



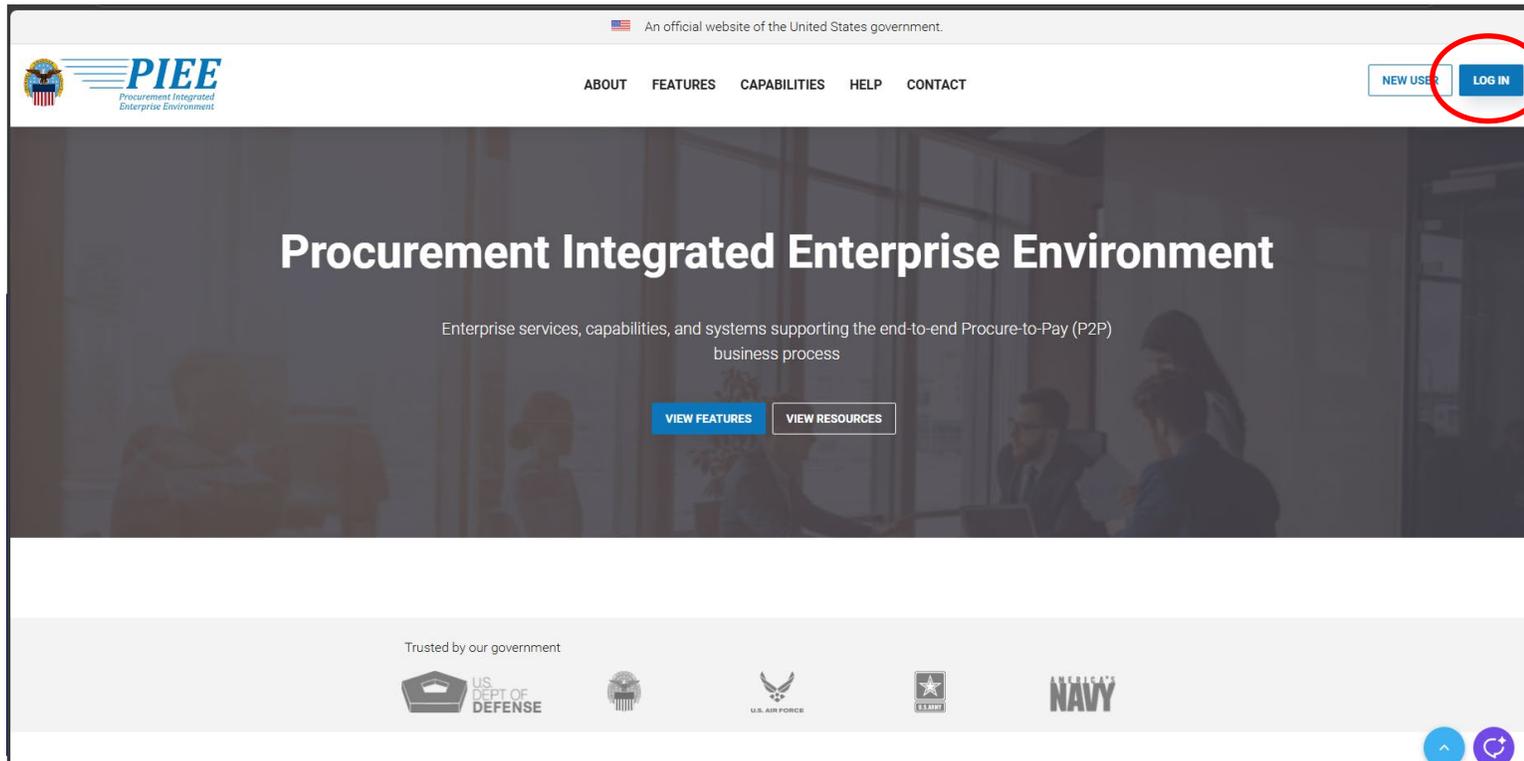
# Invoice review and approvals

- Wide Area Work Flow e-Business Suite Access – the “Acceptor Role”
  - Monthly contractor invoice submittal.
  - COR Review/Approval for contract payments.
  - Verification of CLIN number, amount, expenses, travel, overtime, etc...



# Login to WAWF (Wide Area Work Flow e-Business Suite)

- <https://wawf.eb.mil>
- Click Login at the top right of screen.





# WAWF login Screen

- Select CAC/PIV Card.



