Welcome to Wide Area Workflow!

Please start by selecting one of the links from the menu above.

WARNING!

- If using a word processor program (i.e. Microsoft Word, WordPerfect, Microsoft WordPad, Microsoft Write, etc.) to create FTP files, EDI files, or to cut-and-paste text field data into the WAWF Web application, then the text must first be cut/copied out of the word processor program and pasted into Microsoft Notepad, or another ASCII text editor and saved in the text editor, before sending the data to WAWF. This converts the text to text-only format and removes control characters that contain formatting information.
- Please DO NOT use the browser BACK BUTTON within the WAWF application.
- The use of the browser's BACK BUTTON is not supported within the WAWF application when completing electronic forms.
- Use of this button will cause the loss of data not yet saved to the server.
- Where they exist, use the PREVIOUS or RETURN buttons to return to a previous page within the WAWF application.
- In data capture and when reviewing documents, you may move from tab to tab to work with the various information categories, e.g., Document Header, Addresses, Comments, Line Items, etc.

This presentation will demonstrate a Local Processing Office Reviewer (LPOR) pre-certifying a Commercial Item Financing document.

This presentation contains Audio narrative. Please adjust your volume accordingly.

Help

- Admin By
- Issue By
- Local Processing Office
- Local Processing Office Reviewer
- Pay Official

- Certification Folder
- History Folder by DoDAAC
- History Folder by User
- Discount Folder
- Hold Folder
- Recall - Action Required Folder
- Pure Edge Folder

Welcome to Wide Area Workflow!

Please start by selecting one of the links from the menu above.

WARNING!

- If , WordPerfect, Microsoft WordPad, Microsoft Write, etc.) to create FTP files, EDI files, or to cut-and-paste text field data into the W ut/copied out of the word processor program and pasted into Microsoft Notepad, or another ASCII text editor and saved in the text e ts the text to text-only format and removes control characters that contain formatting information.
- Please DO NOT use the br in the WAWF application.
- The use of the browser's BA rted within the WAWF application when completing electronic forms.
- Use of this button will caus saved to the server.
- Where they exist, use the P ttons to return to a previous page within the WAWF application.
- In data capture and when re ay move from tab to tab to work with the various information categories, e.g., Document Header, Addresses, Comments, Line Items, etc.

The LPO Reviewer selects the Certification Folder from the Local Processing Office Reviewer menu option.

Help

Search Criteria - LPO Reviewer Certification Folder

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.

WARNING: This folder contains saved data for DoDAACs: FU4417 that will be purged in 1 day.

The Search Criteria page is displayed. This page will allow the LPO Reviewer to search for the documents in the LPO Reviewer Certification Folder.

DoDAAC *

Select Location Code

Contract Number

Delivery Order

Vendor (Payee) / Vendor (Payee) Extension

Ship From / Ship From Extension

Shipment No.

Invoice Number

SSN / Confirm SSN

Tax Id (EIN)

Type Document

All Documents

Status

All Documents

Create / Update Date (YYYY/MM/DD)

2010/11/23

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

2010/12/23

Acceptance Date (YYYY/MM/DD)

Acceptance Date End (YYYY/MM/DD)

Invoice Received Date (YYYY/MM/DD)

Invoice Received Date End (YYYY/MM/DD)

Search Criteria - LPO Reviewer Certification Folder

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.

The DoDAAC field is the only mandatory field.

DoDAAC *	
FA3030	
Contract Number	Delivery Order
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)
2010/11/27	2010/12/27
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)

DoDAAC *

FA3030

Contract Number

Delivery Order

Vendor (Payee) / Vendor (Payee) Extension

Ship From / Ship From Extension

Shipment No.

Invoice Number

SSN / Confirm SSN

Tax Id (EIN)

Type Document

All Documents

Status

All Documents

Create / Update Date (YYYY/MM/DD)

2010/11/23

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

2010/12/23

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)

The LPO Reviewer can use the Result Columns drop down list to choose to display only certain columns of data on the Results page.

Result Size / Result Font

20 items

13px

Result Columns

Shipment and Invoice Columns

Shipment and Invoice Columns
Shipment and Invoice Columns (without dates)
Shipment Columns
Shipment Columns (without dates)
Invoice Columns
Invoice Columns (without dates)

Submit

Help

Logon Date : 2010/12/23 12:

:44 EST

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ Site Index

wawf_skPdEecp8t0clpwMhJGdG

Trusted sites

100%

or both.

WARNING: This folder contains saved data for DoDAACs: FU4417 that will be purged in 1 day.

DoDAAC *	
FA3030	
Contract Number	Delivery Order
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)
2010/11/23	2010/12/23
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 Del	Estimated Delivery Date End (YYYY/MM/DD)
Result Size / Result Font	Result Columns
20 items / 13px	Invoice Columns

The LPO Reviewer clicks the Submit button after entering the select criteria.

Submit Help

Logon Date : 2010/12/23 12:50:52 EST Last Accessed Date : 2010/12/23 12:51:44 EST

LPO Reviewer Certification Folder for 'FA3030' (3 items, sorted by Invoice Received Date)

Item	Type	Vendor (Payee)	Contract Number	Delivery Order	Invoice Number	Submitted	Received↑	Status	Purge	Hold	Amou
1	Commercial Item Financing	493R2	F03000WBTA125	WBTA	CFAB459	2010-12-23	D2010-12-23	Accepted		H	$4,323,830.
2	PP Pre-Pay	493R2	F03000WBTA125	WBTA	PPRB125	2010-12-23	D2010-12-23	Accepted		H	LVL 1,251,904.
3	Performance Payment	493R2	N45924WBTA125	WBTA	PBPB154	2010-12-23	D2010-12-23	Accepted		H	$31,948.

The LPO Reviewer's Certification Folder page is displayed. This page contains a list of documents that match the selection criteria.

