

[User](#) [Government](#) [Documentation](#) [Lookup](#) [Logout](#)

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 an Acceptor Accepting a Miscellaneous Payment Voucher (Marine Corps).

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

[Help](#)

Logon Date : 2010/12/01 11:26:08 EST Last Accessed Date : 2010/12/01 11:26:08 EST

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Acceptor

Create Document

Acceptance Folder

History Folder by DoDAAC

History Folder by User

Hold Folder

Recall - Action Required Folder

Rejected Transactions Folder

Post Payment Review Folder

Suspended CEFT Transactions Folder

Saved Documents Folder

Pure Edge Folder

Welcome to Wide Area Workflow!

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

WARNING!

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...in the WAWF application.

...orted within the WAWF application when completing electronic forms.

...saved to the server.

...uttons to return to a previous page within the WAWF application.

...may move from tab to tab to work with the various information categories, e.g., Document Header, Addresses, Comments, Line

The Acceptor selects the Acceptance Folder from the Acceptor menu option.

Help

Search Criteria - Acceptance 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 Search Criteria page is displayed. This page will allow the Acceptor to search for the documents in the Acceptor Folder.

DoDAAC *

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

Create / Update Date (YYYY/MM/DD)

Create / 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)

DoDAAC *

FA3030

The DoDAAC field is the only mandatory field.

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)

2010/11/01

2010/12/01

Acceptance Date (YYYY/MM/DD)

Acceptance Date End (YYYY/MM/DD)

Invoice Received Date (YYYY/MM/DD)

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

Estimated Delivery Date (YYYY/MM/DD)

Result Size / Result Font

Result Columns

20 items

13px

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

DoDAAC * FA3030	
Contract Number	Delivery Order
<input type="text"/>	<input type="text"/>
Vendor (Payee) / Vendor (Payee) Extension	Ship From / Ship From Extension
<input type="text"/> 1QU78 <input type="text"/>	<input type="text"/> <input type="text"/>
Shipment No.	Invoice Number
<input type="text"/>	<input type="text"/>
SSN / Confirm SSN	Tax Id (EIN)
<input type="text"/> <input type="text"/>	<input type="text"/>
Type Document	
Misc. Pay	
Create / Update Date (YYYY/MM/DD)	
2010/11/01 <input type="text"/>	2010/12/01 <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"/>
Result Size / Result Font	Result Columns
20 items <input type="text"/> 13px <input type="text"/>	Invoice Columns <input type="text"/>

The Acceptor can further limit the returned results by selecting Misc. Pay from the Type Document drop down.



Submit Help

DoDAAC * FA3030	
Contract Number	Delivery Order
<input type="text"/>	<input type="text"/>
Vendor (Payee) / Vendor (Payee) Extension	Ship From / Ship From Extension
1QU78 <input type="text"/>	<input type="text"/> <input type="text"/>
Shipment No.	Invoice Number
<input type="text"/>	<input type="text"/>
SSN / Confirm SSN	Tax Id (EIN)
<input type="text"/> <input type="text"/>	<input type="text"/>
Type Document	Status
Misc. Pay	All Documents
Create / Update Date (YYYY/MM/DD)	Create / Update Date End (YYYY/MM/DD)
2010/11/01 <input type="text"/>	2010/12/01 <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"/>
Result Size / Result Font	Result Columns
20 items <input type="text"/> 13px <input type="text"/>	Invoice Columns <input type="text"/>

The Acceptor clicks the Submit button after entering the select criteria.

Submit **Help**

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Acceptance Folder for 'FA3030' (8 items, sorted by Contract Number)

Item	Type	Vendor (Payee)	Contract Number↑	Delivery Order	Invoice Number	Submitted	Received	Status	Purge	Hold	Amount
1	Misc. Pay	1QU78	PCINDI10D1QU78199		12PM35WNOV02STARSLVC	2010-11-02	2010-11-02	Submitted		H	\$193,795.36
2	Misc. Pay	1QU78	PCPARK10D1QU78092		12PM36WNOV02STARSHQVC	2010-11-02	2010-11-02	Submitted		H	\$14,510.56
3	Misc. Pay	1QU78	W2CLAS10B1QU78001		12PM36WNOV02CAFRRMSVC	2010-11-02	2010-11-02	Submitted		H	\$76,093.56
4	Misc. Pay	1QU78	W3MWRE10C1QU78001		WBTA	2010-12-01	2010-12-01	Submitted		H	\$8,322.00
5	Misc. Pay	1QU78	W5MAIN10B1QU78001		12PM36WNOV02STANFINVC	2010-11-02	2010-11-02	Submitted		H	\$105,066.58
6	Misc. Pay	1QU78	W5WITN10B1QU78001		12PM36WNOV02WAASVC	2010-11-02	2010-11-02	Submitted		H	\$195,659.00
7	Misc. Pay	1QU78	WGHONO10B1QU78001		12PM36WNOV02SIFSVC	2010-11-02	2010-11-02	Submitted		H	\$130,442.03
8	Misc. Pay	1QU78	WGTOPS10B1QU78001		12PM36WNOV02SOMARDSVC	2010-11-02	2010-11-02	Submitted		H	\$166,666.68

The Acceptance Folder page is displayed. This page contains a list of documents that match the selection criteria.

