

Tuition Assistance (TA) WAWF Guide



WAWF Points of Contact

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Getting Started

Tuition Assistance

The Navy has a number of tuition programs, and each program has its own invoicing procedures. The invoicing instructions in this guide are specific to the billing of Navy, Marine, and Coast Guard students under the Navy Tuition Assistance program. Students under this program will provide you with Tuition Assistance forms that say "Tuition Assistance Authorization" at the top of the form.

Tuition Assistance Technician/LPO Points of Contact

NOTE: Please contact the following POCs for invoicing assistance. The TA Extension corresponds to your regular processing technician.

TA Ext	Contact
TA	Shirley.binz@navy.mil
TA 1	Michael.ow@navy.mil
TA 2	Mary.e.warren@navy.mil
TA 3	Judith.lawton@navy.mil
TA 4	Virginia.goldbach@navy.mil
TA 5	Virginia.goldbach@navy.mil
TA 6	Kim.y.scott@navy.mil
TA 7	Judith.lawton@navy.mil
TA 8	Rosemary.thomas@navy.mil
TA 9	Shirley.binz@navy.mil
TA 10	Kim.y.scott@navy.mil
TA 11	Rosemary.thomas@navy.mil
TA 12	Peggy.osborn@navy.mil

Other Navy Tuition Programs and Contacts

STA 21	Beverly Williams Beverly.williams@navy.mil
BUMED	Bryan Necciai bdnecciai@nmlc.med.navy.mil
ROTC	Beverly Williams Beverly.williams@navy.mil

Setting up for WAWF Invoicing

Before you can submit invoices in WAWF, you must have a WAWF account. Your school must be Ecoded with a contract number for WAWF invoicing.

Getting Your School Processed for WAWF Invoicing

If your school has not been Ecoded for WAWF invoicing, please e-mail Marilyn Tourney at marilyn.tourney@navy.mil. Once your school has been Ecoded, she will email you the contract numbers and routing codes that you will need to submit your invoices.

Creating a WAWF Account

Each person responsible for submitting invoices should have his/her own account. This will enable the invoice certifier to contact the appropriate person for questions and information regarding the submitted invoice.

1. Call the Ogden Help Desk at 1-866-618-5988 (select option 2) to activate your school's CAGE code in WAWF. Has your Cage Code Expired? Please go to <https://www.bpn.gov/ccr/default.aspx> and update your account information.
2. Once your CAGE code is activated, go to the WAWF web site at <https://wawf.eb.mil> and self register as a Vendor. (This should be done by the person who usually does the invoicing.)

*Note: If you would like more than one person to receive status information about WAWF documents, vendors need to establish an organizational email address and determine who will have access to it. The e-mail address may be a "distribution group" address, which may be sent to multiple users on the vendor's side, for example, "wawf@companyname.com." If you do not set up an organizational e-mail address, WAWF will use the e-mail address of the first individual that self-registers from your CAGE Code as the default organizational e-mail address. If you would like to change the address that is receiving emails, please have your EBPOC contact the Ogden Helpdesk.

When prompted for User ID, this can be anything you choose as long as it is at least 8 characters. User ID's and Passwords are case sensitive. When prompted for ROLE, choose "VENDOR" from the drop down list. You do NOT need to fill in Comments or attach anything. Click "continue" and verify all information you entered is correct, check the box that says "STATEMENT OF ACCOUNTABILITY", and click "REGISTER NOW".

3. Then, have your electronic business point of contact (EBPOC) send an email to cscassig@csd.disa.mil or call 1-866-618-5988 to authorize your account. Please make sure your name and your school's CAGE code are mentioned. Don't know who your EB POC is? Go to <https://www.bpn.gov/CCRSearch/SimpleSearch.aspx>, enter your cage code in the CAGE code field, click 'SEARCH' and at the bottom of the results page, it will list a primary and alternate EBPOC.
4. Once your account has been authorized, the Ogden Help Desk will activate your account and send an auto-generated one time password (expires in 48 hours) to the email account you entered when you self-registered. Log into the WAWF web site and create a permanent password.

If you do not receive your one time password within 24 hours, please call 1-866-618-5988 Option 2 then Option 3. Hours of operation for the Ogden Help desk are 4 a.m.-10 p.m. MST.

Note: Your WAWF Point of Contact can be changed by Clicking on My Role Maintenance on the Left Side of the screen once you are logged in. If your school requires the use of multiple logon IDs under the same CAGE code, it is recommended that you select a representative to act as a group administrator (GAM) to monitor your WAWF accounts. Please contact your WAWF POC for more information on setting up a GAM.

WAWF Password Resets

Passwords expire after 60 days. If your password expired or you do not remember your password, you can reset it by following these steps: **(Note: Passwords cannot be reset by contacting TA. This is solely an Ogden Help Desk Function)**

1. After the Logon page, select the 'USER' tab. On the drop down select 'Security Maintenance - Change Password'. Click this link if you wish to change your WAWF Password.
2. Enter your User ID. Click Submit. There will be a series of Security questions that must be answered. If you have not set security questions, Please call the Ogden Help Desk using 1-866-618-5988 Option 2 then Option 3. Hours of operation for the Ogden Help desk are 4 a.m. - 10 p.m. MST.
3. An email will be sent to you with a one-time password. Log in with that password, and then create a permanent password.

Guidelines and Policies (Please read before invoicing)

1. Check WAWF for the status of your invoices on a regular basis.
2. Do not submit duplicate invoices. This may result in a delay of payment.
3. Do not over bill. If the amounts you are billing for exceed the authorized TA amount, contact your Navy College Office POC and correct the discrepancy before submitting the invoice. If you submit an invoice for an amount that exceeds the authorized TA amount, the invoice will be returned to you for correction.
4. Wait until after the Add/Drop period before invoicing to ensure that the correct course is billed. Course discrepancies may result in a delay of payment.
5. Bill each service branch on a separate invoice (e.g., do not bill for both Navy and Coast Guard students on the same invoice). The first character of the TA Authorization Number indicates the service to be billed. (Please refer to the 'Creating and Submitting an Invoice' section below for further details.)
6. Do not bill for multiple fiscal years on the same invoice. The invoice should include bills for TA forms authorized in the same year. (Please refer to the section 'Creating and Submitting an Invoice' below for further details.)
7. Please batch invoices. You may invoice for multiple students and courses on the same invoice as long as they are all of the same service branch and fiscal year. (Please refer the 'Creating and Submitting an Invoice' section below for further details.)

