

## 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 (Others-Non 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

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

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!

...d, 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, the text must 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 the WAWF application.

...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 \*

FU4417

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

All Documents

Status

All Documents

Create / Update Date (YYYY/MM/DD)

2010/11/01

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

2010/12/01

Acceptance Date (YYYY/MM/DD)

Acceptance Date End (YYYY/MM/DD)

Invoice Received Date (YYYY/MM/DD)

Invoice Received Date End (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)

Estimated Delivery Date End (YYYY/MM/DD)

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

<b>DoDAAC *</b> FU4417	
<b>Contract Number</b> <input type="text"/>	<b>Delivery Order</b> <input type="text"/>
<b>Vendor (Payee) / Vendor (Payee) Extension</b> <input type="text"/> <input type="text"/>	<b>Ship From / Ship From Extension</b> <input type="text"/> <input type="text"/>
<b>Shipment No.</b> <input type="text"/>	<b>Invoice Number</b> <input type="text"/>
<b>SSN / Confirm SSN</b> <input type="text"/> <input type="text"/>	<b>Tax Id (EIN)</b> <input type="text"/>
<b>Type Document</b> Misc. Pay	
<b>Create / Update Date (YYYY/MM/DD)</b> 2010/11/01 <input type="text"/>	<b>Create / Update Date End (YYYY/MM/DD)</b> 2010/12/01 <input type="text"/>
<b>Acceptance Date (YYYY/MM/DD)</b> <input type="text"/>	<b>Acceptance Date End (YYYY/MM/DD)</b> <input type="text"/>
<b>Invoice Received Date (YYYY/MM/DD)</b> <input type="text"/>	<b>Invoice Received Date End (YYYY/MM/DD)</b> <input type="text"/>
<b>Estimated Delivery Date (YYYY/MM/DD)</b> <input type="text"/>	<b>Estimated Delivery Date End (YYYY/MM/DD)</b> <input type="text"/>
<b>Result Size / Result Font</b> 20 items <input type="text"/> 13px <input type="text"/>	<b>Result Columns</b> 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

<b>DoDAAC *</b> FU4417	
<b>Contract Number</b> <input type="text"/>	<b>Delivery Order</b> <input type="text"/>
<b>Vendor (Payee) / Vendor (Payee) Extension</b> <input type="text"/> <input type="text"/>	<b>Ship From / Ship From Extension</b> <input type="text"/> <input type="text"/>
<b>Shipment No.</b> <input type="text"/>	<b>Invoice Number</b> <input type="text"/>
<b>SSN / Confirm SSN</b> <input type="text"/> <input type="text"/>	<b>Tax Id (EIN)</b> <input type="text"/>
<b>Type Document</b> Misc. Pay	<b>Status</b> All Documents
<b>Create / Update Date (YYYY/MM/DD)</b> 2010/11/01	<b>Create / Update Date End (YYYY/MM/DD)</b> 2010/12/01
<b>Acceptance Date (YYYY/MM/DD)</b> <input type="text"/>	<b>Acceptance Date End (YYYY/MM/DD)</b> <input type="text"/>
<b>Invoice Received Date (YYYY/MM/DD)</b> <input type="text"/>	<b>Invoice Received Date End (YYYY/MM/DD)</b> <input type="text"/>
<b>Estimated Delivery Date (YYYY/MM/DD)</b> <input type="text"/>	<b>Estimated Delivery Date End (YYYY/MM/DD)</b> <input type="text"/>
<b>Result Size / Result Font</b> 20 items 13px	<b>Result Columns</b> Invoice Columns

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

**Submit** **Help**

Acceptance Folder for 'FA3030' (2 items, sorted by Contract Number)

Item	Type	Vendor (Payee)	Contract Number↑	Delivery Order	Invoice Number	Submitted	Received	Status	Purge	Hold	Amount
1	Misc. Pay		<a href="#">W2EEOA10L99003006</a>		<a href="#">10AM37WAUG06DBMSGN</a>	2010-08-06	2010-08-06	Submitted		<a href="#">H</a>	\$189.34
2	Misc. Pay		<a href="#">WGGRNT10B99003001</a>		<a href="#">WGGRNT10B99003001</a>	2010-11-15	2010-11-15	Submitted		<a href="#">H</a>	\$600.00

