

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 on behalf of a Non-Federal Entity: Business (EIN).

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

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Accepter	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!

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

WARNING!

(e.g., WordPerfect, Microsoft WordPad, Microsoft Write, etc.) to create FTP files, EDI files, or to cut-and-paste text field data to WAWF. This converts the text to text-only format and removes control characters that contain formatting

in the WAWF application.

started within the WAWF application when completing electronic forms.

aved to the server.

ons 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,

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

Help

[User](#) [Government](#) [Documentation](#) [Lookup](#) [Logout](#)**Acceptor - Create Document**

Contract Info

* = Required Fields

Contractual? *	Contract Number *	Delivery Order	Ship To Code / Ext. *
<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="text"/>	<input type="text"/>	<input type="text"/>

Select Document Type to Create

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

The Contract Information page is displayed.

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Contract Info

* = Required Fields

Contractual? *	Contract Number *	Delivery Order	Ship To Code / Ext. *
<input type="button" value="Y"/> <input type="button" value="N"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="v"/>

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.

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Contract Info

* = Required Fields

Contractual? *	Contract Number	Delivery Order	Ship To Code / Ext. *
<input type="text" value="N"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

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Acceptor - Create Document

Contract Info

* = Required Fields

Contractual? *	Contract Number	Delivery Order	Service Acceptor / Ext. *
<input type="text" value="N"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="FA3030"/>

Select Document Type to Create *

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

The Acceptor clicks the radio button for Misc. Pay.

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Contract Info

* = Required Fields

Contractual? *	Contract Number	Delivery Order	Service Acceptor / Ext. *
N <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	FA3030 <input type="button" value="v"/>

Select Document Type to Create *

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

The Acceptor clicks the Next button to continue.



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* = 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.

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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 Non-Federal Entity: Non-SAM - Business (EIN) radio button.

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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 Non-Federal Entity: Non-SAM - Business (EIN) radio option.

The Acceptor then clicks the Next button to continue.

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Acceptor - Misc. Payment

[Contract](#) >> [Select Voucher Flow](#) >> [Pay DoDAAC](#)

Contractual	Contract Number	Delivery Order	DoDAAC / Ext.	Pay Official *
N			FA3030	<input type="text"/>

* = Required Fields



The Pay Official DoDAAC is mandatory.

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Contractual	Contract Number	Delivery Order	DoDAAC / Ext.	Pay Official *
N			FA3030	<input type="text" value="HQ0303"/>

* = Required Fields

The Acceptor enters the Pay Official Location Code.

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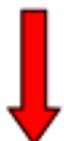
[User](#) [Government](#) [Documentation](#) [Lookup](#) [Logout](#)**Acceptor - Misc. Payment**[Contract >> Select Voucher Flow >> Pay DoDAAC](#)

Contractual	Contract Number	Delivery Order	DoDAAC / Ext.	Pay Official *
N			FA3030	<input type="text" value="HQ0303"/>

* = Required Fields

The Acceptor enters the Pay Official Location Code.

The Acceptor clicks the Next button to continue.



Acceptor - Non-Federal Misc. Payment Voucher

Contract >> Pay DoDAAC >> Document >> Routing

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

Employer Identification Number *

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

Admin DoDAAC Invoice Number

The Routing page is displayed.

The following fields are mandatory for an Acceptor initiated Misc Pay on behalf of Non Federal EIN:
Employer Identification Number
Acct Install No
LPO DoDAAC
Misc. Type

Next Previous Reset Help

Acceptor - Non-Federal Misc. Payment Voucher

Contract >> Pay DoDAAC >> Document >> Routing

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

Employer Identification Number *

999999901

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

001002 FA3030 HONO

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.

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Acceptor - Non-Federal Misc. Payment Voucher

Contract >> Pay DoDAAC >> Document >> Routing

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

Employer Identification Number *

999999901

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

001002 FA3030 HONO

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.



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Acceptor - Non-Federal Misc. Payment Voucher

[Contract >>](#) [Pay DoDAAC >>](#) [Document >>](#) [Routing](#)

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

Employer Identification Number *

999999002

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.