[Return](#)

[Help](#)

Logon Date : 2010/12/01 11:26:08 EST Last Accessed Date : 2010/12/01 13:10:54 EST

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Acceptance Folder for 'FA3030' (8 items, sorted by Contract Number)

Item	Type	Vendor (Payee)	Contract Number↑	Delivery Order	Invoice Number	Submitted	Received	Status	Purge	Hold	Amount
1	Misc. Pay	1QU78	PCINDI10D1QU78199		12PM35WNOV02STARSLVC	2010-11-02	2010-11-02	Submitted		H	\$193,795.36
2	Misc. Pay	1QU78	PCPARK10D1QU78092		12PM36WNOV02STARSHQVC	2010-11-02	2010-11-02	Submitted		H	\$14,510.56
3	Misc. Pay	1QU78	W2CLAS10B1QU78001		12PM36WNOV02CAFERSVC	2010-11-02	2010-11-02	Submitted		H	\$76,093.56
4	Misc. Pay	1QU78	W3MWRE10C1QU78001		WBTA	2010-12-01	2010-12-01	Submitted		H	\$8,322.00
5	Misc. Pay	1QU78	W5MAIN10B1QU78001		12PM36WNOV02STANFINVC	2010-11-02	2010-11-02	Submitted		H	\$105,066.58
6	Misc. Pay	1QU78	W5WITN10B1QU78001		12PM36WNOV02WAASVC	2010-11-02	2010-11-02	Submitted		H	\$195,659.00
7	Misc. Pay	1QU78	WGHONO10B1QU78001		12PM36WNOV02SIFSVC	2010-11-02	2010-11-02	Submitted		H	\$130,442.03
8	Misc. Pay	1QU78	WGTOPS10B1QU78001		12PM36WNOV02SOMARDSVC	2010-11-02	2010-11-02	Submitted		H	\$166,666.68

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

Return

Help

Acceptor - Non-Federal Misc. Payment Voucher

The Voucher page is displayed when the Acceptor opens the Miscellaneous Payment Voucher.

- Voucher
- Addresses
- Misc. Info
- Preview Document

* = Required Fields

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee EIN	Document Total (\$)
W3MWRE10C1QU78001	MWRE	WBTA	2010/12/01		8,322.00

Line Id.	AAI	Qty. Invoiced	Unit	Unit Price (\$)	Amount (\$)
0001	067443	25	WE	21.00	525.00
SDN *		ACRN *	Chargeable FY *		
<input type="text" value="SDN44555222"/>		<input type="text" value="22"/>	<input type="text" value="2010"/>		
Description					
Line Item description for the 1st Line Item.					
Actions : Add Sub-Line					

Line Id.	AAI	Qty. Invoiced	Unit	Unit Price (\$)	Amount (\$)
0002	067443	300	WE	25.99	7797.00
SDN *		ACRN *	Chargeable FY *		
<input type="text"/>		<input type="text"/>	<input type="text"/>		
Description					
Line Item description for the 2nd Line Item.					
Actions : Add Sub-Line					

Routing Information			
Role	Location Code	Extension	Name
Service Acceptor	FA3030		FA3030 17 CONS CC
Pay Official	M67443		DEFENSE FIN ACCT SERVICE M67443

User Government Documentation Lookup Logout

Acceptor - Non-Federal Misc. Payment Voucher

Voucher Addresses Misc. Info Preview Document

* = Required Fields

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee EIN	Document Total (\$)
W3MWRE10C1QU78001	MWRE	WBTA	2010/12/01		8,322.00

Line Id.	AAI	Qty. Invoiced	Unit	Unit Price (\$)	Amount (\$)
0001	067443	25	WE	21.00	525.00

SDN *	ACRN *	Chargeable FY *
<input type="text" value="SDN44555222"/>	<input type="text" value="22"/>	<input type="text" value="2010"/>

Description

Line Item description for the 1st Line Item.

The Standard Document Number, ACRN and Chargeable Fiscal Year fields are mandatory. The Acceptor must enter the SDN, ACRN and Chargeable Fiscal Year if the Vendor did not provide this information.

Line Id.	AAI	Qty.	Unit	Unit Price (\$)	Amount (\$)
0002	067443	300	WE	25.99	7797.00

SDN *	ACRN *	Chargeable FY *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Description

Line Item description for the 2nd Line Item.

Actions : Add Sub-Line

Routing Information

Role	Location Code	Extension	Name
Service Acceptor	FA3030		FA3030 17 CONS CC
Pay Official	M67443		DEFENSE FIN ACCT SERVICE M67443

Acceptor - Non-Federal Misc. Payment Voucher

Voucher Addresses Misc. Info Preview Document

* = Required Fields

Misc. Pay Control Number	Payee EIN	Document Total (\$)
W3MWRE10C1QU78001		8,322.00

The Accounting information can be entered at the Line Item level.

