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 provides an overview for creating an Acceptor Initiated Miscellaneous Pay Voucher for Federal Entity: e.g., Federal Employee or Military Member, including Retirees.

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

Help

Acceptor	Create Document
Admin By	Acceptance Folder
Cost Voucher Approver	History Folder by DoDAAC
Cost Voucher Reviewer	History Folder by User
Field Inspector	Hold Folder
Grant Approver	Recall - Action Required Folder
Inspector	Rejected Transactions Folder
Issue By	Post Payment Review Folder
Local Processing Office	Suspended CEFT Transactions Folder
Local Processing Office Reviewer	Saved Documents Folder
Pay Official	Pure Edge Folder
	View Only Folder
	View Only Saved Documents Folder
	View Only Pure Edge Folder

Welcome to Wide Area Workflow!

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WARNING!

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- P in the WAWF application.
- Tl rted within the WAWF application when completing electronic forms.
- U aved to the server.
- W ons to return to a previous page within the WAWF application.
- In C nay move from tab to tab to work with the various information categories, e.g., Document Header, Addresses,

The Government Acceptor selects the Create Document link from the Acceptor's dropdown menu.

Help

Acceptor - Create Document

Contract Info

* = Required Fields

Contractual? *	Contract Number *	Delivery Order	Ship To Code / Ext. *
Y			

Select Document Type to Create

- (•) Receiving Report
- ( ) Micro-Purchase Receiving Report
- ( ) Misc. Pay

The Contract Information page is displayed.

Next Reset Help

Acceptor - Create Document

Contract Info

* = Required Fields

Contractual? *	Contract Number *	Delivery Order	Ship To Code / Ext. *
Y			

Y
N

Select Document Type to Create

- Receiving Report
- Micro-Purchase Receiving Report
- Misc. Pay

The Acceptor selects N from the Contractual? dropdown menu.

The Acceptor does not enter a contract number. A unique "Misc. Pay Control Number" is automatically generated by WAWF.

Next Reset Help

Acceptor - Create Document

Contract Info

* = Required Fields

Contractual? *	Contract Number	Delivery Order	Ship To Code / Ext. *
N			

Select Document Type to Create *

- Receiving Report
- Micro-Purchase Receiving Report
- Misc. Pay

The Acceptor selects the Service Acceptor Location Code from the dropdown list.

Next Reset Help

Acceptor - Create Document

Contract Info

* = Required Fields

Contractual? *	Contract Number	Delivery Order	Service Acceptor / Ext. *
N			FA3030

Select Document Type to Create *

- Receiving Report
- Micro-Purchase Receiving Report
- Misc. Pay

The Acceptor clicks the radio button for Misc. Pay.

Next Reset Help

Acceptor - Create Document

Contract Info

* = Required Fields

Contractual? *	Contract Number	Delivery Order	Service Acceptor / Ext. *
N			FA3030

Select Document Type to Create *

- Receiving Report
- Micro-Purchase Receiving Report
- Misc. Pay

The Acceptor clicks the Next button to continue.

Next Reset Help

Acceptor - Misc. Payment

Contract >> Select Voucher Flow

* = Required Fields

Select Voucher Flow *

- Federal Entity: e.g., Federal Employee or Military Member, including Retirees
- Non-Federal Entity: SAM - CAGE Code
- Non-Federal Entity: Non-SAM - Business (EIN)
- Non-Federal Entity: Non-SAM - Individual (SSN)

The Voucher Flow Selection Page is displayed.

Next Previous Reset Help

Acceptor - Misc. Payment

Contract >> Select Voucher Flow

* = Required Fields

Select Voucher Flow *

- (•) Federal Entity: e.g., Federal Employee or Military Member, including Retirees
- ( ) Non-Federal Entity: SAM - CAGE Code
- ( ) Non-Federal Entity: Non-SAM - Business (EIN)
- ( ) Non-Federal Entity: Non-SAM - Individual (SSN)

The Acceptor selects the Federal Entity: e.g., Federal Employee or Military Member, including Retirees radio option.

Next | Previous | Reset | Help

Acceptor - Misc. Payment

Contract >> Select Voucher Flow

* = Required Fields

Select Voucher Flow *

- (•) Federal Entity: e.g., Federal Employee or Military Member, including Retirees
- ( ) Non-Federal Entity: SAM - CAGE Code
- ( ) Non-Federal Entity: Non-SAM - Business (EIN)
- ( ) Non-Federal Entity: Non-SAM - Individual (SSN)

The Acceptor clicks the Next button to continue.

