

Wide Area Workflow: Electronic Invoicing

TA Wide Area Workflow Overview

Presented by:

Navy WAWF PMO for Tuition Assistance



Today's Agenda

TA WAWF OVERVIEW

GRADE SUBMISSION

INVOICING DEMO

Q&A



TUITION ASSISTANCE AUTHORIZATION

TA Authorization Number

NAVEDTRA 1560/5

TUITION ASSISTANCE AUTHORIZATION

NXX200400001
25-JUN-2004

SSN: 123456789

NAME: POPEYE SAILOR MAN

RATE BMC

SCHOOL CODE: 4157A

INSTITUTION: Rhodec International

School/NCMIS Code

ENROLLMENT INFORMATION

Course Information

TERM DATES START: 03-MAR-2004 END: 03-JUN-2010

COURSE	TITLE	HOURS	GOV SHARE	STU SHARE
MATH999	TEST	3	\$450.00	\$.00
	TOTAL:	3	\$450.00	\$.00

I have read, understand, and will comply with the provisions of CNETINST 1560.3D and the application for Tuition Assistance Form. I hereby authorize release of my grades and notification of degree completion to the US Navy. Non-receipt of grades will prohibit additional tuition assistance.

Applicant's Signature

(619) 556-4459

Phone

NXX200400001

25-JUN-2004

AUTHORIZATION NUMBER

DATE AUTHORIZED

SIGNATURE OF AUTHORIZED GOVERNMENT PERSONNEL

TA Authorization Number



WAWF Eliminates Paper from the Acquisition Process...

- WAWF stands for **Wide Area Work Flow**
- Department of Defense initiated WAWF to eliminate paper transactions from the acquisition process



...and Enables Users to Access Documents and Processes Electronically

- Users can be:
 - Vendors
 - Government Officials
- Documents can be:
 - Contracts
 - Invoices
 - Receiving Reports
- Documents are used to generate payments for goods and services



WAWF Can Be Used to Create & Process a Number of Documents Electronically...

- Receiving Report
- **Invoice**
- Invoice as 2-in-1 (Services Only)
- Invoice and Receiving Report (Combo)
- Commercial Item Financing
- Construction Payment Invoice
- Performance Based Payment
- Progress Payment
- Fast Pay
- Cost Voucher

WAWF Has Significant Benefits



- Cost/time savings
- Faster Processing Time
- Payment in 1-2 weeks
- View documents and status at any time
- Correct and resubmit documents online
- Immediate feedback when government rejects a document
- Audit trail displays comments for every rejection
- Secure transactions with audit trail
- Electronically record inspection & acceptance
- View documents and status at any time
- Real-time processing
- Reduced interest penalties on late payments
- Fewer lost and misplaced documents
- Less re-keying and higher data accuracy
- Maximize vendor-offered discounts

Documents are Routed Through WAWF According to DoDAACs Entered by Vendor

Create New Document

* = Required Fields, Date = YYYY/MM/DD

Contract Number	Delivery Order	CAGE Code / Ext.	Pay DoDAAC
N0024404F5010		1M3W0	N68688

Issue Date	IssueBy DoDAAC	Admin DoDAAC *	InspectBy DoDAAC / Ext.	Mark For Code / Ext.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Ship To Code * / Ext.	Ship From Code / Ext.	LPO DoDAAC * / Ext.
<input type="text"/>	<input type="text"/>	<input type="text"/>

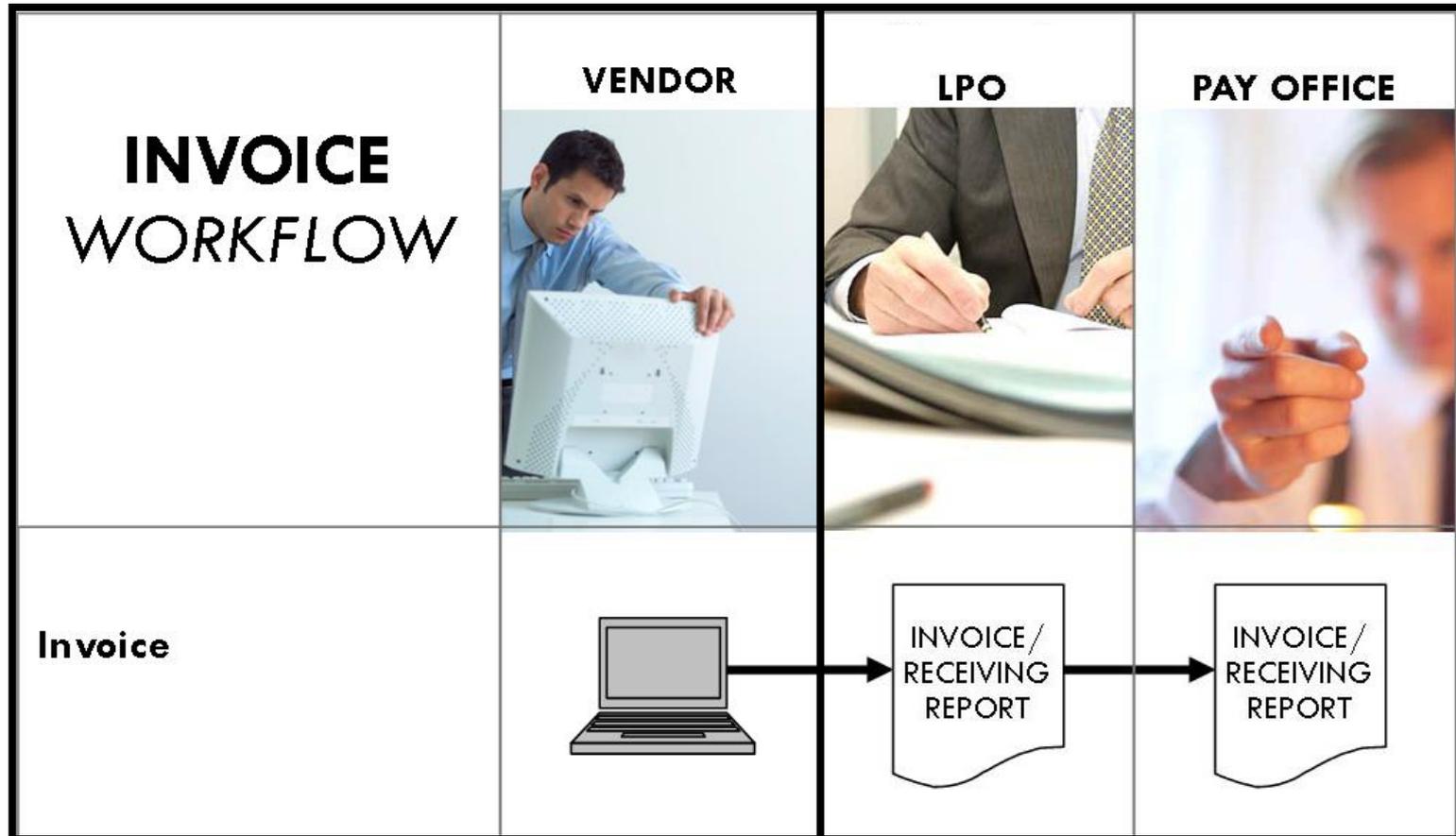
Document Selected:

Invoice and Receiving Report (Combo) Destination Inspection / Destination Acceptance

Routing Information for TA WAWF Invoicing is Provided by Your WAWF POC

Document Type	Invoice
Contract Number	N6832204M????—This number correlates with the TA Authorization number
NCMIS/School Code	This information can be found on the TA form underneath the student's SSN
CAGE Code	This information is connected to your CCR registration
Admin By	N68322
Ship To or Acceptor / Extension	N68322/ext. TA??
LPO (Certifier)	N68322/ext. TA??
Pay DoDAAC	N68566 ***NOTE: Beginning FY09 contract numbers, pay DoDAAC will be N68732

The Invoice is Routed from Vendor to LPO Before it Ends at the Payment Office



Sample Email Notification

Subject: N4008507C3000\ \1L1A9\ \CI2N1\CFH\CFH\ \Submitted

Action DoDAAC\Ext:

Document Type: Invoice 2-in-1 (Services Only)

Status: Submitted

Acceptance Date:

Processed Date: 2006/11/07

Contract Number: N4008507C3000

Delivery Order Number:

Contract Issue Date:

Vendor CAGE\Ext: 1L1A9

Shipment Number: CFH

Shipment Date: 2006/11/07

Invoice Number: CFH

Invoice Date: 2006/11/07

Has been Submitted by Tyler Moon on 2006/11/07. Status is Submitted.

THIS IS A SYSTEM GENERATED EMAIL MESSAGE, PLEASE DO NOT RESPOND TO THIS EMAIL.



[OVERVIEW](#)

[SEARCH & VIEW](#)

[Q & A](#)

Understanding Status Codes Will Help You Determine Where a Document Is Within the Workflow

- **Submitted:** Has been created by Vendor and is awaiting initial Government action
- **Processed:** Has been processed by the Pay Office and is within the Entitlement System. A "Processed" document will be archived after 120 days
- **Rejected:** Has been sent back to the Initiator by the Government
- **Resubmitted:** Has been corrected by the Initiator and resubmitted for action (only seen following a rejection)

Understanding Status Codes Will Help You Determine Where a Document Is Within the Workflow

- **Void:** No user can take action on this document. Will be archived after 30 days
- **Suspended:** Is placed into Suspended status by the payment system via an EDI 824 or by the Pay Official
- **Certified:** Has been sent back to the Local Processing Official for correction
- **Recall Available:** Has been sent back to the Local Processing Official for correction

To Get Started

- Self register for a WAWF account at <https://wawf.eb.mil>
 - Please reference the **TA WAWF Guide** for instructions
- Contact **marilyn.tourney@navy.mil** to get your school contract numbers for electronic invoicing
 - You will receive contract and routing information via email

Electronic Grade Submission

- Provide student grade information with your WAWF invoice
- Send your grades via email to (please encrypt after email)
 - sfly_netpdtc.accounting@navy.mil
- Submit grades using SFTP
 - contact Charles Giorlando at charles.giorlando@navy.mil for more information
- Send contact information of person handling grades to
 - Carolyn Petersen
carolyn.petersen@navy.mil

TA WAWF Resources

- **WAWF Production Site**
 - <https://wawf.eb.mil>
- **TA WAWF Web Site**
 - <https://www.navycollege.navy.mil/tuition/tawawf.html>
- **TA WAWF Web Conference Training (Mondays 2-3PM ET)**
 - Go to: <https://connect.dco.dod.mil/r46788038>
 - Dial conference #: (877) 810-9415 or (636) 651-3185 (for Intl), access code 8974200
 - Contact mimi.truong@universal-inc.net for assistance
- **WAWF POC**
 - Carolyn Petersen, carolyn.petersen@navy.mil
 - Marilyn Tourney, marilyn.tourney@navy.mil
- **DFAS Customer Service (for payment inquiries)**
 - 1-800-756-4571 option 2, option 4