Creating and Submitting an Invoice

Preparing Your TA Attachment Spreadsheet

1. Before invoicing in WAWF, you must complete the Excel TA Attachment.

Note: A copy of the TA attachment template can be downloaded at

<https://www.navycollege.navy.mil/tuition/tawawf.html>.

2. The TA Attachment provides additional information that is required by the certifier to approve your invoice. It is crucial that the spreadsheet is filled out correctly. Please complete the attachment as follows: (*indicates that the information can be found on the TA form. See a sample TA form on page 8.)

- ***TA Authorization Number** (max character =12)

- Enter the TA Authorization Number found on the upper right hand side of the TA form (see sample TA form).
- To ensure that you are invoicing for only one service branch (you cannot invoice for multiple services in the same invoice), confirm that the TA Authorization Numbers begin with the same letter. The first character of the TA Authorization Number indicates the service branch. For example: TA Authorization number '**N**AA201012345' indicates that it is Navy because it starts with an 'N'
 - N = Navy
 - C = Coast Guard
 - M = Marine
 - G = GEV (Graduate Education)
 - E = AEV (Advanced Education)
- To ensure you are invoicing for the same Fiscal Year (you cannot invoice for multiple fiscal years in the same invoice), confirm that positions 4-7 of the TA Authorization Numbers are all the same. Positions 4-7 of the TA Authorization Number indicates the Fiscal Year. For example: TA Authorization number '**NAA2010**12345' indicates that it is Fiscal Year 2010.

- ***Student Last Name**

- Do not combine the first and last name in the same column.

- ***Student First Name**

- Do not combine the first and last name in the same column.

- ***Last Four Digits of the SSN**

- ***Course Number** (max character = 12)

- The typical format for the Course Number field is the course subject followed by the course number (e.g., MATH101).

- ***Course Name** (max character = 75)

- ***Amount Authorized To Be Paid** (numeric values only)
- ***NCMIS School Code** (max character = 5)
 - Enter the School Code found on the upper left hand side of the TA form, below the student's SSN. (see sample TA form).
 - If the NCMIS School Code and School Name on the TA form is not your school, please return the form to the student so they can have it corrected.
- ***School Name**
- **Invoice Number** (max character = 14)
 - Enter a unique Invoice Number.
 - Although the field max character length is 14 characters, try to keep the invoice numbers to a minimum number of characters for the ease of tracking.
 - The Invoice Number should be exactly the same for all line items in the spreadsheet (i.e., all line items in the attachment will be associated with one invoice number and therefore will be paid as one invoice)
- **Invoice Date** (mm/dd/yyyy)
- **Grades** (if available; not required; max character = 2)
 - Valid passing grades are '**A**', '**B**', '**C**', '**D**', '**S**' (Successful), or '**P**' (Passing)
 - Valid failing grades are as '**F**', '**I**' (Incomplete), '**N**' (Not Passing or Repeat), '**W**' (Withdrawal), or '**X**' (Insufficient)

Please refer to the next series of pages for further guidance.

Sample TA Form

TUITION ASSISTANCE AUTHORIZATION

NAVEDTRA 1560/5

TUITION ASSISTANCE AUTHORIZATION

NXX200400001

25-JUN-2004

SSN: 123456789

NAME: POPEYE SAILOR MAN

RATE BMC

SCHOOL CODE: 4157A

INSTITUTION: Rhodex International

ENROLLMENT 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

School/NCMIS Code

Course Information

TA Authorization Number

Microsoft Excel - TA_Attachment_Template_07 JAN25

File Edit View Insert Format Tools Data Window Help Adobe PDF

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131

Same service and Fiscal Year

Same Invoice Number

Same School Code that appears on the TA form

1	A	B	C	D	E	F	G	H	I	J	K	L	M
	TA Authorization # (max character = 12)	Student Last Name	Student First Name	Last Four Digits of SSN (max character= 9)	Course Number (max character = 12)	Course Name (max character = 75)	Amount To Be Paid (Numeric values only)	NCMIS School Code (max character = 5)	School Name	Invoice Number	Invoice Date (mm/dd/yyyy)	Student Grade (Optional) (max character = 1)	Com
1	NAC20060949	Brady David	9637	MATH101	Math	100.00	1056A	University Of Phoenix	UOP12345	06/26/2006	B	Fall se	
2	NAC200602526	Colvard Shirley	3453	ENGL01	English	150.00	1056A	University Of Phoenix	UOP12345	06/26/2006	B	Fall se	
3	NAJ200600193	Gainer Randy	1234	ACCT200	Accounting	300.00	1056A	University Of Phoenix	UOP12345	06/26/2006	C	Fall se	
4	NAC200602526	Hoffman Agnes	3214	HIS201	History	100.00	1056A	University Of Phoenix	UOP12345	06/26/2006	W	Fall se	
5	NAJ200600193	Howard Melissa	8372	AGR101	Agriculture	76.58	1056A	University Of Phoenix	UOP12345	06/26/2006	X	Fall se	
6	NAJ200600193	Hughes Christine	1283	POL101	Political Science	380.83	1056A	University Of Phoenix	UOP12345	06/26/2006	A	Fall se	
7	NAJ200600787	Johnson Beverly	1094	POL101	Political Science	200.00	1056A	University Of Phoenix	UOP12345	06/26/2006	D	Fall se	
8	NAJ200600123	Jones Tom	7337	ECON533	Managerial ECON	2500.00	1056A	University Of Phoenix	UOP12345	06/26/2006	A	Fall se	
9	NAJ200600787	Jones Phillip	8395	SPEE01	Speech	500.00	1056A	University Of Phoenix	UOP12345	06/26/2006	S	Fall se	
10	NAJ200600787	Kent William	2949	POL101	Political Science	220.24	1056A	University Of Phoenix	UOP12345	06/26/2006	P	Fall se	
11	NAC200602771	Morgan Tayler	8372	AIRE001	Air C/Refrig/Envr.	124.20	1056A	University Of Phoenix	UOP12345	06/26/2006	C	Fall se	
12	NAC200602480	Phillip Samantha	3872	CHEM043	Chemistry	594.34	1056A	University Of Phoenix	UOP12345	06/26/2006	F	Fall se	
13	NAJ200600193	Smith Robert	6028	SOC0038	Sociology	100.00	1056A	University Of Phoenix	UOP12345	06/26/2006	I	Fall se	
14	NAC200603593	Sullivan Shane	0760	BIO101	Biology	380.03	1056A	University Of Phoenix	UOP12345	06/26/2006	B	Fall se	
15	NAC200600947	Thomas Kim	1647	AIRE001	Air C/Refrig/Envr.	200.00	1056A	University Of Phoenix	UOP12345	06/26/2006	A	Fall se	
16	NAC200602339	Thomas Brian	2029	PSYC100	Psychology	2500.00	1056A	University Of Phoenix	UOP12345	06/26/2006	N	Fall se	
17	NAC200600947	Watson Danielle	2627	SOC0038	Sociology	500.00	1056A	University Of Phoenix	UOP12345	06/26/2006	W	Fall se	
18													
19													
20													
21													
22													
23													
24													
25													
26													
27													
28													
29													
30													

