

**Welcome to Wide Area Workflow!**  
**Please start by selecting one of the button links from the menu above.**

This presentation provides an overview of a Misc Pay Initiator creating a 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](#)



# Wide Area Workflow

User **Government** Documentation Lookup Logout

- Acceptor
- Admin By
- Cost Voucher Approver
- Grant Approver
- Inspector
- Issue By
- Local Processing Office
- Local Processing Office Reviewer
- Misc Pay Initiator**
- Pay Official

- Create Document**
- History Folder by DoDAAC
- History Folder by User
- Rejected Transactions Folder
- Suspended CEFT Transactions Folder
- Saved Documents Folder

**Welcome to Wide Area Workflow!**  
**Please start by selecting one of the button links from the menu above.**

The Misc Pay Initiator selects the Create Document link from the Misc Pay Initiator menu which is located under the Government dropdown menu.

Help

## Misc Pay Initiator - Create Document

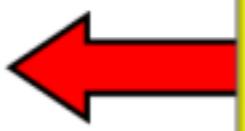
Document

\* = Required Fields

Misc Pay Initiator DoDAAC / Ext. \*

Is the Misc Pay Initiator DoDAAC the same as the Service Acceptor?: \*  
 Yes  No

The Misc Pay Initiator will be required to select an Initiator DoDAAC and indicate if this DoDAAC is the same as the Service Acceptor's DoDACC or not. If the DoDAACs are the same, the Service Acceptor's DoDAAC will be pre-populated with the Misc Pay Initiator's DoDAAC. The Service Acceptor's DODAAC will remain editable.



Select Document to Create: \*

Misc. Pay  Myself  On behalf of someone else (Payee)

The Misc Pay Initiator must also select either 'Myself' or 'On behalf of someone else (Payee)' to indicate if the Misc Pay is for themselves or for someone else.



## Misc Pay Initiator - Create Document

Document

\* = Required Fields

Misc Pay Initiator DoDAAC / Ext. \*

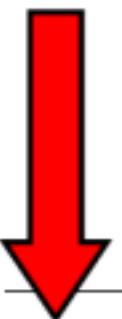
Is the Misc Pay Initiator DoDAAC the same as the Service Acceptor?: \*

Yes  No

Select Document to Create: \*

Misc. Pay  Myself  On behalf of someone else (Payee)

The Misc Pay Initiator clicks the 'Next' button to continue.



Next (access key N)

## Misc Pay Initiator - Misc. Payment Voucher

[Document](#) >> [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.

The Misc Pay Initiator selects Federal Entity: e.g., Federal Employee or Military Member, including Retirees.

The Misc Pay Initiator must enter the Pay DoDAAC. This can be Marine Corps or Non-Marine Corps Misc Pay documents.

## Misc Pay Initiator - Federal Misc. Payment Voucher

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

\* = Required Fields

Contractual?	Contract Number Type	Contract Number	Delivery Order	Misc. Pay Initiator Code / Ext.	Pay Official *	Link to Pay Office / AAI Cross-walk
N				N00025	<input type="text" value="HQ0303"/>	<a href="#">Pay Office/AAI Cross-walk</a>

Click to open Misc. Pay Pay Office/AAI page in new window.

A Pay Office/AAI Cross-walk link is provided to help facilitate the data entry requirements for the Misc Pay transaction (Routing DoDAACs and AAI Data).

### Misc Pay Initiator - Federal Misc. Payment Voucher

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

\* = Required Fields

Contractual?	Contract Number	Type	Contract Number	Delivery Order	Misc. Pay DoDAAC	Ext.	Pay Official *	Link to Pay Office / AAI Cross-walk
N					NO		<input type="text" value="HQ0303"/>	<a href="#">Pay Office/AAI Cross-walk</a>

- Active DoDAACs & Roles
- Active CAGEs / Contractor DoDAACs & Roles
- TFS Agency Accounting Identifier Table
- Units of Measure Table
- Foreign Currency Code Table
- FMS Country Code Table
- DCMA Admin DoDAACs
- Pay DoDAACs
- Misc. Pay Types
- Misc. Pay Guidebook (External Link)
- Misc. Pay Pay Office/AAI Cross-walk**
- Transportation Method/Type Codes Table
- Find DCAA DoDAAC in Audit Office Locator (External Link)
- Pay Status (myInvoice - External Link)
- Quality Tests
- Tax Reference Table

A Pay Office/AAI Cross-walk link is also provided under the Lookup dropdown.

