

Accessing the Certification Folder

Overview The primary function of the Local Processing Official/Local Processing Office Reviewer within WAWF, is to provide a location for the certification of documents prior to the documents being forwarded to DFAS. Contracts paid by the Navy are the primary documents that flow through this process. The LPO Reviewer makes the recommendation to the LPO to either certify or reject the document (including certify with lesser amount if appropriate). The LPO digitally signs the document to indicate certification.

Within the Navy process, the primary task of an LPO/LPO Reviewer is the entry of the Long Line of Accounting on the Invoice. In addition, some data fields may be altered such as the SDN and ACRN. Navy certifiers also have the capability to enter the approved amount at the CLIN /SLIN /ACRN level. Documents not meeting certification criteria are rejected by use of a Reject check box. Comments must be entered on any document rejected by an LPO/LPO Reviewer.

Procedure Follow the steps below to access the Certification Folder.

| Step | Action |
|------|---|
| 1 | After Logon, click on the Government link at the top of the screen.  |
| 2 | Click the Certification Folder link.  |
| 3 | Select a DoDAAC from the DoDAAC drop down menu. <p>Important! The DoDAAC is a required field. Select appropriate DoDAAC from the drop down menu.</p>  |

Continued on next page

Accessing the Certification Folder

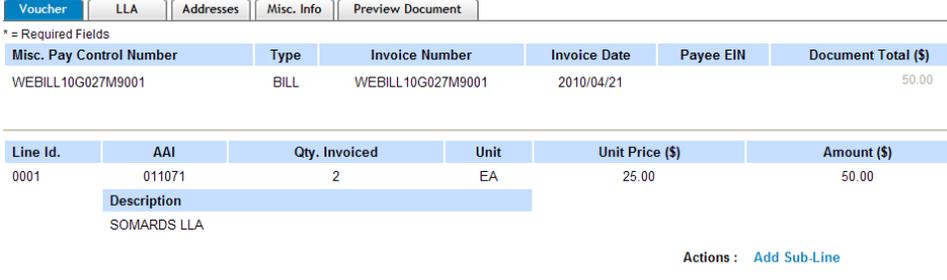
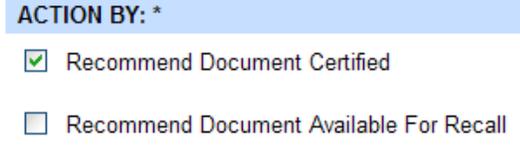
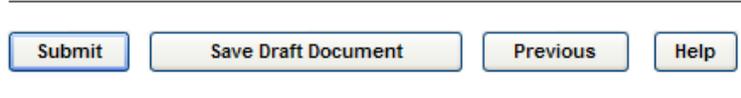
Procedure The steps below are continued from the previous page.
(continued)