[Return](#) [Help](#)

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

Logon Date : 2010/12/01 10:24:27 EST Last Accessed Date : 2010/12/01 11:21:49 EST



Acceptance Folder for 'FA3030' (2 items, sorted by Contract Number)

Item	Type	Vendor (Payee)	Contract Number↑	Delivery Order	Invoice Number	Submitted	Received	Status	Purge	Hold	Amount
1	Misc. Pay		<a href="#">W2EEOA10L99003006</a>		<a href="#">10AM37WAUG06DBMSGN</a>	2010-08-06	2010-08-06	Submitted		<a href="#">H</a>	\$189.34
2	Misc. Pay		<a href="#">WGGRNT10B99003001</a>		<a href="#">WGGRNT10B99003001</a>	2010-11-15	2010-11-15	Submitted		<a href="#">H</a>	\$600.00

Return Help

Logon Date : 2010/12/01 10:24:27 EST Last Accessed Date : 2010/12/01 11:21:49 EST

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

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

Acceptor - Non-Federal Misc. Payment Voucher

Voucher Addresses Misc. Info Preview Document

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.

\* = Required Fields

Table with 6 columns: Misc. Pay Control Number, Type, Invoice Number, Invoice Date, Payee SSAN, Document Total (\$). Row 1: WGGRNT10B99003001, GRNT, WGGRNT10B99003001, 2010/11/15, \*\*\*\*\*9003, 600.00

Table with 6 columns: Item No., AAI, Qty. Shipped, Unit, Unit Price (\$), Amount (\$). Row 1: 0001, 001002, 30, WE, 20.00, 600.00

Description Grant Description

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

Routing Information

Table with 4 columns: Role, Location Code, Extension, Name. Rows include Payee (\*\*\*\*\*9003, PAUL SAINT), Service Acceptor (FA3030, FA3030 17 CONS CC), Pay Official (HQ0303, DFAS COLUMBUS), LPO (FA3030, FA3030 17 CONS CC), Admin By (FA3030, FA3030 17 CONS CC), Issue By (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.

Accepted

Date Received

Signature Date

Signature

**FOUO - Privacy Sensitive:**

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\* = Required Fields

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee SSAN	Document Total (\$)
WGGRNT10B99003001	GRNT	WGGRNT10B99003001	2010/11/15	*****9003	600.00

Item No.	AAI	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)
0001	001002	30	WE	20.00	600.00

**Description**  
Grant Description

**Routing Information**

Role	Location Code	Extension	Name
Payee	*****9003		PAUL SAINT
Service Acceptor	FA3030		FA3030 17 CONS CC
Pay Official	HQ0303		DFAS COLUMBUS
LPO	FA3030		FA3030 17 CONS CC
Admin B			FA3030 17 CONS CC
Issue B			FA3030 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**

Accepted

Date Received

Signature Date

Reject to Initiator

YYYY/MM/DD

YYYY/MM/DD

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

Signature

Signature Of Authorized Government Representative



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\* = Required Fields

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee SSAN	Document Total (\$)
WGGRNT10B99003001	GRNT	WGGRNT10B99003001	2010/11/15	*****9003	600.00

Item No.	AAI	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)
0001	001002	30	WE	20.00	600.00

**Description**  
Grant Description

**Routing Information**

Role	Location Code	Extension	Name
Payee	*****9003		PAUL SAINT
Service Acceptor	FA3030		FA3030 17 CONS CC
Pay Official	HQ0303		DFAS COLUMBUS
LPO			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**  
YYYY/MM/DD

**Signature Date**  
YYYY/MM/DD

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

Signature

Signature Of Authorized Government Representative

Acceptor - Non-Federal Misc. Payment Voucher

Voucher Addresses Misc. Info Preview Document

FOUO - Privacy Sensitive:

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\* = Required Fields

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee SSAN	Document Total (\$)
WGGRNT10B99003001	GRNT	WGGRNT10B99003001	2010/11/15	*****9003	600.00

Item No.	AAI	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)
0001	001002	30	WE	20.00	600.00

Description
Grant Description

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

Routing Information

Role	Location Code	Extension	Name
Payee	*****9003		PAUL SAINT
Service Acceptor	FA3030		FA3030 17 CONS CC
Pay Official	HQ0303		DFAS COLUMBUS
LPO	FA3030		FA3030 17 CONS CC
Admin By	FA3030		FA3030 17 CONS CC
Issue By	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.

