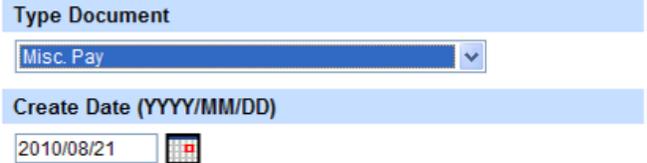


Accepting a Miscellaneous Payment Voucher

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

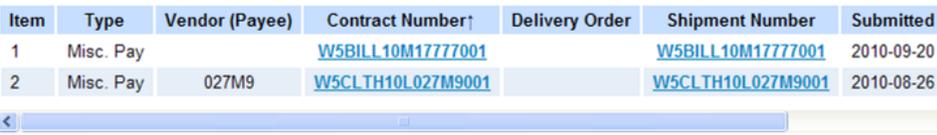
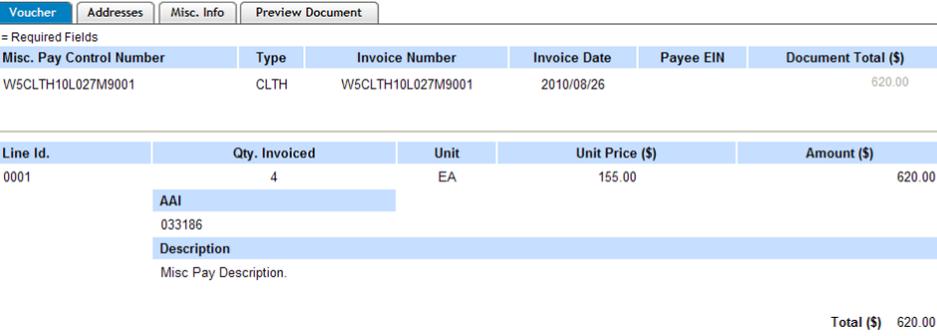
Procedure Follow the steps below to accept a Miscellaneous Payment Voucher.

Step	Action
1	<p>After Logon, click on the Government link at the top of the screen.</p> 
2	<p>Click the Acceptor > Acceptance Folder link.</p> 
3	<p>Select a <u>D</u>oDAAC from the DoDAAC drop down menu.</p> <p>Important! The DoDAAC is a required field. Select appropriate DoDAAC from the drop down menu.</p> 
4	<p>Select the Misc Pay from the Type Document drop-down menu.</p>  <p>All other fields in the Search screen are optional. Users can enter in as much or as little information as needed to narrow their search.</p> <p><u>Note:</u> See “Searching for Active, Archived, Or Contract Review” section for more information on using the search screen.</p>

Continued on next page

Accepting a Miscellaneous Payment Voucher

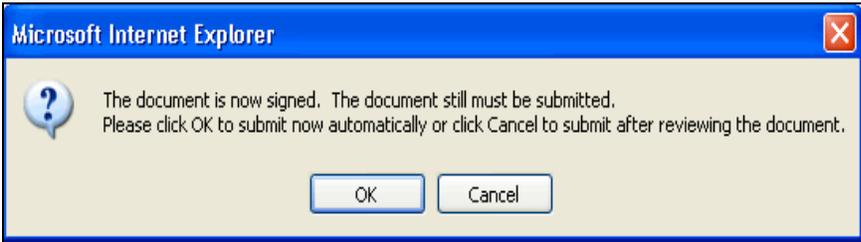
Procedure The steps below are continued from the previous page.
(continued)

Step	Action																					
5	<p>Click the Submit button.</p> 																					
6	<p>Click on the desired Shipment No to open the document.</p> <p>Acceptance Folder for 'HQ0015' (2 items, sorted by Contract Number)</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Type</th> <th>Vendor (Payee)</th> <th>Contract Number†</th> <th>Delivery Order</th> <th>Shipment Number</th> <th>Submitted</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Misc. Pay</td> <td></td> <td>W5BILL10M1777001</td> <td></td> <td>W5BILL10M1777001</td> <td>2010-09-20</td> </tr> <tr> <td>2</td> <td>Misc. Pay</td> <td>027M9</td> <td>W5CLTH10L027M9001</td> <td></td> <td>W5CLTH10L027M9001</td> <td>2010-08-26</td> </tr> </tbody> </table> 	Item	Type	Vendor (Payee)	Contract Number†	Delivery Order	Shipment Number	Submitted	1	Misc. Pay		W5BILL10M1777001		W5BILL10M1777001	2010-09-20	2	Misc. Pay	027M9	W5CLTH10L027M9001		W5CLTH10L027M9001	2010-08-26
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2	Misc. Pay	027M9	W5CLTH10L027M9001		W5CLTH10L027M9001	2010-08-26																
7	<p>Review the data on the Voucher tab.</p> <p>Enter the <u>A</u>CRN*, <u>S</u>DN*, and Chargeable <u>F</u>Y* for each line item on the request. (These fields are always available to be filled, but are only required when the Pay Official DoDAAC belongs to the Marine Corps.)</p> 																					
8	<p>Review the Addresses and/or Misc. Info tabs as needed.</p> 																					
9	<p>Click the Voucher tab and scroll to the bottom of the screen.</p> 																					
10	<p>Click the Acceptance checkbox and enter Date Received.</p> <p>ACTION BY: HQ0015 *</p> <p><input checked="" type="checkbox"/> Accepted Date Received</p> <p><input type="checkbox"/> Reject to Initiator 2010/09/20 </p>																					

Continued on next page

Accepting a Miscellaneous Payment Voucher

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

Step	Action
11	<p>Enter the Signature Date, and then click the Signature button.</p> 
12	<p>Enter the Password, and then click the Next button.</p> 
11	<p>Review the message box then click the OK button.</p> 

Continued on next page

Accepting a Miscellaneous Payment Voucher

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

Step	Action								
12	<p data-bbox="402 310 769 338">View the verification screen.</p> <p data-bbox="402 373 496 401">Success</p> <div data-bbox="402 422 1203 459" style="background-color: #e1f5fe; padding: 5px;"> <p data-bbox="412 430 837 457">The Misc. Payment was successfully accepted.</p> </div> <table border="1" data-bbox="402 506 1200 569" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="402 506 607 533">Contract Number</th> <th data-bbox="607 506 769 533">Delivery Order</th> <th data-bbox="769 506 997 533">Shipment Number</th> <th data-bbox="997 506 1200 533">Invoice Number</th> </tr> </thead> <tbody> <tr> <td data-bbox="402 541 607 569">W5CLTH10L027M9001</td> <td data-bbox="607 541 769 569"></td> <td data-bbox="769 541 997 569">W5CLTH10L027M9001</td> <td data-bbox="997 541 1200 569">W5CLTH10L027M9001</td> </tr> </tbody> </table> <p data-bbox="412 625 873 764"> Email sent to Vendor: hq-wawf@dfas.mil Email sent to Vendor: katrin.dilli@universal-inc.net Email sent to Vendor: mech_navsisa_wawf_test@navy.mil Email sent to Vendor: wawfvend@dcma.mil Email sent to Local Processing Office: hq-wawf@dfas.mil </p> <p data-bbox="412 793 699 814">Send Additional Email Notifications</p> <p data-bbox="412 842 670 863">Mon Sep 20 07:45:42 MST 2010</p>	Contract Number	Delivery Order	Shipment Number	Invoice Number	W5CLTH10L027M9001		W5CLTH10L027M9001	W5CLTH10L027M9001
Contract Number	Delivery Order	Shipment Number	Invoice Number						
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