Return Help

LPO Reviewer Certification Folder for 'FA3030' (3 items, sorted by Invoice Received Date)

Item	Type	Vendor (Payee)	Contract Number	Delivery Order	Invoice Number	Submitted	Received↑	Status	Purge	Hold	Amou
1	Commercial Item Financing	493R2	F03000WBTA125	WBTA	CFAB459	2010-12-23	D2010-12-23	Accepted		H	$4,323,830.
2	PP Pre-Pay	493R2	F03000WBTA125	WBTA	PPRB125	2010-12-23	D2010-12-23	Accepted		H	LVL 1,251,904.
3	Performance Payment	493R2	N45924WBTA125	WBTA	PBPB154	2010-12-23	D2010-12-23	Accepted		H	$31,948.

The LPO Reviewer can select a document to review by clicking the Invoice Number link for the appropriate document.

Return Help

Local Processing Office Reviewer - Commercial Item Financing

Header | Line Item | ACRN WS | FMS | Addresses | Misc. Info | Preview Document

Contract Number	Delivery Order	Issue Date	
F03000WBTA125	WBTA	2008/12/23	
Request Number	**Invoice Number**	**Invoice Date**	**Invoice Received Date**
CFAB459	INV1234	2010/12/23	2010/12/23

Summary of Detail Level Information

2 CLIN(s)

The Header page is displayed when the LPO Reviewer opens the Commercial Item Financing document.

Routing Information

Role	Location Code	Extension	Name
Payee	493R2		COMERICA INCORPORATED
Pay Official	F03000		ACCTG DISB STA NR 503000
Issue By	FA3030		FA3030 17 CONS CC
Admin	FU4417		FU4417 1 SOCS SOCS ATTN BECO
Inspect By	FU4417		FU4417 1 SOCS SOCS ATTN BECO
Contracting Officer	FA3030		FA3030 17 CONS CC
LPO	FA3030		FA3030 17 CONS CC

ACTION BY: FA3030

- [x] Approve
- [ ] Approve Lesser Amount
- [ ] Reject to Initiator

Approved Amount ($)	Signature Date
4,323,830.00	2010/12/23

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

Norma Rice-Imacros

Signature Of Authorized Government Representative

ACTION BY: FA3030 *

- [ ] Recommend Document Certified

Local Processing Office Reviewer - Commercial Item Financing

Header | Line Item | ACRN WS | FMS | Addresses | Misc. Info | Preview Document

Contract Number	Delivery Order	Issue Date	
F03000WBTA125	WBTA	2008/12/23	
Request Number	**Invoice Number**	**Invoice Date**	**Invoice Received Date**
CFAB459	INV1234	2010/12/23	2010/12/23
Summary of Detail Level Information	**Total**		
2 CLIN(s)	$ 4,323,830.00		

Routing Information

Role	Location Code	Extension	Name
Payee	493R2		COMERICA INCORPORATED
Pay Official	F03000		ACCTG DISB STA NR 503000
Issue By	FA3030		FA3030 17 CONS CC
Admin	FU4417		FU4417 1 SOCS SOCS ATTN BECO
Inspect By	FU4417		FU4417 1 SOCS SOCS ATTN BECO
Contracting Officer	FA3030		FA3030 17 CONS CC
LPO	FA3030		FA3030 17 CONS CC

ACTION BY: FA3030

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

- [x] Approve
- [ ] Approve Lesser Amount
- [ ] Reject to Initiator

Approved Amount ($)

Signature Date

Rice-Imacros

Government Representative

The LPO Reviewer can save an incomplete document by clicking the Save Draft Document button. The Save and Continue functionality allows the user to save the document in its current state and either continue working on it, or come back to it at a later time.

ACTION BY: FA3030 *

- [ ] Recommend Document Certified

Submit | Save Draft Document | Previous | Help

Local Processing Office Reviewer - Commercial Item Financing

Header | Line Item | ACRN WS | FMS | Addresses | Misc. Info | Preview Document

Contract Number	Delivery Order	Issue Date	
F03000WBTA125	WBTA	2008/12/23	
Request Number	**Invoice Number**	**Invoice Date**	**Invoice Received Date**
CFAB459	INV1234	2010/12/23	2010/12/23
Summary of Detail Level Information	**Total**		
2 CLIN(s)	$ 4,323,830.00		

Routing Information

Role	Location Code	Extension	Name
Payee	493R2		COMERICA INCORPORATED
Pay Official	F03000		ACCTG DISB STA NR 503000
Issue By	FA3030		FA3030 17 CONS CC
Admin	FU4417		FU4417 1 SOCS SOCS ATTN BECO
Inspect By	FU4417		FU4417 1 SOCS SOCS ATTN BECO
Contracting Officer	FA3030		FA3030 17 CONS CC
LPO	FA3030		FA3030 17 CONS CC

ACTION BY: FA3030

- [x] Approve
- [ ] Approve Lesser Amount
- [ ] Reject to Initiator

Approved Amount ($)	Signature Date
4,323,830.00	2010/12/23

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

Norma Rice-Imacros

Signature Of Authorized Government Representative

The LPO Reviewer can Recommend Document Certified.

ACTION BY: FA3030 *

- [ ] Recommend Document Certified

Submit | Save Draft Document | Previous | Help

Local Processing Office Reviewer - Commercial Item Financing

Header | Line Item | ACRN WS | FMS | Addresses | Misc. Info | Preview Document

Contract Number	Delivery Order	Issue Date	
F03000WBTA125	WBTA	2008/12/23	
Request Number	**Invoice Number**	**Invoice Date**	**Invoice Received Date**
CFAB459	INV1234	2010/12/23	2010/12/23
Summary of Detail Level Information	**Total**		
2 CLIN(s)	$ 4,323,830.00		

Routing Information

Role	Location Code	Extension	Name
Payee	493R2		COMERICA INCORPORATED
Pay Official			B STA NR 503000
Issue By			CONS CC
Admin			OCS SOCS ATTN BECO
Inspect By	FU4417		FU4417 1 SOCS SOCS ATTN BECO
Contracting Officer	FA3030		FA3030 17 CONS CC
LPO	FA3030		FA3030 17 CONS CC

The LPO Reviewer can navigate to the Line Item page by clicking the Line Item tab.

