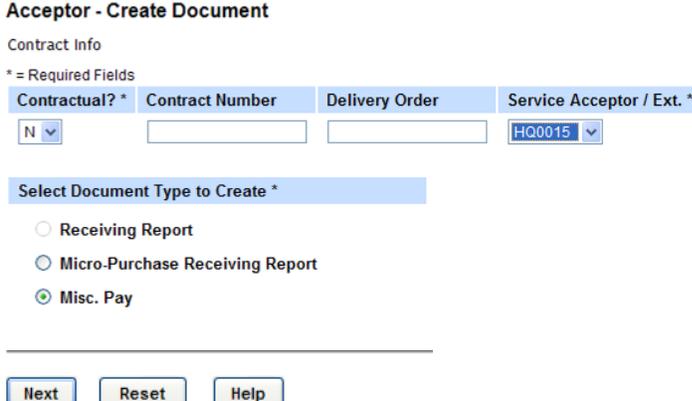


Creating a Miscellaneous Payment Voucher-Acceptor

Overview Miscellaneous payments are not associated with contracts. They are non-contractual (covering recurring and non-recurring conditions) payments made to vendors and individuals.

Create Procedure Follow the steps below to create a miscellaneous payment voucher.

Step	Action
1	After Logon, click on the Government link at the top of the screen. 
2	Click the Create Document link.  Result: Create New Document screen appears.
3	Perform the following actions: <ul style="list-style-type: none"> • Change the Contractual? to “N” • Select the Misc Pay radio button • Select the appropriate Service Acceptor • Click the Next button 

Continued on next page

Creating a Miscellaneous Payment Voucher-Acceptor

Procedure The steps below are continued from the previous page.
(continued)

Step	Action										
4	<p>Select the appropriate voucher flow</p> <p>Acceptor - Misc. Payment</p> <p>Contract >> Select Voucher Flow</p> <p>* = Required Fields</p> <p>Select Voucher Flow *</p> <ul style="list-style-type: none"> <input type="radio"/> Federal Entity: e.g., Federal Employee or Military Member, including Retirees <input type="radio"/> Non-Federal Entity: CCR - CAGE Code <input type="radio"/> Non-Federal Entity: Non-CCR - Business (EIN) <input type="radio"/> Non-Federal Entity: Non-CCR - Individual (SSN) <p>Click the Next button.</p> <hr/> <p><input type="button" value="Next"/> <input type="button" value="Previous"/> <input type="button" value="Reset"/> <input type="button" value="Help"/></p>										
5	<p>There are 4 types of Government Created Misc Pay Documents. Below are the steps related to each type.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">If making a...</td> <td style="width: 50%;">Then go to...</td> </tr> <tr> <td>Federal Entity Type</td> <td>Steps 6 thru 12</td> </tr> <tr> <td>Non-Federal Entity: CAGE Code</td> <td>Steps 13 thru 18</td> </tr> <tr> <td>Non-Federal Entity: Business (EIN)</td> <td>Steps 19 thru 25</td> </tr> <tr> <td>Non-Federal Entity: Individual (SSN)</td> <td>Steps 26 thru 32</td> </tr> </table>	If making a...	Then go to...	Federal Entity Type	Steps 6 thru 12	Non-Federal Entity: CAGE Code	Steps 13 thru 18	Non-Federal Entity: Business (EIN)	Steps 19 thru 25	Non-Federal Entity: Individual (SSN)	Steps 26 thru 32
If making a...	Then go to...										
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Non-Federal Entity: Individual (SSN)	Steps 26 thru 32										
6	<p>Enter the Pay Official DoDAAC and click the Next button.</p> <p>Acceptor - Misc. Payment</p> <p>Contract >> Select Voucher Flow >> Pay DoDAAC</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Contractual</th> <th style="width: 25%;">Contract Number</th> <th style="width: 25%;">Delivery Order</th> <th style="width: 15%;">DoDAAC / Ext.</th> <th style="width: 20%;">Pay Official *</th> </tr> </thead> <tbody> <tr> <td>N</td> <td></td> <td></td> <td>HQ0015</td> <td><input type="text" value="HQ0347"/></td> </tr> </tbody> </table> <hr/> <p><input type="button" value="Next"/> <input type="button" value="Previous"/> <input type="button" value="Reset"/> <input type="button" value="Help"/></p>	Contractual	Contract Number	Delivery Order	DoDAAC / Ext.	Pay Official *	N			HQ0015	<input type="text" value="HQ0347"/>
Contractual	Contract Number	Delivery Order	DoDAAC / Ext.	Pay Official *							
N			HQ0015	<input type="text" value="HQ0347"/>							