Next | Previous | Reset | Help

Acceptor - Misc. Payment

Contract >> Select Voucher Flow >> Pay DoDAAC

Contractual	Contract Number	Delivery Order	DoDAAC / Ext.	Pay Official *
N			FA3030	

* = Required Fields

The Pay Official DoDAAC is mandatory.

Next Previous Reset Help

Acceptor - Misc. Payment

Contract >> Select Voucher Flow >> Pay DoDAAC

Contractual	Contract Number	Delivery Order	DoDAAC / Ext.	Pay Official *
N			FA3030	HQ0303

* = Required Fields

The Acceptor enters the Pay Official Location Code.

Next Previous Reset Help

Acceptor - Misc. Payment

Contract >> Select Voucher Flow >> Pay DoDAAC

Contractual	Contract Number	Delivery Order	DoDAAC / Ext.	Pay Official *
N			FA3030	HQ0303

* = Required Fields

The Acceptor enters the Pay Official Location Code.

The Acceptor clicks the Next button to continue.

Next Previous Reset Help

Acceptor - Misc. Payment

Contract >> Pay DoDAAC >> Document >> Routing

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	Service Acceptor /Ext.	Invoice Date	Pay DoDAAC
	FA3030	2010/11/15	HQ0303

The Routing page is displayed.

Social Security Account Number *	Confirm Social Security Account Number *

Acct Install No *	LPO DoDAAC */ Extension	Misc. Type *

Admin DoDAAC	Invoice Number

The following fields are mandatory for an Acceptor initiated Misc Pay on behalf of Federal SSN:
Social Security Account Number
Social Security Account Number Confirmation
Acct Install No
LPO DoDAAC
Misc. Type

Next | Previous | Reset | Help

Acceptor - Misc. Payment

Contract >> Pay DoDAAC >> Document >> Routing

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	Service Acceptor /Ext.	Invoice Date	Pay DoDAAC
	FA3030	2010/11/15	HQ0303

Social Security Account Number *	Confirm Social Security Account Number *
•••••••••	•••••••••

Acct Install No *	LPO DoDAAC */ Extension		Misc. Type *
001002	FA3030		GRNT

Admin DoDAAC	Invoice Number

The Acceptor enters the Routing Code information.

Admin By is optional. If the Admin By DoDAAC field is left blank, the system will default the Admin By DoDAAC to the Service Acceptor DoDAAC.

Invoice Number is optional. If the Invoice Number field is left blank, the system will default the Invoice Number to the Misc. Pay Control Number.

Next | Previous | Reset | Help

Acceptor - Misc. Payment

Contract >> Pay DoDAAC >> Document >> Routing

FOUO - Privacy Sensitive:

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Misc. Pay Control Number	Service Acceptor /Ext.	Invoice Date	Pay DoDAAC
	FA3030	2010/11/15	HQ0303

Social Security Account Number *	Confirm Social Security Account Number *
•••••••••	•••••••••

Acct Install No *	LPO DoDAAC */ Extension		Misc. Type *
001002	FA3030		GRNT

Admin DoDAAC	Invoice Number

After the Acceptor clicks the Next button, Wide Area Workflow will query CEFT in an attempt to populate Payee Address Information into the WAWF application.

Next | Previous | Reset | Help

Acceptor - Misc. Payment

Contract >> Pay DoDAAC >> Document >> Routing

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.

This document cannot be processed in WAWF because CEFT indicates a waiver for EFT, or electronic payment, has been negotiated. Please submit a paper invoice.

Misc. Pay Control Number	Service Acceptor /Ext.	Invoice Date	Pay DoDAAC
	FA3030	2010/11/15	HQ0303

Social Security Account Number *	Confirm Social Security Account Number *
•••••••••	•••••••••

Acct Install No *	LPO DoDAAC */ Extension		Misc. Type *
001002	FA3030		HONO

Admin DoDAAC	Invoice Number

If the query returns an EFT Waiver for the Payee, WAWF will provide a message advising the document can not be processed in WAWF.

Creation of the Misc Pay will be prohibited.

Next | Previous | Reset | Help

Acceptor - Misc. Payment

Contract >> Select Voucher Flow >> Pay DoDAAC >> Routing >> Voucher

Voucher | Addresses | Comments | Attachments | 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

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee SSAN	Document Total ($)
WGGRNT10B99003001	GRNT	WGGRNT10B99003001	2010/11/15	*****9003	0.00

Line Id.**	AAI	Qty. Invoiced *	Unit *	Unit Price ($) *	Amount ($)	Actions
0001	001002					

Description *

When the Payee does not have an EFT Waiver, there are 4 Payee data fields that are required to be populated from CEFT.
Payee Name
Bank Routing Number
Bank Account Number
Bank Account Type

Submit | Save Draft Document | Previous | Help

Acceptor - Misc. Payment

Contract >> Select Voucher Flow >> Pay DoDAAC >> Routing >> Voucher

Voucher | Addresses | Comments | Attachments | 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.