Example of a correctly completed TA Attachment

Example of an incorrectly completed TA Attachment

Multiple services and Fiscal Years are not allowed on the same invoice

Student's first and last name should not be combined in the same column.

Multiple Invoice Numbers are not allowed

Valid grade values are:
'A', 'B', 'C', 'D',
'S', 'P', 'F', 'I',
'N', 'W', or 'X'

TA Authorization # (max character = 12)	Student Last Name	Last Four Digits of SSN (max character= 9)	Course Number (max character = 12)	Course Name (max character = 75)	Amount To Be Paid (Numeric values only)	NCMIS School Code (max character = 5)	School Name	Invoice Number	Invoice Date (mm/dd/yyyy)	Student Grade (Optional) (max character = 1)
NAC200708492	Brady, David	9837	MATH101	Math	100.00	1056A	University Of Phoenix	UOP12345	06/26/2006	PASS
CGI200615442	Colvard, Shirley	3453	ENGL01	English	150.00	1100A	University Of Phoenix	UOP11133	06/26/2006	B
CGI200715442	Gainer, Randy	1234	ACC200	Accounting	300.00	1056A	University Of Phoenix	UOP2647	06/26/2006	C
MHZ200608676	Hoffman, Agnes	3214	HIS201	History	100.00	1056C	University Of Phoenix	UOPF12345	06/26/2006	FAIL
NAJ200700193	Howard, Melissa	8372	AGR101	Agriculture	76.58	1056A	University Of Phoenix	UOP12345	06/26/2006	CANCELLED
MHE200601863	Hughes, Christine	1283	POL101	Political Science	380.83	1056A	University Of Phoenix	UOP12233	06/26/2006	A
NAJ200600783	Johnson, Beverly	1094	POL101	Political Science	200.00	1056B	University Of Phoenix	UOP12345	06/26/2006	D
MHZ200608676	Jones, Tom	7337	ECON533	Managerial ECON	2500.00	1056B	University Of Phoenix	UOP2948	06/26/2006	PASS
CGI200615353	Jones, Phillip	8395	SPEE01	Speech	500.00	1056A	University Of Phoenix	UOP12345	06/26/2006	S
CGI200714860	Kent, William	2949	POL101	Political Science	220.24	1056A	University Of Phoenix	UOP9482452	06/26/2006	P
NAC200602777	Morgan, Taylor	8372	AIRE301	Air C/Refrig/Envir.	124.20	1056A	University Of Phoenix	UOP928348	06/26/2006	C
MHZ200608783	Phillip, Samantha	3872	CHEM043	Chemistry	594.34	1056A	University Of Phoenix	UOP10E	06/26/2006	F
MHZ200608783	Smith, Robert	6028	SOC0038	Sociology	100.00	1056C	University Of Phoenix	UOP12345	06/26/2006	INCOMPL
MHZ200610178	Sullivan, Shane	0768	BIO101	Biology	380.83	1056C	University Of Phoenix	UOP12WI	06/26/2006	B
NAC200600944	Thomas, Kim	1647	AIRE301	Air C/Refrig/Envir.	200.00	1056A	University Of Phoenix	UOP12345	06/26/2006	A
CGI200615353	Thomas, Brian	2029	PSYC100	Psychology	2500.00	1056B	University Of Phoenix	UOPWU	06/26/2006	N
CGI200614860	Watson, Danielle	2627	SOC0038	Sociology	500.00	1056A	University Of Phoenix	UOP12345	06/26/2006	W

3. Once your TA Attachment is complete, save the file.

STEP 1: Open the File menu and choose Save As.

STEP 2: In the box that appears, enter the 'File Name' as follows: Your school's NCMIS School Code_Invoice Number_Fiscal Year. *Note: The School Code and Invoice Number should match the School Code and Invoice Number values entered in the attachment. For example, if your School's NCMIS Code is "1234A", the Invoice Number is 'FALL0001', and the Fiscal Year you are invoicing for is "2010" you should name the file as "1234A_FALL0001_2010.xlsx"*

STEP 3: Choose a location to save the file to. We recommend saving the file to a local drive (e.g., Desktop). Saving to a network drive may cause issues when attaching the invoice.

STEP 4: Click the Save button.

NOTE: When saving the TA attachment, the filename CANNOT contain spaces. If desired, underscores may be used in place of spaces.

Creating a WAWF Invoice

NOTE: The information used in the examples is sample information only and should NOT be used in the creation of your WAWF invoices. Please use the information that was emailed to you by your WAWF POC.

- Once you've completed and saved the attachment template, access the Wide Area Workflow web site at <https://wawf.eb.mil>. On the left hand side enter your Login User ID and Password and click on Login.