Line Id.	AAI	Qty. Invoiced	Unit	Unit Price (\$)	Amount (\$)
0001	067443	25	WE	21.00	525.00
SDN *		ACRN *	Chargeable FY *		
<input type="text" value="SDN44555222"/>		<input type="text" value="22"/>	<input type="text" value="2010"/>		

Description
Line Item description for the 1st Line Item.

Actions : [Add Sub-Line](#)

Line Id.	AAI	Qty. Invoiced	Unit	Unit Price (\$)	Amount (\$)
0002	067443	300	WE	25.99	7797.00
SDN *		ACRN *	Chargeable FY *		
<input type="text"/>		<input type="text"/>	<input type="text"/>		

Description
Line Item description for th

The Accounting data is mandatory at the Sub-Line level when the Acceptor chooses the add Sub-Lines to the Line Item.
Note: At least two Sub-lines are required when Sub-Lining.

 Actions : [Add Sub-Line](#)

Routing Information

Role	Location Code	Extension	Name
Service Acceptor	FA3030		FA3030 17 CONS CC
Pay Official	M67443		DEFENSE FIN ACCT SERVICE M67443

User Government Documentation Lookup Logout

Acceptor - Non-Federal Misc. Payment Voucher

Voucher Addresses Misc. Info Preview Document

* = Required Fields

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee EIN	Document Total (\$)
W3MWRE10C1QU78001	MWRE	WBTA	2010/12/01		8,322.00

Line Id.	AAI	Qty. Invoiced	Unit	Unit Price (\$)	Amount (\$)
0001	067443	25	WE	21.00	525.00

SDN * ACRN * Chargeable FY *

SDN44555222 22 2010

Description

Line Item description for the 1st Line Item.

Actions : [Add Sub-Line](#)

Line Id.	AAI	Qty. Invoiced	Unit	Unit Price (\$)	Amount (\$)
0002	067443	300	WE	25.99	7797.00

SDN * ACRN * Chargeable FY *

Description

Line Item description for the 2nd Line Item

The Acceptor clicks the Add-Sub-Line link to add a Sub-Line.

Actions : [Add Sub-Line](#)

Routing Information

Role	Location Code	Extension	Name
Service Acceptor	FA3030		FA3030 17 CONS CC
Pay Official	M67443		DEFENSE FIN ACCT SERVICE M67443

Line Id.	AAI	Qty. Invoiced	Unit	Unit Price (\$)	Amount (\$)
0001	067443	25	WE	21.00	525.00
SDN *		ACRN *	Chargeable FY *		
<input type="text" value="SDN44555222"/>		<input type="text" value="22"/>	<input type="text" value="2010"/>		
Description					
Line Item description for the 1st Line Item.					
Actions : Add Sub-Line					

Line Id.	AAI	Qty. Invoiced	Unit	Unit Price (\$)	Amount (\$)
0002	067443	300	WE	25.99	7797.00
Description					Sub-Line Total (\$)
Line Item description for the 2nd Line Item.					2,599.00

Sub-Line No. **	AAI	Qty. Approved *	Unit *	Unit Price (\$) *	Amount (\$)
0002AA	067443	<input type="text" value="100"/>	<input type="text" value="EA"/>	<input type="text" value="25.99"/>	2,599.00
SDN *		ACRN *	Chargeable FY *		Actions
<input type="text" value="SDN9889OP41"/>		<input type="text" value="QA"/>	<input type="text" value="2010"/>		Delete Sub-Line
Description *					
<input type="text" value="1st Sub-Line description."/>					
Actions : Add Sub-Line					

The Acceptor enters the mandatory information for the first Sub-Line and clicks the Add Sub-Line link again to add another Sub-Line for the Line Item.

Routing Information				
Role	Location Code	Extension	Name	
Service Acceptor	FA3030		FA3030 17 CONS CC	
Pay Official	M67443		DEFENSE FIN ACCT SERVICE M67443	
Payee	1QU78		CACI INC FEDERAL	

Line Id.	AAI	Qty. Invoiced	Unit	Unit Price (\$)	Amount (\$)
0002	067443	300	WE	25.99	7797.00

Description	Sub-Line Total (\$)
Line Item description for the 2nd Line Item.	7,797.00

Sub-Line No. **	AAI	Qty. Approved *	Unit *	Unit Price (\$) *	Amount (\$)
0002AA	067443	<input type="text" value="100"/>	<input type="text" value="EA"/>	<input type="text" value="25.99"/>	2,599.00
		SDN *	ACRN *	Chargeable FY *	Actions
		<input type="text" value="SDN9889OP41"/>	<input type="text" value="QA"/>	<input type="text" value="2010"/>	Delete Sub-Line
Description *					
<input type="text" value="1st Sub-Line description."/>					

The Acceptor enters the mandatory information for the second Sub-Line.