Continued on next page

Creating a Miscellaneous Payment Voucher-Acceptor

Procedure The steps below are continued from the previous page.
(continued)

Step	Action																								
7	<p>Complete the Required Fields and choose Misc. Type from the drop down box and click the Next button.</p> <p>Acceptor - Misc. Payment</p> <p>Contract >> Select Voucher Flow >> Pay DoDAAC >> Routing</p> <table border="1"> <thead> <tr> <th>Miscellaneous Payment Voucher Control Number</th> <th>Service Acceptor/Ext.</th> <th>Invoice Date</th> <th>Pay DoDAAC</th> </tr> </thead> <tbody> <tr> <td></td> <td>HQ0015</td> <td>2010/09/20</td> <td>HQ0347</td> </tr> </tbody> </table> <p>Social Security Account Number * Confirm Social Security Account Number *</p> <p>***** *****</p> <p>Acct Install No * LPO DoDAAC / Extension Miscellaneous Payment Type *</p> <p>033186 HQ0313 BILL</p> <p>Admin DoDAAC Invoice Number</p> <p>_____</p> <p>Next Previous Reset Help</p>	Miscellaneous Payment Voucher Control Number	Service Acceptor/Ext.	Invoice Date	Pay DoDAAC		HQ0015	2010/09/20	HQ0347																
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8	<p>Complete the required fields for the Line Item.</p> <p>Acceptor - Misc. Payment</p> <p>Contract >> Select Voucher Flow >> Pay DoDAAC >> Routing >> Voucher</p> <p>Voucher Addresses Comments Attachments Preview Document</p> <p>* = Required Fields</p> <table border="1"> <thead> <tr> <th>Misc. Pay Control Number</th> <th>Type</th> <th>Invoice Number</th> <th>Invoice Date</th> <th>Payee SSAN</th> <th>Document Total (\$)</th> </tr> </thead> <tbody> <tr> <td>W5BILL10M17777001</td> <td>BILL</td> <td>W5BILL10M17777001</td> <td>2010/09/20</td> <td>*****7777</td> <td>389.85</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Line Id.**</th> <th>Qty. Invoiced *</th> <th>Unit *</th> <th>Unit Price (\$) *</th> <th>Amount (\$)</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>0001</td> <td>3</td> <td>MO</td> <td>129.95</td> <td>389.85</td> <td></td> </tr> </tbody> </table> <p>AAI</p> <p>033186</p> <p>Description *</p> <p>3 Month Payment</p> <p>Delete Line ID Add Line ID</p>	Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee SSAN	Document Total (\$)	W5BILL10M17777001	BILL	W5BILL10M17777001	2010/09/20	*****7777	389.85	Line Id.**	Qty. Invoiced *	Unit *	Unit Price (\$) *	Amount (\$)	Actions	0001	3	MO	129.95	389.85	
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9	<p>Add comments to the Comments tab if needed.</p> <p>Acceptor - Misc. Payment</p> <p>Contract >> Select Voucher Flow >> Pay DoDAAC >> Routing >> Voucher</p> <p>Voucher Addresses Comments Attachments Preview Document</p> <p>FOUO - Privacy Sensitive:</p> <p>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.</p> <p>Initiator Comments</p> <p>Document level comments for the Misc Pay.</p>																								

Continued on next page

Creating a Miscellaneous Payment Voucher-Acceptor

Procedure The steps below are continued from the previous page.
(continued)