Click to open Misc. Pay Pay Office/AAI Cross-walk page in new window.

## Lookup - Misc. Payment Pay Office / AAI Cross-walk (sorted by Pay DoDAAC Ascending)

Pay DoDAAC ▲	Pay System Id	AAI	AAI System Id
DF0001	IAPS-E	667100	IAPS-E
F03000	IAPS-E	503000	IAPS-E
F67100	IAPS-E	667100	IAPS-E
F68800	IAPS-E	668800	IAPS-E
HQ0105	CAPS-W	012170	STANFINS
HQ0105	CAPS-W	012171	STANFINS
HQ0105	CAPS-W	012172	STANFINS
HQ0105	CAPS-W	012173	STANFINS
HQ0105			STANFINS
HQ0105	CAPS-W	013038	STANFINS
HQ0105	CAPS-W	013039	STANFINS
HQ0105	CAPS-W	013140	STANFINS
HQ0105	CAPS-W	011074	STANFINS
HQ0105	CAPS-W	011115	STANFINS
HQ0105	CAPS-W	012064	STANFINS
HQ0105	CAPS-W	012102	STANFINS

When the cross-walk link is clicked, a new window will open displaying the Pay DoDAACs and AAIs. This information is applicable to the Misc Pay document type only.

[Close](#)[Help](#)

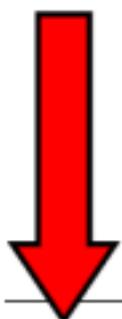
## Misc Pay Initiator - Federal Misc. Payment Voucher

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

\* = Required Fields

Contractual?	Contract Number Type	Contract Number	Delivery Order	Misc. Pay Initiator Code / Ext.	Pay Official *	Link to Pay Office / AAI Cross-walk
N				N00025	<input type="text" value="HQ0303"/>	<a href="#">Pay Office/AAI Cross-walk</a>

Once the Pay DoDAAC is entered, the Misc Pay Initiator clicks the 'Next' button to continue.



Click Next to display the next page. (access key N) **Logon Date :** 2013/01/03 11:41:54 MST **Last Accessed Date :** 2013/01/03 11:42:18 MST

## Misc Pay Initiator - Federal Misc. Payment Voucher

[Document](#) >> [Select Voucher Flow](#) >> [Pay DoDAAC](#) >> 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." Violation both.*

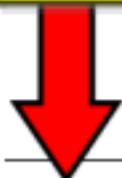
Misc. Pay Initiator / Ext.	Invoice Date	Pay DoDAAC
N00025	2013/01/03	HQ0303

Social Security Account Number *	Confirm Social Security Account Number *
<input type="text" value="....."/>	<input type="text" value="....."/>

Service Acceptor DoDAAC * / Ext.	AAI	LPO DoDAAC / Extension	Misc. Type *	Link to Pay Office / AAI Cross-walk
<input type="text" value="N00025"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="HOSP"/>	<a href="#">Pay Office/AAI Cross-walk</a>

Admin DoDAAC	Invoice Number
<input type="text"/>	<input type="text"/>

The Misc Pay Initiator clicks the 'Next' button to continue.



Next (access key N)

The Routing page is displayed and the Misc Pay Initiator enters the Routing Code information.

The Social Security Number is a Mandatory field.

The Service Acceptor DoDAAC will be pre-populated with the Misc Pay Initiator DoDAAC if the Misc Pay Initiator selected 'Yes' to indicate that these DoDAACs were the same.

The Service Acceptor DoDAAC may be changed but remains a required field.

The AAI and LPO DoDAAC are optional upon initial create.

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.

## Misc Pay Initiator - Federal Misc. Payment Voucher

Document >> 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, WAWF\_CEFT\_REJECT\_INDY@DFAS.MIL for Air Force (IAPS system)  
 CCO-CAPS-Remit@dfas.mil, WAWF\_CEFT\_REJECT\_INDY@DFAS.MIL for Army/Marines/Agencies (CAPS system)  
 CCO-NAVY-Remit@dfas.mil, HQ-WAWF@dfas.mil, WAWF\_CEFT\_REJECT\_INDY@DFAS.MIL for Navy (Stars One Pay system)

\* = Required Fields

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee SSAN	Document Total (\$)
WGHOSP13D92468001	HOSP				0.00

Line Id.**	AAI	Qty. Invoiced *
0001		

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 Misc Pay Initiator may cancel the Misc Pay create or continue.