Acceptor - Non-Federal Misc. Payment Voucher

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

Voucher Addresses Comments Attachments Preview Document

* = Required Fields

Table with columns: Misc. Pay Control Number, Type, Invoice Number, Invoice Date, Payee EIN, Document Total (\$). Row 1: WGHONO10B99901020, HONO, WGHONO10B99901020, 2010/11/15, 999999901, 0.00

Table with columns: Line Id.**, AAI, Qty. Invoiced *, Unit *, Unit Price (\$) *, Amount (\$), Actions. Row 1: 0001, 001002, [input], [input], [input], 0.00, Delete Line ID

Description *

[Empty text input field]

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 - Non-Federal Misc. Payment Voucher

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

- Voucher
- Addresses
- Comments
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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 EIN	Document Total (\$)
WGHONO10B99589021	HONO	WGHONO10B99589021	2010/11/15	999999589	0.00

Line Id.**	AAI	Qty. Invoiced *	Unit
0001	001002	<input type="text"/>	<input type="text"/>

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 - Non-Federal Misc. Payment Voucher

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

- Voucher
- Addresses
- Comments
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* = Required Fields

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee EIN	Document Total (\$)
WGHONO10B99901020	HONO	WGHONO10B99901020	2010/11/15	999999901	0.00

Line Id.**	AAI	Qty. Invoiced *	Unit *	Unit Price (\$) *	Amount (\$)	Actions
0001	001002	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	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.

- Submit
- Save Draft Document
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Acceptor - Non-Federal Misc. Payment Voucher

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* = Required Fields

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee EIN	Document Total (\$)
WGHONO10B99901020	HONO	WGHONO10B99901020	2010/11/15	999999901	15,000.00

Line Id.**	AAI	Qty. Invoiced *	Unit *	Unit Price (\$) *	Amount (\$)	Actions
0001	001002	<input type="text" value="300"/>	<input type="text" value="WE"/>	<input type="text" value="50.00"/>	15,000.00	Delete Line ID

Description *

[Add Line ID](#)

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](#)

Logon Date : 2010/11/15 17:27:51 EST Last Accessed Date : 2010/11/15 18:04:58 EST

Acceptor - Non-Federal Misc. Payment Voucher

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

- Voucher
- Addresses
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* = Required Fields

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee EIN	Document Total (\$)
WGHONO10B99901020	HONO	WGHONO10B99901020	2010/11/15	999999901	15,000.00

Line Id.**	AAI	Qty. Invoiced *	Unit *	Unit Price (\$) *	Amount (\$)	Actions
0001	001002	<input type="text" value="300"/>	<input type="text" value="WE"/>	<input type="text" value="50.00"/>	15,000.00	Delete Line ID

Description *

Training

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.



- Submit
- Save Draft Document
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Acceptor - Non-Federal Misc. Payment Voucher

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

- Voucher
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* = Required Fields

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee EIN	Document Total (\$)
WGHONO10B99901020	HONO	WGHONO10B99901020	2010/11/15	999999901	15,000.00

Line Id.**	AAI	Qty. Invoiced *	Unit *	Unit Price (\$) *	Amount (\$)	Actions
0001	001002	<input type="text" value="300"/>	<input type="text" value="WE"/>	<input type="text" value="50.00"/>	15,000.00	Delete Line ID

Description *

Training

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.

[Add Line ID](#)



- Submit
- Save Draft Document
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Acceptor - Non-Federal Misc. Payment Voucher

[Contract >>](#) [Select Voucher Flow >>](#) [Pay DoDAAC >>](#) [Routing >>](#) [Voucher](#)[Voucher](#) [Addresses](#) [Comments](#) [Attachments](#) [Preview Document](#)

* = Required Fields

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee EIN	Document Total (\$)
WGHONO10B99901020	HONO	WGHONO10B99901020	2010/11/15	999999901	15,000.00

Line Id.**	AAI	Qty. Invoiced *	Unit *	Unit Price (\$) *	Amount (\$)	Actions
0001	001002	<input type="text" value="300"/>	<input type="text" value="WE"/>	<input type="text" value="50.00"/>	15,000.00	Delete Line ID

Description *

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

[Add Line ID](#)[Submit](#)[Save Draft Document](#)[Previous](#)[Help](#)

Logon Date : 2010/11/15 17:27:51 EST Last Accessed Date : 2010/11/15 18:04:58 EST

