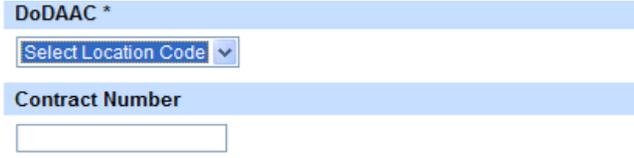


History Folder by DoDAAC

Introduction This folder is the repository for documents for which have come in to the Payment Office.

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

Step	Action
1	After Logon, click on the Government link at the top of the screen. 
2	Select Pay Official > History Folder by DoDAAC from the drop-down menu.  <p>Result: The search screen is displayed.</p>
3	Select the Pay Office DoDAAC in the drop down box.  <p><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></p> <p><i>For detail information on using the search screen refer to “Using the search criteria screen” section of the guide.</i></p>
4	Click Submit .  <p>Result: The Pay Official History Folder screen is displayed.</p>

Continued on next page

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 invoice number hyperlink will result in the invoice being displayed. Clicking on the shipment number hyperlink will result in the receiving report being displayed. <p>In this procedure we will use an Invoice.</p> <p>Pay Official History from Active Folder for 'HQ0338' (12 items, sorted by Contract Number)</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Type</th> <th>Vendor (Payee)</th> <th>Contract Number</th> <th>Delivery Order</th> <th>Shipment Number</th> <th>Submitted</th> <th>Shipped</th> <th>Accepted</th> <th>Status</th> <th>Purge</th> <th>Recall</th> <th>Void</th> <th>Invoice Number</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Receiving Report S/S</td> <td>0M986</td> <td>CL5109519C004</td> <td></td> <td>CL50001</td> <td>2010-10-05</td> <td>2010-10-05</td> <td>2010-10-05</td> <td>Processed</td> <td></td> <td></td> <td>R</td> <td></td> </tr> <tr> <td>2</td> <td>Receiving Report S/S</td> <td>1P404</td> <td>DAA00797M2000</td> <td></td> <td>BTA1234</td> <td>2010-10-05</td> <td>2010-10-05</td> <td>2010-10-05</td> <td>Processed</td> <td></td> <td></td> <td>R</td> <td></td> </tr> <tr> <td>3</td> <td>Receiving Report S/S</td> <td>1P404</td> <td>DAA00797M2000</td> <td></td> <td>BTA2222</td> <td>2010-10-05</td> <td>2010-10-05</td> <td>2010-10-05</td> <td>Processed</td> <td></td> <td></td> <td>R</td> <td></td> </tr> <tr> <td>4</td> <td>CV-Interim</td> <td>001G2</td> <td>DAA009090R0444</td> <td></td> <td>4444</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>BVN0001</td> </tr> <tr> <td>5</td> <td>R Combo S/D</td> <td>493B3</td> <td>HQ033819M0915</td> <td>TEST</td> <td>SHP5213</td> <td>2010-09-15</td> <td>2010-09-15</td> <td></td> <td>Processed</td> <td></td> <td></td> <td>R</td> <td>INVM8561</td> </tr> <tr> <td>6</td> <td>Invoice FP</td> <td>001Z0</td> <td>JEROVEN0200A</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>M70</td> </tr> <tr> <td>7</td> <td>CV-Interim</td> <td>06VJB</td> <td>N009241004000</td> <td></td> <td>0001</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>BVN0001</td> </tr> <tr> <td>8</td> <td>Invoice</td> <td>08DL0</td> <td>SPM150P104709</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>TST00</td> </tr> <tr> <td>9</td> <td>Invoice</td> <td>08DL0</td> <td>SPM150P104709</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>TST01</td> </tr> <tr> <td>10</td> <td>Invoice</td> <td>08DL0</td> <td>SPM150P106701</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>TST01</td> </tr> <tr> <td>11</td> <td>Invoice</td> <td>08DL0</td> <td>SPM150P106701</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>TST02</td> </tr> <tr> <td>12</td> <td>Reparables RR S/S</td> <td>002M2</td> <td>TESTINGPR0522</td> <td></td> <td>TEST005</td> <td>2010-10-12</td> <td>2010-10-12</td> <td></td> <td>Processed</td> <td></td> <td></td> <td>R</td> <td></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> <p><i>For detail information on column headings refer to "Column Heading" section of the guide.</i></p>	Item	Type	Vendor (Payee)	Contract Number	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	Purge	Recall	Void	Invoice Number	1	Receiving Report S/S	0M986	CL5109519C004		CL50001	2010-10-05	2010-10-05	2010-10-05	Processed			R		2	Receiving Report S/S	1P404	DAA00797M2000		BTA1234	2010-10-05	2010-10-05	2010-10-05	Processed			R		3	Receiving Report S/S	1P404	DAA00797M2000		BTA2222	2010-10-05	2010-10-05	2010-10-05	Processed			R		4	CV-Interim	001G2	DAA009090R0444		4444								BVN0001	5	R Combo S/D	493B3	HQ033819M0915	TEST	SHP5213	2010-09-15	2010-09-15		Processed			R	INVM8561	6	Invoice FP	001Z0	JEROVEN0200A										M70	7	CV-Interim	06VJB	N009241004000		0001								BVN0001	8	Invoice	08DL0	SPM150P104709										TST00	9	Invoice	08DL0	SPM150P104709										TST01	10	Invoice	08DL0	SPM150P106701										TST01	11	Invoice	08DL0	SPM150P106701										TST02	12	Reparables RR S/S	002M2	TESTINGPR0522		TEST005	2010-10-12	2010-10-12		Processed			R	
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History Folder by DoDAAC

Procedure The steps below are continued from the previous page.
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Step	Action
7	<p>Review information by expanding the desired information group..</p> <p>Pay Official - Invoice</p> <p>Expand All Collapse All</p> <hr/> <p>[+]Document Information [+]Line Item Information [+]Address Information [+]Misc Information [+]Workflow Information</p>
8	<p>Once you finish reviewing the document,</p> <p>Scroll down and click Previous.</p> <hr/> <p><input type="button" value="Previous"/> <input type="button" value="Help"/></p> <p>Click Return</p> <hr/> <p><input type="button" value="Return"/> <input type="button" value="Help"/></p>