If the Misc Pay Initiator 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 Misc Pay Initiator reprocesses the Suspended CEFT Misc Pay from the Suspended CEFT Transactions Folder.

- Submit
- Save Draft Document
- Previous
- Help

## Misc Pay Initiator - Federal Misc. Payment Voucher

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.

Document >> 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 (\$)
WGHOSP13D18995002	HOSP	WGHOSP13D92468001	2013/01/03	*****8995	0.00

Line Id.**	AAI	Qty. Invoiced *	Unit of Measure *	Unit Price (\$) *	Amount (\$)	Actions
0001	045924	<input type="text"/>	<input type="text" value="Auto Complete"/>	<input type="text"/>	0.00	Delete Line ID
Description *						
<input type="text"/>						

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

### Certification \*

I certify that this claim is true and correct to the best of my knowledge and belief and that the payment or credit has not been received by me.

- Save Draft Document
- Previous
- Help

## Misc Pay Initiator - Federal Misc. Payment Voucher

Document >> Select Voucher Flow >> Pay DoDAAC >> Routing >> Voucher

Voucher Addresses Comments Attachments Preview Document

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee SSAN	Document Total (\$)
WGHOSP13D18995002	HOSP	WGHOSP13D92468001	2013/01/03	*****8995	1,000.00

Line Id.**	AAI	Qty. Invoiced *
0001		<input type="text" value="20"/>

If the Misc Pay Initiator is creating a for "Myself" Misc Pay document, the Misc Pay Initiator will have to sign a certification statement, otherwise, no signature is required upon create.

(\$)	Actions
1,000.00	Delete Line ID

Description \*

Description

Certification \*

I certify that this claim is true and belief and that the payment or cre

January 2013

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Signature of Claimant

Signature

Save Draft Document Previous Help

## Misc Pay Initiator - Federal Misc. Payment Voucher

Document >> 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 (\$)
WGHOSP13D18995002	HOSP	WGHOSP13D92468001	2013/01/03	*****8995	1,000.00

Line Id.**	AAI	Qty. Invoiced *	Unit of Measure *	Unit Price (\$) *	Amount (\$)	Actions
0001		100	EA-EACH	10.00	1,000.00	<a href="#">Delete Line ID</a> <a href="#">Add Line ID</a>
<div style="border: 1px solid black; padding: 5px;"> <p><b>Description *</b></p> <p>Description</p> </div>						

The Misc Pay Initiator may select to Delete the current Line Item by Clicking the Delete Line ID link or select the Add Line ID link to add additional Line Items.



**Certification \***

I certify that this claim is true and correct to the best of my knowledge and belief and that the payment or credit has not been received by me.

- Save Draft Document
- Previous
- Help

## Wide Area Workflow

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

## Misc Pay Initiator - Federal Misc. Payment Voucher

[Document >> 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 (\$)
WGHOSP13D18995002	HOSP	WGHOSP13D92468001	2013/01/03	*****8995	1,000.00

Line Id.**	AAI	Qty. Invoiced *	Unit of Measure *	Unit Price (\$) *	Amount (\$)	Actions
0001		100	EA-EACH	10.00	1,000.00	<a href="#">Delete Line ID</a>

## Description \*

The Vendor 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.

## Certification \*

I certify that this claim is true and correct to the best of my knowledge and belief and that the payment or credit has not been received by me.

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

For more information regarding Save and Continue, please refer to the Save and Continue Overview demonstration by clicking the Information button.

[Information](#)

Click the arrow to continue to the next frame of the current demonstration.



## Misc Pay Initiator - Federal Misc. Payment Voucher

[Document](#) >> [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

The Misc Pay Initiator clicks the Addresses tab to go to the Address page.

Misc. Pay Control Number	Invoice Date	Payee SSAN	Document Total (\$)
WGHOSP13D18995002	2013/01/03	*****8995	1,000.00

Line Id.**	AAI	Qty. Invoiced *	Unit of Measure *	Unit Price (\$) *	Amount (\$)	Actions
0001		100	EA-EACH	10.00	1,000.00	<a href="#">Delete Line ID</a>

**Description \***

Description

[Add Line ID](#)

**Certification \***

I certify that this claim is true and correct to the best of my knowledge and belief and that the payment or credit has not been received by me.