Sub-Line No. **	AAI	Qty. Approved *	Unit *	Unit Price (\$) *	Amount (\$)
0002AB	067443	<input type="text" value="200"/>	<input type="text" value="WE"/>	<input type="text" value="25.99"/>	5,198.00
		SDN *	ACRN *	Chargeable FY *	Actions
		<input type="text" value="SDN99889OP42"/>	<input type="text" value="WA"/>	<input type="text" value="2010"/>	Delete Sub-Line
Description *					
<input type="text" value="2nd Sub-Line description."/>					

Sub-Line No. **	AAI	Qty. Approved *	Unit *	Unit Price (\$) *	Amount (\$)
0002AB	067443	<input type="text" value="200"/>	<input type="text" value="WE"/>	<input type="text" value="25.99"/>	5,198.00
SDN *			ACRN *	Chargeable FY *	Actions
<input type="text" value="SDN998890P42"/>			<input type="text" value="WA"/>	<input type="text" value="2010"/>	Delete Sub-Line
Description *					
<input type="text" value="2nd Sub-Line description."/>					

Actions : [Add Sub-Line](#)

Routing Information

Role	Location Code	Extension	Name
Service Acceptor	FA3030		FA3030 17 CONS CC
Pay Official	M67443		DEFENSE FIN ACCT SERVICE M67443
Payee	1QU78		CACI INC FEDERAL
LPO	FA3030		FA3030 17 CONS CC
Admin By			00 17 CONS CC
Issue By			00 17 CONS CC

The Acceptor 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 *

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

Accepted

Reject to Initiator

Date Received

Signature Date

Signature Of Authorized Government Representative



Sub-Line No. **	AAI	Qty. Approved *	Unit *	Unit Price (\$) *	Amount (\$)
0002AB	067443	<input type="text" value="200"/>	<input type="text" value="WE"/>	<input type="text" value="25.99"/>	5,198.00
SDN *			ACRN *	Chargeable FY *	Actions
<input type="text" value="SDN998890P42"/>			<input type="text" value="WA"/>	<input type="text" value="2010"/>	Delete Sub-Line
Description *					
<input type="text" value="2nd Sub-Line description."/>					

Actions : [Add Sub-Line](#)

Routing Information

Role	Location Code	Extension	Name
Service Acceptor	FA3030		FA3030 17 CONS CC
Pay Official	M67443		DEFENSE FIN ACCT SERVICE M67443
Payee	1QU78		CACI INC FEDERAL
LPO	FA3030		FA3030 17 CONS CC
Admin By			FA3030 17 CONS CC
Issue By			FA3030 17 CONS CC

The Acceptor can Accept or Reject the Miscellaneous Payment Voucher.

ACTION BY: FA3030 *

- Accepted
- Reject to Initiator

Date Received

Signature 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

Save Draft Document

Previous

Help

Acceptor - Non-Federal Misc. Payment Voucher

Voucher **Addresses** Misc. Info Preview Document

* = Required Fields

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee EIN	Document Total (\$)
W3MWRE10C1QU78001	MWRE	WBTA	2010/12/01		8,322.00

Line Id.	AAI	Qty. Invoiced	Unit	Unit Price (\$)	Amount (\$)
0001	067443	25	WE	21.00	525.00
SDN *		ACRN *	Chargeable FY *		
<input type="text" value="SDN44555222"/>		<input type="text" value="22"/>	<input type="text" value="2010"/>		

Description

Line Item description for th

The Acceptor can navigate to the Addresses page by clicking the Addresses tab.

Actions : [Add Sub-Line](#)

Line Id.	AAI	Qty. Invoiced	Unit	Unit Price (\$)	Amount (\$)
0002	067443	300	WE	25.99	7797.00
Description				Sub-Line Total (\$)	
Line Item description for the 2nd Line Item.				7,797.00	

Sub-Line No. **	AAI	Qty. Approved *	Unit *	Unit Price (\$) *	Amount (\$)
0002AA	067443	<input type="text" value="100"/>	<input type="text" value="EA"/>	<input type="text" value="25.99"/>	2,599.00
SDN *		ACRN *	Chargeable FY *		Actions
<input type="text" value="SDN98890P41"/>		<input type="text" value="QA"/>	<input type="text" value="2010"/>		Delete Sub-Line
Description *					
<input type="text" value="1st Sub-Line description."/>					

Acceptor - Non-Federal Misc. Payment Voucher

Voucher Addresses Misc. Info Preview Document

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee EIN	Document Total (\$)
W3MWRE10C1QU78001	MWRE	WBTA	2010/12/01		8,322.00

Prime Contractor		
CAGE Code	Extension	
1QU78		
Activity Name 1		
CACI INC FEDERAL		
Activity Name 2		
Activity Name 3		
Address 1		
14370 NEWBROOK DRIVE		
Address 2		
Address 3		
Address 4		
City	State	Zip
CHANTILLY	VA	201512218
Country	Military Location Description	
USA		

Administered By		
DoDAAC		
FA3030		
Activity Name 1		
FA3030 17 CONS CC		
Activity Name 2		
Activity Name 3		
Address 1		
ADMINISTRATIVE ONLY NO REQUISITIONS		
Address 2		
210 SCHERZ BLVD		
Address 3		
Address 4		
GOODFELLOW AFB TX 76908-4705		
City	State	Zip
Country	Military Location Description	

The Address page is displayed. The Acceptor can review the contents of the Addresses page.

