

# Navy WAWF Miscellaneous Payment Guide



*Defense Finance and Accounting Service*

Epay Services  
eSolutions



- ▶ This training will cover
  - ✓ Miscellaneous Pay Roles in WAWF
  - ✓ Miscellaneous Process
  - ✓ STARS\_FL Obligation interface
  - ✓ Correcting Invoices
  - ✓ Recalling/ Rejecting Invoices
  - ✓ Helpful information





## ■ Initiator

- ✓ Can be an Acceptor if creating the Misc Pay on behalf of the payee
  - Will need active Acceptor access for the appropriate DoDAAC
- ✓ Can be a vendor with a valid CAGE code or DUNS number if that vendor is going to be the payee
- ✓ The Initiator **creates** the Misc Pay

## ■ Acceptor

- ✓ The Acceptor **approves** the Misc Pay
  - Will need active Acceptor access for the appropriate DoDAAC

## ■ Local Processing Official (LPO)

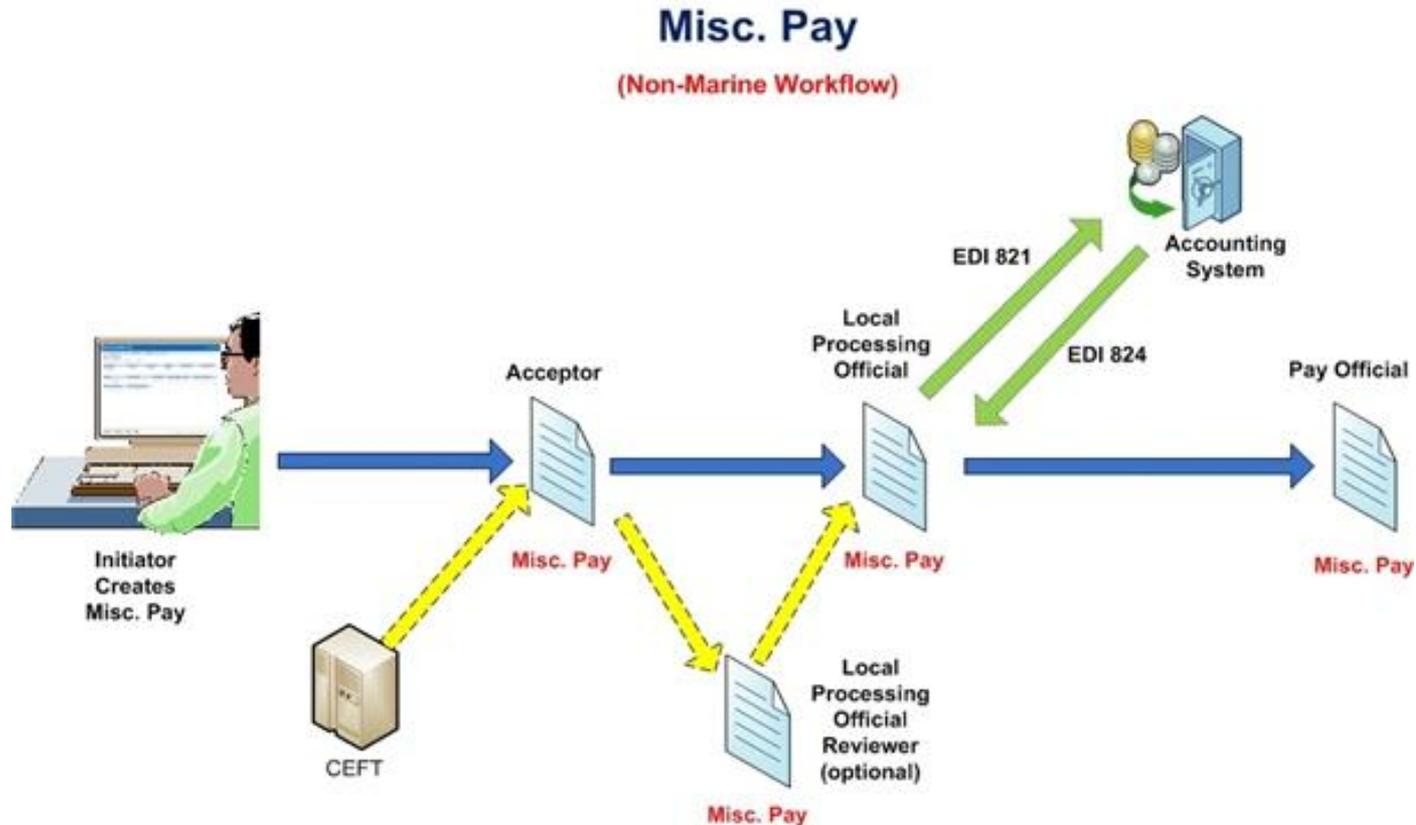
- ✓ The LPO **certifies** the Misc Pay
  - Will need active LPO access for the appropriate DoDAAC
  - LPOs are certifying officers
    - Need a DD577 card on file with DFAS
    - Must meet all DoD FMR requirements for certifying officers