No match found in CEFT! This document will be placed in 'Suspended - CEFT' status. The document may not be processed until a matching record has been created in CEFT.Please send an email to the appropriate address for further assistance regarding records in CEFT: CCO-AF-Remit@dfas.mil for Air Force (IAPS system) CCO-CAPS-Remit@dfas.mil for Army/Marines/Agencies (CAPS system) CCO-NAVY-Remit@dfas.mil for Navy (Stars One Pay system)

* = Required Fields

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee SSAN	Document Total ($)
WGHONO10B48888010	HONO	WGHONO10B99003009	2010/11/15	*****8888	0.00

Line Id.**	AAI	Qty. Invoiced *	Unit
0001	001002		

Description *

If the query returns no data for the Payee SSN/EIN entered, then a message is given advising there is No match found in CEFT.

The Acceptor may cancel the Misc Pay create or continue.

If the Acceptor chooses to continue creating the Misc Pay with incomplete CEFT data, the Misc Pay will be placed in "Suspended CEFT Status" until the Payee data is updated in CEFT and the Acceptor reprocesses the Suspended CEFT Misc Pay from the Suspended CEFT Transactions Folder.

Submit | Save Draft Document | Previous | Help

Acceptor - Misc. Payment

Contract >> Select Voucher Flow >> Pay DoDAAC >> Routing >> Voucher

Voucher | Addresses | Comments | Attachments | Preview Document

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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	0.00

Line Id.**	AAI	Qty. Invoiced *	Unit *	Unit Price ($) *	Amount ($)	Actions
0001	001002					Delete Line ID

Description *

If the query returns all four required CEFT data fields for the Payee SSN/EIN entered then the Misc Pay can be submitted as usual.

Add Line ID

Submit | Save Draft Document | Previous | Help

Acceptor - Misc. Payment

Contract >> Select Voucher Flow >> Pay DoDAAC >> Routing >> Voucher

Voucher | Addresses | Comments | Attachments | 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

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

Line Id.**	AAI	Qty. Invoiced *	Unit *	Unit Price ($) *	Amount ($)	Actions
0001	001002	30	WE	20.00	600.00	Delete Line ID

Description *

Grant Description

The Data Capture tabs are displayed with the Voucher tab as the Active tab.

The Acceptor enters the Quantity Invoiced, Unit of Measure, Unit Price and Description for the Line Item.

Submit | Save Draft Document | Previous | Help

Acceptor - Misc. Payment

Contract >> Select Voucher Flow >> Pay DoDAAC >> Routing >> Voucher

Voucher | Addresses | Comments | Attachments | 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

Line Id.**	AAI	Qty. Invoiced *	Unit *	Unit Price ($) *	Amount ($)	Actions
0001	001002	30	WE	20.00	600.00	Delete Line ID

Description *

Grant Description

The Acceptor may select to Delete the current Line Item by Clicking the Delete Line ID link.

The Acceptor may select the Add Line ID to add additional Line Items.

Add Line ID

Submit | Save Draft Document | Previous | Help

Acceptor - Misc. Payment

Contract >> Select Voucher Flow >> Pay DoDAAC >> Routing >> Voucher

Voucher | Addresses | Comments | Attachments | Preview Document

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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

Line Id.**	AAI	Qty. Invoiced *	Unit *	Unit Price ($) *	Amount ($)	Actions
0001	001002	30	WE	20.00	600.00	Delete Line ID

Description *

Grant Description

Add Line ID

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.

Submit | Save Draft Document | Previous | Help

Acceptor - Misc. Payment

Contract >> Select Voucher Flow >> Pay DoDAAC >> Routing >> Voucher

Voucher | Addresses | Comments | Attachments | 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

Line Id.**	AAI	Qty. Invoiced *	Unit *	Unit Price ($) *	Amount ($)	Actions
0001	001002	30	WE	20.00	600.00	Delete Line ID

Description *

Grant Description

The Acceptor clicks the Addresses tab to go to the Address page.

Add Line ID

Submit | Save Draft Document | Previous | Help

Wide Area Workflow

User ID : I-Norma-Govt

User | Government | Documentation | Lookup | Logout

Acceptor - Misc. Payment

Contract >> Select Voucher Flow >> Pay DoDAAC >> Routing >> Voucher

Voucher | Addresses | Comments | Attachments | 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.