Accepted

Date Received  Signature Date  Signature

Acceptor - Non-Federal Misc. Payment Voucher

Voucher Address Misc. Info Preview Document

FOUO - Privacy Sensitive:

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Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee SSAN	Document Total (\$)
WGGRNT10B99003001	GRNT	WGGRNT10B99003001	2010/11/15	*****9003	600.00

Payee		
SSAN		
*****9003		
Payee Name		
PAUL SAINT		
Address 1		
2364 7TH CONCESSION		
Address 2		
Address 3		
Address 4		
City	State	Zip
SAINT PAUL	MN	551159801
Country	Military Location Description	
US		
Phone	Email	
888-895-		

Administered By		
DoDAAC		
FA3030		
Activity Name 1		
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

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

Acceptor - Non-Federal Misc. Payment Voucher

Voucher Address Misc. Info Preview Document

FOUO - Privacy Sensitive:

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Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee SSAN	Document Total (\$)
WGGRNT10B99003001	GRNT	WGGRNT10B99003001	2010/11/15	*****9003	600.00

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

SSAN		
*****9003		
Payee Name		
PAUL SAINT		
Address 1		
2364 7TH CONCESSION		
Address 2		
Address 3		
Address 4		
City	State	Zip
SAIN PAUL	MN	551159801
Country	Military Location Description	
US		
Phone	Email	
888-895-		

Administered By		
SSAN		
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

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

## Acceptor - Non-Federal Misc. Payment Voucher

[Voucher](#) [Addresses](#) [Misc. Info](#) [Preview Document](#)

### FOUO - Privacy Sensitive:

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Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee SSAN	Document Total (\$)
WGGRNT10B99003001	GRNT	WGGRNT10B99003001	2010/11/15	*****9003	600.00

#### Initiator

Name:	Date of Action / IRD:	Phone #:	DSN
Norma Rice-Imacros	2010/11/15 100		
Email:	The Misc. Info page is displayed. The Acceptor can review the contents of the Misc. Info page.		Action(s):
nrice@caci.com			[Submitted, Web, Stand Alone]
Org Email:	nrice@caci.com		
Attachments:	Attachment_for_WAWF.doc <a href="#">View Attachment</a>		
Comments:			

#### Acceptor

Name:	Date of Action:	Phone #:	DSN
Norma WBT	2010/12/01 1121 EST	555-555-5555	
Email:	nrice@caci.com		Title:
			WBT Training
Org Email:	nrice@caci.com		
Attachments:	<a href="#">Add Attachments</a>		

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

## Acceptor - Non-Federal Misc. Payment Voucher

[Voucher](#) [Addresses](#) [Misc. Info](#) [Preview Document](#)

### FOUO - Privacy Sensitive:

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Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee SSAN	Document Total (\$)
WGGRNT10B99003001	GRNT	WGGRNT10B99003001	2010/11/15	*****9003	600.00

#### Initiator

Name:	Date of Action / IRD:	Phone #:	DSN
Norma Rice-Imacros	2010/11/15 1009 EST / 2010/11/15	555-555-imac	
Email:	Title:	Action(s):	
nrice@caci.com	I-NORMA Govt	[Submitted, Web, Stand Alone]	
Org Email:			
nrice@caci.com			
Attachments:			
Attachment_for_WAWF.doc			<a href="#">View Attachment</a>
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 1121 EST	555-555-5555	
Email:	Title:	Action(s):	
nrice@caci.com	WBT Training		
Org Email:			
nrice@caci.com			
Attachments:			

[Add Attachments](#)

**FOUO - Privacy Sensitive:**

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Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee SSAN	Document Total (\$)
WGGRNT10B99003001	GRNT	WGGRNT10B99003001	2010/11/15	*****9003	600.00