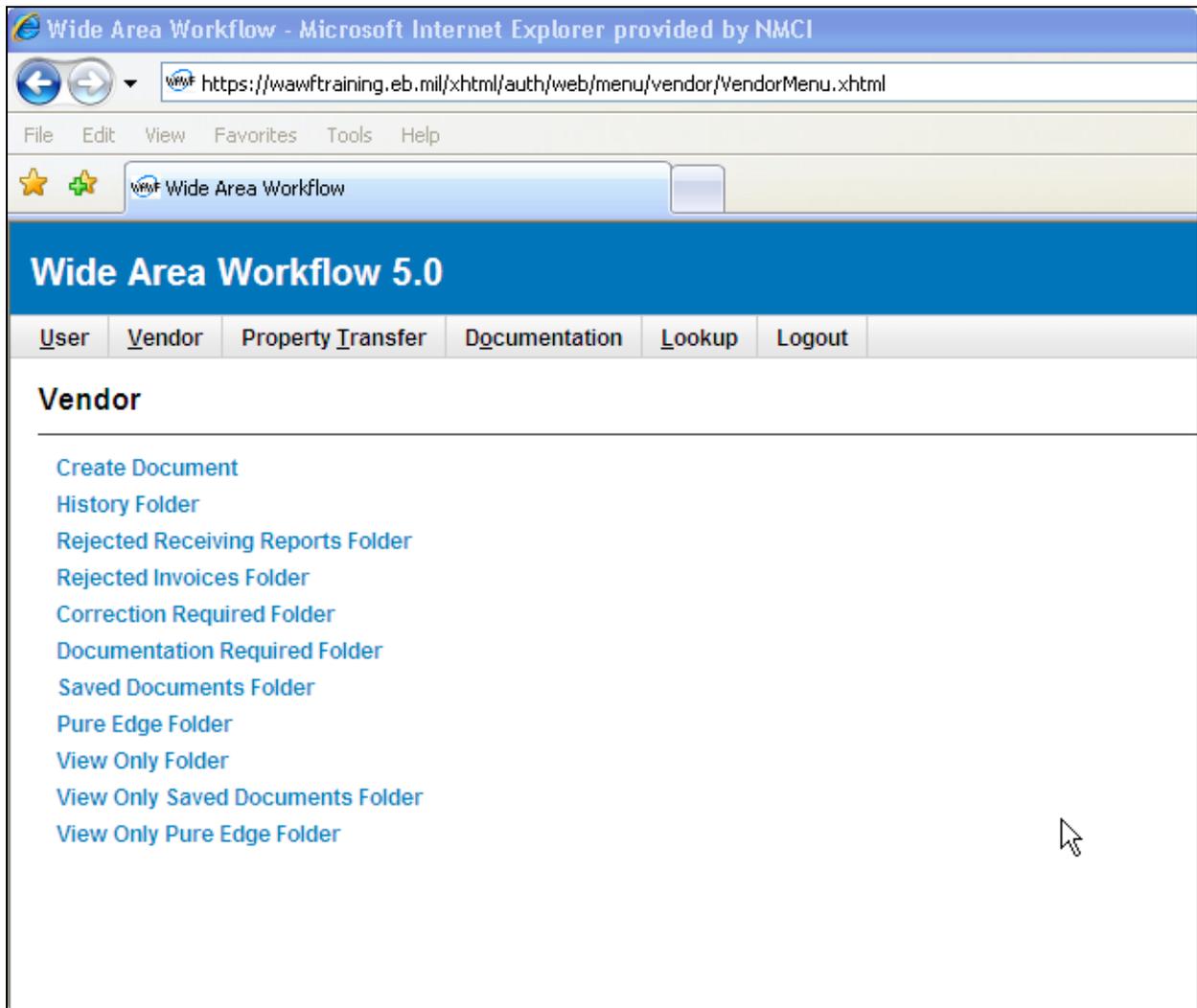
The screenshot shows the 'Wide Area Workflow 5.0' web application. The interface is divided into several sections:

- Home:** A navigation bar at the top.
- Login to WAWF:** A form with fields for 'User ID *' and 'Password *', a 'Forgot your User ID?' link, a 'Forgot your Password?' link, and a 'Login' button. A note below states '* Asterisk indicates required entry.'
- Certificate Login to WAWF:** A section with a 'Certificate Login' button.
- New User?:** A section with links for 'Registration', 'Pre-Registration: Vendor Getting Started Help', 'Pre-Registration: Instructions for Agencies and Services New to WAWF', and 'Machine Setup'.
- Help:** A section with links for 'Web Based Training', 'What's New', 'Functional Information', 'Web Services for WAWF', 'Group Administrator Lookup', 'Active DoDAACs & Roles', and 'Active CAGEs & Roles'.
- System Messages:** A scrollable area containing three messages:
 - (2011-FEB-16) VENDORS!** Effective immediately Pay Office DoDAAC N60957 is no longer active in WAWF. You should now use the paying office of DFAS Cleveland, N68732. Although the paying office was closed, that does not mean the Authorized Accounting Activity (AAA) is not still available for use.
 - (2011-FEB-13) ALL USERS! CRITICAL!** Breaking News! WAWF 5.0 is here! Wide Area Work Flow has just completed its facelift! That's right! Wide Area Work Flow now has a new look in Release 5.0. In preparation for this change of scenario we have updated the training site to include Release 5.0 training. It is highly encouraged for all users to view the training as we have made significant changes. Also, all FTP/EDI vendors should review the FTP/EDI changes related to Release 5.0. All updates to FTP/EDI can be found at [here](#). The Release 5.0 training can be accessed at [5.0 Training \(External Site\)](#).
 - (2011-FEB-13) GOVERNMENT USERS!** Please note that effective 1/21/11 all individual requesting DFAS Pay Office View Only DODAACs that do not have a DD2875 attached to their profile will automatically be archived.
 - (2011-FEB-13) VENDORS!** Pay Office DoDAAC N45924 is no longer active in WAWF. You should now use the paying office of DFAS Cleveland, N68732. Although the paying office was closed, that does not mean the Authorized Accounting Activity (AAA) is not still available for use.

The WAWF logo is visible at the bottom center of the page.