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 4 | <p>Select the Submit button</p>  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | <p>Select the Shipment or Invoice Number of the document to view.</p> <table border="1"> <thead> <tr> <th>Shipment Number</th> <th>Submitted</th> <th>Shipped</th> <th>Accepted</th> <th>Status</th> <th>Purge</th> <th>Hold</th> <th>Invoice Number</th> <th>Submitted</th> <th>Received</th> </tr> </thead> <tbody> <tr> <td>INST555</td> <td>2010-02-26</td> <td>2010-02-26</td> <td>2010-03-01</td> <td>Accepted</td> <td></td> <td>H</td> <td></td> <td></td> <td></td> </tr> <tr> <td>TPJ3010D</td> <td>2003-12-09</td> <td>2003-04-27</td> <td></td> <td>Void</td> <td></td> <td>H</td> <td></td> <td>2003-12-09</td> <td>2003-12-09</td> </tr> <tr> <td>INVOICE0515</td> <td>2006-05-15</td> <td>2006-05-15</td> <td>2006-05-15</td> <td>Pre-Certified</td> <td></td> <td>H</td> <td>INVOICE0515</td> <td>2006-05-15</td> <td>2006-05-15</td> </tr> <tr> <td>TPT40282I</td> <td>2006-12-12</td> <td>2006-12-12</td> <td>2006-12-12</td> <td>Accepted</td> <td></td> <td>H</td> <td>TPT40282I</td> <td>2006-12-12</td> <td>2006-12-12</td> </tr> <tr> <td>TPA5527M</td> <td>2008-03-03</td> <td>2008-02-11</td> <td>2010-02-09</td> <td>Accepted</td> <td></td> <td>H</td> <td>TPA5527M</td> <td>2008-03-03</td> <td>2008-03-03</td> </tr> <tr> <td>INV10212009</td> <td>2009-10-21</td> <td>2009-10-21</td> <td>2010-02-03</td> <td>Accepted</td> <td></td> <td>H</td> <td>INV10212009</td> <td>2009-10-21</td> <td>2009-10-21</td> </tr> <tr> <td>TELEMISCPAY033186</td> <td>2009-12-08</td> <td>2009-12-08</td> <td>2009-12-08</td> <td>Accepted</td> <td></td> <td>H</td> <td>TELEMISCPAY033186</td> <td>2009-12-08</td> <td>2009-12-08</td> </tr> <tr> <td>INV12162009</td> <td>2009-12-16</td> <td>2009-12-16</td> <td>2010-02-03</td> <td>Accepted</td> <td></td> <td>H</td> <td>INV12162009</td> <td>2009-12-16</td> <td>2009-12-16</td> </tr> <tr> <td>INV12162009A</td> <td>2009-12-16</td> <td>2009-12-16</td> <td>2010-02-03</td> <td>Accepted</td> <td></td> <td>H</td> <td>INV12162009A</td> <td>2009-12-16</td> <td>2009-12-16</td> </tr> </tbody> </table> | Shipment Number | Submitted | Shipped | Accepted | Status | Purge | Hold | Invoice Number | Submitted | Received | INST555 | 2010-02-26 | 2010-02-26 | 2010-03-01 | Accepted | | H | | | | TPJ3010D | 2003-12-09 | 2003-04-27 | | Void | | H | | 2003-12-09 | 2003-12-09 | INVOICE0515 | 2006-05-15 | 2006-05-15 | 2006-05-15 | Pre-Certified | | H | INVOICE0515 | 2006-05-15 | 2006-05-15 | TPT40282I | 2006-12-12 | 2006-12-12 | 2006-12-12 | Accepted | | H | TPT40282I | 2006-12-12 | 2006-12-12 | TPA5527M | 2008-03-03 | 2008-02-11 | 2010-02-09 | Accepted | | H | TPA5527M | 2008-03-03 | 2008-03-03 | INV10212009 | 2009-10-21 | 2009-10-21 | 2010-02-03 | Accepted | | H | INV10212009 | 2009-10-21 | 2009-10-21 | TELEMISCPAY033186 | 2009-12-08 | 2009-12-08 | 2009-12-08 | Accepted | | H | TELEMISCPAY033186 | 2009-12-08 | 2009-12-08 | INV12162009 | 2009-12-16 | 2009-12-16 | 2010-02-03 | Accepted | | H | INV12162009 | 2009-12-16 | 2009-12-16 | INV12162009A | 2009-12-16 | 2009-12-16 | 2010-02-03 | Accepted | | H | INV12162009A | 2009-12-16 | 2009-12-16 |
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| INVOICE0515 | 2006-05-15 | 2006-05-15 | 2006-05-15 | Pre-Certified | | H | INVOICE0515 | 2006-05-15 | 2006-05-15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TPT40282I | 2006-12-12 | 2006-12-12 | 2006-12-12 | Accepted | | H | TPT40282I | 2006-12-12 | 2006-12-12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TPA5527M | 2008-03-03 | 2008-02-11 | 2010-02-09 | Accepted | | H | TPA5527M | 2008-03-03 | 2008-03-03 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| TELEMISCPAY033186 | 2009-12-08 | 2009-12-08 | 2009-12-08 | Accepted | | H | TELEMISCPAY033186 | 2009-12-08 | 2009-12-08 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| INV12162009A | 2009-12-16 | 2009-12-16 | 2010-02-03 | Accepted | | H | INV12162009A | 2009-12-16 | 2009-12-16 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | <p>Select the LLA tab.</p>  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | <p>Fill in the Long Line of Accounting information on the LLA tab.</p> <table border="1"> <tbody> <tr> <td>Document Record Reference ID *</td> <td>Agency Accounting ID *</td> <td colspan="2">ACRN</td> </tr> <tr> <td><input type="text" value="R443GHT7I833"/></td> <td><input type="text" value="033186"/></td> <td colspan="2"><input type="text"/></td> </tr> <tr> <td>Agency Qualifier Code</td> <td>Defense Agency Allocation Recipient</td> <td>Cost Code</td> <td>Department Indicator *</td> </tr> <tr> <td>DD</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text" value="DD"/></td> </tr> <tr> <td>Job/Work Order Code *</td> <td>Cost Allocation Code</td> <td>Transfer from Department</td> <td>Sub-Allotment Recipient</td> </tr> <tr> <td><input type="text" value="520664"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Classification Code</td> <td>Fiscal Year Indicator *</td> <td>Work Center Recipient *</td> <td>DoD Budget Accounting Classification Code</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text" value="2011"/></td> <td><input type="text" value="P46299"/></td> <td><input type="text"/></td> </tr> <tr> <td>Basic Symbol Number</td> <td>Major Reimbursement Source Code</td> <td>Limit/Sub Head *</td> <td>Reimbursement Source Code</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text" value="0224"/></td> <td><input type="text"/></td> </tr> <tr> <td>Fund Code</td> <td>Customer Indicator/MPC</td> <td>Fund Org Admin Code *</td> <td>Object Class *</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text" value="24"/></td> <td><input type="text" value="5211"/></td> </tr> <tr> <td>IFS Number</td> <td>Allotment Serial Number</td> <td>Government Public Sector ID</td> <td>Transaction Type *</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text" value="TE"/></td> </tr> <tr> <td>Activity Address Code</td> <td>Foreign Currency Code</td> <td>Program/ Planning Code</td> <td>Program Element Code</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>FMS Case Number (1-3)</td> <td>FMS Case Number (4-5)</td> <td>FMS Case Number (6-8)</td> <td>Project Task/Budget Subline</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Special Interest/Program Cost</td> <td colspan="3"><input type="text"/></td> </tr> </tbody> </table> <p>Note: The mandatory fields may differ based on the Pay DoDAAC.</p> | Document Record Reference ID * | Agency Accounting ID * | ACRN | | <input type="text" value="R443GHT7I833"/> | <input type="text" value="033186"/> | <input type="text"/> | | Agency Qualifier Code | Defense Agency Allocation Recipient | Cost Code | Department Indicator * | DD | <input type="text"/> | <input type="text"/> | <input type="text" value="DD"/> | Job/Work Order Code * | Cost Allocation Code | Transfer from Department | Sub-Allotment Recipient | <input type="text" value="520664"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | Classification Code | Fiscal Year Indicator * | Work Center Recipient * | DoD Budget Accounting Classification Code | <input type="text"/> | <input type="text" value="2011"/> | <input type="text" value="P46299"/> | <input type="text"/> | Basic Symbol Number | Major Reimbursement Source Code | Limit/Sub Head * | Reimbursement Source Code | <input type="text"/> | <input type="text"/> | <input type="text" value="0224"/> | <input type="text"/> | Fund Code | Customer Indicator/MPC | Fund Org Admin Code * | Object Class * | <input type="text"/> | <input type="text"/> | <input type="text" value="24"/> | <input type="text" value="5211"/> | IFS Number | Allotment Serial Number | Government Public Sector ID | Transaction Type * | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text" value="TE"/> | Activity Address Code | Foreign Currency Code | Program/ Planning Code | Program Element Code | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | FMS Case Number (1-3) | FMS Case Number (4-5) | FMS Case Number (6-8) | Project Task/Budget Subline | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | Special Interest/Program Cost | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <input type="text" value="R443GHT7I833"/> | <input type="text" value="033186"/> | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Agency Qualifier Code | Defense Agency Allocation Recipient | Cost Code | Department Indicator * | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DD | <input type="text"/> | <input type="text"/> | <input type="text" value="DD"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Job/Work Order Code * | Cost Allocation Code | Transfer from Department | Sub-Allotment Recipient | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="text" value="520664"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Classification Code | Fiscal Year Indicator * | Work Center Recipient * | DoD Budget Accounting Classification Code | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="text"/> | <input type="text" value="2011"/> | <input type="text" value="P46299"/> | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Basic Symbol Number | Major Reimbursement Source Code | Limit/Sub Head * | Reimbursement Source Code | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="text"/> | <input type="text"/> | <input type="text" value="0224"/> | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fund Code | Customer Indicator/MPC | Fund Org Admin Code * | Object Class * | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="text"/> | <input type="text"/> | <input type="text" value="24"/> | <input type="text" value="5211"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| IFS Number | Allotment Serial Number | Government Public Sector ID | Transaction Type * | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text" value="TE"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Activity Address Code | Foreign Currency Code | Program/ Planning Code | Program Element Code | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Special Interest/Program Cost | <input type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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Accessing the Certification Folder