[User](#) [Government](#) [Documentation](#) [Lookup](#) [Logout](#)**Acceptor - Non-Federal Misc. Payment Voucher**[Contract >> Select Voucher Flow >> Pay DoDAAC >> Routing >> Voucher](#)[Voucher](#) [Addresses](#) [Comments](#) [Attachments](#) [Preview Document](#)**Payee Information:**

Payee Name: MILLENNUM 3, LLC

Address 1: 114 S. GENESEE STREET

Address 2:

Address 3:

Address 4:

City: WAUKEGAN State: IL Zip Code: 60085

Country: US Military Location Description:

* Phone: ←

Bank Routing Number: *****0005 Bank Account Number: *****7462 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.

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

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

Acceptor - Non-Federal Misc. Payment Voucher

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

- Voucher
- Addresses
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Payee Information:

Payee Name: MILLENNUM 3, LLC

Address 1: 114 S. GENESEE STREET

Address 2:

Address 3:

Address 4:

City: WAUKEGAN State: IL Zip Code: 60085

Country: US Military Location Description:

* Phone: 800-859-5452 Email: ML@GNG.COMCHG

Bank Routing Number: *****0005 Bank Account Number: *****7462 Bank Account Type:

The Acceptor enters the mandatory fields.

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

Addresses for Location Codes may be updated as usual.

Acceptor - Non-Federal Misc. Payment Voucher

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

Voucher Addresses Comments Attachments Preview Document

Payee Information:

Payee Name: MILLENNUM 3, LLC
Address 1: 114 S. GENESEE STREET
Address 2:
Address 3:
Address 4:
City: WAUKEGAN State: IL Zip Code: 60085
Country: US Military Location Description:
* Phone: 800-859-5452 Email: ML@GNG.COMCHG
Bank Routing Number: *****0005 Bank Account Number: *****7462 Bank Account Type: ****

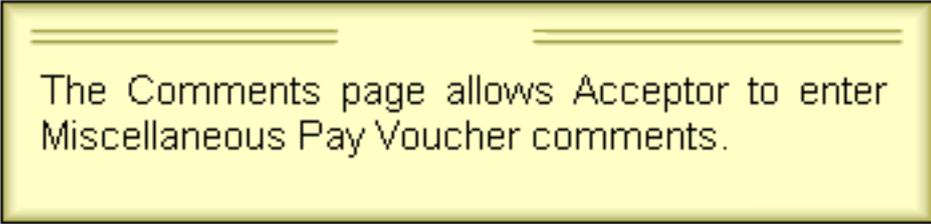
The Acceptor clicks the Comments tab to go to the Comments page.

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

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Initiator Comments



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

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Initiator Comments

Comments for Acceptor Initiated Misc Payment

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

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Acceptor - Misc. Payment

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Attachment

[Browse...](#) [Upload](#)

The Attachment page is now displayed.

Attachments Name	Actions
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 [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](#)

Acceptor - Misc. Payment

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WARNING: Wide Area Workflow (WAWF) Do NOT enter classified information

Attachment

Attachments Name	Actions
------------------	---------

Choose File to Upload

Look in:

Attachment_for_WAWF.doc

My Recent Documents
Desktop
My Documents
My Computer
My Network Places

File name:

Files of type:

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



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Attachment

 [Browse...](#)[Upload](#)

Attachments Name	Actions
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The Acceptor clicks the Upload button to attach the selected document.

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Acceptor - Misc. Payment

[Contract](#) >> [Select Voucher Flow](#) >> [Pay DoDAAC](#) >> [Routing](#) >> [Voucher](#)

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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.

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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 Attachment links.

[Submit](#)[Save Draft Document](#)[Help](#)

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

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[View Attachment](#) [Delete Attachment](#)

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

[Submit](#)[Save Draft Document](#)[Help](#)

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

[Browse...](#)[Upload](#)

Attachments Name

Actions

Attachment_for_WAWF.doc

[View Attachment](#)[Delete Attachment](#)

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

[Submit](#)[Save Draft Document](#)[Help](#)

Acceptor - Non-Federal Misc. Payment Voucher

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

- Voucher
- Addresses
- Comments
- Attachments
- Preview Document**

Expand All Collapse All

[-]Voucher Information

Misc. Pay Control Number	Type	Invoice Number
WGHONO10B99901020	HONO	WGHONO10B99901020

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.

