

Process Documents Folder

Introduction The Acceptance/Review Folder is primarily for CAPS Clipper which is non-EDI entitlement systems, meaning there is no interface from WAWF to CAPS Clipper and invoice are manually keyed into CAPS.

It contain documents (example invoices and receiving reports) that have been submitted, inspected, accepted, or certified by previous workflow users and awaiting Payment Office action.

Process Document Folder is accessed to perform the second step of the dual processing. In this step, the document is review to ensure information is correct (contract number, clin, quantity etc), and manually entered into the applicable entitlement system. Once the document is processed within WAWF-RA, it is routed to the History Folder.

Procedure Follow the steps below to Access Process Document Folder.

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

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Process Documents Folder

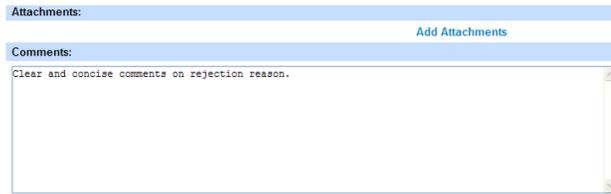
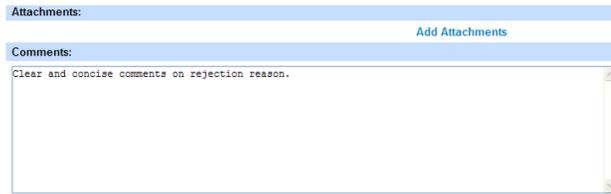
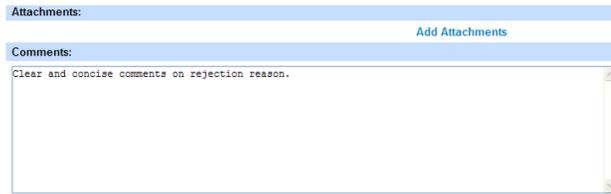
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Step	Action																																																																																																								
4	<p>Click Submit.</p>  <p>Result: The Pay Official Process Document Folder screen is displayed.</p>																																																																																																								
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 from 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 a Invoice</p> <p>Pay Official Process Documents Folder for 'F03000' (7 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>Hold</th> <th>Invoice Number</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Combo S/S</td> <td>001G2</td> <td>CAAX12125C111</td> <td>1111</td> <td>SUE888</td> <td>2009-10-14</td> <td>2009-10-14</td> <td>2009-10-14</td> <td>Reviewed</td> <td></td> <td>H</td> <td></td> </tr> <tr> <td>2</td> <td>Invoice FP</td> <td>0M986</td> <td>CLS191969C004</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>090820</td> </tr> <tr> <td>3</td> <td>R Combo D/D</td> <td>02602</td> <td>DJR1901151325</td> <td>0836</td> <td>DJR083Z</td> <td>2010-01-15</td> <td>2009-11-13</td> <td>2010-03-18</td> <td>Reviewed</td> <td></td> <td>H</td> <td></td> </tr> <tr> <td>4</td> <td>Invoice 2in1</td> <td>3BS35</td> <td>EZ560002P0229</td> <td></td> <td>SJK020119</td> <td>2010-02-01</td> <td>2010-01-04</td> <td>2010-02-01</td> <td>Reviewed</td> <td></td> <td>H</td> <td>02012010</td> </tr> <tr> <td>5</td> <td>Misc. Pay</td> <td>ERY2608086VJ001</td> <td></td> <td></td> <td>100210084350</td> <td>2008-03-26</td> <td>2008-03-26</td> <td>2008-03-26</td> <td>Reviewed</td> <td></td> <td>H</td> <td>100210084350</td> </tr> <tr> <td>6</td> <td>Combo D/D</td> <td>0P7L8</td> <td>FA123408C0001</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>TAL5707</td> </tr> <tr> <td>7</td> <td>Invoice 2in1</td> <td>0P7L8</td> <td>FA123408C0001</td> <td></td> <td>TAL5611</td> <td>2009-05-27</td> <td>2009-05-21</td> <td>2009-05-28</td> <td>Reviewed</td> <td></td> <td>H</td> <td>TAL5611</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	Hold	Invoice Number	1	Combo S/S	001G2	CAAX12125C111	1111	SUE888	2009-10-14	2009-10-14	2009-10-14	Reviewed		H		2	Invoice FP	0M986	CLS191969C004									090820	3	R Combo D/D	02602	DJR1901151325	0836	DJR083Z	2010-01-15	2009-11-13	2010-03-18	Reviewed		H		4	Invoice 2in1	3BS35	EZ560002P0229		SJK020119	2010-02-01	2010-01-04	2010-02-01	Reviewed		H	02012010	5	Misc. Pay	ERY2608086VJ001			100210084350	2008-03-26	2008-03-26	2008-03-26	Reviewed		H	100210084350	6	Combo D/D	0P7L8	FA123408C0001									TAL5707	7	Invoice 2in1	0P7L8	FA123408C0001		TAL5611	2009-05-27	2009-05-21	2009-05-28	Reviewed		H	TAL5611
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Procedure The steps below are continued from the previous page.
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Step	Action						
7	<p>Review information by selecting desired tabs.</p>  <p><i>Note: For detail information on the tab refer to the “Description of WAWF tabs” section of the guide.</i></p>						
8	<p>After reviewing the document return to the Header tab scroll down and take 1 of the following actions below.</p> <table border="1" data-bbox="402 856 1349 1856"> <thead> <tr> <th data-bbox="402 856 716 898">If</th> <th data-bbox="716 856 1349 898">Then</th> </tr> </thead> <tbody> <tr> <td data-bbox="402 898 716 1192"> <p>the document is correct (contract number, quantity, clin, etc.)</p> <p>Single Step Processing</p> </td> <td data-bbox="716 898 1349 1192"> <p>enter the information into the entitlement system</p> <p>click “Document Processed”</p>  </td> </tr> <tr> <td data-bbox="402 1192 716 1856"> <p>the information on the document is incorrect</p> <p>Rejecting</p> </td> <td data-bbox="716 1192 1349 1856"> <p>on the “MISC Info” tab, add clear and concise comments as to why the document is being rejected</p>  <p>return to the Header” tab</p> <p>click “Document Reject”.</p>  </td> </tr> </tbody> </table>	If	Then	<p>the document is correct (contract number, quantity, clin, etc.)</p> <p>Single Step Processing</p>	<p>enter the information into the entitlement system</p> <p>click “Document Processed”</p> 	<p>the information on the document is incorrect</p> <p>Rejecting</p>	<p>on the “MISC Info” tab, add clear and concise comments as to why the document is being rejected</p>  <p>return to the Header” tab</p> <p>click “Document Reject”.</p> 
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9	<p>Click Submit</p> <hr/> <p><input type="button" value="Submit"/> <input type="button" value="Previous"/> <input type="button" value="Help"/></p> <p><i>Note: Will receive message action was taken successfully</i></p>