Acceptor - Non-Federal Misc. Payment Voucher

Voucher Addresses Misc. Info Preview Document

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee EIN	Document Total (\$)
W3MWRE10C1QU78001	MWRE	WBTA	2010/12/01		8,322.00

Prime Contractor		
CAGE Code	Extension	
1QU78		
Activity Name 1		
CACI INC FEDERAL		
Activity Name 2		
Activity Name 3		
Address 1		
14370 NEWBROOK DRIVE		
Address 2		
Address 3		
Address 4		
City	State	Zip
CHANTILLY	VA	201512218
Country	Military Location Description	
USA		

Administered By		
DoDAAC		
FA3030		
Activity Name 1		
FA3030 17 CONS CC		
Activity Name 2		
Activity Name 3		
Address 1		
ADMINISTRATIVE ONLY NO REQUISITIONS		
Address 2		
210 SCHERZ BLVD		
Address 3		
Address 4		
GOODFELLOW AFB TX 76908-4705		
City	State	Zip
Country	Military Location Description	

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

Acceptor - Non-Federal Misc. Payment Voucher

Voucher Addresses Misc. Info Preview Document

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee EIN	Document Total (\$)
W3MWRE10C1QU78001	MWRE	WBTA	2010/12/01		8,322.00

Initiator

Name: Norma WBT	Date of Action / IRD: 2010/12/01 1307 EST / 2010/12/01	Phone #: 555-555-5555	DSN:
Email: nice@caci.com	Title: WBT Training	Action(s): [Submitted, Web, Stand Alone]	
Org Email: nice@caci.com			
Attachments: Attachment_for_WAWF.doc	View Attachment		
Comments:			

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

Acceptor

Name: Norma WBT	Date of Action: 2010/12/01 1311 EST	Phone #: 555-555-5555	DSN:
Email: nice@caci.com	Title: WBT Training	Action(s):	
Org Email: nice@caci.com			
Attachments:	Add Attachments		
Comments:			

Acceptor - Non-Federal Misc. Payment Voucher

Voucher Addresses Misc. Info Preview Document

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee EIN	Document Total (\$)
W3MWRE10C1QU78001	MWRE	WBTA	2010/12/01		8,322.00

Initiator

Name:	Date of Action / IRD:	Phone #:	DSN
Norma WBT	2010/12/01 1307 EST / 2010/12/01	555-555-5555	
Email:	Title:	Action(s):	
nice@caci.com	WBT Training	[Submitted, Web, Stand Alone]	
Org Email:			
nice@caci.com			
Attachments:			
Attachment_for_WAWF.doc	View Attachment		
Comments:			

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



Acceptor

Name:	Date of Action:	Phone #:	DSN
Norma WBT	2010/12/01 1311 EST	555-555-5555	
Email:	Title:	Action(s):	
nice@caci.com	WBT Training		
Org Email:			
nice@caci.com			
Attachments:			
Add Attachments			
Comments:			

Acceptor - Non-Federal Misc. Payment Voucher

Voucher Addresses Misc. Info Preview Document

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee EIN	Document Total (\$)
W3MWRE10C1QU78001	MWRE	WBTA	2010/12/01		8,322.00

Initiator

Name: Norma WBT	Date of Action / IRD: 2010/12/01 1307 EST / 2010/12/01	Phone #: 555-555-5555	DSN:
Email: nice@caci.com		Title: WBT Training	Action(s): [Submitted, Web, Stand Alone]
Org Email: nice@caci.com			
Attachments: Attachment_for_WAWF.doc	View Attachment		
Comments:			

Acceptor

Name: Norma WBT	Date of Action: 2010/12/01 1311 EST	Phone #: 555-555-5555	DSN:
Email: nice@caci.com		Title: WBT Training	Action(s):
Org Email: nice@caci.com			
Attachments:	Add Attachments		
Comments:			

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



Acceptor - Non-Federal Misc. Payment Voucher

Form - Attachments

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

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

Acceptor - Non-Federal Misc. Payment Voucher

Form - Att

WARNING
Do NOT e

Information ONLY.

Choose file

Look in: Attachments

- Attachment_for_WAWF.doc
- Attach.txt

My Recent Documents

Desktop

My Documents

My Computer

My Network Places

File name: Attachment_for_WAWF.doc

Files of type: All Files (*.*)

Open

Cancel

The Acceptor clicks the Open button after the file is selected.

Upload Return Help

[User](#) [Government](#) [Documentation](#) [Lookup](#) [Logout](#)

Acceptor - Non-Federal Misc. Payment Voucher

Form - Attachments

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

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

The Acceptor clicks the Upload button to attach the selected document.

Upload

Return

Help

Logon Date : 2010/12/01 11:26:08 EST Last Accessed Date : 2010/12/01 13:13:13 EST

[Security & Privacy](#) [Accessibility](#) [Vendor Customer Support](#) [Government Customer Support](#) [FAQ](#) [Site Index](#)

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee EIN	Document Total (\$)
W3MWRE10C1QU78001	MWRE	WBTA	2010/12/01		8,322.00

Initiator

Name:	Date of Action / IRD:	Phone #:	DSN
Norma WBT	2010/12/01 1307 EST / 2010/12/01	555-555-5555	
Email:	Title:	Action(s):	
nice@caci.com	WBT Training	[Submitted, Web, Stand Alone]	
Org Email:	nice@caci.com		
Attachments:	Attachment_for_WAWF.doc View Attachment		
Comments:			

Acceptor

Name:	Date of Action:	Phone #:	DSN
Norma WBT	2010/12/01 1311 EST	555-555-5555	
Email:	Title:	Action(s):	
nice@caci.com	WBT Training		
Org Email:	nice@caci.com		
Attachments:	Attachment_for_WAWF.doc View Attachment Delete Attachment Add Attachments		
Comments:			



The attachment is now saved on the document.