Payee Information:

Payee Name: PAUL SAINT

Address 1: 2364 7TH CONCESSION

Address 2: SITE 6 COMP 10

Address 3:

Address 4:

City : SAINT PAUL

Country : US

* Phone :

Bank Routing Number : *****0390

Bank Account Number : *****0009

Bank Account Type : ****

WAWF will pre-populate the Payee Address data with the data available in CEFT. Data populated from CEFT can not be modified.

Payee data fields that are not auto-populated from CEFT may be entered manually.

Payee Phone Number is a mandatory field. This data was not populated from CEFT and must be manually entered.

Administered By DoDAAC: FA3030

* Activity Name 1: FA3030 17 CONS CC

Activity Name 2:

Activity Name 3:

Wide Area Workflow

User ID : I-Norma-Govt

User | Government | Documentation | Lookup | Logout

Acceptor - Misc. Payment

Contract >> Select Voucher Flow >> Pay DoDAAC >> Routing >> Voucher

Voucher | Addresses | Comments | Attachments | 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.

Payee Information:

The Acceptor enters the mandatory fields.

Payee Name: PAUL SAINT

Address 1: 2364 7TH CONCESSION

Address 2: SITE 6 COMP 10

Address 3:

Address 4:

City : SAINT PAUL

State : MN

Zip Code : 551159801

Country : US

Military Location Description:

* Phone : 888-888-5000

Email: COLSMITH@CACI.COM

Bank Routing Number : *****0390

Bank Account Number : *****0009

Bank Account Type : ****

Administered By DoDAAC: FA3030

Addresses for Location Codes may be updated as usual.

* Activity Name 1: FA3030 17 CONS CC

Activity Name 2:

Activity Name 3:

Wide Area Workflow

User ID : I-Norma-Govt

User | Government | Documentation | Lookup | Logout

Acceptor - Misc. Payment

Contract >> Select Voucher Flow >> Pay DoDAAC >> Routing >> Voucher

Voucher | Addresses | Comments | Attachments | 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.

The Acceptor clicks the Comments tab to go to the Comments page.

Payee Information:

Payee Name: PAUL SAINT

Address 1: 2364 7TH CONCESSION

Address 2: SITE 6 COMP 10

Address 3:

Address 4:

City : SAINT PAUL

State : MN

Zip Code : 551159801

Country : US

Military Location Description:

* Phone : 888-888-5000

Email: COLSMITH@CACI.COM

Bank Routing Number : *****0390

Bank Account Number : *****0009

Bank Account Type : ****

Administered By DoDAAC: FA3030

* Activity Name 1: FA3030 17 CONS CC

Activity Name 2:

Activity Name 3:

Acceptor - Misc. Payment

Initiator Comments

The Comments page allows Acceptor to enter Miscellaneous Pay Voucher comments.

Submit | Save Draft Document | Help

Acceptor - Misc. Payment

Contract >> Select Voucher Flow >> Pay DoDAAC >> Routing >> Voucher

Voucher | Addresses | Comments | Attachments | Preview Document

Initiator Comments

Comments for Acceptor Initiated Misc Payment

The Acceptor clicks the Attachments tab to go to the Attachments page.

Submit | Save Draft Document | Help

Acceptor - Misc. Payment

Contract >> Select Voucher Flow >> Pay DoDAAC >> Routing >> Voucher

Voucher | Addresses | Comments | Attachments | Preview Document

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

Attachment

Browse... Upload

Attachments Name	Actions

The Attachment page is now displayed.

Submit Save Draft Document Help

Acceptor - Misc. Payment

Contract >> Select Voucher Flow >> Pay DoDAAC >> Routing >> Voucher

Voucher | Addresses | Comments | Attachments | Preview Document

WARNING: Wide Area Workflow (WAWF) is designated for Sensitive Unclassified information ONLY.
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Attachment

Browse... Upload

Attachments Name	Actions

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

Submit | Save Draft Document | Help

Wide Area Workflow

User ID : I-Norma-Govt

User | Government | Documentation | Lookup | Logout

Acceptor - Misc. Payment

Contract >> Select Voucher Flow >> Pay Do

Voucher | Addresses | Comments

WARNING: Wide Area Workflow (WA
Do NOT enter classified information

Attachment

Browse...

Attachments Name | Actions

Choose File to Upload

Look in: ATTACH

Attachment_for_WAWF.doc

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.