ACTION BY: FA3030

- [x] Approve
- [ ] Approve Lesser Amount
- [ ] Reject to Initiator

Approved Amount ($)	Signature Date
4,323,830.00	2010/12/23

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

Norma Rice-Imacros

Signature Of Authorized Government Representative

ACTION BY: FA3030 *

- [ ] Recommend Document Certified

Submit | Save Draft Document | Previous | Help

Local Processing Office Reviewer - Commercial Item Financing

Header | Line Item | ACRN WS | FMS | Addresses | Misc. Info | Preview Document

Contract Number	Delivery Order	Request Number	Invoice Number	Invoice Date
F03000WBTA125	WBTA	CFAB459	INV1234	2010/12/23

Total CLIN Amount: $ 4,323,830.00

CLIN	AAI	CLIN Amount ($)	Approved ($)
1235	545612	3,186,410.00	

Event	ACRN	Quantity	Unit	Price ($)	Ext Price ($)	Approved ($)
EVD454123	12	50	WE	52,568.20	2,628,410.00	

Description

Vendor - Commercial Item Financing

Event	ACRN	Quantity	Unit	Price ($)
E524156	56	25	WE	22,320.00

Description

Vendor - Commercial Item Financing

The Line Item page is displayed. The LPO Reviewer can review the contents of the Line Item page.

CLIN	AAI	CLIN Amount ($)	Approved ($)
1246		1,137,420.00	

Event	ACRN	Quantity	Unit	Price ($)	Ext Price ($)	Approved ($)
546D56EE	55	5055.2	WE	225.00	1,137,420.00	

Description

Vendor - Commercial Item Financing

Submit | Save Draft Document | Help

Local Processing Office Reviewer - Commercial Item Financing

Header | Line Item | ACRN WS | FMS | Addresses | Misc. Info | Preview Document

Contract Number	Delivery Order	Request Number	Invoice Number	Invoice Date
F03000WBTA125	WBTA	CFAB459	INV1234	2010/12/23

Total CLIN Amount: $ 4,323,830.00

CLIN	AAI	CLIN Amount ($)	Approved ($)
1235	545612	3,186,410.00	

Event	ACRN	Quantity	Unit	Price ($)	Ext Price ($)	Approved ($)
EVD454123	12	50	WE	52,568.20	2,628,410.00	

Description

Vendor - Commercial Item Financing

Event	ACRN	Quantity	Unit
E524156	56	25	WE

Description

Vendor - Commercial Item Financing

The LPO Reviewer can navigate to the ACRN Worksheet page by clicking the ACRN Worksheet tab.

CLIN	AAI	CLIN Amount ($)	Approved ($)
1246		1,137,420.00	

Event	ACRN	Quantity	Unit	Price ($)	Ext Price ($)	Approved ($)
546D56EE	55	5055.2	WE	225.00	1,137,420.00	

Description

Vendor - Commercial Item Financing

Submit | Save Draft Document | Help

Local Processing Office Reviewer - Commercial Item Financing

Header | Line Item | ACRN WS | FMS | Addresses | Misc. Info | Preview Document

Contract Number	Delivery Order	Request Number	Invoice Number	Invoice Date
F03000WBTA125	WBTA	CFAB459	INV1234	2010/12/23

Approved Amount ($)	Worksheet Total ($)	Difference ($)
4,323,830.00	4,323,830.00	0.00

ACRN	Amount ($)	Actions
55	4,323,830.00	Delete ACRN

CLIN	CLIN Amount	Actions
		Add CLIN

Add ACRN

The ACRN Worksheet Page is displayed. The LPO Reviewer can review the contents of the ACRN Worksheet page.

Submit | Save Draft Document | Help

Local Processing Office Reviewer - Commercial Item Financing

Header | Line Item | ACRN WS | FMS | Addresses | Misc. Info | Preview Document

Contract Number	Delivery Order	Request Number	Invoice Number	Invoice Date
F03000WBTA125	WBTA	CFAB459	INV1234	2010/12/23

Approved Amount ($)	Worksheet Total ($)	Difference ($)
4,323,830.00	4,323,830.00	0.00

ACRN	Amount ($)	Actions
55	4,323,830.00	Delete ACRN

CLIN	CLIN Amount	Actions
		Add CLIN

Add ACRN

The LPO Reviewer does not have the capability to adjust the Approved Amount. The LPO Reviewer must ensure the Worksheet Total Amount balances with the Approved Amount. The Difference amount must equal zero (0).

For Navy One-Pay, all accounting information updates or entries need to be made on the LLA tab.

Submit | Save Draft Document | Help

Local Processing Office Reviewer - Commercial Item Financing

Header | Line Item | ACRN WS | FMS | Addresses | Misc. Info | Preview Document

Contract Number	Delivery Order	Request Number	Invoice Number	Invoice Date
F03000WBTA125	WBTA	CFAB459	INV1234	2010/12/23

Approved Amount ($)	Worksheet Total ($)	Difference ($)
4,323,830.00	4,323,830.00	0.00

The LPO Reviewer can create or modify previously entered ACRN or CLIN information.

ACRN	Amount ($)	Actions
55	4,323,830.00	Delete ACRN

CLIN	CLIN Amount	Actions
		Add CLIN

Add ACRN

The LPO Reviewer can edit the ACRN and ACRN Amount.

Submit | Save Draft Document | Help

Local Processing Office Reviewer - Commercial Item Financing

Header | Line Item | ACRN WS | FMS | Addresses | Misc. Info | Preview Document

Contract Number	Delivery Order	Request Number	Invoice Number	Invoice Date
F03000WBTA125	WBTA	CFAB459	INV1234	2010/12/23

Approved Amount ($)	Worksheet Total ($)	Difference ($)
4,323,830.00	4,323,830.00	0.00

ACRN	Amount ($)	Actions
55	4,323,830.00	Delete ACRN

CLIN	CLIN Amount	Actions
		Add CLIN

Add ACRN

ACRN information can be deleted or added by clicking the Delete ACRN or Add ACRN links.