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

## Misc Pay Initiator - Federal Misc. Payment Voucher

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

[Voucher](#) [Addresses](#) [Comments](#) [Attachments](#) [Preview Document](#)

### Payee Information:

Payee Name:

\* Address

Address

Address

Address

\* City

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.

Country:

Military Location Description:

\* Phone:

Email:

Bank Routing Number:

Bank Account Number:

Bank Account Type:

### Administered By DoDAAC: N00025

\* Activity Name 1:

Activity Name 2:

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

## Misc Pay Initiator - Federal Misc. Payment Voucher

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

[Voucher](#) [Addresses](#) [Comments](#) [Attachments](#) [Preview Document](#)

### Payee Information:

Payee Name:

\* Address 1:

Address 2:

Address 3:

Address 4:

\* City:

\* State:

\* Zip Code:

Country:

Military Location Description:

\* Phone:

Email:

Bank Routing Number:

Bank Account Number:

Bank Account Type:

### Administered By DoDAAC: N00025

\* Activity Name 1:

Activity Name 2:

[Save Draft Document](#)

[Help](#)

## Misc Pay Initiator - Federal Misc. Payment Voucher

[Document](#) >> [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 Comments page allows the Misc Pay Initiator to enter Miscellaneous Pay Voucher comments.

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



## Misc Pay Initiator - Federal Misc. Payment Voucher

[Document](#) >> [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 and is "FOR OFFICIAL USE ONLY." Violations may be punishable by fines, imprisonment, or both.*

Click the Attachments tab to go to the Attachments page

The Misc Pay Initiator clicks the Attachments tab to go to the Attachments page.

Comments for Misc Pay Initiator.

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



## Misc Pay Initiator - Federal Misc. Payment Voucher

[Document](#) >> [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.**

There is an attachment size limit of 5MB, attachments over this size will be rejected.

Attachment

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

The Attachment page is now displayed.  
The Misc Pay Initiator clicks the Browse button to locate the file that is to be attached.

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



## Misc Pay Initiator - Federal Misc. Payment Voucher

[Document](#) >> [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.**

There is an attachment size limit of 5MB, attachments over this size will be rejected.

### Attachment

C:\Documents and Settings [Browse...](#) [Upload](#)

### Attachments Name Actions

The Misc Pay Initiator then clicks the Upload button to add the selected attachment.

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



## Misc Pay Initiator - Federal Misc. Payment Voucher

Document >> 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.**

There is an attachment size limit of 5MB, attachments over this size will be rejected.

Attachment

Attachments Name	Actions
test2.txt	<a href="#">View Attachment</a> <a href="#">Delete Attachment</a>

The attachment is now saved on the document.

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

## Misc Pay Initiator - Federal Misc. Payment Voucher

[Document](#) >> [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.**

There is an attachment size limit of 5MB, attachments over this size will be rejected.

The Misc Pay Initiator clicks the Preview Document tab to view the entire document.

Attachment

Attachments Name	Actions
test2.txt	<a href="#">View Attachment</a> <a href="#">Delete Attachment</a>

## Misc Pay Initiator - Federal Misc. Payment Voucher

Document >> 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 Misc Pay Initiator can scroll the contents of the tab to review the document.

Expand All Collapse All

### 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.

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

#### [ - ] Voucher Information

Misc. Pay Control Number	Type	Invoice Number	Total (\$)
WGHOSP13D18995002	HOSP	WGHOSP13D92468001	1000.00

#### [ - ] Line Item Information

Item No.	AAI	Qty. Shipped	Unit of Measure	UofM Code	Unit Price (\$)	Amount (\$)
0001		100	EACH	EA	10.00	1000.00
Description						
Description						
<b>Line Item Total (\$):</b>						<b>1,000.00</b>

- Save Draft Document
- Help

## Misc Pay Initiator - Federal Misc. Payment Voucher

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

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

[Expand All](#)   [Collapse All](#)

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

**FOUO - Privacy Sensitive**  
 Privacy Act Statement - This information is **FOUO ONLY.** Violations may be punishable by fines, imprisonment, or both.