**Initiator**

<b>Name:</b> Norma Rice-Imacros	<b>Date of Action / IRD:</b> 2010/11/15 1009 EST / 2010/11/15	<b>Phone #:</b> 555-555-imac	<b>DSN</b>
<b>Email:</b> nrice@caci.com		<b>Title:</b> I-NORMA Govt	<b>Action(s):</b> [Submitted, Web, Stand Alone]
<b>Org Email:</b> nrice@caci.com			
<b>Attachments:</b> Attachment_for_WAWF.doc		<a href="#">View Attachment</a>	
<b>Comments:</b>			

**Acceptor**

<b>Name:</b> Norma WBT	<b>Date of Action:</b> 2010/12/01 1121 EST	<b>Phone #:</b> 555-555-5555	<b>DSN</b>
<b>Email:</b> nrice@caci.com		<b>Title:</b> WBT Training	<b>Action(s):</b>
<b>Org Email:</b> nrice@caci.com			
<b>Attachments:</b>		<a href="#">Add Attachments</a>	
<b>Comments:</b>			

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



[Add Attachments](#)

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 en

Information ONLY.

Choose file

Look in: Attachments

- Attachment\_for\_WAWF.doc
- Attach.txt

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 10:24:27 EST Last Accessed Date : 2010/12/01 11:22:15 EST

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

Acceptor - Non-Federal Misc. Payment Voucher

- Voucher
- Addresses
- Misc. Info
- Preview Document

**FOUO - Privacy Sensitive:**

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Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee SSAN	Document Total (\$)
WGGRNT10B99003001	GRNT	WGGRNT10B99003001	2010/11/15	*****9003	600.00

Initiator

<b>Name:</b>	<b>Date of Action / IRD:</b>	<b>Phone #:</b>	<b>DSN</b>
Norma Rice-Imacros	2010/11/15 1009 EST / 2010/11/15	555-555-imac	
<b>Email:</b>		<b>Title:</b>	<b>Action(s):</b>
nrice@caci.com		I-NORMA Govt	[Submitted, Web, Stand Alone]
<b>Org Email:</b>			
nrice@caci.com			
<b>Attachments:</b>			
Attachment_for_WAWF.doc		<a href="#">View Attachment</a>	
<b>Comments:</b>			



Acceptor

<b>Name:</b>	<b>Phone #:</b>	<b>DSN</b>
No	555-555-5555	
<b>Email:</b>	<b>Title:</b>	<b>Action(s):</b>
nrice@caci.com	WBT Training	
<b>Org Email:</b>		
nrice@caci.com		
<b>Attachments:</b>		
Attachment for WAWF.doc		<a href="#">View Attachment</a> <a href="#">Delete Attachment</a>

The attachment is now saved on the document.

WGGRNT10B99003001

GRNT

WGGRNT10B99003001

2010/11/15

\*\*\*\*\*9003

600.00

Initiator

<b>Name:</b>	<b>Date of Action / IRD:</b>	<b>Phone #:</b>	<b>DSN</b>
Norma Rice-Imacros	2010/11/15 1009 EST / 2010/11/15	555-555-imac	
<b>Email:</b>		<b>Title:</b>	<b>Action(s):</b>
nrice@caci.com		I-NORMA Govt	[Submitted, Web, Stand Alone]
<b>Org Email:</b>			
nrice@caci.com			
<b>Attachments:</b>			
Attachment_for_WAWF.doc		<a href="#">View Attachment</a>	
<b>Comments:</b>			

Acceptor

<b>Name:</b>	<b>Date of Action:</b>	<b>Phone #:</b>	<b>DSN</b>
Norma WBT	2010/12/01 1121 EST	555-555-5555	
<b>Email:</b>		<b>Title:</b>	<b>Action(s):</b>
nrice@caci.com		WBT Training	
<b>Org Email:</b>			
nrice@caci.com			
<b>Attachments:</b>			
Attachment_for_WAWF.doc		<a href="#">View Attachment</a>	<a href="#">Delete Attachment</a>
		<a href="#">Add Attachments</a>	
<b>Comments:</b>			



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

Empty text area for comments with a vertical scrollbar on the right side.