Submit | Save Draft Document | Help

Local Processing Office Reviewer - Commercial Item Financing

Header | Line Item | ACRN WS | FMS | Addresses | Misc. Info | Preview Document

Contract Number	Delivery Order	Request Number	Invoice Number	Invoice Date
F03000WBTA125	WBTA	CFAB459	INV1234	2010/12/23

Approved Amount ($)	Worksheet Total ($)	Difference ($)
4,323,830.00	4,323,830.00	0.00

ACRN	Amount ($)	Actions
55	4,323,830.00	Delete ACRN

CLIN	CLIN Amount	Actions
		Add CLIN

Add ACRN

The LPO Reviewer can add a CLIN to the ACRN by clicking the Add CLIN link.

Submit | Save Draft Document | Help

Local Processing Office Reviewer - Commercial Item Financing

Header | Line Item | ACRN WS | FMS | Addresses | Misc. Info | Preview Document

Contract Number	Delivery Order	Request Number	Invoice Number	Invoice Date
F03000WBTA125	WBTA	CFAB459	INV1234	2010/12/23

Approved Amount ($)	Worksheet Total ($)	Difference ($)
4,323,830.00	4,323,830.00	0.00

ACRN	Amount ($)	Actions
55	4,323,830.00	Delete ACRN

CLIN	CLIN Amount	Actions
		Add CLIN

Add ACRN

The LPO Reviewer can navigate to the FMS page by clicking the FMS tab.

Submit | Save Draft Document | Help

Local Processing Office Reviewer - Commercial Item Financing

Header | Line Item | ACRN WS | FMS | Addresses | Misc. Info | Preview Document

Contract Number	Delivery Order	Request Number	Invoice Number	Invoice Date
F03000WBTA125	WBTA	CFAB459	INV1234	2010/12/23

Approved Amount ($)	Worksheet Total ($)	Difference ($)
4323830.00	4323830.00	0.00

Country Code	Associated Dollars ($)	Actions
MX	4323830.00	Delete
		Add

The FMS page is displayed. The LPO Reviewer can review the contents of the FMS page.

Submit | Save Draft Document | Help

Local Processing Office Reviewer - Commercial Item Financing

Header | Line Item | ACRN WS | FMS | Addresses | Misc. Info | Preview Document

Contract Number	Delivery Order	Request Number	Invoice Number	Invoice Date
F03000WBTA125	WBTA	CFAB459	INV1234	2010/12/23

Approved Amount ($)	Worksheet Total ($)	Difference ($)
4323830.00	4323830.00	0.00

Country Code	Associated Dollars ($)	Actions
MX	4323830.00	Delete
		Add

The LPO Reviewer must ensure the FMS information balances with the Approved Amount. The Difference amount must equal zero (0).

Submit | Save Draft Document | Help

Local Processing Office Reviewer - Commercial Item Financing

Header | Line Item | ACRN WS | FMS | Addresses | Misc. Info | Preview Document

Contract Number	Delivery Order	Request Number	Invoice Number	Invoice Date
F03000WBTA125	WBTA	CFAB459	INV1234	2010/12/23

Approved Amount ($)	Worksheet Total ($)	Difference ($)
4323830.00	4323830.00	0.00

Country Code	Associated Dollars ($)	Actions
MX	4323830.00	Delete Add

FMS information can be deleted or added by clicking the Delete or Add links.

The LPO Reviewer can edit the Country Code and Associated Dollars Amount.

Submit | Save Draft Document | Help

Local Processing Office Reviewer - Commercial Item Financing

Header | Line Item | ACRNs | LLA | Addresses | Misc. Info | Preview Document

Contract Number	Delivery Order	Request Number	Invoice Number	Invoice Date
N68688W000033	1202	CFIA033	INV0033	2010/12/02

An LLOA is required per CLIN/SLIN. The ACRN, SDN, and Agency Accounting Id (AAA) fields are MANDATORY per CLIN/SLIN on this page - the ACRN and SDN on the document will not be forwarded to ONE-PAY. The document cannot be certified for a lesser amount when miscellaneous allowances, fees, or taxes are present on an invoice or combo document.

[+] Populate All

LLA Level

Line Level

Item Number	Amount ($)
0001	4,000.00

Document Record Reference ID *	Agency Accounting ID *	ACRN *	Amount ($)	Approved Amount ($) *

[+] Optional LLA Fields

The LPO Reviewer is responsible for entering accounting data on the Long Line of Accounting (LLA) tab if the document is being submitted to the Navy One-Pay Entitlement System.

The Document Record Reference ID, Agency Accounting ID, ACRN and Approved Amount fields are mandatory.

Submit | Save Draft Document | Help

Local Processing Office Reviewer - Commercial Item Financing

Header | Line Item | ACRNs | LLA | Addresses | Misc. Info | Preview Document

Contract Number	Delivery Order	Request Number	Invoice Number	Invoice Date
N68688W000033	1202	CFIA033	INV0033	2010/12/02

An LLOA is required per CLIN/SLIN. The ACRN, SDN, and Agency Accounting Id (AAA) fields are MANDATORY per CLIN/SLIN on this page - the ACRN and SDN on the document will not be forwarded to ONE-PAY. The document cannot be certified for a lesser amount when miscellaneous allowances, fees, or taxes are present on an invoice or combo document.

[+] Populate All

The LPO Reviewer can enter the LLA data at either the Line Level or the ACRN Level.

Each Line Item can have only one ACRN when LLA data is entered at the Line Level.

LLA Level

Line Level

Item Number	Amount ($)
0001	4,000.00

Document Record Reference ID *	Agency Accounting ID *	ACRN *	Amount ($)	Approved Amount ($) *
SDN22556852DE	062649	GQ		4,000.00

[+] Optional LLA Fields

The LPO Reviewer can click the Optional LLA Fields link to enter the optional LLA data at the Line Level.