## ► Process Flow

- ✓ Creation of Misc Pay in WAWF
- ✓ Acceptance of Misc Pay in WAWF
- ✓ Certification of Misc Pay in WAWF
- ✓ WAWF holds the Misc Pay in “Certified” status, awaiting acknowledgement from STARS-FL
- ✓ STARS-FL attempts to post the obligation
  - If STARS-FL posts the obligation successfully, it sends a positive acknowledgement to WAWF
  - STARS-FL may bypass obligation posting of certain documents. If so, STARS-FL sends a positive acknowledgement to WAWF
    - If WAWF gets a positive acknowledgement from STARS-FL, WAWF forwards the Misc Pay to One Pay and changes the status of the Misc Pay to “Processed”
  - If STARS-FL fails in its attempt to post the obligation, it sends a failed acknowledgement to WAWF
    - If WAWF gets a failed acknowledgement from STARS-FL, WAWF resets the Misc Pay invoice to “Accepted” status and returns the Misc Pay to the LPO’s Certification Folder





- ✓ Acceptor and LPO cannot be the same user (separation of duties)



- ▶ Submission Process is identical for Misc Pay Initiator and Acceptor except the first two screens for each role.
- ▶ Miscellaneous Pay Initiator
  - ✓ Document type is already selected
  - ✓ Needs to specify if it is for self or other
- ▶ Acceptor
  - ✓ Acceptors also have to ability to create other documents
  - ✓ Acceptor must select Misc Pay
  
- ▶ All screens/ steps thereafter are identical



# Submission Process- Misc Pay Initiator



## Wide Area Workflow 5.4.0

User	Government	Documentation	Lookup	Logout
Acceptor				
Admin By				
Cost Voucher Administrator				
Cost Voucher Approver				
Cost Voucher Reviewer				
Field Inspector				
Grant Approver				
Inspector				
Issue By				
Local Processing Office				
Local Processing Office Reviewer				
<b>Misc Pay Initiator</b>				
Ship To				
Pay Official				

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

**Government and Government Support Contractor Messages**

2013-JAN-07) System: Subject: *Message For: All Users*

---

2013-JAN-07) System: Subject: *Please read this message. Message For: All Users*

This is a message for all users (inside and outside logon). If you've read this far, you're probably bored already.

---

2013-JAN-07) System: Subject: *This Message May Not Be So Message For: Government Users*

---

2013-JAN-07) System: Subject: *Message For: All Users*

---

2013-JAN-07) System: Subject: *New! Message For: All Users*

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



# Submission Process- Misc Pay Initiator

## Wide Area Workflow 5.4.0

User Government Documentation Lookup Logout

### Misc Pay Initiator - Create Document

Document

\* = Required Fields

Misc Pay Initiator DoDAAC / Ext. \*

N88711

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)

Next

Reset

Help

- ▶ The Initiator has the option of creating the Misc Pay on behalf of themselves or another



# Submission Process-Acceptor

https://wawf-gt.nit.disa.mil/ - Windows Internet Explorer provided by DFAS

https://wawf-gt.nit.disa.mil/ Certificate Error Live Search

File Edit View Favorites Tools Help

https://wawf-gt.nit.disa.mil/

## Wide Area Workflow 5.2

User ID : STARSGovt2  
[Printer Friendly](#)

User	Government	Documentation	Lookup	Logout
	<b>Acceptor</b>	<b>Create Document</b>		
	Admin By	Acceptance Folder		
	Cost Voucher Administrator	History Folder by DoDAAC		
	Cost Voucher Approver	History Folder by User		
• If	Cost Voucher Reviewer	Hold Folder		
aj	Field Inspector	Recall - Action Required Folder		
V	Grant Approver	Rejected Transactions Folder		
• P	Inspector	Post Payment Review Folder		
• TI	Issue By	Suspended CEFT Transactions Folder		
• U	Local Processing Office	Saved Documents Folder		
• V	Local Processing Office Reviewer	Pure Edge Folder		
• In	Ship To	View Only Folder		
	Pay Official	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!**

...d, WordPerfect, Microsoft WordPad, Microsoft Write, etc.) to create FTP files, EDI files, or to cut-and-paste text field data into the WAWF Web 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 removes control characters that contain formatting information.