Click 'Vendor' to expand to the drop down menu. Click on Create Document

NOTE: *The last three items on the list below will not show up on your list.*



5. Input your contract number. (Provided by your WAWF Point of Contact) Leave the delivery order blank, and choose your CAGE code from the drop-down menu. Click Next

NOTE: *The fiscal year in the contract number used for invoicing is determined by the TA Authorization numbers entered on the spreadsheet.*

Wide Area Workflow 5.0 User ID : Vendor11

User Vendor Property Transfer Documentation Lookup Logout

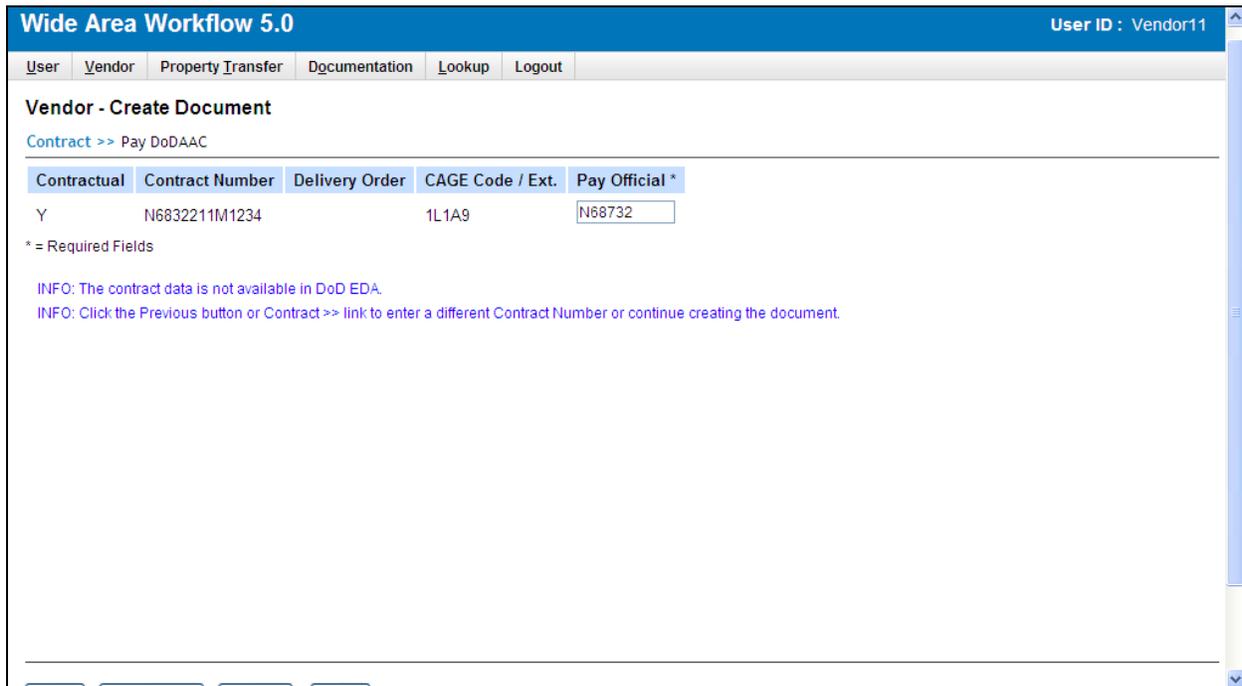
Vendor - Create Document

Contract Info

Contractual? *	Contract Number *	Delivery Order	CAGE Code / Ext. *
Y	N6832211M1234		1L1A9

* = Required Fields

6. Enter the Pay DoDAAC **N68732**.



Wide Area Workflow 5.0 User ID : Vendor11

User Vendor Property Transfer Documentation Lookup Logout

Vendor - Create Document

Contract >> Pay DoDAAC

Contractual	Contract Number	Delivery Order	CAGE Code / Ext.	Pay Official *
Y	N6832211M1234		1L1A9	<input type="text" value="N68732"/>

* = Required Fields

INFO: The contract data is not available in DoD EDA.
INFO: Click the Previous button or Contract >> link to enter a different Contract Number or continue creating the document.

Note: The message "The contract data is not available in DoD EDA" does not indicate an error.

Click Next

- Click on "INVOICE". **DO NOT select "Invoice as 2-in-1 (Services Only)."** The TA office cannot certify or reject a 2-in-1 invoice.

Wide Area Workflow 5.0 User ID : Vendor11

[User](#) [Vendor](#) [Property Transfer](#) [Documentation](#) [Lookup](#) [Logout](#)

Create New Document
[Contract](#) >> [Pay DoDAAC](#) >> Document

Contract Number	Delivery Order	CAGE Code	Pay Official
N6832211M1234		1L1A9	N68732

Select Document to Create: *

- Invoice
- Invoice as 2-in-1 (Services Only)
- Commercial Item Financing
- Performance Based Payment
- Receiving Report
- Invoice and Receiving Report (Combo)
- Reparables Receiving Report

- This screen will come up. **Click Next.**

Wide Area Workflow 5.0 User ID : Vendor11

[User](#) [Vendor](#) [Property Transfer](#) [Documentation](#) [Lookup](#) [Logout](#)

Create New Document
[Contract](#) >> [Pay DoDAAC](#) >> Document

Contract Number	Delivery Order	CAGE Code	Pay Official
N6832211M1234		1L1A9	N68732

Search For:

Invoice No.

Template

Active Documents Archived Documents Active and Archived Documents

Select Document to Create: *

- Invoice From: Fast Pay (FAR)
- Invoice as 2-in-1 (Services Only)
- Commercial Item Financing
- Performance Based Payment

9. Input the information provided by your WAWF POC:

- **Admin DoDAAC:** N68322
- **Ship to Code:** N68322 ext. TA1, TA2, TA3...TA12. It is important to enter the correct TA extension so that your invoice is directed to the correct inbox for certification.
- **LPO DoDAAC:** N68322 ext. TA1, TA2, TA3...TA12. It is important to enter the correct TA extension so that your invoice is directed to the correct inbox for certification.

NOTE: For GEV and AEV (Graduate Education and Advanced Education), please use extension TA12. For Navy, Marine, and Coast Guard, please use the TA extension number provided by your WAWF POC.

Click Next.

The screenshot shows the 'Wide Area Workflow 5.0' interface. At the top right, the user ID is 'Vendor11'. Below the header is a navigation menu with options: User, Vendor, Property Transfer, Documentation, Lookup, and Logout. The main section is titled 'Vendor - Invoice' and includes a breadcrumb trail: 'Contract >> Pay DoDAAC >> Document >> Routing'. Below this is a table with four columns: 'Contract Number', 'Delivery Order', 'CAGE Code/Ext.', and 'Pay DoDAAC'. The values are: 'N6832211M1234', an empty field, '1L1A9', and 'N68732'. Underneath the table are three rows of input fields. The first row has 'Issue Date' (with a calendar icon), 'Issue By DoDAAC', and 'Admin DoDAAC *' (with 'N68322' entered). The second row has 'Ship To Code * / Extension' (with 'N68322' and 'TA' entered), 'Ship From Code / Extension', and 'LPO DoDAAC * / Extension' (with 'N68322' and 'TA' entered).