Submit | Save Draft Document | Help

Wide Area Workflow

User ID : NORMALPO

User | Government | Documentation | Lookup | Logout

Local Processing Office Reviewer - Commercial Item Financing

Header | Line Item | ACRNs | LLA | Addresses | Misc. Info | Preview Document

Contract Number	Delivery Order	Request Number	Invoice Number	Invoice Date
N68688W000033	1202	CFIA033	INV0033	2010/12/02

An LLOA is required per CLIN/SLIN. The ACRN, SDN, and Agency Accounting Id (AAA) fields are MANDATORY per CLIN/SLIN on this page - the ACRN and SDN on the document will not be forwarded to ONE-PAY. The document cannot be certified for a lesser amount when miscellaneous allowances, fees, or taxes are present on an invoice or combo document.

[+] Populate All

LLA Level

ACRN Level

Item Number	Amount ($)	Actions
0001	4,000.00	Add ACRN

Document Record Reference ID * SDN215305650SD

Agency Accounting ID * 062649

ACRN	Actions
WQ	Delete ACRN

ACRN * WQ

Amount ($)

Approved Amount ($) * 2,000.00

[+] Optional LLA Fields

At least 1 Line Item must have 2 or more ACRNS when entering LLA data at the ACRN Level.

ACRN	Actions
	Delete ACRN

ACRN * EE

Amount ($) 0

Approved Amount ($) * 2,000.00

[+] Optional LLA Fields

Submit | Save Draft Document | Help

[+] Populate All

LLA Level

ACRN Level

Item Number	Amount ($)	Actions
0001	4,000.00	Add ACRN

Document Record Reference ID * SDN215305650SD

Agency Accounting ID * 062649

ACRN	Actions
WQ	Delete ACRN

ACRN * WQ

Amount ($)

Approved Amount ($) * 2,000.00

[+] Optional LLA Fields

The LPO Reviewer can click the Optional LLA Fields link to enter the optional LLA data at the ACRN Level.

ACRN	Actions
	Delete ACRN

ACRN * EE

Amount ($) 0

Approved Amount ($) * 2,000.00

[-] Optional LLA Fields

Agency Qualifier Code	**Defense Agency Allocation Recipient**	**Cost Code**	**Department Indicator**
DD	F0	015F6DA12	54
Job/Work Order Code	**Cost Allocation Code**	**Transfer from Department**	**Sub-Allotment Recipient**
555560			
Classification Code	**Fiscal Year Indicator**	**Work Center Recipient**	**DoD Budget Accounting Classification Code**
		2D20S	D210A8
Basic Symbol Number	**Major Reimbursement Source Code**	**Limit/Sub Head**	**Reimbursement Source Code**
5DSK	5	156D	
Fund Code	**Customer Indicator/MPC**	**Fund Org Admin Code**	**Object Class**

Local Processing Office Reviewer - Commercial Item Financing

Header | Line Item | ACRN WS | FMS | Addresses | Misc. Info | Preview Document

Contract Number	Delivery Order	Request Number	Invoice Number	Invoice Date
F03000WBTA125	WBTA	CFAB459	INV1234	2010/12/23

Approved Amount ($)	Worksheet Total ($)	Difference ($)
4,323,830.00	4,323,830.00	0.00

Country Code	Associated Dollars ($)	Actions
MX	4,323,009.00	Delete
CD	821.00	Delete
		Add

The LPO Reviewer can navigate to the Addresses page by clicking the Addresses tab.

Submit | Save Draft Document | Help

Local Processing Office Reviewer - Commercial Item Financing

Header | Line Item | ACRN WS | FMS | Addresses | Misc. Info | Preview Document

Contract Number	Delivery Order	Request Number	Invoice Number	Invoice Date
F03000WBTA125	WBTA	CFAB459	INV1234	2010/12/23

Prime Contractor	
CAGE Code	Extension
493R2	
Activity Name 1	
COMERICA INCORPORATED	
Activity Name 2	
Activity Name 3	
Address 1	
1717 MAIN ST	
Address 2	
Address 3	
Address 4	
City	State / Zip
DALLAS	TX / 752014612
Country	Military Location Description
USA	

Administered By	
DoDAAC	
FU4417	
Activity Name 1	
FU4417 1 SOCS SOCS ATTN BECO	
Activity Name 2	
Activity Name 3	
Address 1	
BLDG 90609 CP 850 884 6118	
Address 2	
620 CRUZ AVE	
Address 3	
Address 4	
HURLBURT FIELD FL 32544-5708	
City	State / Zip
Country	Military Location Description

The Addresses page is displayed. The LPO Reviewer can review the contents of the Addresses page.

Inspect By	
DoDAAC	Extension

Contracting Officer	
DoDAAC	Extension

Local Processing Office Reviewer - Commercial Item Financing

Header | Line Item | ACRN WS | FMS | Addresses | Misc. Info | Preview Document

Contract Number	Delivery Order	Request Number	Invoice Number	Invoice Date
F03000WBTA125	WBTA	CFAB459	INV1234	2010/12/23

Prime Contractor	
CAGE Code	Extension
493R2	
Activity Name 1	
COMERICA INCORPORATED	
Activity Name 2	
Activity Name 3	
Address 1	
1717 MAIN ST	
Address 2	
Address 3	
Address 4	
City	State / Zip
DALLAS	TX / 752014612
Country	Military Location Description
USA	

Administered By	
DoDAAC	
FU4417	
Activity Name 1	
FU4417 1 SOCS SOCS ATTN BECO	
Address 1	
BLDG 90609 CP 850 884 6118	
Address 2	
620 CRUZ AVE	
Address 3	
Address 4	
HURLBURT FIELD FL 32544-5708	
City	State / Zip
Country	Military Location Description

The LPO Reviewer can navigate to the Misc. Info page by clicking the Misc Info tab.

Inspect By	
DoDAAC	Extension

Contracting Officer	
DoDAAC	Extension

Wide Area Workflow

User ID : NORMALPO

User | Government | Documentation | Lookup | Logout

Local Processing Office Reviewer - Commercial Item Financing

Header | Line Item | ACRN WS | FMS | Addresses | Misc. Info | Preview Document

Contract Number	Delivery Order	Request Number	Invoice Number	Invoice Date
F03000WBTA125	WBTA	CFAB459	INV1234	2010/12/23

The Misc. Info page is displayed. The LPO Reviewer can review the contents of the Misc. Info page.