...in the WAWF application.

...orted within the WAWF application when completing electronic forms.

...saved to the server.

...uttons 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, Comments, Line Items, etc.



# Submission Process-Acceptor

## Wide Area Workflow 5.2

User Government Documentation Lookup Logout

### Acceptor

#### Contract Info

\* = Required Fields

ERROR: Service Acceptor DoDAAC is mandatory.

Contractual? *	Contract Number Type	Contract Number	Delivery Order	Service Acceptor / Ext. *
<input type="text" value="N"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="N68711"/>

#### Select Document Type to Create \*

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

Populate CLINs

Next

Reset

Help



# Submission Process-Both

**Wide Area Workflow 5.4.0**

User Government Documentation Lookup Logout

**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)

Next Previous Reset Help

## ▶ Select the Payee type

- ✓ Be careful to select the appropriate type as each type pulls from a different side of CEFT



# Misc. Payment Voucher Flow

## Federal Entity

- ✓ Employee
- ✓ Service Member
- ✓ Retired

## Non-Federal Entity : CCR

- ✓ All Cage codes

## Non-Federal Entity : Non-CCR- EIN

- ✓ Non Contractual Businesses

## Non-Federal Entity : Non CCR- SSN

- ✓ Non Contractual  
Reimbursements to Non  
Federal Individuals

User Government Documentation Lookup Logout

**Acceptor - Misc. Payment Voucher**

Contract >> Select Voucher Flow

\* = Required Fields

Select Voucher Flow \*

Federal Entity: e.g., Federal Employee or Military Member, including Retirees

Non-Federal Entity: CCR - CAGE Code

Non-Federal Entity: Non-CCR - Business (EIN)

Non-Federal Entity: Non-CCR - Individual (SSN)

Next Previous Reset Help



# Submission Process-Both

**Wide Area Workflow 5.4.0**

User Government Documentation Lookup Logout

**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				N68711	<input type="text"/>	<a href="#">Pay Office/AAI Cross-walk</a>

Next Previous Reset Help

## Enter Payment office

- ✓ HQ0248 (BUMED Only)
- ✓ N68732 ( All others)
- ✓ Use the crosswalk for other services AAA's Pay offices



# Submission Process-Both

Wide Area Workflow 5.4.0 User

User Government Documentation Lookup Logout

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

Misc. Pay Initiator / Ext.	Invoice Date	Pay DoDAAC
N68711	2013/02/05	N68732

Social Security Account Number \*  **A** Confirm Social Security Account Number \*  **B**

Service Acceptor DoDAAC \* / Ext.  **C** AAI  LPO DoDAAC / Extension  **D** Misc. Type \*  **F** [Link to Pay Office / AAI Cross-walk](#)

**G**  **H**  **E** [Pay Office/AAI Cross-walk](#)

Admin DoDAAC Invoice Number

Next Previous Reset Help

Logon Date : 2013/02/05 09:28:24 MST Last Accessed Date : 2013/02/05 09:50:09 MST

[Security & Privacy](#) [Accessibility](#) [Vendor Customer Support](#) [Government Customer Support](#) [FAQ](#) [Site Index](#)

- ✓ A- please be sure to enter the SSN/EIN correctly (no dashes)
- ✓ B – must match the first entry
- ✓ C- enter ship to/ acceptor DODAAC
- ✓ D-enter AAA/AAI that will be used for the LOA
- ✓ E- enter LPO DODAAC (entry is not mandatory at initiator level but invoice will not be allowed to pass acceptance until added)
- ✓ F- Misc pay type ( for a list of types use the lookup tab in WAWF)
- ✓ G- enter admin DODAAC (not mandatory)
- ✓ H- invoice number (not mandatory and if not entered invoice number will become the misc pay control number)



# Misc Pay Control Number

## ► Anatomy of a Misc Pay Control Number

- ✓ 17 digits
- ✓ First two positions represents the payment office
  - N68732=CL
  - HQ0248=RO
- ✓ Next four represents the misc pay type
- ✓ Next two represents the Calendar year
- ✓ Ninth position will always be "D"
- ✓ Next five is the Cage code or the last five of the SSN/EIN
- ✓ Last three are a sequential number

Misc. Pay Control Number

CLOTHE11D0TC19A41

Appears in WAWF as Control Number

PIIN/SPIIN CLOTHE11D0TC1 9A41

Appears in One Pay as PIIN/SPIIN



# Submission Process-Both

**Wide Area Workflow 5.4.0** User ID : [redacted]

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:**

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\* = Required Fields

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee SSAN	Document Total (\$)
CLINDI13D19000032	INDI	CLINDI13D99005030	2013/02/05	*****9000	100.00

Line Id.**	AAI	Qty. Invoiced *	Unit of Measure *	UofM Code *	Unit Price (\$) *	Amount (\$)	Actions
0001	068732	1	each		100.00	100.00	Delete Line ID

Description \*

Safety shoes

Each  
Each Per Month

Add Line ID

Submit Save Draft Document Previous Help

CLIN will auto populate in sequential order, enter quantity, then full Unit of Measure (drop down will appear after selection the UofM Code will auto fill with the proper code). Enter unit price ( QTY x Unit Price = Document Total). Lastly enter the description.