# CAC Certificate Screen

- Highlight Your Certificate and click OK.

Select your Certificate

Select the certificate you want to use.

Note: Only X509 Certificates from your Personal Certificate Store that are used for Digital Signing and Non-Repudiation will be displayed.

Issued to	Issued by	Friendly name	Expiration Date
[Empty table body]			



# WAWF login Screen

- Click on WAWF to pay invoices or to find invoice history.

The screenshot shows a web browser window with the URL <https://cac.piee.eb.mil/xhtml/auth/home/home.xhtml>. The page content is organized into three main sections:

- Post Award Admin**: Contains five modules: SPM (Surveillance and Performance Monitoring), CCM (Contracting Communication Module), CDR (Contract Deficiency Reports), EDA (Electronic Data Access), and Contract Closeout.
- Payment**: Contains two modules: WAWF (Wide Area Workflow) and myInvoice.
- Operational Support**: Contains two modules: JAM (Joint Appointment Module) and PCM (Purpose Code Management).
- Other**: Contains one module: WBT (Web Based Training).

The WAWF icon in the Payment section is highlighted with a red circle.



# WAWF Main Screen

- Click on Government for a dropdown menu.

WAWF - Work - Microsoft Edge

https://cac.piee.eb.mil/wawf/xhtml/auth/web/menu/PostLogon.xhtml#b

WAWF

User : Timothy Hinkel  
Printer Friendly

User Government Documentation Lookup Exit

Welcome to Wide Area Workflow (WAWF)!  
Please start by selecting one of the links from the menu above.

**Government and Government Support Contractor Messages**

(2022-09-02 04:00:00) System: All Subject: *Payment Modernization Action Required! Critical! Message For: All Users*

All,  
To support the Department's efforts to modernize financial management business processes, it is necessary that payment procedures adhere to U.S Treasury Department guidelines, especially at fiscal year-end.  
MOCAS is a self-contained system that disburses payments as part of its internal systemic business processes, which makes it a Non-Treasury Disbursement Office (NTDO). NTDO disbursement offices must adhere to the letter and intent of the authorities, processes, and rules outlined in Treasury Financial Manual, Volume 1, Part 4A, Chapter 4000, for the creation, issuance, and reporting of transactions.  
Specifically, from Section 4025.20—Processing Payments at Fiscal Budget Year-End:  
"NTDOs are prohibited from using Same Day ACH, and therefore must always submit their Automated Clearing House (ACH) payments at least one business day in advance of settlement. As a result, NTDOs must submit their ACH payments no later than September 29th in order to ensure that the payments settle at the Treasury General Account by September 30th. If September 30th lands on a Saturday or Sunday, NTDOs must submit their payments by the last Thursday before September 30th in order for them to settle on that Friday, the last business day of the month."  
To meet the above Treasury guidelines, it is necessary to shift the last FY22 MOCAS disbursement day to Thursday, September 29, 2022 from Friday, September 30, 2022. With this shift, there will be no opportunity for MOCAS payments on Friday, September 30.  
Due to the aforementioned change, we strongly encourage you to submit any last minute canceling funds invoices as soon as possible. We will

Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

12:40 PM  
9/8/2022



# Search Criteria Acceptance Folder

- Click Acceptor and scroll over to the Acceptance Folder and the below screen appears.

**WAWF**

User Government Documentation Lookup Exit

Search Criteria - Acceptance Folder

**Controlled Unclassified Information (CUI) - Privacy Sensitive:**  
*Privacy Act Statement - This information is protected under the Privacy Act of 1974 and shall be handled as "Controlled Unclassified Information (CUI)." Violations may be punishable by fines, imprisonment, or both.*

DoDAAC * / Extension SP0600	
Contract Number	Delivery Order
Reference Procurement Id	
Vendor (Payee) / Vendor (Payee) Extension	Ship From / Ship From Extension
Shipment No.	Invoice Number
Communication Service Agreement (CSA)	
SSN / Confirm SSN	Tax Id (EIN)
Type Document All Documents	Status All Documents
Create Date (YYYY/MM/DD)	Create Date End (YYYY/MM/DD)
Update Date (YYYY/MM/DD)	Update Date End (YYYY/MM/DD)
Acceptance Date (YYYY/MM/DD)	Acceptance Date End (YYYY/MM/DD)
Invoice Received Date (YYYY/MM/DD)	Invoice Received Date End (YYYY/MM/DD)
Estimated Delivery Date (YYYY/MM/DD)	Estimated Delivery Date End (YYYY/MM/DD)
Service Period From Date (YYYY/MM/DD)	Service Period From Date End (YYYY/MM/DD)
Service Period To Date (YYYY/MM/DD)	Service Period To Date End (YYYY/MM/DD)
Result Size	Result Font

Save Folder Search as Favorite  
Saved Search Name:



# Acceptance Folder Criteria Screen

- Type in the correct DoDAAC (from the drop down menu) and then the Contract Number.