Initiator

Name:	Date of Action / IRD:		
Norma Rice_IMACROS	2010/12/23 1219 EST / 2010/12/23		
Email:		**Title:**	**Action(s):**
nrice@caci.com		IMACROS_Vendor	[Submitted, Web, Stand Alone]
Org Email:			
nrice@caci.com			
Attachments:			
ZZattachment.doc		View Attachment	
Comments:			
Vendor - Commercial Item Financing			

The LPO Reviewer can click the View Attachments link to view attachments added by previous users.

Acceptor

Name:	Date of Action:	Phone #:	DSN:
Norma Rice-Imacros	2010/12/23 1230 EST	555-555-imac	
Email:		**Title:**	**Action(s):**
nrice@caci.com		I-NORMA Govt	[Accepted]
Org Email:			
nrice@caci.com			
Attachments:			
Comments:			

Local Processing Official Reviewer

Name:	Date of Action:	Phone #:	DSN:
norma_rice_govt	2010/12/23 1252 EST	555-555-LPO	

nrice@caci.com

Attachments:

ZZattachment.doc | View Attachment

Comments:

Vendor - Commercial Item Financing

Acceptor

Name:	Date of Action:	Phone #:	DSN:
Norma Rice-Imacros	2010/12/23 1230 EST	555-555-imac	
Email:		**Title:**	**Action(s):**
nrice@caci.com		I-NORMA Govt	[Accepted]
Org Email:			
nrice@caci.com			
Attachments:			
Comments:			

Local Processing Official Reviewer

Name:	Date of Action:	Phone #:	DSN:
norma rice_govt	2010/12/23 1252 EST	555-555-LPO	
Email:		**Title:**	**Action(s):**
nrice@caci.com		LPO	
Org Email:			
Attachments:			
Comments:			

Attachments can be added on the Misc. Info page by clicking the Add Attachments link.

Add Attachments

Local Processing Office Reviewer - Commercial Item Financing

Form - Attachments

WARNING: Wide Area Workflow (WAWF) is designated for Sensitive Unclassified information ONLY.
Do NOT enter classified information in this system.

There is an attachment size limit of 3MB, attachments over this size will be rejected.

Browse...

The LPO Reviewer clicks the Browse button to locate the file that is to be attached.

Upload | Return | Help

Wide Area Workflow

User ID : NORMALPO

User | Government | Documentation | Lookup | Logout

Local Processi

Form - Attachm

WARNING: Wid ion ONLY.
Do NOT enter c

There is an attachme

Choose File to Upload

Look in: attachmentTEsting

My Recent Documents
Desktop
My Documents
My Computer
My Network Places

2_37MB.doc
2MB.doc
2MBa.doc
4MB.doc
Attach2plus.txt
attach253MB.jpg
Attach.txt
attachment.pdf
ZZattachment.doc
zzzzz.doc

The LPO Reviewer clicks the Open button after the file is selected.

File name: ZZattachment.doc
Files of type: All Files (*.*)

Open
Cancel

Upload | Return | Help

Logon Date : 2010/12/23 12:50:52 EST Last Accessed Date : 2010/12/23 12:54:26 EST

Security & Privacy | Accessibility | Vendor Customer Support | Government Customer Support | FAQ | Site Index

Local Processing Office Reviewer - Commercial Item Financing

Form - Attachments

WARNING: Wide Area Workflow (WAWF) is designated for Sensitive Unclassified information ONLY.
Do NOT enter classified information in this system.

There is an attachment size limit of 3MB, attachments over this size will be rejected.

C:\Documents and Settings\nric Browse...

The LPO Reviewer clicks the Upload button to attach the selected document.

Upload Return Help

nrice@caci.com

Attachments:

ZZattachment.doc View Attachment

Comments:

Vendor - Commercial Item Financing

Acceptor

Name:	Date of Action:	Phone #:	DSN:
Norma Rice-Imacros	2010/12/23 1230 EST	555-555-imac	
Email:		**Title:**	**Action(s):**
nrice@caci.com		I-NORMA Govt	[Accepted]
Org Email:			
nrice@caci.com			
Attachments:			
Comments:			

Local Processing Official Reviewer

Name:	Date of Action:	Phone #:	DSN:
norma rice_govt	2010/12/23 1252 EST	555-555-LPO	
Email:		**Title:**	**Action(s):**
nrice@caci.com		LPO	
Org Email:			

Attachments:

ZZattachment.doc View Attachment Delete Attachment

Add Attachments

Comments:

The attachment is now saved on the document.

nrice@caci.com

Attachments:

ZZattachment.doc View Attachment

Comments:

Vendor - Commercial Item Financing

Acceptor

Name:	Date of Action:	Phone #:	DSN:
Norma Rice-Imacros	2010/12/23 1230 EST	555-555-imac	
Email:		**Title:**	**Action(s):**
nrice@caci.com		I-NORMA Govt	[Accepted]
Org Email:			
nrice@caci.com			
Attachments:			
Comments:			

Local Processing Official Reviewer

Name:	Date of Action:	Phone #:	DSN:
norma rice_govt	2010/12/23 1252 EST	555-555-LPO	
Email:		**Title:**	**Action(s):**
nrice@caci.com		LPO	
Org Email:			

Attachments:

ZZattachment.doc View Attachment Delete Attachment

Add Attachments

Comments:

To add another attachment, the LPO Reviewer can click the Add Attachments link and repeat the process.

nrice@caci.com

Attachments:

ZZattachment.doc View Attachment

Comments:

Vendor - Commercial Item Financing

Acceptor

Name:	Date of Action:	Phone #:	DSN:
Norma Rice-Imacros	2010/12/23 1230 EST	555-555-imac	
Email:		**Title:**	**Action(s):**
nrice@caci.com		I-NORMA Govt	[Accepted]

Org Email:

nrice@caci.com

Attachments:

Comments:

Local Processing Official Reviewer

Name:	Date of Action:	Phone #:	DSN:
norma rice_govt	2010/12/23 1252 EST		
Email:			
nrice@caci.com			

Org Email:

The attachment can be viewed or deleted by clicking the View Attachment or Delete Attachment links.