Proceed to the Address tab



# Submission Process-Both

Wide Area Workflow 5.4.0 User ID :

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

Address 3:

Address 4:

City:  State:  Zip Code:

Country:  Military Location Description:

**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: N68711

\* Activity Name 1:

Activity Name 2:

Activity Name 3:

Submit Save Draft Document Help

- ✓ Payee information is populated from CEFT (ex. Phone number which is mandatory)
  - Information cannot be changed
- ✓ All other address data is populated from WAWF
  - Information can be changed by correction will not apply to future invoice

Proceed to Attachments Tab



# Submission Process-Both

## Wide Area Workflow 5.4.0

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

**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

Browse... Upload

Attachments Name Actions

Submit

Save Draft Document

Help

- ✓ Attachments are mandatory for all government initiated Misc Pays
- ✓ File name cannot contain any spaces or special characters
- ✓ 2MB per attachment and 5MB max per invoice



# Submission Process-Both



## Wide Area Workflow 5.4.0

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

### Success

The Federal Misc. Payment Voucher was successfully submitted.

Contract Number	Delivery Order	Shipment Number	Invoice Number
CLINDI13D19000032		CLINDI13D99005030	CLINDI13D99005030

Email sent to Misc. Pay Initiator: mcwawf@gmail.com  
Email sent to Acceptor: mcwawf@gmail.com

[Send Additional Email Notifications](#)

Tue Feb 05 10:05:27 MST 2013

[Return](#)







- ▶ Verify the service rendered or material received
  - ✓ This will have to be performed outside of WAWF
- ▶ Access the Acceptance Folder
- ▶ Enter Search Criteria to Locate the Appropriate Invoice
- ▶ Once the Invoice is Located
  - ✓ Click on the Invoice or Shipment Number
  - ✓ Review the Invoice information
  - ✓ Place a checkmark in the box next to “Accepted”
  - ✓ Enter the Date Received and Signature Date
    - **Received Date should be the date the service was rendered or material was received**
    - **Signature Date= Acceptance Date should be the current days date**
  - ✓ Select Signature
    - Will be prompted to enter CAC card PIN, will also have the option to preview with signature or submit without preview.





- ▶ The follow slides show a screen-by-screen walkthrough of a Misc Pay being processed through the system
  
- ▶ All data contained within these slides and screenshots are for training purposes only
  - ✓ DO NOT use any of the data on these slides for your documents (unless coincidentally it is the same)





## Step-by-Step Guide of the Acceptance Process





# Acceptance Process



## Wide Area Workflow 5.2

User Government Documentation Lookup Logout

### Search Criteria - Acceptance Folder

#### 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.

DoDAAC \*

N68711

Contract Number

Delivery Order

Vendor (Payee) / Vendor (Payee) Extension

Ship From / Ship From Extension

Shipment No.

Invoice Number

Invmisc1

SSN / Confirm SSN

Tax Id (EIN)

Type Document

All Documents

Status

All Documents

Create / Update Date (YYYY/MM/DD)

2011/10/22

Create / Update Date End (YYYY/MM/DD)

2011/11/21

Acceptance Date (YYYY/MM/DD)

Acceptance Date End (YYYY/MM/DD)

Invoice Received Date (YYYY/MM/DD)

Invoice Received Date End (YYYY/MM/DD)

Estimated Delivery Date (YYYY/MM/DD)

Estimated Delivery Date End (YYYY/MM/DD)

Submit

Help



# Acceptance Process



User Government Documentation Lookup Logout

Acceptance Folder for 'N68711' (1 items, sorted by Contract Number Ascending)

Contract Number ▲	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	Purge	Hold	Invoice Number	Submitted	Received	Status	Purge	Hold	Amount
<a href="#">N13D19000034</a>		<a href="#">INVMISC1</a>	2013-02-05			Submitted		H	<a href="#">INVMISC1</a>	2013-02-05	2013-02-05	Submitted		H	\$ 100.00