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee EIN	Document Total (\$)
W3MWRE10C1QU78001	MWRE	WBTA	2010/12/01		8,322.00

Initiator

Name:	Date of Action / IRD:	Phone #:	DSN
Norma WBT	2010/12/01 1307 EST / 2010/12/01	555-555-5555	
Email:	Title:	Action(s):	
nice@caci.com	WBT Training	[Submitted, Web, Stand Alone]	
Org Email:			
nice@caci.com			
Attachments:			
Attachment_for_WAWF.doc		View Attachment	
Comments:			

Acceptor

Name:	Date of Action:	Phone #:	DSN
Norma WBT	2010/12/01 1311 EST	555-555-5555	
Email:	Title:	Action(s):	
nice@caci.com	WBT Training		
Org Email:			
nice@caci.com			
Attachments:			
Attachment_for_WAWF.doc		View Attachment	Delete Attachment
		Add Attachments	
Comments:			



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

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee EIN	Document Total (\$)
W3MWRE10C1QU78001	MWRE	WBTA	2010/12/01		8,322.00

Initiator

Name:	Date of Action / IRD:	Phone #:	DSN
Norma WBT	2010/12/01 1307 EST / 2010/12/01	555-555-5555	
Email:	Title:	Action(s):	
nice@caci.com	WBT Training	[Submitted, Web, Stand Alone]	
Org Email:			
nice@caci.com			
Attachments:			
Attachment_for_WAWF.doc	View Attachment		
Comments:			

Acceptor

Name:	Date of Action:	<div style="border: 1px solid black; background-color: yellow; padding: 5px;"> <p>The attachment can be viewed or deleted by clicking the View Attachment or Delete Attachment links.</p> </div>	
Norma WBT	2010/12/01 1311 EST		
Email:		WBT Training	
nice@caci.com			
Org Email:			
nice@caci.com			
Attachments:			
Attachment_for_WAWF.doc	View Attachment Delete Attachment Add Attachments		
Comments:			

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee EIN	Document Total (\$)
W3MWRE10C1QU78001	MWRE	WBTA	2010/12/01		8,322.00

Initiator

Name:	Date of Action / IRD:	Phone #:	DSN
Norma WBT	2010/12/01 1307 EST / 2010/12/01	555-555-5555	
Email:	Title:	Action(s):	
nice@caci.com	WBT Training	[Submitted, Web, Stand Alone]	
Org Email:			
nice@caci.com			
Attachments:			
Attachment_for_WAWF.doc		View Attachment	
Comments:			

Acceptor

Name:	Date of Action:	Phone #:	DSN
Norma WBT	2010/12/01 1311 EST	555-555-5555	
Email:	Title:	Action(s):	
nice@caci.com	WBT Training		
Org Email:			
nice@caci.com			
Attachments:			
Attachment_for_WAWF.doc			
Comments:			
Comments for this Misc Pay document			

The Comments Section allows Acceptor to enter comments for the Miscellaneous Payment Voucher.

Note: Comments are mandatory for when Rejecting.

User Government Documentation Lookup Logout

Acceptor - Non-Federal Misc. Payment Voucher

Voucher Addresses Misc. Info **Preview Document**

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee EIN	Document Total (\$)
W3MWRE10C1QU78001	MWRE	WBTA	2010/12/01		8,322.00

Initiator

Name:	Date of Action / IRD:	Phone #:	DSN
Norma WBT	2010/12/01 1307 EST / 2010/12/01	555-555-5	
Email:		Title:	
nice@caci.com		WBT Train	Stand Alone]
Org Email:			
nice@caci.com			
Attachments:			
Attachment_for_WAWF.doc		View Attachment	
Comments:			

The Acceptor clicks the Preview Document tab to View the entire document.

Acceptor

Name:	Date of Action:	Phone #:	DSN
Norma WBT	2010/12/01 1311 EST	555-555-5555	
Email:		Title:	Action(s):
nice@caci.com		WBT Training	
Org Email:			
nice@caci.com			
Attachments:			
Attachment_for_WAWF.doc		View Attachment	Delete Attachment
		Add Attachments	
Comments:			
Comments for this Misc Pay document			

User Government Documentation Lookup Logout

Acceptor - Non-Federal Misc. Payment Voucher

Voucher Addresses Misc. Info **Preview Document**

Expand All Collapse All

[+]Voucher Information

Misc. Pay Control Number	Type	Invoice
W3MWRE10C1QU78001	MWRE	WB

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

[+]Line Item Information

Item No.	AAI	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)
0001	067443	25	WE	21.00	525.00

SDN	ACRN	Chargeable FY
SDN44555222	22	2010

Description
Line Item description for the 1st Line Item.