Attachments:

ZZattachment.doc View Attachment Delete Attachment

Add Attachments

Comments:

nrice@caci.com

Attachments:

ZZattachment.doc View Attachment

Comments:

Vendor - Commercial Item Financing

Acceptor

Name:	Date of Action:	Phone #:	DSN:
Norma Rice-Imacros	2010/12/23 1230 EST	555-555-imac	
Email:		**Title:**	**Action(s):**
nrice@caci.com		I-NORMA Govt	[Accepted]
Org Email:			
nrice@caci.com			
Attachments:			
Comments:			

Local Processing Official Reviewer

Name:	Date of Action:	Phone #:	DSN:
norma rice_govt	2010/12/23 1252 EST	555-555-LPO	
Email:		**Title:**	**Action(s):**
nrice@caci.com		LPO	
Org Email:			

Attachments:

ZZattachment.doc

The Comments Section allows the LPO Reviewer to enter comments for the Commercial Item Financing document.

Comments:

LPOR comments for Commercial Item Financing

Wide Area Workflow

User ID : NORMALPO

User | Government | Documentation | Lookup | Logout

Local Processing Office Reviewer - Commercial Item Financing

Header | Line Item | ACRN WS | FMS | Addresses | Misc. Info | Preview Document

Contract Number	Delivery Order	Request Number	Invoice Number	Invoice Date
F03000WBTA125	WBTA	CFAB459	INV1234	2010/12/23

Initiator

Name:	Date of Action / IRD:	Phone #:	DSN:
Norma Rice_IMACROS	2010/12/23 1219 EST / 2010/12/23	777-MACROS-111	
Email:		**Title:**	**Action(s):**
nrice@caci.com		IMACROS_Vendor	[Submitted, Web, Stand Alone]
Org Email:			
nrice@caci.com			
Attachments:			
ZZattachment.doc		View Attachment	
Comments:			
Vendor - Commercial Item Financing			

The LPO Reviewer clicks the Preview Document tab to View the entire document.

Acceptor

Name:	Date of Action:	Phone #:	DSN:
Norma Rice-Imacros	2010/12/23 1230 EST	555-555-imac	
Email:		**Title:**	**Action(s):**
nrice@caci.com		I-NORMA Govt	[Accepted]
Org Email:			
nrice@caci.com			
Attachments:			
Comments:			

Local Processing Official Reviewer

Name:	Date of Action:	Phone #:	DSN:
norma_rice_govt	2010/12/23 1252 EST	555-555-LPO	

Local Processing Office Reviewer - Commercial Item Financing

Header | Line Item | ACRN WS | FMS | Addresses | Misc. Info | Preview Document

Expand All Collapse All

[-] Document Information

The Preview Document page is now displayed. The Preview Document page provides a full representation of the document. The LPO Reviewer can scroll the contents of tab to review the document.

Contract Number	Delivery Order		
F03000WBTA125	WBTA		
Request Number	**Invoice Number**		
CFAB459	INV1234	2010/12/23	2010/12/23
Summary of Detail Level Information	**Total**		
2 CLIN(s)	$ 4,323,830.00		

[-] Line Item Information

Total CLIN Amount: $ 4,323,830.00

CLIN	AAI	CLIN Amount ($)	Approved ($)
1235	545612	3,186,410.00	

Event	ACRN	Quantity	Unit	Price ($)	Ext Price ($)	Approved ($)
EVD454123	12	50	WE	52,568.20	2,628,410.00	

Description

Vendor - Commercial Item Financing

Event	ACRN	Quantity	Unit	Price ($)	Ext Price ($)	Approved ($)
E524156	56	25	WE	22,320.00	558,000.00	

Description

Vendor - Commercial Item Financing

CLIN	AAI	CLIN Amount ($)	Approved ($)
1246		1,137,420.00	

Local Processing Office Reviewer - Commercial Item Financing

Header | Line Item | ACRN WS | FMS | Addresses | Misc. Info | Preview Document

Expand All Collapse All

[-] Document Information

The Preview Document page is now displayed. The Preview Document page provides a full representation of the document. The LPO Reviewer can scroll the contents of tab to review the document.

Contract Number	Delivery Order		
F03000WBTA125	WBTA		
Request Number	**Invoice Number**		
CFAB459	INV1234	2010/12/23	2010/12/23
Summary of Detail Level Information	**Total**		
2 CLIN(s)	$ 4,323,830.00		

If the LPO Reviewer notices an inaccuracy after reviewing the invoice information, the LPO Reviewer can return to the appropriate tab to correct the information.

[-] Line Item Information

CLIN	AAI	CLIN Amount ($)	Approved ($)
1235	545612	3,186,410.00	

Event	ACRN	Quantity	Unit	Price ($)	Ext Price ($)	Approved ($)
EVD454123	12	50	WE	52,568.20	2,628,410.00	

Description

Vendor - Commercial Item Financing

Event	ACRN	Quantity	Unit	Price ($)	Ext Price ($)	Approved ($)
E524156	56	25	WE	22,320.00	558,000.00	

Description

Vendor - Commercial Item Financing

CLIN	AAI	CLIN Amount ($)	Approved ($)
1246		1,137,420.00	

Local Processing Office Reviewer - Commercial Item Financing

Header | Line Item | ACRN WS | FMS | Addresses | Misc. Info | Preview Document

Expand All Collapse All

The LPO Reviewer can expand all document sections by clicking the Expand All link. The LPO Reviewer can collapse the contents of the tab by clicking the Collapse All link.