Select either Shipment Number or Invoice Number



[ ] Shipment [ ] Invoice

Return Help

# Acceptance Process



## Wide Area Workflow 5.4.0

User ID : STARSgovt4  
Printer Friendly

User Government Documentation Lookup Logout

### Acceptor - Federal Misc. Payment Voucher

Voucher Addresses Misc. Info Preview Document

\* = Required Fields

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee SSAN	Document Total (\$)
CLINDI13D19000034	INDI	INVMISC1	2013/02/05	*****9000	100.00

Item No.	AAI	Qty. Shipped	Unit of Measure	UoffM Code	Unit Price (\$)	Amount (\$)
0001	068732	1	Each	EA	100.00	100.00

#### Description

Safety Shoes

#### Routing Information

Role	Location Code	Extension	Name
Payee	*****9000		MARY RILEY
Service Acceptor	N68711		NAVFAC ENGINEERING FIELD DIVISION
Pay Official	N68732		DEFENSE FINANCE AND ACCOUNTING SERV
LPO	N63124		SUPSHIP NEW ORLEANS
Admin	N68711		NAVFAC ENGINEERING FIELD DIVISION
Issue By	N68711		NAVFAC ENGINEERING FIELD DIVISION

#### ACTION BY: N68711 \*

- Accepted
- Reject to Initiator

Date Received

2013/02/05

Signature Date

2013/02/05

Has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.

Signature

Signature Of Authorized Government Representative

Submit Save Draft Document Previous Help



# Acceptance Process



Wide Area Workflow 5.4.0

User ID : ST.

Pr.

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

## Success

The Federal Misc. Payment Voucher was successfully accepted.

Contract Number	Delivery Order	Shipment Number	Invoice Number
CLINDI13D19000034		INVMISC1	INVMISC1

Email sent to Acceptor: mcwawf@gmail.com

Email sent to Local Processing Office: mech\_navsisa\_wawf\_test@navy.mil

[Send Additional Email Notifications](#)

Tue Feb 05 11:18:23 MST 2013

[Return](#)







- ▶ Misc Pay cannot be accepted and certified by the same user
  - ✓ You will receive a system error upon entering the document as a certifier
  
- ▶ Certification can be done at the document level or line level
  - ✓ Document level - same LOA for all line items on the invoice
  - ✓ Line Level - multiple LOA's for all line items
  
- ▶ The LPO certifier must assign a valid SDN, ACRN and AAA via the LLA tab at the detail level of the Misc Pay invoice





- ▶ Determine if the Funding Information (SDN, AAA/AAI, ACRN) will be a newly established Obligation or Adding funds to an Existing
  - ✓ This will have to be performed outside of WAWF
  - ✓ **Do not obligate funding in STARS\_FL**
    - **Funds will auto obligate in STARS\_FL upon processing**
- ▶ Access the Certification Folder
- ▶ Enter Search Criteria to Locate the Appropriate Invoice
- ▶ Once the Invoice is Located
  - ✓ Click on the Invoice or Shipment Number
  - ✓ Review the Invoice information for **accuracy**
  - ✓ Add Sub- line items on the invoice (if necessary)
    - Only used if multiple LOA's need to pay for a single line



- ✓ Enter the appropriate accounting information on the LLA tab
  - Select appropriate certification level
    - Document= One LOA for entire invoice
    - Line= One LOA for each CLIN/sub-CLIN on invoice
  - **SDN, AAA/AAI, ACRN if using a previous obligation**
  - **SDN, AAA/AAI, ACRN & JON/EE if establishing new obligation**
    - Further details of the auto obligation process to follow
  - **All non STARS\_FL funding will require full LOA entered and Obligation in the appropriate accounting system**
  - **Funding for Travel may NOT be used**
- ✓ Select Signature
  - Will be prompted to enter CAC card PIN, will also have the option to preview with signature or submit without preview.
- ✓ Invoice will reflect a status of “Certified” until WAWF receive a positive acknowledgement from STARS\_FL
  - Processed= Extracted to pay office
  - Accepted after certification = Error in LOA data document will appear in certification folder ( please correct)





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## Step-by-Step Guide of the Certification Process