**WAWF**

User Government Documentation Lookup Exit

**Search Criteria - Acceptance Folder**

**Controlled Unclassified Information (CUI) - Privacy Sensitive:**  
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**DoDAAC \* / Extension**  
SP0600

**Contract Number**  **Delivery Order**

**Reference Procurement Id**

**Vendor (Payee) / Vendor (Payee) Extension**  
  **Ship From / Ship From Extension**

**Shipment No.**  **Invoice Number**

**Communication Service Agreement (CSA)**

**SSN / Confirm SSN**   **Tax Id (EIN)**

**Type Document**  **Status**

**Create Date (YYYY/MM/DD)**   **Create Date End (YYYY/MM/DD)**

**Update Date (YYYY/MM/DD)**   **Update Date End (YYYY/MM/DD)**

**Acceptance Date (YYYY/MM/DD)**   **Acceptance Date End (YYYY/MM/DD)**

**Save Folder Search as Favorite**  
Saved Search Name:



# Acceptance Folder Criteria Screen

- Add the date and click submit.

**WAWF**

User Government Documentation Lookup Exit

Search Criteria - Acceptance Folder

Contract Number	Delivery Order
<input type="text"/>	<input type="text"/>
Reference Procurement Id	
<input type="text"/>	
Vendor (Payee) / Vendor (Payee) Extension	Ship From / Ship From Extension
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
Shipment No.	Invoice Number
<input type="text"/>	<input type="text"/>
Communication Service Agreement (CSA)	
<input type="text"/>	
SSN / Confirm SSN	Tax Id (EIN)
<input type="text"/> <input type="text"/>	<input type="text"/>
Type Document	Status
All Documents	All Documents
Create Date (YYYY/MM/DD)	Create Date End (YYYY/MM/DD)
<input type="text"/>	<input type="text"/>
Update Date (YYYY/MM/DD)	Update Date End (YYYY/MM/DD)
<input type="text"/>	<input type="text"/>
Acceptance Date (YYYY/MM/DD)	Acceptance Date End (YYYY/MM/DD)
<input type="text"/>	<input type="text"/>
Invoice Received Date (YYYY/MM/DD)	Invoice Received Date End (YYYY/MM/DD)
<input type="text"/>	<input type="text"/>
Estimated Delivery Date (YYYY/MM/DD)	Estimated Delivery Date End (YYYY/MM/DD)
<input type="text"/>	<input type="text"/>

Save Folder Search as Favorite

Saved Search Name:





# Acceptance Folder Line

- Invoice submitted will show. Click on Shipment Number to go to invoice. Click on Contract Number to see all Modifications for the Contract.

User Government Documentation Lookup Exit

Acceptance Folder for 'F4A360' (1 items, sorted by Contract Number Ascending)

Item	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number ▲	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	Purge	Hold	Invoice Number	Submitted	Received	Status	Purge	Hold	Amount
1	Combo D/D	6TBY0	078660463			<a href="#">FA481914C0002</a>		<a href="#">R011014AA</a>	2014-11-04	2014-11-04		Submitted		H	<a href="#">R01014AA</a>	2014-11-04	2014-11-04	Processed			\$ 2,938.00

Click here for the actual contractor invoice

Click here for contract modifications



# Invoice Header Screen

- After clicking on the shipment number, the invoice will show with all info requiring verification.

### Acceptor - Receiving Report

WARNING: This document was created as a COMBO. If rejecting to Initiator, the associated document should be reviewed for potential changes.