WGGRNT10B99003001

GRNT

WGGRNT10B99003001

2010/11/15

\*\*\*\*\*9003

600.00

Initiator

<b>Name:</b>	<b>Date of Action / IRD:</b>	<b>Phone #:</b>	<b>DSN</b>
Norma Rice-Imacros	2010/11/15 1009 EST / 2010/11/15	555-555-imac	
<b>Email:</b>		<b>Title:</b>	<b>Action(s):</b>
nrice@caci.com		I-NORMA Govt	[Submitted, Web, Stand Alone]
<b>Org Email:</b>			
nrice@caci.com			
<b>Attachments:</b>			
Attachment_for_WAWF.doc	<a href="#">View Attachment</a>		
<b>Comments:</b>			

Acceptor

<b>Name:</b>	<b>Date of Action:</b>		
Norma WBT	2010/12/01 1121 EST		
<b>Email:</b>			
nrice@caci.com			
<b>Org Email:</b>			
nrice@caci.com			
<b>Attachments:</b>		<a href="#">View Attachment</a>	<a href="#">Delete Attachment</a>
Attachment_for_WAWF.doc		<a href="#">Add Attachments</a>	
<b>Comments:</b>			

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



WGGRNT10B99003001

GRNT

WGGRNT10B99003001

2010/11/15

\*\*\*\*\*9003

600.00

Initiator

<b>Name:</b>	<b>Date of Action / IRD:</b>	<b>Phone #:</b>	<b>DSN</b>
Norma Rice-Imacros	2010/11/15 1009 EST / 2010/11/15	555-555-imac	
<b>Email:</b>		<b>Title:</b>	<b>Action(s):</b>
nrice@caci.com		I-NORMA Govt	[Submitted, Web, Stand Alone]
<b>Org Email:</b>			
nrice@caci.com			
<b>Attachments:</b>			
Attachment_for_WAWF.doc		<a href="#">View Attachment</a>	
<b>Comments:</b>			

Acceptor

<b>Name:</b>	<b>Date of Action:</b>	<b>Phone #:</b>	<b>DSN</b>
Norma WBT	2010/12/01 1121 EST	555-555-5555	
<b>Email:</b>		<b>Title:</b>	<b>Action(s):</b>
nrice@caci.com		WBT Training	
<b>Org Email:</b>			
nrice@caci.com			
<b>Attachments:</b>			
Attachment_for_WAWF.doc			
<b>Comments:</b>			
<div style="border: 1px solid red; padding: 5px;">         Comment for Misc Pay       </div>			

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

Note: Comments are mandatory for when Rejecting.

Acceptor - Non-Federal Misc. Payment Voucher

- Voucher
- Addresses
- Misc. Info
- Preview Document

**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.*

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee SSAN	Document Total (\$)
WGGRNT10B99003001	GRNT	WGGRNT10B99003001	2010/11/15	*****9003	600.00

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

Initiator

<b>Name:</b> Norma Rice-Imacros	<b>Date of Action / IRD:</b> 2010/11/15 1009 EST / 2010/11/15	<b>Phone #:</b> 555-555-imag
<b>Email:</b> nrice@caci.com	<b>Title:</b> I-NORMA Govt	<b>Action(s):</b> [Submitted, Web, Stand Alone]
<b>Org Email:</b> nrice@caci.com		
<b>Attachments:</b> Attachment_for_WAWF.doc <a href="#">View Attachment</a>		
<b>Comments:</b>		

Acceptor

<b>Name:</b> Norma WBT	<b>Date of Action:</b> 2010/12/01 1121 EST	<b>Phone #:</b> 555-555-5555	<b>DSN</b>
<b>Email:</b> nrice@caci.com	<b>Title:</b> WBT Training	<b>Action(s):</b>	
<b>Org Email:</b> nrice@caci.com			
<b>Attachments:</b> Attachment for WAWF.doc <a href="#">View Attachment</a> <a href="#">Delete Attachment</a>			

Acceptor - Non-Federal Misc. Payment Voucher

- Voucher
- Addresses
- Misc. Info
- Preview Document

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Expand All Collapse All

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.