- Enter the **Invoice No.** and **Invoice Date**. Set the **Final Invoice** Flag to 'N' (default). Do not enter a Shipment No. or Shipment Date, leave these blank.

*Note: Ensure that the **Invoice No.** entered on this screen is the same value you entered in the Invoice Number column of the excel attachment (Refer to step 2).*

DO NOT click any buttons on the lower part of this screen.

Select the "Line Item" tab

Wide Area Workflow 5.0
User ID : Vendor11

User Vendor Property Transfer Documentation Lookup Logout

Vendor - Invoice

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header
Addresses
Discounts
Comments
Line Item
Misc. Amounts
Reference Ship. No
Attachments

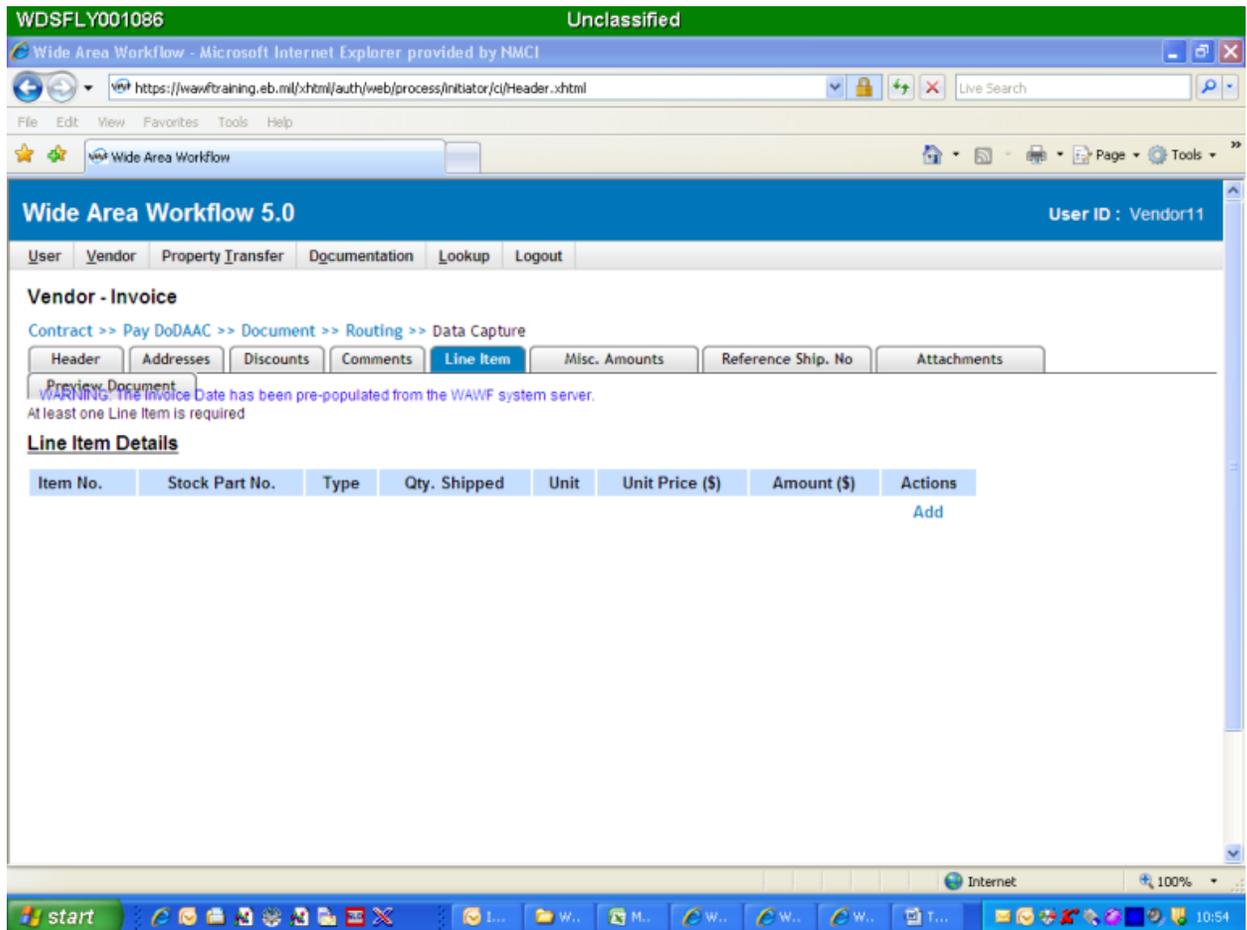
Preview Document

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

single * = Required Fields on Submit, double ** = Required Fields on Submit, saving draft document, and tabbing.

Contract Number	Delivery Order	Issue Date
N6832211M1234		
Invoice Number **	Invoice Date * (WAWF System Server Date)	Final Invoice
<input type="text" value="EXAMPLE123"/>	<input type="text" value="2011/02/22"/>	<input type="text" value="N"/>
Shipment Number	Shipment Date	Final Shipment
<input type="text"/>	<input type="text" value="YYYY/MM/DD"/>	<input type="text" value="N"/>
Bill of Lading Number	<input type="text"/>	
Currency Code	Document Total (\$)	
<input type="text" value="USD"/>		

11. Click on the "Line Item" tab. Under "Actions" click on "Add"



12. **If you are not billing for AEV/GEV, please skip to step 13. This step is used for AEV/GEV invoicing only.**

GEV/AEV TA bills must be billed separately

- a. Use N68322/ext. TA12 for Ship To and LPO DoDAAC
- b. One invoice and TA attachment per student or One line item per student on the same invoice with the TA template information for the student in the description field of the line

13. **Continuation from step 12.** For the line item, input the following information:

- **Item No.** = 0001
- **Stock Part No.** = NONE
- **Type** = SV – services
- **QTY Shipped** = 1
- **Unit** = EA for each
- **Unit Price** = full amount of the invoice for the Service being billed (Navy, Marine, Coast Guard) or full amount for the student (GEV/AEV)
- **Description** = detailed comments describing the line item (Navy, Marine, Coast Guard) or TA attachment information for the student (GEV/AEV)

The screenshot shows the 'Vendor - Invoice' form in Wide Area Workflow 5.0. The form includes a navigation bar with 'User ID: Vendor11' and tabs for 'User', 'Vendor', 'Property Transfer', 'Documentation', 'Lookup', and 'Logout'. Below the tabs are buttons for 'CLIN/SLIN' and 'ACRNs'. A legend indicates that a single asterisk (*) denotes required fields for saving a line item, and a double asterisk (**) denotes required fields for saving a line item, saving a draft document, and tabbing. The form fields are as follows:

Item No. **	Stock Part No. *	Type *
0001	NONE	SV - SERVICES

Qty. Shipped *	Unit *	Unit Price (\$) *	Amount (\$)
1	EA	100.00	100.00

AAI	SDN

Description *
Bill for Tuition Assistance Students. Please see attachment.