<b>Contract Number Type</b>	<b>Contract Number</b>	<b>Delivery Order</b>	<b>Reference Procurement Identifier</b>	<b>Issue Date</b>	<b>Inspection Point</b>	<b>Acceptance Point</b>
DoD Contract (FAR)	FA481914C0002			2013/10/01	D	D
<b>Shipment Number</b>	<b>Shipment Date</b>	<b>Final Shipment</b>	<b>Estimated Delivery Date</b>	<b>Supplies</b>	<b>Service</b>	
R011014AA	2014/11/04	N		<input type="radio"/>	<input type="radio"/>	
<b>Invoice Number</b>	<b>Invoice Date</b>		<b>Final Invoice</b>			
R01014AA	2014/11/04		N			
<b>Submit Transportation Data Later</b>	<b>Transportation Account Code</b>	<b>TCN</b>	<b>Gross Weight</b>	<b>Cube</b>	<b>Transportation Method/Type</b>	<b>Serial Shipping Container Code</b>
<input type="checkbox"/>						S
<b>Transportation Leg</b>	<b>Standard Carrier Alpha Code</b>		<b>Bill of Lading Number</b>		<b>Bill of Lading Type</b>	
<b>Secondary Transportation Tracking Number</b>	<b>Tracking Type</b>		<b>Tracking Description</b>			

### Special Package Markings / Special Handling Requirements

<b>Summary of Detail Level Information</b>	<b>Total (\$)</b>
2 CLIN/SLIN(s)	2,938.00

Routing Information			
Role	Location Code	Extension	Name
Payee	6TBY0		ORISON INC.
Pay Official	F67100		ACCTG DISB STA NR 667100
Admin	FA4819		FA4819 325TH CONTRACTING SQ
Issue By	FA4819		FA4819 325TH CONTRACTING SQ
Ship To	F4A360		325 CES CCQ
Accept By	F4A360		325 CES CCQ
Receiver	F4A360		325 CES CCQ

\* = Required Fields

**ACTION BY: F4A360 \***

<input type="checkbox"/> CQA	<b>Date Received</b> YYYY/MM/DD	<b>Acceptance Date</b> YYYY/MM/DD	Has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents
<input type="checkbox"/> Acceptance			<input type="text" value="Certificate Signature"/>
<input type="checkbox"/> Reject to Initiator			Signature Of Authorized Government Representative
			<input type="checkbox"/> Submit Without Preview



# Review Invoice Line Items

- Click on Line item to view line items for the invoice. Insert Qty (Quantity) Received, Qty Accepted.

User Government Documentation Lookup Exit

### Acceptor - Receiving Report

Header Line Item Addresses Misc. Info Preview Document

Contract Number	Delivery Order	Reference Procurement Identifier	Shipment Number	Invoice Number	Inspection Point	Acceptance Point
FA481914C0002			R011014AA	R01014AA	D	D

\* = Required Fields

Item No.	Product/Service ID	Qualifier	Qty. Shipped	NSP	Unit of Measure	UoM Code	Unit Price (\$)	Qty. Received *	Qty. Accepted *	Amount (\$)
1001	W036	FT	1		Months	MO	510	<input type="text"/>	<input type="text"/>	510.0

AAI	SDN	ACRN	Multiple Box Pack	PR Number	PQDR/SDR Report	GFE	Advice Code	Project Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	N	F4A3604219AQ01	<input type="checkbox"/>	N		

Special Package Markings / Special Handling Requirements

Type Designation Method

Type Designation Value

Product/Service ID	Qualifier
<input type="text"/>	FS - NATIONAL STOCK NUMBER

Description  
Option Yr 1 Washer/Dryer Base Facilities - FOR MONTH OF OCTOBER 2014



## Review Invoice Line Items (cont'd)

- **Question:** When a COR has to review and approve invoices for contract payments - how do they know if what the contractor has submitted is accurate?



## Review Invoice Line Items (cont'd)

- **Answer:**
  - The COR needs to review the Contract Modifications to ensure the cost for each CLIN (Under Line Item) matches up-to-date modifications.
  - Ensure the quantities, unit price, and amounts are correct. Add quantities received, quantities accepted if blank. Make sure the CLINS are the same (Under Item number) as shown in the Modification.



## Review Invoice Line Items (cont'd)

- **Question:** Is there a check and balance for invoices? I know CLIN numbers are specific for different expenses, I.E. travel, overtime, etc... Is there something a COR may need to know to verify that the right charges are on the right CLINS etc...



# Review Invoice Line Items (cont'd)

## Answer:

- Verify your contract and also make sure the cost are the same as the most updated modification. Also, check with the KO to ensure there are no contractual issues pending that could change the cost of the contract.