Step	Action								
10	<p>Due to the CEFT bump most address information should be pre-populated. Complete any missing elements on the Addresses tab.</p> <p>Acceptor - Misc. Payment Contract >> Select Voucher Flow >> Pay DoDAAC >> Routing >> Voucher</p> <p>Voucher Addresses Comments Attachments Preview Document</p> <p>Payee Information:</p> <p>Payee Name: SUN SMITH Address 1: 1623 1/2 NUIA AVENUE Address 2: Address 3: Address 4: City: BEAUMONT State: CA Zip Code: 82223 Country: Military Location Description: Phone: 3108886221 Email: Bank Routing Number: *****1952 Bank Account Number: *****5555 Bank Account Type: ****</p>								
11	<p>Review the document on the Preview Document tab and click the Submit button.</p> <p>Note: If document type requires an attachment it can be added on the Attachments tab prior to submission.</p> <p>Acceptor - Misc. Payment Contract >> Select Voucher Flow >> Pay DoDAAC >> Routing >> Voucher</p> <p>Voucher Addresses Comments Attachments Preview Document</p> <p>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.</p> <p>Expand All Collapse All</p> <p>[+]Voucher Information [+]Line Item Information [+]Address Information [+]Misc Information</p> <p>Submit Save Draft Document Help</p>								
12	<p>View the verification screen.</p> <p>Success</p> <p>The Misc. Payment was successfully submitted.</p> <table border="1"> <thead> <tr> <th>Contract Number</th> <th>Delivery Order</th> <th>Shipment Number</th> <th>Invoice Number</th> </tr> </thead> <tbody> <tr> <td>W5BILL10M17777001</td> <td></td> <td>W5BILL10M17777001</td> <td>W5BILL10M17777001</td> </tr> </tbody> </table> <p>Email sent to Acceptor: hq-wawf@dfas.mil Email sent to Acceptor: hq-wawf@dfas.mil</p> <p>Send Additional Email Notifications</p> <p>Mon Sep 20 06:12:32 MST 2010</p>	Contract Number	Delivery Order	Shipment Number	Invoice Number	W5BILL10M17777001		W5BILL10M17777001	W5BILL10M17777001
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Creating a Miscellaneous Payment Voucher-Acceptor

Procedure The steps below are continued from the previous page.
(continued)

Step	Action																								
13	<p>Enter the Pay Official DoDAAC and click the Next button.</p> <p>Acceptor - Misc. Payment</p> <p>Contract >> Select Voucher Flow >> Pay DoDAAC</p> <table border="1" data-bbox="407 478 1336 573"> <thead> <tr> <th>Contractual</th> <th>Contract Number</th> <th>Delivery Order</th> <th>DoDAAC / Ext.</th> <th>Pay Official *</th> </tr> </thead> <tbody> <tr> <td>N</td> <td></td> <td></td> <td>HQ0015</td> <td>HQ0347</td> </tr> </tbody> </table> <p>Next Previous Reset Help</p>	Contractual	Contract Number	Delivery Order	DoDAAC / Ext.	Pay Official *	N			HQ0015	HQ0347														
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14	<p>Complete the Required Fields and choose Misc. Type from the drop down box and click the Next button.</p> <p>Acceptor - Misc. Payment</p> <p>Contract >> Select Voucher Flow >> Pay DoDAAC >> Routing</p> <table border="1" data-bbox="407 863 1352 909"> <thead> <tr> <th>Miscellaneous Payment Voucher Control Number</th> <th>Service Acceptor/Ext.</th> <th>Invoice Date</th> <th>Pay DoDAAC</th> </tr> </thead> <tbody> <tr> <td></td> <td>HQ0015</td> <td>2010/09/20</td> <td>HQ0347</td> </tr> </tbody> </table> <p>CAGE Code */ Extension 027M9</p> <p>Acct Install No * 033186 LPO DoDAAC */ Extension HQ0313 Miscellaneous Payment Type * BILL</p> <p>Admin DoDAAC Invoice Number</p> <p>Next Previous Reset Help</p>	Miscellaneous Payment Voucher Control Number	Service Acceptor/Ext.	Invoice Date	Pay DoDAAC		HQ0015	2010/09/20	HQ0347																
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15	<p>Complete the required fields for the Line Item.</p> <p>Acceptor - Misc. Payment</p> <p>Contract >> Select Voucher Flow >> Pay DoDAAC >> Routing >> Voucher</p> <p>Voucher Addresses Comments Attachments Preview Document</p> <p>* = Required Fields</p> <table border="1" data-bbox="407 1398 1352 1444"> <thead> <tr> <th>Misc. Pay Control Number</th> <th>Type</th> <th>Invoice Number</th> <th>Invoice Date</th> <th>Payee EIN</th> <th>Document Total (\$)</th> </tr> </thead> <tbody> <tr> <td>W5BILL10M027M9002</td> <td>BILL</td> <td>W5BILL10M027M9002</td> <td>2010/09/20</td> <td>450432894</td> <td>389.85</td> </tr> </tbody> </table> <table border="1" data-bbox="407 1482 1117 1528"> <thead> <tr> <th>Line Id.**</th> <th>Qty. Invoiced *</th> <th>Unit *</th> <th>Unit Price (\$) *</th> <th>Amount (\$)</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>0001</td> <td>3</td> <td>MO</td> <td>129.95</td> <td>389.85</td> <td></td> </tr> </tbody> </table> <p>AAI 033186</p> <p>Description * 3 Month Payment</p> <p>Delete Line ID Add Line ID</p>	Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee EIN	Document Total (\$)	W5BILL10M027M9002	BILL	W5BILL10M027M9002	2010/09/20	450432894	389.85	Line Id.**	Qty. Invoiced *	Unit *	Unit Price (\$) *	Amount (\$)	Actions	0001	3	MO	129.95	389.85	
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Creating a Miscellaneous Payment Voucher-Acceptor