Item No.	AAI	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)
0002	067443	300	WE	25.99	7797.00

Description	Sub-Line Total (\$)
Line Item description for the 2nd Line Item.	7,797.00

Sub-Line No.	AAI	Qty. Approved	Unit	Unit Price (\$)	Amount (\$)
0002AA	067443	100	EA	25.99	2,599.00
	ACRN	SDN	Chargeable FY		
	QA	SDN9889OP41	2010		

Acceptor - Non-Federal Misc. Payment Voucher

- Voucher
- Addresses
- Misc. Info
- Preview Document

Expand All Collapse All

[+]Voucher Information

Misc. Pay Control Number	Type	Invoice
W3MWRE10C1QU78001	MWRE	WB

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

[+]Line Item Information

Item No.	AAI	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)
0001	067443	25	WE		25.00

SDN	ACR
SDN44555222	22

If the Acceptor notices an inaccuracy after reviewing the document information, the Acceptor can return to the appropriate tab to correct the information.

Description
Line Item description for the 1st Line Item.

Item No.	AAI	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)
0002	067443	300	WE	25.99	7797.00

Description	Sub-Line Total (\$)
Line Item description for the 2nd Line Item.	7,797.00

Sub-Line No.	AAI	Qty. Approved	Unit	Unit Price (\$)	Amount (\$)
0002AA	067443	100	EA	25.99	2,599.00
	ACRN	SDN	Chargeable FY		
	QA	SDN9889OP41	2010		

Acceptor - Non-Federal Misc. Payment Voucher

Voucher Addresses Misc. Info Preview Document

Expand All Collapse All

[+] Voucher Information

Misc. Pay Control Number	Type	EIN	Document Total (\$)
W3MWRE10C1QU78001	MWRE		8,322.00

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

[+] Line Item Information

Item No.	AAI	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)
0001	067443	25	WE	21.00	525.00

SDN	ACRN	Chargeable FY
SDN44555222	22	2010

Description
Line Item description for the 1st Line Item.

Item No.	AAI	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)
0002	067443	300	WE	25.99	7797.00

Description
Line Item description for the 2nd Line Item.

Sub-Line Total (\$)
7,797.00

Sub-Line No.	AAI	Qty. Approved	Unit	Unit Price (\$)	Amount (\$)
0002AA	067443	100	EA	25.99	2,599.00

ACRN	SDN	Chargeable FY
QA	SDN9889OP41	2010

Acceptor - Non-Federal Misc. Payment Voucher

- Voucher
- Addresses
- Misc. Info
- Preview Document**

Expand All Collapse All

- [+] Voucher Information
- [+] Line Item Information
- [+] Address Information
- [+] Misc Information
- [+] Workflow Information

- Save Draft Document
- Help

Acceptor - Non-Federal Misc. Payment Voucher

- Voucher
- Addresses
- Misc. Info
- Preview Document

Expand All Collapse All

The Acceptor can navigate back to the Voucher page by clicking the Voucher tab.

[-] Voucher Information

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee EIN	Document Total (\$)
W3MWRE10C1QU78001	MWRE	WBTA	2010/12/01		8,322.00

- [+] Line Item Information
- [+] Address Information
- [+] Misc Information
- [+] Workflow Information

- Save Draft Document
- Help

Sub-Line No. **	AAI	Qty. Approved *	Unit *	Unit Price (\$) *	Amount (\$)
0002AB	067443	<input type="text" value="200"/>	<input type="text" value="WE"/>	<input type="text" value="25.99"/>	5,198.00
SDN *			ACRN *	Chargeable FY *	Actions
<input type="text" value="SDN998890P42"/>			<input type="text" value="WA"/>	<input type="text" value="2010"/>	Delete Sub-Line
Description *					
<input type="text" value="2nd Sub-Line description."/>					

Actions : [Add Sub-Line](#)

The Voucher page is displayed.

Routing Information

Role	Location Code	Extension	Name
Service Acceptor	FA3030		FA3030 17 CONS CC
Pay Official	M67443		DEFENSE FIN ACCT SERVICE M67443
Payee	1QU78		CACI INC FEDERAL
LPO	FA3030		FA3030 17 CONS CC
Admin By	FA3030		FA3030 17 CONS CC
Issue By	FA3030		FA3030 17 CONS CC

ACTION BY: FA3030 *

- Accepted
- Reject to Initiator

Date Received

Signature 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

Sub-Line No. **	AAI	Qty. Approved *	Unit *	Unit Price (\$) *	Amount (\$)
0002AB	067443	<input type="text" value="200"/>	<input type="text" value="WE"/>	<input type="text" value="25.99"/>	5,198.00
SDN *			ACRN *	Chargeable FY *	Actions
<input type="text" value="SDN998890P42"/>			<input type="text" value="WA"/>	<input type="text" value="2010"/>	Delete Sub-Line
Description *					
<input type="text" value="2nd Sub-Line description."/>					

Actions : [Add Sub-Line](#)

Routing Information

Role	Location Code	Extension	Name
Service Acceptor	FA3030		FA3030 17 CONS CC
Pay Official	M67443		DEFENSE FIN ACCT SERVICE M67443
Payee	1QU78		CACI INC FEDERAL
LPO	FA3030		FA3030 17 CONS CC
Admin By	FA3030		FA3030 17 CONS CC
Issue By	FA3030		

The Acceptor selects the Accepted checkbox and enters the Received and Signature Dates.