[+]Voucher Information

Misc. Pay Control Number	Type	Invoice N			
WGGRNT10B99003001	GRNT	WGGRNT10B99003001	2010/11/15	9003	600.00

[+]Line Item Information

Item No.	AAI	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)
0001	001002	30	WE	20.00	600.00
Description					
Grant Description					

Line Item Total (\$) 600.00

[+]Address Information

Payee
SSAN
*****9003
Payee Name
PAUL SAINT
Address 1

Administered By
DoDAAC
FA3030
Activity Name 1
FA3030 17 CONS CC
Activity Name 2

Acceptor - Non-Federal Misc. Payment Voucher

- Voucher
- Addresses
- Misc. Info
- Preview Document

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Expand All Collapse All

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 tab to review the document.

[+]Voucher Information

Misc. Pay Control Number	Type	Invoice N			
WGGRNT10B99003001	GRNT	WGGRNT10B99003001	2010/11/15	9003	600.00

[+]Line Item Information

Item No.	AAI	Qty. Shipped	Unit	
0001	001002	30	WE	600.00

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

Description
Grant Description

Line Item Total (\$) 600.00

[+]Address Information

Payee
SSAN
*****9003
Payee Name
PAUL SAINT
Address 1

Administered By
DoDAAC
FA3030
Activity Name 1
FA3030 17 CONS CC
Activity Name 2

Acceptor - Non-Federal Misc. Payment Voucher

- Voucher
- Addresses
- Misc. Info
- Preview Document

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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.

[Expand All](#) [Collapse All](#)

[\[-\] Voucher Information](#)

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee SSAN	Document Total (\$)
WGGRNT10B99003001	GRNT	WGGRNT10B99003001	2010/11/15	*****9003	600.00

[\[-\] Line Item Information](#)

Item No.	AAI	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)
0001	001002	30	WE	20.00	600.00
<b>Description</b>					
Grant Description					

Line Item Total (\$): 600.00

[\[-\] Address Information](#)

Payee
<b>SSAN</b> *****9003
<b>Payee Name</b> PAUL SAINT
<b>Address 1</b>

Administered By
<b>DoDAAC</b> FA3030
<b>Activity Name 1</b> FA3030 17 CONS CC
<b>Activity Name 2</b>

### Acceptor - Non-Federal Misc. Payment Voucher

- Voucher
- Addresses
- Misc. Info
- Preview Document

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[Expand All](#)   [Collapse All](#)

- [+] [Voucher Information](#)
- [+] [Line Item Information](#)
- [+] [Address Information](#)
- [+] [Misc Information](#)
- [+] [Workflow Information](#)

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

- Save Draft Document
- Help

### Acceptor - Non-Federal Misc. Payment Voucher

- Voucher
- Addresses
- Misc. Info
- Preview Document

**FOUO - Privacy Sensitive:**

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

Expand All Collapse All

#### [ - ] Voucher Information

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee SSAN	Document Total (\$)
WGGRNT10B99003001	GRNT	WGGRNT10B99003001	2010/11/15	*****9003	600.00

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

Save Draft Document Help

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\* = Required Fields

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee SSAN	Document Total (\$)
WGGRNT10B99003001	GRNT	WGGRNT10B99003001	2010/11/15	*****9003	600.00

Item No.	AAI	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)
0001	001002	30	WE	20.00	600.00

**Description**  
Grant Description

**Routing Information**

The Voucher page is displayed.

Role	Extension	Name
Payee		PAUL SAINT
Service Acceptor	FA3030	FA3030 17 CONS CC
Pay Official	HQ0303	DFAS COLUMBUS
LPO	FA3030	FA3030 17 CONS CC
Admin By	FA3030	FA3030 17 CONS CC
Issue By	FA3030	FA3030 17 CONS CC

**ACTION BY: FA3030 \***

Accepted

Date Received

YYYY/MM/DD

Signature Date

YYYY/MM/DD

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

Signature

Signature Of Authorized Government Representative

Submit

Save Draft Document

Previous

Help

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\* = Required Fields

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee SSAN	Document Total (\$)
WGGRNT10B99003001	GRNT	WGGRNT10B99003001	2010/11/15	*****9003	600.00