**FOUO ONLY.** Violations may be punishable by fines, imprisonment, or both.

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

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee SSAN	Document Total (\$)
WGHOSP13D18995002	HOSP	WGHOSP13D92468001	2013/01/03	*****8995	1,000.00

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

Item No.	AAI	Qty. Shipped	Unit of Measure	UofM Code	Unit Price (\$)	Amount (\$)
0001		100	EACH	EA	10.00	1000.00
Description						
Description						
<b>Line Item Total (\$):</b>						1,000.00

[Save Draft Document](#)   [Help](#)

## Misc Pay Initiator - Federal Misc. Payment Voucher

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

- [Voucher](#)
- [Addresses](#)
- [Comments](#)
- [Attachments](#)
- [Preview Document](#)**

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

### **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.*

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

The Misc Pay Initiator can expand and collapse individual headers by clicking on the section headers.

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



## Misc Pay Initiator - Federal Misc. Payment Voucher

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

[Voucher](#)
[Addresses](#)
[Comments](#)
[Attachments](#)
[Preview Document](#)

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

### FOUO - Privacy Sensitive:

*Privacy Act Statement - This information is protected under the Privacy Act and/or the Freedom of Information Act.*

The Misc Pay Initiator clicks the Voucher tab in order to sign and submit the document.

*SE ONLY." Violations may be punishable by fines, imprisonment, or both.*

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

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

Item No.	AAI	Qty. Shipped	Unit of Measure	UofM Code	Unit Price (\$)	Amount (\$)
0001		100	EACH	EA	10.00	1000.00
Description						
Description						
Line Item Total (\$):						1,000.00

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

[\[+\]Misc Information](#)

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

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

## Misc Pay Initiator - Federal Misc. Payment Voucher

Document >> Select Voucher Flow >> Pay DoDAAC >> Routing >> Voucher

- Voucher
- Addresses
- Comments
- Attachments
- Preview Document

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee SSAN	Document Total (\$)
WGHOSP13D18995002	HOSP	WGHOSP13D92468001	2013/01/03	*****8995	1,000.00

Line Id.**	AAI	Qty. Invoiced *	Unit of Measure *	Unit Price (\$) *	Amount (\$)	Actions
0001		100	EA-EACH	10.00	1,000.00	Delete Line ID

### Description \*

Description

### Certification \*

I certify that this claim is true and in my belief and that the payment or credit is correct.

January 2013

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

The Voucher page is displayed. The Misc Pay Initiator enters the Signature Date and clicks the 'Signature of Claimant' button.

Signature of Claimant

Signature

- Save Draft Document
- Previous
- Help

## WAWF Password Confirmation

User ID	WAWFgovt5
Password *	●●●●●●●●●●
Submit Without Preview	<input checked="" type="checkbox"/>

The Misc Pay Initiator enters their password and clicks the 'Next' button to Submit the document.

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

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

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

## Success

The Federal Misc. Payment Voucher was successfully submitted.

Contract Number	Delivery Order	Shipment Number	Invoice Number
WGHOSP13D18995002		WGHOSP13D92468001	WGHOSP13D92468001

Email sent to Misc. Pay Initiator: wawf\_undel@ecedi.nit.disa.mil  
Email sent to Acceptor: wawf\_undel@ecedi.nit.disa.mil

[Send Additional Email Notifications](#)

The Misc Pay Initiator may add more email addresses by clicking the Send Additional Email Notifications link.

Thu Jan 03 11:52:40 MST 2013

[Return](#)



## Success

The Federal Misc. Payment Voucher was successfully submitted.

Contract Number	Delivery Order	Shipment Number	Invoice Number
WGHOSP13D18995002		WGHOSP13D92468001	WGHOSP13D92468001

Email sent to Misc. Pay Initiator: [wawf\\_undel@ecedi.nit.disa.mil](mailto:wawf_undel@ecedi.nit.disa.mil)  
Email sent to Acceptor: [wawf\\_undel@ecedi.nit.disa.mil](mailto:wawf_undel@ecedi.nit.disa.mil)

[Send Additional Email Notifications](#)

Thu Jan 03 11:52:40 MST 2013

This concludes the overview demonstration of a Misc Pay Initiator creating a Miscellaneous Pay Voucher for Federal Entity: e.g., Federal Employee or Military Member, including Retirees.

[Return](#)