Once all line item information is entered, scroll down and click on **“Save CLIN/SLIN.”**

14 DO NOT click any buttons on the lower part of this screen.

Select the "Attachments" tab.

Wide Area Workflow 5.0 User ID : Vendor11

User Vendor Property Transfer Documentation Lookup Logout

Vendor - Invoice

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header Addresses Discounts Comments **Line Item** Misc. Amounts Reference Ship. No Attachments

Preview Document

WARNING: The Invoice Date has been pre-populated from the WAWF system server.
At least one Line Item is required

Line Item Details

Item No.	Stock Part No.	Type	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)	Actions
0001	NONE	SV	1	EA	100.00	100.00	Edit Delete Add

Wide Area Workflow 5.0 User ID : Vendor11

User Vendor Property Transfer Documentation Lookup Logout

Vendor - Invoice

Contract >> Pay DoDAAC >> Document >> Routing >> Data Capture

Header Addresses Discounts Comments Line Item Misc. Amounts Reference Ship. No **Attachments**

Preview Document

WARNING: The Invoice Date has been pre-populated from the WAWF system server.

ERROR: Invalid Attachment File Name. Attachment File Name 'Copy of TA_Attachment_Template_07FEB15_WITH TA.xls' has a space or other special characters in its filename. Please remove the special characters or replace with underscores '_'.

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 2MB, attachments over this size will be rejected.

Attachment

TA_Attachment_Template_07FE

Attachments Name **Actions**

15. Click the Browse button to select the attachment from your desktop file. Once you've selected the attachment, Click "Upload".

NOTE: If the document was saved on a network or shared drive, it may not attach properly. Resave the file to your local drive (e.g., Desktop).

16. Once the attachment is uploaded, Scroll to the bottom of the screen and click the Submit button.

17. You will receive a message stating that the invoice has been submitted successfully. Click Return to create another invoice.

18. Click Home/Log Out to exit WAWF, then close the browser window to completely log out.

190. Upon receipt of your invoice, the Local Processing Officer (LPO) will either process or reject the invoice. You should check WAWF on a regular basis (see Searching and Viewing Documents) to make sure the invoice gets processed. If your invoice has been rejected, make the necessary corrections and resubmit the invoice (see section '**Resubmitting Rejected Invoices**').

Creating an Invoice from a Template

Vendors have the capability to use a previously submitted document as a template for creating a new invoice.

1. Follow the instructions for creating and submitting an invoice, but after you have selected your document type (Invoice) and the page refreshes, click the checkbox next to Template. Type in an invoice number to narrow down your search.

Wide Area Workflow 5.0 User ID : Vendor11

User Vendor Property Transfer Documentation Lookup Logout

Create New Document

Contract >> Pay DoDAAC >> Document

Contract Number	Delivery Order	CAGE Code	Pay Official
N683221M1234		1L1A9	N68732

Search For:

Invoice No.

Template

Active Documents Archived Documents Active and Archived Documents

Select Document to Create: *

Invoice Invoice as 2.in-1 (Services Only)
 Commercial Item Financing
 Performance Based Payment

From: Fast Pay (FAR)

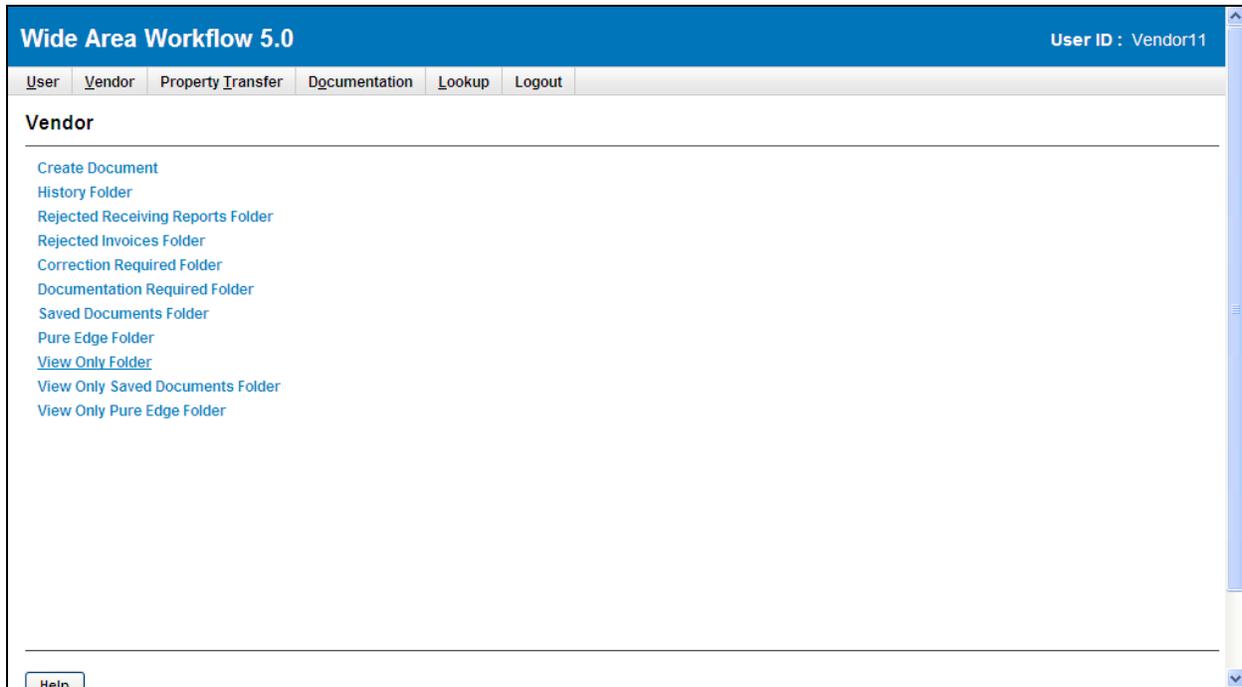
2. A list of available documents is displayed. Select a document on which to base the new invoice by clicking the radio button next to the invoice number, and click Next to continue.
3. After the template document has been selected and the page submitted, the routing codes are displayed. Change the codes if necessary or click next to keep the same information.
4. Enter the invoice number and invoice date as required.
5. On the Line Item tab, click on edit to edit your line item with the appropriate information for your current invoice.
6. On the Attachment tab, attach your spreadsheet attachment and click Submit. A pop-up warning will appear reminding you that the invoice information has been pre-populated from another invoice. Please verify the pre-populated information is accurate before submitting the document.

