> <td>D2011-01-14</td> <td>Processed</td> <td></td> <td></td> <td>\$150.00</td> </tr> <tr> <td>TVT5105</td> <td>2011-01-14</td> <td>D2011-01-14</td> <td>Processed</td> <td></td> <td></td> <td>\$150.00</td> </tr> <tr> <td>TVT5107</td> <td>2011-01-14</td> <td>D2011-01-14</td> <td>Processed</td> <td></td> <td></td> <td>\$150.00</td> </tr> </tbody> </table> <p>Result: The Cost Voucher screen is displayed.</p>	Voucher Number	Submitted	Received†	Status	Purge	Recall	Amount	TVT5004	2011-01-14	D2011-01-14	Processed			\$150.00	TVT5104	2011-01-14	D2011-01-14	Processed			\$150.00	TVT5005	2011-01-14	D2011-01-14	Processed			\$150.00	TVT5007	2011-01-14	D2011-01-14	Processed			\$150.00	TVT5105	2011-01-14	D2011-01-14	Processed			\$150.00	TVT5107	2011-01-14	D2011-01-14	Processed			\$150.00																																										
Voucher Number	Submitted	Received†	Status	Purge	Recall	Amount																																																																																						
TVT5004	2011-01-14	D2011-01-14	Processed			\$150.00																																																																																						
TVT5104	2011-01-14	D2011-01-14	Processed			\$150.00																																																																																						
TVT5005	2011-01-14	D2011-01-14	Processed			\$150.00																																																																																						
TVT5007	2011-01-14	D2011-01-14	Processed			\$150.00																																																																																						
TVT5105	2011-01-14	D2011-01-14	Processed			\$150.00																																																																																						
TVT5107	2011-01-14	D2011-01-14	Processed			\$150.00																																																																																						
7	<p>Review information by expanding the desired information group.</p> <p>Cost Voucher Approver - Cost Voucher (Interim)</p> <p>Expand All Collapse All</p> <hr/> <p>[+] Document Information</p> <p>[+] Line Item Information</p> <p>[+] ACRN Information</p> <p>[+] LLA Information</p> <p>[+] Address Information</p> <p>[+] Misc Information</p> <p>[+] Workflow Information</p>																																																																																											

Continued on next page

Access the History Folder by DoDAAC

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

Step	Action
8	Once you finish reviewing the document, Scroll down and click the Previous button. _____ 