# Certification Process



Wide Area Workflow 5.2

User	Government	Documentation	Lookup	Logout
Gove	Acceptor			
	Admin By			
Acce	Cost Voucher Administrator			
	Cost Voucher Approver			
Cre	Cost Voucher Approver			
	Cost Voucher Reviewer			
His	Field Inspector			
	Grant Approver			
Rec	Inspector			
	Issue By			
Sus	Local Processing Office	Certification Folder		
	Local Processing Office Reviewer	History Folder by DoDAAC		
Pur	Ship To	History Folder by User		
	Pay Official	Discount Folder		
Admin	View Only Folder	Hold Folder		
	View Only Pure Edge Folder	Recall - Action Required Folder		
Cost Voucher Administrator	Manage Parameters	Pure Edge Folder		
	Approval Folder	View Only Folder		
Cost Voucher Approver	Block Signing Approval Folder	View Only Pure Edge Folder		
	History Folder by DoDAAC			
Cost Voucher Reviewer	History Folder by User			
	Recall - Action Required Folder			
	View Parameters			
	Pure Edge Folder			
	View Only Folder			
	View Only Pure Edge Folder			
	Cost Voucher Reviewer			



# Certification Process



## Wide Area Workflow 5.2

Us

User Government Documentation Lookup Logout

### Search Criteria - LPO Certification Folder

#### **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.

**ERROR: The SSN/EIN fields must be blank if the Type Document is not Misc. Pay.**

DoDAAC \*

N63124

Contract Number

Delivery Order

Vendor (Payee) / Vendor (Payee) Extension

Ship From / Ship From Extension

Shipment No.

Invoice Number

INVMISC1

SSN / Confirm SSN

Tax Id (EIN)

Type Document

Status

All Documents

All Documents

Create / Update Date (YYYY/MM/DD)

Create / Update Date End (YYYY/MM/DD)

2011/10/22

2011/11/21

Acceptance Date (YYYY/MM/DD)

Acceptance Date End (YYYY/MM/DD)

Invoice Received Date (YYYY/MM/DD)

Invoice Received Date End (YYYY/MM/DD)

Estimated Delivery Date (YYYY/MM/DD)

Estimated Delivery Date End (YYYY/MM/DD)

Submit

Help



# Certification Process



## Wide Area Workflow 5.2

User ID : STARSg

[Printer Fr](#)

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

### LPO Certification Folder for 'N63124' (1 items, sorted by Invoice Received Date)

act Number	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	Purge	Hold	Invoice Number	Submitted	Received ▲	Status	Purge	Hold	Amc
<a href="#">I11D18998074</a>		<a href="#">INVMISC1</a>	2011-11-21		2011-11-21	Accepted		H	<a href="#">INVMISC1</a>	2011-11-21	2011-11-21	Accepted		H	\$21

Select either Shipment Number or Invoice Number



Shipment  Invoice

[Return](#)

[Help](#)



# Certification Process



User ID : STARSgov  
Printer Frie

## Wide Area Workflow 5.4.0

User Government Documentation Lookup Logout

### Local Processing Office - Federal Misc. Payment Voucher

Voucher **LLA** Addresses Misc. Info 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.

Populate Accounting Data from Template

\* = Required Fields

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee SSAN	Document Total (\$)
CLINDI13D19000034	INDI	INVMISC1	2013/02/05	*****9000	100.00

Line Id.	AAI	Qty. Invoiced	Unit of Measure	UoM Code	Unit Price (\$)	Amount (\$)
0001	068732	1	Each	EA	100.00	100.00
Description						
Safety Shoes						

Actions : [Add Sub-Line](#)

### Routing Information

Role	Location Code	Extension	Name
Payee	*****9000		MARY RILEY
Service Acceptor	N68711		NAVFAC ENGINEERING FIELD DIVISION
Pay Official	N68732		DEFENSE FINANCE AND ACCOUNTING SERV
LPO	N63124		SUPSHIP NEW ORLEANS
Admin	N68711		NAVFAC ENGINEERING FIELD DIVISION
Issue By	N68711		NAVFAC ENGINEERING FIELD DIVISION

ACTION BY: N68711

Submit Save Draft Document Previous Help



# Certification Process



User ID : STARS

Printer F

## Wide Area Workflow 5.4.0

User Government Documentation Lookup Logout

### Local Processing Office - Federal Misc. Payment Voucher

Voucher **LLA** Addresses Misc. Info Preview Document

**FOUO - Privacy Sensitive:**

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Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee SSAN	Document Total (\$)
CLINDI13D19000034	INDI	INVMISC1	2013/02/05	*****9000	100.00

\* = Required Fields

[+] Help Links

#### LLA Level

Document Level

Document Record Reference ID \*

N0001501095232

Agency Accounting ID \*

068732

ACRN \*

AA

Agency Qualifier Code

DD

Defense Agency Allocation Recipient

Cost Code

00BEW113E102

Department Indicator

Job/Work Order Code

Cost Allocation Code

Transfer from Department

Sub-Allotment Recipient

Classification Code

Fiscal Year Indicator

Work Center Recipient

DoD Budget Accounting Classification Code

Basic Symbol Number

Major Reimbursement Source Code

Limit/Sub Head

Reimbursement Source Code

Fund Code

Customer Indicator/MPC

Fund Org Admin Code

Object Class

Save Draft Document

Help





- SDN, ACRN and AAA should be entered on the LLA tab screen.
  - ✓ New Obligation
    - A valid JON/EE should be entered into the Cost Code field for new obligations.
    - If the JON/EE entered is invalid, or does not exist within STARS-FL, the transaction will be rejected.
  - ✓ Pre-Existing Obligation
    - Obligation will be systematically validate to the DOC # in STARS-FL.
    - Leaving the Cost Code field blank will validate the correct DOC # is entered in WAWF.