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

| Step | Action | | | | | | | | |
|-------------------|---|-------------------|-------------------|-----------------|----------------|-------------------|--|-------------------|-------------------|
| 7 | <p>Review the other tabs then return to the Header tab.</p>  <p>Note: The Header tab may be titled “Voucher” or “Telecom” depending on the document type selected.</p> | | | | | | | | |
| 8 | <p>Check the box for the desired action on this document.</p>  | | | | | | | | |
| 9 | <p>Click the Submit button.</p>  | | | | | | | | |
| 10 | <p>View the verification screen.</p> <p>Success</p> <p>The Misc. Payment Voucher was successfully recommended for certification.</p> <table border="1" data-bbox="412 1381 1333 1451"> <thead> <tr> <th>Contract Number</th> <th>Delivery Order</th> <th>Shipment Number</th> <th>Invoice Number</th> </tr> </thead> <tbody> <tr> <td>W2TELE09C1DV75011</td> <td></td> <td>TELEMISCPAY033186</td> <td>TELEMISCPAY033186</td> </tr> </tbody> </table> <p>Email sent to Local Processing Office: hq-wawf@dfas.mil</p> <p>Send Additional Email Notifications</p> <p>Thu Mar 03 12:56:04 MST 2011</p> | Contract Number | Delivery Order | Shipment Number | Invoice Number | W2TELE09C1DV75011 | | TELEMISCPAY033186 | TELEMISCPAY033186 |
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