# Before rejecting an Invoice

- Use the Misc Info tab to provide reasoning/documentation for rejecting a invoice.

User Government Documentation Lookup Exit

**Acceptor - Receiving Report**

Header Line Item **Misc. Info** Preview Document

Contract Number	Delivery Order	Reference Procurement Identifier	Shipment Number	Invoice Number	Inspection Point	Acceptance Point
FA481914C0002			R011014AA	R01014AA	D	D

**Initiator**

<b>Name:</b> Robert Chumley	<b>Date of Action:</b> 2014/11/04 0744 MST	<b>Phone #:</b> 910-723-1259	<b>DSN:</b>
<b>Email:</b> aaron.chumley@gmail.com		<b>Title:</b> President	<b>Action(s):</b> [Submitted, Web, Combo]
<b>Org Email:</b> aaron.chumley@gmail.com			
<b>Attachments:</b>			
<b>Comments:</b>			

**Acceptor**

<b>Name:</b> Steve DuPont	<b>Date of Action:</b> 2014/11/07 1311 MST	<b>Phone #:</b> 850-283-3208	<b>DSN:</b> 850-523-3208
<b>Email:</b> steven.dupont@tyndall.af.mil		<b>Title:</b> Quality Control Personnel	<b>Action(s):</b>
<b>Org Email:</b> scott.harris@tyndall.af.mil			
<b>Attachments:</b>			
		<a href="#">Add Attachments</a>	
<b>Comments:</b>			
<div style="border: 1px solid gray; height: 100px; width: 100%;"></div>			



# Certify an Invoice

- Check the Acceptance box, Add Date Received, Acceptance Date, and then click Certification Signature to sign. Note: Save Copy of signed invoice for your COR hard copy records.

**Acceptor - Receiving Report**

WARNING: This document was created as a COMBO. If rejecting to Initiator, the associated document should be reviewed for potential changes.

<b>Contract Number Type</b>	<b>Contract Number</b>	<b>Delivery Order</b>	<b>Reference Procurement Identifier</b>	<b>Issue Date</b>	<b>Inspection Point</b>	<b>Acceptance Point</b>
DoD Contract (FAR)	FA481914C0002			2013/10/01	D	D
<b>Shipment Number</b>	<b>Shipment Date</b>	<b>Final Shipment</b>	<b>Estimated Delivery Date</b>	<b>Supplies</b>	<b>Service</b>	
R011014AA	2014/11/04	N		<input type="radio"/>	<input checked="" type="radio"/>	
<b>Invoice Number</b>	<b>Invoice Date</b>	<b>Final Invoice</b>				
R01014AA	2014/11/04	N				
<b>Submit Transportation Data Later</b>	<b>Transportation Account Code</b>	<b>TCN</b>	<b>Gross Weight</b>	<b>Cube</b>	<b>Transportation Method/Type</b>	<b>Serial Shipping Container Code</b>
<input type="checkbox"/>						<b>FOB</b>
						S
<b>Transportation Leg</b>	<b>Standard Carrier Alpha Code</b>	<b>Bill of Lading Number</b>	<b>Bill of Lading Type</b>			
<b>Secondary Transportation Tracking Number</b>	<b>Tracking Type</b>	<b>Tracking Description</b>				

**Special Package Markings / Special Handling Requirements**

**Summary of Detail Level Information**

2 CLIN/SLIN(s)	<b>Total (\$)</b>
	2,938.00

**Routing Information**

Role	Location Code	Extension	Name
Payee	6TBY0		ORISON INC.
Pay Official	F67100		ACCTG DISB STA NR 667100
Admin	FA4819		FA4819 325TH CONTRACTING SQ
Issue By	FA4819		FA4819 325TH CONTRACTING SQ
Ship To	F4A360		325 CES CCQ
Accept By	F4A360		325 CES CCQ
Receiver	F4A360		325 CES CCQ