Submit | Save Draft Document | Help

Logon Date : Last Accessed Date : 2010/11/13 16:50:52 EST

Site Index FAQ Customer Support Accessibility Security & Privacy

Acceptor - Misc. Payment

Contract >> Select Voucher Flow >> Pay DoDAAC >> Routing >> Voucher

Voucher | Addresses | Comments | Attachments | Preview Document

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

Attachment

C:\Documents and Settings\nrice\De Browse... Upload

Attachments Name | Actions

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

Submit | Save Draft Document | Help

Acceptor - Misc. Payment

Contract >> Select Voucher Flow >> Pay DoDAAC >> Routing >> Voucher

Voucher | Addresses | Comments | Attachments | Preview Document

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Attachment

Browse... Upload

Attachments Name	Actions
Attachment_for_WAWF.doc	View Attachment Delete Attachment

The attachment is now saved on the document.

Submit | Save Draft Document | Help

Acceptor - Misc. Payment

Contract >> Select Voucher Flow >> Pay DoDAAC >> Routing >> Voucher

Voucher | Addresses | Comments | Attachments | Preview Document

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Attachment

Browse... Upload

Attachments Name	Actions
Attachment_for_WAWF.doc	View Attachment Delete Attachment

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

Submit | Save Draft Document | Help

Acceptor - Misc. Payment

Contract >> Select Voucher Flow >> Pay DoDAAC >> Routing >> Voucher

Voucher | Addresses | Comments | Attachments | Preview Document

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Attachment

Browse... Upload

Attachments Name	Actions	
Attachment_for_WAWF.doc	View Attachment	Delete Attachment

To add another attachment, the Acceptor may click the Browse button and repeat the process.

Submit | Save Draft Document | Help

Acceptor - Misc. Payment

Contract >> Select Voucher Flow >> Pay DoDAAC >> Routing >> Voucher

Voucher | Addresses | Comments | Attachments | Preview Document

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

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

Attachment

Browse... Upload

Attachments Name	Actions	
Attachment_for_WAWF.doc	View Attachment	Delete Attachment

Submit | Save Draft Document | Help

Acceptor - Misc. Payment

Contract >> Select Voucher Flow >> Pay DoDAAC >> Routing >> Voucher

Voucher | Addresses | Comments | Attachments | Preview Document

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.

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fines, imprisonment, or both.

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

Description
Grant Description

Line Item Total ($): 600.00

[-]Address Information

Payee
SSAN
*****9003

Administered By
DoDAAC
FA3030

Acceptor - Misc. Payment

Contract >> Select Voucher Flow >> Pay DoDAAC >> Routing >> Voucher

Voucher | Addresses | Comments | Attachments | Preview Document

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.

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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

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

[-]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

Administered By
DoDAAC
FA3030

Acceptor - Misc. Payment

Contract >> Select Voucher Flow >> Pay DoDAAC >> Routing >> Voucher

Voucher | Addresses | Comments | Attachments | Preview Document

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Expand All Collapse All

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.

[-]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

Description
Grant Description

Line Item Total ($): 600.00

[-]Address Information

Payee
SSAN
*****9003

Administered By
DoDAAC
FA3030

Acceptor - Misc. Payment

Contract >> Select Voucher Flow >> Pay DoDAAC >> Routing >> Voucher

Voucher | Addresses | Comments | Attachments | Preview Document

FOUO - Privacy Sensitive:

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Expand All Collapse All

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

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

Submit | Save Draft Document | Help

Acceptor - Misc. Payment

Contract >> Select Voucher Flow >> Pay DoDAAC >> Routing >> Voucher

Voucher | Addresses | Comments | Attachments | Preview Document

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Expand All Collapse All

[+]Voucher Information

[-]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 Informa

[+]Misc Information

The Acceptor clicks the Submit button to submit the document.

Submit | Save Draft Document | Help

Success

The Misc. Payment was successfully submitted.

Contract Number	Delivery Order	Shipment Number	Invoice Number
WGGRNT10B99003001		WGGRNT10B99003001	WGGRNT10B99003001

Email sent to Acceptor: nrice@caci.com

Email sent to Acceptor: nrice@caci.com

Send Additional Email Notifications

Mon Nov 15 10:11:01 EST 2010

After the Miscellaneous Pay Voucher has been submitted, the WAWF system informs the Acceptor that the submission was successful.

E-mails, FTP and EDI notifications were sent as applicable.

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

Return

Success

The Misc. Payment was successfully submitted.

Contract Number	Delivery Order	Shipment Number	Invoice Number
WGGRNT10B99003001		WGGRNT10B99003001	WGGRNT10B99003001

Email sent to Acceptor: nrice@caci.com

Email sent to Acceptor: nrice@caci.com

Send Additional Email Notifications

Mon Nov 15 10:11:01 EST 2010

This concludes the overview demonstration for creating an Acceptor Initiated Miscellaneous Pay Voucher for Federal Entity: e.g., Federal Employee or Military Member, including Retirees.

Return