Wide Area Workflow 5.2 User I

User Government Documentation Lookup Logout

Local Processing Office - Non-Federal Misc. Payment Voucher

Voucher **LLA** Addresses Misc. Info Preview Document

<b>Document Record Reference ID *</b> N00015120012345	<b>Agency Accounting ID *</b> 068732	<b>ACRN *</b> AA	
<b>Agency Qualifier Code</b> DD	<b>Defense Agency Allocation Recipient</b> 	<b>Cost Code</b> 123456789012	<b>Department Indicator</b> 
<b>Job/Work Order Code</b> 	<b>Cost Allocation Code</b> 	<b>Transfer from Department</b> 	<b>Sub-Allotment Recipient</b> 
<b>Classification Code</b> 	<b>Fiscal Year Indicator</b> 	<b>Work Center Recipient</b> 	<b>DoD Budget Accounting Classification Code</b> 
<b>Basic Symbol Number</b> 	<b>Major Reimbursement Source Code</b> 	<b>Limit/Sub Head</b> 	<b>Reimbursement Source Code</b> 



# Certification Process



User ID : STARS

Printer

## Wide Area Workflow 5.4.0

User Government Documentation Lookup Logout

### Local Processing Office - Federal Misc. Payment Voucher

Voucher LLA Addresses Misc. Info Preview Document

#### Description

Safety Shoes

Actions : [Add Sub-Line](#)

#### Routing Information

Role	Location Code	Extension	Name
Payee	*****9000		MARY RILEY
Service Acceptor	N68711		NAVFAC ENGINEERING FIELD DIVISION
Pay Official	N68732		DEFENSE FINANCE AND ACCOUNTING SERV
LPO	N63124		SUPSHIP NEW ORLEANS
Admin	N68711		NAVFAC ENGINEERING FIELD DIVISION
Issue By	N68711		NAVFAC ENGINEERING FIELD DIVISION

#### ACTION BY: N68711

Acceptance  Reject to Initiator

Date Received	Signature Date
2013/02/05	2013/02/05

Has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents

STARS govt4

Signature Of Authorized Government Representative

#### ACTION BY: N63124 \*

Document Certified  Document Available for Recall

#### Signature Date

2013/02/05

Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment

Signature

Signature Of Authorized Government Representative

Submit Save Draft Document Previous Help



# Certification Process



## Wide Area Workflow 5.4.0

User ID : ST

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

### Success

The Federal Misc. Payment Voucher was successfully certified.

Contract Number	Delivery Order	Shipment Number	Invoice Number
CLIND13D19000034		INVMISC1	INVMISC1

Email sent to Acceptor: mcwawf@gmail.com

[Send Additional Email Notifications](#)

Tue Feb 05 13:59:35 MST 2013

[Return](#)





## Accounting Data From Template (New WAWF Feature)

- ✓ Using an existing processed/paid document LOA to certify
- ✓ For miscellaneous Payment Invoice, the system will consider a subset of the entire Misc Pay control number as the basis for an identical match
- ✓ Display 10 latest invoices
- ✓ Line Item entries on the target document that match entries on the selected template document will be pre-populated.



# Certification Process with Pre-Pop Accounting Data



User Government Documentation Lookup Logout

## Local Processing Office - Federal Misc. Payment Voucher

Voucher LLA Addresses Misc. Info 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.*

**Populate Accounting Data from Template**

\* = Required Fields

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee SSAN	Document Total (\$)
CLINDI13D19000034	INDI	INVMISC1	2013/02/05	*****9000	100.00

Line Id.	AAI	Qty. Invoiced	Unit of Measure	UoffM Code	Unit Price (\$)	Amount (\$)
0001	068732	1	Each	EA	100.00	100.00
<b>Description</b>						
Safety Shoes						

Actions : [Add Sub-Line](#)