Procedure The steps below are continued from the previous page.
(continued)

Step	Action								
16	<p>Add comments to the Comments tab if needed.</p> <p>Acceptor - Misc. Payment Contract >> Select Voucher Flow >> Pay DoDAAC >> Routing >> Voucher Voucher Addresses Comments Attachments Preview Document</p> <p>FOUO - Privacy Sensitive: <i>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.</i></p> <p>Initiator Comments</p> <p>Document level comments for the Misc Pay.</p>								
17	<p>Review the document on the Preview Document tab and click the Submit button.</p> <p>Note: If document type requires an attachment it can be added on the Attachments tab prior to submission.</p> <p>Acceptor - Misc. Payment Contract >> Select Voucher Flow >> Pay DoDAAC >> Routing >> Voucher Voucher Addresses Comments Attachments Preview Document</p> <p>FOUO - Privacy Sensitive: <i>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.</i></p> <p>Expand All Collapse All</p> <p>[+]Voucher Information [+]Line Item Information [+]Address Information [+]Misc Information</p> <p>Submit Save Draft Document Help</p>								
18	<p>View the verification screen.</p> <p>Success</p> <p>The Misc. Payment was successfully submitted.</p> <table border="1"> <thead> <tr> <th>Contract Number</th> <th>Delivery Order</th> <th>Shipment Number</th> <th>Invoice Number</th> </tr> </thead> <tbody> <tr> <td>W5BILL10M17777001</td> <td></td> <td>W5BILL10M17777001</td> <td>W5BILL10M17777001</td> </tr> </tbody> </table> <p>Email sent to Acceptor: hq-wawf@dfas.mil Email sent to Acceptor: hq-wawf@dfas.mil</p> <p>Send Additional Email Notifications</p> <p>Mon Sep 20 06:12:32 MST 2010</p>	Contract Number	Delivery Order	Shipment Number	Invoice Number	W5BILL10M17777001		W5BILL10M17777001	W5BILL10M17777001
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Creating a Miscellaneous Payment Voucher-Acceptor

Procedure The steps below are continued from the previous page.
(continued)