Item No.	AAI	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)
0001	001002	30	WE	20.00	600.00

**Description**

Grant Description

**Routing Information**

Role	Location Code	Extension	Name
Payee	*****9003		PAUL SAINT
Service Acceptor	FA3030		FA3030 17 CONS CC
Pay Official	HQ0303		DFAS COLUMBUS
LPO	FA3030		FA3030 17 CONS CC
Admin By			FA3030 17 CONS CC
Issue By			FA3030 17 CONS CC

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

**ACTION BY: FA3030 \***

Accepted

Reject to Initiator

Date Received

2010/12/01

Signature Date

2010/12/01

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

Signature

Signature Of Authorized Government Representative

Submit

Save Draft Document

Previous

Help

**FOUO - Privacy Sensitive:**

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\* = Required Fields

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee SSAN	Document Total (\$)
WGGRNT10B99003001	GRNT	WGGRNT10B99003001	2010/11/15	*****9003	600.00

Item No.	AAI	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)
0001	001002	30	WE	20.00	600.00

**Description**

Grant Description

**Routing Information**

Role	Location Code	Extension	Name
Payee	*****9003		PAUL SAINT
Service Acceptor	FA3030		FA3030 17 CONS CC
Pay Official	HQ0303		DFAS COLUMBUS
LPO	FA3030		
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

Date Received

Signature Date

Reject to Initiator

2010/12/01

2010/12/01

Signature

Signature Of Authorized Government Representative

Submit

Save Draft Document

Previous

Help

### 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

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Expand All Collapse All

[+]Voucher Information

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee SSAN	Document Total (\$)
WGGRNT10B99003001	GRNT	WGGRNT10B99003001	2010/11/15	*****9003	600.00

[+]Line Item Information

Item No.	AAI	Description	Amount (\$)
0001	001002	Grant Descripti	600.00

**Windows Internet Explorer** [X]

 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.



Line Item Total (\$): 600.00

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

[+]Address Information

Payee
<b>SSAN</b> *****9003
<b>Payee Name</b> THE HOME DEPOT
<b>Address 1</b> 2364 7TH CONCESSION

<b>DoDAAC</b> FA3030
<b>Activity Name 1</b> FA3030 17 CONS CC
<b>Activity Name 2</b>

User Government Documentation Lookup Logout

Acceptor - Non-Federal Misc. Payment Voucher

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Expand All Collapse All

[\_]Voucher Information

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee SSAN	Document Total (\$)
WGGRNT10B99003001	GRNT	WGGRNT10B99003001	2010/11/15	*****9003	600.00

[\_]Line Item Information

Item No.	AAI	Description	Amount (\$)
0001	001002	Grant Descripti	600.00

**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.

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

[\_]Address Information

Payee	Administered By
<p><b>SSAN</b> *****9003</p> <p><b>Payee Name</b> THE HOME DEPOT</p> <p><b>Address 1</b> 2364 7TH CONCESSION</p>	<p><b>DoDAAC</b> FA3030</p> <p><b>Activity Name 1</b> FA3030 17 CONS CC</p> <p><b>Activity Name 2</b></p>

**Success**

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

Contract Number	Delivery Order	Shipment Number	Invoice Number
WGGRNT10B99003001		WGGRNT10B99003001	WGGRNT10B99003001

After the Miscellaneous Payment Voucher has been submitted, the WAWF system informs the Acceptor that the document was successfully accepted.  
E-mails, FTP and EDI notifications were sent as applicable.

Email sent to Acceptor: nice@caci.com  
Email sent to Local Processing Office: nice@caci.com

[Send Additional Email Notifications](#) 

Wed Dec 01 11:23:29 EST 2010

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

[Return](#)

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

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

Contract Number	Delivery Order	Shipment Number	Invoice Number
WGGRNT10B99003001		WGGRNT10B99003001	WGGRNT10B99003001

Email sent to Acceptor: nice@caci.com

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

[Send Additional Email Notifications](#)

Wed Dec 01 11:23:29 EST 2010

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

[Return](#)

Logon Date : 2010/12/01 10:24:27 EST Last Accessed Date : 2010/12/01 11:23:21 EST

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