[-]Line Item Information

Item No.	AAI	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)
0001	001002	300	WE	50.00	15000.00
Description					
Training					
Line Item Total (\$):					15,000.00

[-]Address Information

Payee
EIN
999999901
Payee Name
MILLENNIUM 3, LLC
Address 1

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

Acceptor - Non-Federal Misc. Payment Voucher

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

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[-]Voucher Information

Misc. Pay Control Number	Type	Invoice Number
WGHONO10B99901020	HONO	WGHONO10B99901020

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.

[-]Line Item Information

Item No.	AAI	Qty. Shipped	WE		
0001	001002	300	WE	50.00	15000.00

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

Description
Training

Line Item Total (\$): 15,000.00

[-]Address Information

Payee
EIN
999999901
Payee Name
MILLENNUM 3, LLC
Address 1

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

Acceptor - Non-Federal Misc. Payment Voucher

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

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Expand All Collapse All

[-]Voucher Information

Misc. Pay Control Number	Type	Document Total (\$)
WGHONO10B99901020	HONO	15,000.00

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	001002	300	WE	50.00	15000.00
Description					
Training					
Line Item Total (\$):					15,000.00

[-]Address Information

Payee
EIN
999999901
Payee Name
MILLENNUM 3, LLC
Address 1

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

[User](#) [Government](#) [Documentation](#) [Lookup](#) [Logout](#)**Acceptor - Non-Federal Misc. Payment Voucher**[Contract >> Select Voucher Flow >> Pay DoDAAC >> Routing >> Voucher](#)[Voucher](#)[Addresses](#)[Comments](#)[Attachments](#)[Preview Document](#)[Expand All](#)[Collapse All](#)[\[+\]Voucher Information](#)[\[+\]Line Item Information](#)[\[+\]Address Information](#)[\[+\]Misc Information](#)

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

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Logon Date : 2010/11/15 17:27:51 EST Last Accessed Date : 2010/11/15 18:05:33 EST

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Acceptor - Non-Federal Misc. Payment Voucher

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

Voucher Addresses Comments Attachments Preview Document

Expand All Collapse All

[-]Voucher Information

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee EIN	Document Total (\$)
WGHONO10B99901020	HONO	WGHONO10B99901020	2010/11/15	999999901	15,000.00

[-]Line Item Information

Item No.	AAI	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)
0001	001002	300	WE	50.00	15000.00

Description

Training

Once the information is correct, the Acceptor may click the Submit button from any page.

(\$): 15,000.00

[+]Address Information

[+]Misc Information

Submit Save Draft Document Help

Acceptor - Non-Federal Misc. Payment Voucher

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

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- Addresses
- Comments
- Attachments
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Expand All Collapse All

[-]Voucher Information

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee EIN	Document Total (\$)
WGHONO10B99901020	HONO	WGHONO10B99901020	2010/11/15	999999901	15,000.00

[-]Line Item Information

Item No.	AAI	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)
0001	001002	300	WE	50.00	15000.00

Description

Training

Line Item Total (\$) 15,000.00

[+]Address Information

[+]Misc Information

The Acceptor clicks the Submit button to submit the document.

- Submit
- Save Draft Document
- Help

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

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

Contract Number	Delivery Order	Shipment Number	Invoice Number
WGHONO10B99901020		WGHONO10B99901020	WGHONO10B99901020

Email sent to Acceptor: nrice@caci.com

Email sent to Acceptor: nrice@caci.com

[Send Additional Email Notifications](#)

Mon Nov 15 18:06:14 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](#)

Logon Date : 2010/11/15 17:27:51 EST Last Accessed Date : 2010/11/15 18:06:06 EST

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

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

Contract Number	Delivery Order	Shipment Number	Invoice Number
WGHONO10B99901020		WGHONO10B99901020	WGHONO10B99901020

Email sent to Acceptor: nrice@caci.com

Email sent to Acceptor: nrice@caci.com

[Send Additional Email Notifications](#)

Mon Nov 15 18:06:14 EST 2010

This concludes the overview demonstration for creating an Acceptor Initiated Miscellaneous Pay Voucher on behalf of a Non-Federal Entity: Business (EIN).

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