Searching and Viewing Documents

You can use the History Folder link to view the status of documents that you have submitted through WAWF.

1. Log on to WAWF and click the Vendor.
2. Click History Folder.

Note: The last three items on the list below will not show up on your Vendor screen.



- In the Search Criteria screen, enter your CAGE code, contract number, and/or invoice number. (Specify a date range in the Create Date and Create Date End fields if you are searching for an invoice older than 30 days.) Click Submit.

Wide Area Workflow 5.0 User ID : Vendor11

User Vendor Property Transfer Documentation Lookup Logout

Search Criteria - Vendor View Only Folder By Vendor (Payee)

CAGE Code * 1M3W0	Search For Active Documents
Contract Number N6832211M1234	Delivery Order
Vendor (Payee) / Vendor (Payee) Extension 	Ship From / Ship From Extension
Shipment No. 	Invoice Number
Tax Id (EIN) 	
Type Document All Documents	Status All Documents
Create / Update Date (YYYY/MM/DD) 2011/01/23	Create / Update Date End (YYYY/MM/DD) 2011/02/22
Acceptance Date (YYYY/MM/DD) 	Acceptance Date End (YYYY/MM/DD)

- WAWF will bring up a list of your search results. The top of the screen tells you the number of items retrieved and the sort order. Change the sort order by clicking on any blue column heading.

- Click an invoice number to view the invoice.
- View the Status column to check the status of the invoice. Status definitions:
 - Submitted:** Has been created by Vendor and is awaiting initial Government action
 - Recall Available:** Document has been made recallable to the LPO. LPO must look in Access Recall-Action Required Folder
 - Certified:** Document has been made recallable to the LPO. LPO must look in History Folder.
 - 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)
 - Void:** No user can take action on this document. Will be archived after 120 days

- Use the navigational buttons at the bottom of the screen to view your results.

Rejected Invoices

If you receive an email notification informing you that your invoice has been rejected or notice in WAWF that the status of your invoice is rejected, you can access your rejected invoice for correction by following the steps below:

1. Log on to WAWF and click the Vendor "Rejected Invoices Folder"
2. In the Search Criteria screen, enter your CAGE code, contract number, and/or invoice number (Specify a date range in the Create Date and Create Date End fields if you are searching for an invoice older than 30 days.) Click Submit.
3. WAWF will bring up a list of your search results. Based on the Reject Reason, you will either Void the rejected invoice and submit a new invoice or correct and resubmit the invoice.

Voiding Rejected Invoices

If the reject reason is any one of the following, you cannot resubmit the same invoice. You must void the rejected invoice, and create and submit a new invoice.

- **Incorrect contract number** (e.g., TA Authorization numbers are 2007 numbers, but 2008 contract number was used)
- **Incorrect document type**
- **Invoice Date is set to a future date**
- **Incorrect Invoice Number**

To void a rejected invoice

1. From the Rejected Invoices folder Search Results page, click the hyperlinked **V** corresponding to the invoice to be voided.
2. A pop-up box will open notifying you that you are about to void an invoice. Click OK. The status of your invoice will change to Void. You can now create and submit a new invoice.

NOTE: *Duplicate invoices should also be voided.*

Resubmitting a Rejected Invoice

1. From the Access Rejected Invoices Search Results page (if modifications to the spreadsheet are required, we recommend updating the spreadsheet before continuing):
 - a. To correct DoDAACs (e.g., wrong TA extension), click Yes under the Change DoDAAC column. On the Data Capture page that opens, update the DoDAAC information, and click Continue.
 - b. If the DoDAACS do not need to be corrected, but the line item needs correction (e.g., incorrect invoice amount), click the invoice number under the Resubmit column. The invoice will open on the main screen. Click the Line Item tab. On the Line Item Details page, click the edit icon. Make any necessary changes, click Save CLIN/SLIN.
2. You must also attach a revised spreadsheet.

NOTE: If the document is saved on a network or shared drive, it may not attach properly. We recommend saving the file to your local drive (e.g., Desktop).

Click Submit.

Payment Information

Payments for invoices submitted through WAWF will be made by EFT, and are received in 1-2 weeks. To check the status of payments, log in to the [DFAS myInvoice system](#).

NOTE: myInvoice deactivates and archives accounts that have been inactive for 180 days. For assistance with myInvoice, contact DFAS Customer Service at 1-800-756-4571, Option 5 or e-mail the help desk at CCO-MYINVOICEHELP@DFAS.MIL.

Refunds Please make checks payable to the U.S. Treasury and mail to the below address:

COMMANDING OFFICER
NETPDTTC N8132 – SCHOOL REFUND
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32509-5241

Submitting Student Grades

Student grades can be submitted to the Tuition Assistance Office at the time of invoicing or by electronic submission into the NCMIS Grade Portal. The following methods for submitting grades are available.

Grade submission at time of invoicing

1. Before attaching the TA Attachment to your invoice in WAWF, fill out the Student Grade column.
2. If your Excel attachment does not include this column, it can be added at the end after the Invoice Date column.

Valid grades if using the TA Attachment Template to submit grades:

- Passing Grades include **A**, **B**, **C**, **D**, **S** (Successful), or **P** (Passing)
- Failing Grades include **F**, **I** (Incomplete), **N** (Not Passing or Repeat), **W** (Withdrawal), or **X** (Insufficient)

Grade submission to NCMIS Grade Entry Portal

The NCMIS Grades Entry Application is the online application that allows schools to post Navy, Marine Corps and Coast Guard grades for students using Tuition Assistance. The application allows posting individual grades or uploading entire grade files. To gain access to the Portal please contact the NCMIS Management Office at SFLY_NCMIS_MGMT_OF@NAVY.MIL