ACTION BY: FA3030 *

- Accepted
- Reject to Initiator

Date Received

Signature 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

Sub-Line No. **	AAI	Qty. Approved *	Unit *	Unit Price (\$) *	Amount (\$)
0002AB	067443	<input type="text" value="200"/>	<input type="text" value="WE"/>	<input type="text" value="25.99"/>	5,198.00
SDN *			ACRN *	Chargeable FY *	Actions
<input type="text" value="SDN998890P42"/>			<input type="text" value="WA"/>	<input type="text" value="2010"/>	Delete Sub-Line
Description *					
<input type="text" value="2nd Sub-Line description."/>					

Actions : [Add Sub-Line](#)

Routing Information

Role	Location Code	Extension	Name
Service Acceptor	FA3030		FA3030 17 CONS CC
Pay Official	M67443		DEFENSE FIN ACCT SERVICE M67443
Payee	1QU78		CACI INC FEDERAL
LPO	FA3030		FA3030 17 CONS CC
Admin By	FA3030		
Issue By	FA3030		

The Acceptor clicks the Signature button to continue accepting the Miscellaneous Payment Voucher.

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.

Accepted

Reject to Initiator

Date Received

Signature Date

Signature Of Authorized Government Representative

WAWF Password Confirmation

User ID	WBT_Acceptor
Password *	<input type="password"/>

The Password Confirmation page is displayed.

WAWF Password Confirmation

User ID	WBT_Acceptor
Password *	●●●●●●●●

The Acceptor clicks the Next button after entering the correct Password.

[Next](#) [Previous](#) [Help](#)

Acceptor - Non-Federal Misc. Payment Voucher

Expand All Collapse All

[+]Voucher Information

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee EIN	Document Total (\$)
W3MWRE10C1QU78001	MWRE	WBTA	2010/12/01		8,322.00

[+]Line Item Information

Item No.	AAI	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)
0001	067443	25	WE	21.00	525.00

SDN
SDN44555222
Description
Line Item description for the 1st Line Item.

Windows Internet Explorer

The document is now signed. The document still must be submitted. Please click OK to submit now automatically or click Cancel to submit after reviewing the document.

Item No.	AAI	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)
0002	067443	300	WE	25.99	7797.00

Description
Line Item description for the 2nd Line Item.

The Acceptor can click the Cancel button to review the document prior to submitting.

Sub-Line No.	AAI	Qty. Approved	Unit	Unit Price (\$)	Amount (\$)
0002AA	067443	100	EA	25.99	2599.00
	ACRN	SDN	Chargeable FY		
	QA	SDN9889OP41	2010		
	Description				

Acceptor - Non-Federal Misc. Payment Voucher

Expand All Collapse All

[+]Voucher Information

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee EIN	Document Total (\$)
W3MWRE10C1QU78001	MWRE	WBTA	2010/12/01		8,322.00

[+]Line Item Information

Item No.	AAI	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)
0001	067443	25	WE	21.00	525.00

SDN
SDN44555222
Description
Line Item description for the 1st Line Item.

Windows Internet Explorer

 The document is now signed. The document still must be submitted. Please click OK to submit now automatically or click Cancel to submit after reviewing the document.

Item No.	AAI	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)
0002	067443	300			7797.00

Description
Line Item description for the 2nd Line Item.

The Acceptor clicks the OK button to continue submitting the document.

Sub-Line No.	AAI	Qty. Approved	Unit	Unit Price (\$)	Amount (\$)
0002AA	067443	100	EA	25.99	2599.00
	ACRN	SDN	Chargeable FY		
	QA	SDN9889OP41	2010		
	Description				

Success

The Non-Federal Misc. Payment Voucher was successfully accepted.

Contract Number	Delivery Order	Shipment Number	Invoice Number
W3MWRE10C1QU78001		WBTA	WBTA

[Send Additional Email Notifications](#)

Wed Dec 01 13:14:27 EST 2010

After the Miscellaneous Payment Voucher has been submitted, the WAWF system informs the Acceptor that the document was successfully accepted.

Upon acceptance, the data elements are captured for submission to SABRS (821 EDI Transaction Set). The Misc. Pay document will be placed within the Acceptor's History folder but is not placed within the LPO's Inbox folder until expenditure data from SABRS is received.

Return

Success

The Non-Federal Misc. Payment Voucher was successfully accepted.

Contract Number	Delivery Order	Shipment Number	Invoice Number
W3MWRE10C1QU78001		WBTA	WBTA

[Send Additional Email Notifications](#)

Wed Dec 01 13:14:27 EST 2010

This concludes the demonstration of an Acceptor Accepting a Miscellaneous Payment Voucher (Marine Corps).

Return