\* = Required Fields

**ACTION BY: F4A360 \***

CQA

**Acceptance**

Reject to Initiator

**Date Received**

**Acceptance Date**

Has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents

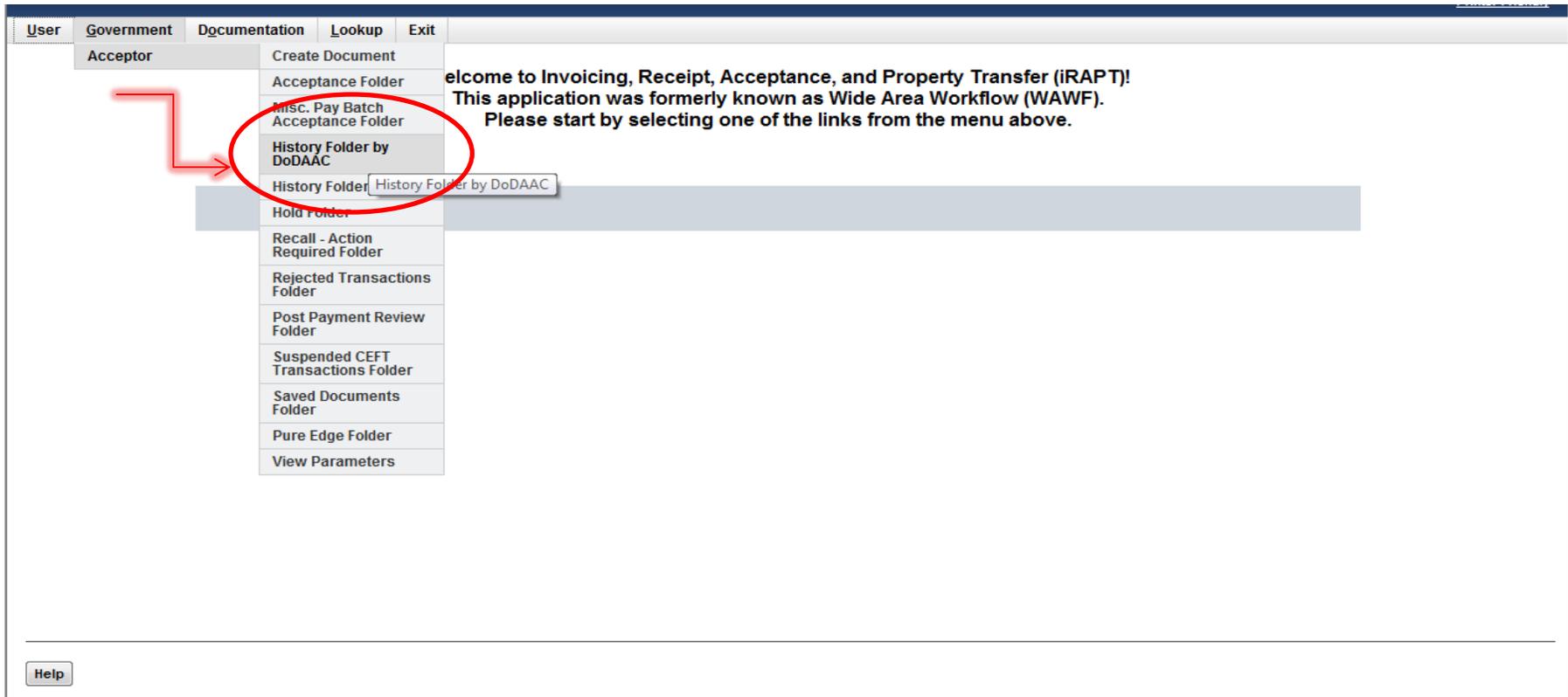
**Signature Of Authorized Government Representative**

**Submit Without Preview**



# How to find invoices in history

- Click on Government, select Acceptor, then scroll over to History folder by DoDACC.





# Find invoices in history (cont'd)

- Add the Contract Number, DoDAAC, then click submit to find all related historic invoices.

User Government Documentation Lookup Exit

**Search Criteria - Acceptance History Folder By DoDAAC**

**FOUO - Privacy Sensitive:**  
*Privacy Act Statement - This information is protected under the Privacy Act of 1974 and shall be handled as "FOR OFFICIAL USE ONLY." Violations may be punishable by fines, imprisonment, or both.*

DoDAAC * / Extension	Search For
SP0600	Active Documents
Contract Number	Delivery Order
Reference Procurement Id	Batch Number
Vendor (Payee) / Vendor (Payee) Extension	Ship From / Ship From Extension
Shipment No.	Invoice Number
SSN / Confirm SSN	Tax Id (EIN)
Type Document	Status
All Documents	All Documents
Create / Update Date (YYYY/MM/DD)	Create / Update Date End (YYYY/MM/DD)

Submit Help