Step	Action																								
19	<p>Enter the Pay Official DoDAAC and click the Next button.</p> <p>Acceptor - Misc. Payment</p> <p>Contract >> Select Voucher Flow >> Pay DoDAAC</p> <table border="1" data-bbox="407 478 1338 573"> <thead> <tr> <th>Contractual</th> <th>Contract Number</th> <th>Delivery Order</th> <th>DoDAAC / Ext.</th> <th>Pay Official *</th> </tr> </thead> <tbody> <tr> <td>N</td> <td></td> <td></td> <td>HQ0015</td> <td>HQ0347</td> </tr> </tbody> </table> <p>Next Previous Reset Help</p>	Contractual	Contract Number	Delivery Order	DoDAAC / Ext.	Pay Official *	N			HQ0015	HQ0347														
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20	<p>Complete the Required Fields and choose Misc. Type from the drop down box and click the Next button.</p> <p>Acceptor - Misc. Payment</p> <p>Contract >> Pay DoDAAC >> Document >> Routing</p> <table border="1" data-bbox="407 856 1354 909"> <thead> <tr> <th>Miscellaneous Payment Voucher Control Number</th> <th>Service Acceptor/Ext.</th> <th>Invoice Date</th> <th>Pay DoDAAC</th> </tr> </thead> <tbody> <tr> <td></td> <td>HQ0015</td> <td>2010/09/20</td> <td>HQ0347</td> </tr> </tbody> </table> <p>Employee Identification Number * 450432894</p> <p>Acct Install No * 033186 LPO DoDAAC */ Extension HQ0313 Miscellaneous Payment Type * BILL</p> <p>Admin DoDAAC Invoice Number</p> <p>Next Previous Reset Help</p>	Miscellaneous Payment Voucher Control Number	Service Acceptor/Ext.	Invoice Date	Pay DoDAAC		HQ0015	2010/09/20	HQ0347																
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21	<p>Complete the required fields for the Line Item.</p> <p>Acceptor - Misc. Payment</p> <p>Contract >> Select Voucher Flow >> Pay DoDAAC >> Routing >> Voucher</p> <p>Voucher Addresses Comments Attachments Preview Document</p> <p>* = Required Fields</p> <table border="1" data-bbox="407 1392 1354 1444"> <thead> <tr> <th>Misc. Pay Control Number</th> <th>Type</th> <th>Invoice Number</th> <th>Invoice Date</th> <th>Payee EIN</th> <th>Document Total (\$)</th> </tr> </thead> <tbody> <tr> <td>W5BILL10M027M9002</td> <td>BILL</td> <td>W5BILL10M027M9002</td> <td>2010/09/20</td> <td>450432894</td> <td>389.85</td> </tr> </tbody> </table> <table border="1" data-bbox="407 1476 1117 1528"> <thead> <tr> <th>Line Id.**</th> <th>Qty. Invoiced *</th> <th>Unit *</th> <th>Unit Price (\$) *</th> <th>Amount (\$)</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>0001</td> <td>3</td> <td>MO</td> <td>129.95</td> <td>389.85</td> <td></td> </tr> </tbody> </table> <p>AAI 033186</p> <p>Description * 3 Month Payment</p> <p>Delete Line ID Add Line ID</p>	Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee EIN	Document Total (\$)	W5BILL10M027M9002	BILL	W5BILL10M027M9002	2010/09/20	450432894	389.85	Line Id.**	Qty. Invoiced *	Unit *	Unit Price (\$) *	Amount (\$)	Actions	0001	3	MO	129.95	389.85	
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Creating a Miscellaneous Payment Voucher-Acceptor

Procedure The steps below are continued from the previous page.
(continued)