[-] Document Information

Contract Number			
F03000WBTA125	WBTA	2008/12/23	
Request Number	**Invoice Number**	**Invoice Date**	**Invoice Received Date**
CFAB459	INV1234	2010/12/23	2010/12/23
Summary of Detail Level Information	**Total**		
2 CLIN(s)	$ 4,323,830.00		

[-] Line Item Information

Total CLIN Amount: $ 4,323,830.00

CLIN	AAI	CLIN Amount ($)	Approved ($)
1235	545612	3,186,410.00	

Event	ACRN	Quantity	Unit	Price ($)	Ext Price ($)	Approved ($)
EVD454123	12	50	WE	52,568.20	2,628,410.00	

Description

Vendor - Commercial Item Financing

Event	ACRN	Quantity	Unit	Price ($)	Ext Price ($)	Approved ($)
E524156	56	25	WE	22,320.00	558,000.00	

Description

Vendor - Commercial Item Financing

CLIN	AAI	CLIN Amount ($)	Approved ($)
1246		1,137,420.00	

Local Processing Office Reviewer - Commercial Item Financing

Header | Line Item | ACRN WS | FMS | Addresses | Misc. Info | Preview Document

Expand All Collapse All

[+] Document Information

[+] Line Item Information

[+] ACRN Worksheet

[+] Fms Information

[+] LLA Information

[+] Address Information

[+] Misc Information

[+] Workflow Information

The LPO Reviewer can expand and collapse individual headers by clicking on the section headers.

Submit | Save Draft Document | Help

Local Processing Office Reviewer - Commercial Item Financing

Header | Line Item | ACRN WS | FMS | Addresses | Misc. Info | Preview Document

Expand All Collapse All

The LPO Reviewer can navigate back to the Header page by clicking the Header tab.

[-] Document Information

Contract Number			
F03000WBTA125	WBTA	2008/12/23	
Request Number	**Invoice Number**	**Invoice Date**	**Invoice Received Date**
CFAB459	INV1234	2010/12/23	2010/12/23
Summary of Detail Level Information	**Total**		
2 CLIN(s)	$ 4,323,830.00		

[+] Line Item Information

[+] ACRN Worksheet

[+] Fms Information

[+] LLA Information

[+] Address Information

[+] Misc Information

[+] Workflow Information

Submit | Save Draft Document | Help

Local Processing Office Reviewer - Commercial Item Financing

Header | Line Item | ACRN WS | FMS | Addresses | Misc. Info | Preview Document

Contract Number	Delivery Order	Issue Date	
F03000WBTA125	WBTA	2008/12/23	
Request Number	**Invoice Number**	**Invoice Date**	**Invoice Received Date**
CFAB459	INV1234	2010/12/23	2010/12/23
Summary of Detail Level Information	**Total**		
2 CLIN(s)	$ 4,323,830.00		

Routing Information

Role	Location Code	Extension	Name
Payee	493R2		COMERICA INCORPORATED
Pay Official	[illegible]		ACCTG DISB STA NR 503000
Issue By			FA3030 17 CONS CC
Admin			FU4417 1 SOCS SOCS ATTN BECO
Inspect By	FU4417		FU4417 1 SOCS SOCS ATTN BECO
Contracting Officer	FA3030		FA3030 17 CONS CC
LPO	FA3030		FA3030 17 CONS CC

The Header page is displayed.

ACTION BY: FA3030

- [x] Approve
- [ ] Approve Lesser Amount
- [ ] Reject to Initiator

Approved Amount ($)	Signature Date
4,323,830.00	2010/12/23

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

Norma Rice-Imacros

Signature Of Authorized Government Representative

ACTION BY: FA3030 *

- [ ] Recommend Document Certified

Submit | Save Draft Document | Previous | Help

Local Processing Office Reviewer - Commercial Item Financing

Header | Line Item | ACRN WS | FMS | Addresses | Misc. Info | Preview Document

Contract Number	Delivery Order	Issue Date	
F03000WBTA125	WBTA	2008/12/23	
Request Number	**Invoice Number**	**Invoice Date**	**Invoice Received Date**
CFAB459	INV1234	2010/12/23	2010/12/23
Summary of Detail Level Information	**Total**		
2 CLIN(s)	$ 4,323,830.00		

Routing Information

Role	Location Code	Extension	Name
Payee	493R2		COMERICA INCORPORATED
Pay Official	F03000		ACCTG DISB STA NR 503000
Issue By	FA3030		FA3030 17 CONS CC
Admin	FU4417		FU4417 1 SOCS SOCS ATTN BECO
Inspect By	FU4417		FU4417 1 SOCS SOCS ATTN BECO
Contracting Officer	FA3030		FA3030 17 CONS CC
LPO	FA3030		FA3030 17 CONS CC

ACTION BY: FA3030

- [x] Approve
- [ ] Approve Lesser Amount
- [ ] Reject to Initiator

Approved Amount ($)	Signature Date
4,323,830.00	2010/12/23

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

Norma Rice-Imacros

e Of Authorized Government Representative

The LPO Reviewer selects Recommend Document Certified and clicks the Submit button to continue pre-certifying the document.

ACTION BY: FA3030 *

- [x] Recommend Document Certified

Submit | Save Draft Document | Previous | Help

Logon Date : 2010/12/23 12:50:52 EST Last Accessed Date : 2010/12/23 12:56:37 EST

Success

The Commercial Item Financing was successfully recommended for certification.

Contract Number	Delivery Order	Request Number	Invoice Number
F03000WBTA125	WBTA	CFAB459	INV1234

After the Commercial Item Financing document has been submitted, the WAWF system informs the LPO Reviewer that the document was successfully recommended for certification.

Email sent to Local Processing Office: nrice@caci.com

Send Additional Email Notifications

Thu Dec 23 12:56:49 EST 2010

The LPO Reviewer can add more email addresses by clicking the Send Additional Email Notifications link.

Return

Success

The Commercial Item Financing was successfully recommended for certification.

Contract Number	Delivery Order	Request Number	Invoice Number
F03000WBTA125	WBTA	CFAB459	INV1234

Email sent to Local Processing Office: nrice@caci.com

Send Additional Email Notifications

Thu Dec 23 12:56:49 EST 2010

This concludes the demonstration of a Local Processing Office Reviewer (LPOR) pre-certifying a Commercial Item Financing document.

Return