Step	Action
22	<p>Add comments to the Comments tab if needed.</p> <p>Acceptor - Misc. Payment</p> <p>Contract >> Select Voucher Flow >> Pay DoDAAC >> Routing >> Voucher</p> <p>Voucher Addresses Comments Attachments Preview Document</p> <p>FOUO - Privacy Sensitive:</p> <p><i>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.</i></p> <p>Initiator Comments</p> <p>Document level comments for the Misc Pay.]</p>
23	<p>Due to the CEFT bump most address information should be pre-populated. Complete any missing elements on the Addresses tab.</p> <p>Acceptor - Misc. Payment</p> <p>Contract >> Select Voucher Flow >> Pay DoDAAC >> Routing >> Voucher</p> <p>Voucher Addresses Comments Attachments Preview Document</p> <p>Payee Information:</p> <p>Payee Name: [SUN SMITH]</p> <p>Address 1: [1623 1/2 NELL A AVENUE]</p> <p>Address 2: []</p> <p>Address 3: []</p> <p>Address 4: []</p> <p>City: [REALMONT] State: [CA] Zip Code: [82223]</p> <p>Country: [] Military Location Description: []</p> <p>* Phone: [3108886221] Email: []</p> <p>Bank Routing Number: [****1952] Bank Account Number: [****5555] Bank Account Type: [****]</p>
24	<p>Review the document on the Preview Document tab and click the Submit button.</p> <p>Note: If document type requires an attachment it can be added on the Attachments tab prior to submission.</p> <p>Acceptor - Misc. Payment</p> <p>Contract >> Select Voucher Flow >> Pay DoDAAC >> Routing >> Voucher</p> <p>Voucher Addresses Comments Attachments Preview Document</p> <p>FOUO - Privacy Sensitive:</p> <p><i>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.</i></p> <p>Expand All Collapse All</p> <p>[+]Voucher Information [+]Line Item Information [+]Address Information [+]Misc Information</p> <p>Submit Save Draft Document Help</p>

Continued on next page

Creating a Miscellaneous Payment Voucher-Acceptor

Procedure The steps below are continued from the previous page.
(continued)

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25	<p>View the verification screen.</p> <p>Success</p> <p>The Misc. Payment was successfully submitted.</p> <table border="1"> <thead> <tr> <th>Contract Number</th> <th>Delivery Order</th> <th>Shipment Number</th> <th>Invoice Number</th> </tr> </thead> <tbody> <tr> <td>W5BILL10M17777001</td> <td></td> <td>W5BILL10M17777001</td> <td>W5BILL10M17777001</td> </tr> </tbody> </table> <p>Email sent to Acceptor: hq-wawf@dfas.mil Email sent to Acceptor: hq-wawf@dfas.mil</p> <p>Send Additional Email Notifications</p> <p>Mon Sep 20 06:12:32 MST 2010</p>	Contract Number	Delivery Order	Shipment Number	Invoice Number	W5BILL10M17777001		W5BILL10M17777001	W5BILL10M17777001		
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Contractual	Contract Number	Delivery Order	DoDAAC / Ext.	Pay Official *							
N			HQ0015	<input type="text" value="HQ0347"/>							
27	<p>Complete the Required Fields and choose Misc. Type from the drop down box and click the Next button.</p> <p>Acceptor - Misc. Payment</p> <p>Contract >> Select Voucher Flow >> Pay DoDAAC >> Routing</p> <table border="1"> <thead> <tr> <th>Miscellaneous Payment Voucher Control Number</th> <th>Service Acceptor/Ext.</th> <th>Invoice Date</th> <th>Pay DoDAAC</th> </tr> </thead> <tbody> <tr> <td></td> <td>HQ0015</td> <td>2010/09/20</td> <td>HQ0347</td> </tr> </tbody> </table> <p>Social Security Account Number * <input type="text" value="....."/> Confirm Social Security Account Number * <input type="text" value="....."/></p> <p>Acct Install No * <input type="text" value="033186"/> LPO DoDAAC */ Extension <input type="text" value="HQ0313"/> Miscellaneous Payment Type * <input type="text" value="BILL"/></p> <p>Admin DoDAAC <input type="text"/> Invoice Number <input type="text"/></p> <p>Next Previous Reset Help</p>	Miscellaneous Payment Voucher Control Number	Service Acceptor/Ext.	Invoice Date	Pay DoDAAC		HQ0015	2010/09/20	HQ0347		
Miscellaneous Payment Voucher Control Number	Service Acceptor/Ext.	Invoice Date	Pay DoDAAC								
	HQ0015	2010/09/20	HQ0347								

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Creating a Miscellaneous Payment Voucher-Acceptor

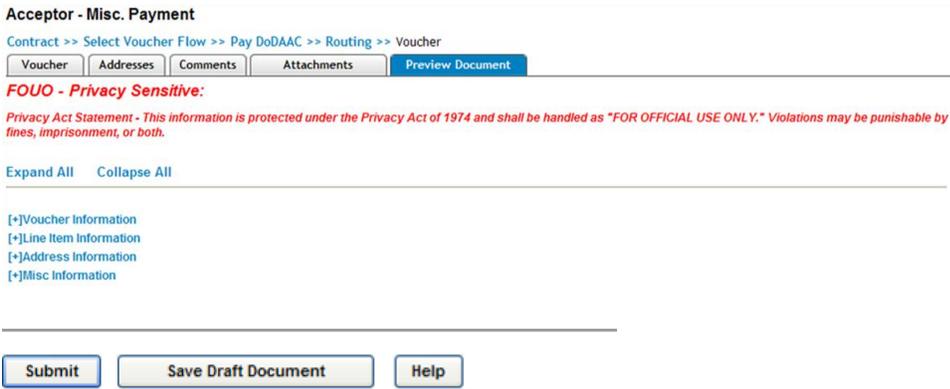
Procedure The steps below are continued from the previous page.
(continued)

Step	Action																								
28	<p>Complete the required fields for the Line Item.</p> <p>Acceptor - Misc. Payment Contract >> Select Voucher Flow >> Pay DoDAAC >> Routing >> Voucher Voucher Addresses Comments Attachments Preview Document</p> <p>* = Required Fields</p> <table border="1"> <thead> <tr> <th>Misc. Pay Control Number</th> <th>Type</th> <th>Invoice Number</th> <th>Invoice Date</th> <th>Payee SSAN</th> <th>Document Total (\$)</th> </tr> </thead> <tbody> <tr> <td>WSBILL10M1777001</td> <td>BILL</td> <td>WSBILL10M1777001</td> <td>2010/09/20</td> <td>*****7777</td> <td>389.85</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Line Id.**</th> <th>Qty. Invoiced *</th> <th>Unit *</th> <th>Unit Price (\$) *</th> <th>Amount (\$)</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>0001</td> <td>3</td> <td>MO</td> <td>129.95</td> <td>389.85</td> <td></td> </tr> </tbody> </table> <p>AAI 033186</p> <p>Description *</p> <p>3 Month Payment</p> <p>Delete Line ID Add Line ID</p>	Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee SSAN	Document Total (\$)	WSBILL10M1777001	BILL	WSBILL10M1777001	2010/09/20	*****7777	389.85	Line Id.**	Qty. Invoiced *	Unit *	Unit Price (\$) *	Amount (\$)	Actions	0001	3	MO	129.95	389.85	
Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee SSAN	Document Total (\$)																				
WSBILL10M1777001	BILL	WSBILL10M1777001	2010/09/20	*****7777	389.85																				
Line Id.**	Qty. Invoiced *	Unit *	Unit Price (\$) *	Amount (\$)	Actions																				
0001	3	MO	129.95	389.85																					
29	<p>Add comments to the Comments tab if needed.</p> <p>Acceptor - Misc. Payment Contract >> Select Voucher Flow >> Pay DoDAAC >> Routing >> Voucher Voucher Addresses Comments Attachments Preview Document</p> <p>FOUO - Privacy Sensitive: <i>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.</i></p> <p>Initiator Comments</p> <p>Document level comments for the Misc Pay.</p>																								
30	<p>Due to the CEFT bump most address information should be pre-populated. Complete any missing elements on the Addresses tab.</p> <p>Acceptor - Misc. Payment Contract >> Select Voucher Flow >> Pay DoDAAC >> Routing >> Voucher Voucher Address Comments Attachments Preview Document</p> <p>Payee Information:</p> <p>Payee Name: SUN SMITH Address 1: 1623 1/2 MILLA AVENUE Address 2: Address 3: Address 4:</p> <p>City: BEAUMONT State: CA Zip Code: 82223 Country: Military Location Description: Phone: 3108886221 Email: Bank Routing Number: *****1952 Bank Account Number: *****5555 Bank Account Type: ****</p>																								

Continued on next page

Creating a Miscellaneous Payment Voucher-Acceptor

Procedure The steps below are continued from the previous page.
(continued)

Step	Action
31	<p>Review the document on the Preview Document tab and click the Submit button.</p> <p>Note: If document type requires an attachment it can be added on the Attachments tab prior to submission.</p> 
32	<p>View the verification screen.</p> <p>Success</p> 