### Routing Information

Role	Location Code	Extension	Name
Payee	*****9000		MARY RILEY
Service Acceptor	N68711		NAVFAC ENGINEERING FIELD DIVISION
Pay Official	N68732		DEFENSE FINANCE AND ACCOUNTING SERV
LPO	N63124		SUPSHIP NEW ORLEANS
Admin	N68711		NAVFAC ENGINEERING FIELD DIVISION
Issue By	N68711		NAVFAC ENGINEERING FIELD DIVISION

ACTION BY: N68711

Has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents

Submit Save Draft Document Previous Help



# Certification Process with Pre-Pop Accounting Data



Wide Area Workflow 5.4.0

User ID : S

User Government Documentation Lookup Logout

## Local Processing Office - Federal Misc. Payment Voucher

Contract Number	Delivery Order	Invoice Number	Shipment Number
CLINDI13D19000034		INVMISC1	

### Populate Misc. Pay Accounting Data from Template:

Invoice Number	Status	Invoice Received Date
<input type="radio"/> DFV030254B	Processed	2013/01/15
<input type="radio"/> DFV030254A	Processed	2013/01/15
<input type="radio"/> DFV030254	Processed	2013/01/15
<input type="radio"/> DFV029954B	Processed	2013/01/15
<input type="radio"/> DFV029954A	Processed	2013/01/15
<input type="radio"/> DFV029954	Processed	2013/01/15
<input type="radio"/> DFV081054	Processed	2013/01/07
<input type="radio"/> DFV081354B	Processed	2013/01/07
<input type="radio"/> DFV081354A	Processed	2013/01/07
<input type="radio"/> DFV081354	Processed	2013/01/07

Update Document Cancel



# Certification Process with Pre-Pop Accounting Data



User ID : STARSgovt  
Printer Friend

## Wide Area Workflow 5.4.0

User Government Documentation Lookup Logout

### Local Processing Office - Federal Misc. Payment Voucher

Voucher **LLA** Addresses Misc. Info 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.

WARNING: The accounting data in this document was populated based upon a template and the accounting data was brought onto this new document. Please ensure that you have updated all applicable data to reflect desired values for this submission.

Populate Accounting Data from Template

\* = Required Fields

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee SSAN	Document Total (\$)
CLINDI13D19000034	INDI	INVMISC1	2013/02/05	*****9000	100.00

Line Id.	AAI	Qty. Invoiced	Unit of Measure	UofM Code	Unit Price (\$)	Amount (\$)
0001	068732	1	Each	EA	100.00	100.00
<b>Description</b>						
Safety Shoes						

Actions : [Add Sub-Line](#)

#### Routing Information

Role	Location Code	Extension	Name
Payee	*****9000		MARY RILEY
Service Acceptor	N68711		NAVFAC ENGINEERING FIELD DIVISION
Pay Official	N68732		DEFENSE FINANCE AND ACCOUNTING SERV
LPO	N63124		SUPSHIP NEW ORLEANS
Admin	N68711		NAVFAC ENGINEERING FIELD DIVISION
Issue By	N68711		NAVFAC ENGINEERING FIELD DIVISION

ACTION BY: N68711

Submit Save Draft Document Previous Help



# Certification Process with Pre-Pop Accounting Data

Wide Area Workflow 5.4.0 User ID : STA  
Edit

User Government Documentation Lookup Logout

Local Processing Office - Federal Misc. Payment Voucher

Voucher LLA Addresses Misc. Info 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.

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee SSAN	Document Total (\$)
CLINDI13D19000034	INDI	INVMISC1	2013/02/05	*****9000	100.00

\* = Required Fields

[+] Help Links

LLA Level

Document Level

Document Record Reference ID *	Agency Accounting ID *	ACRN *	
N0001501095232	068732	AA	
Agency Qualifier Code	Defense Agency Allocation Recipient	Cost Code	Department Indicator
DD			
Job/Work Order Code	Cost Allocation Code	Transfer from Department	Sub-Allotment Recipient
Classification Code	Fiscal Year Indicator	Work Center Recipient	DoD Budget Accounting Classification Code
Basic Symbol Number	Major Reimbursement Source Code	Limit/Sub Head	Reimbursement Source Code
Fund Code	Customer Indicator/MPC	Fund Org Admin Code	Object Class

Save Draft Document Help

Only the LOA for matching CLINS will populate

- ✓ All others will be left blank
- ✓ The information can still be edited and the amount must be added





- SDN, ACRN and AAA should be entered on the LLA tab screen.
  - ✓ New Obligation
    - A valid JON/EE should be entered into the Cost Code field for new obligations.
    - If the JON/EE entered is invalid, or does not exist within STARS-FL, the transaction will be rejected.
  - ✓ Pre-Existing Obligation
    - Obligation will be systematically validate to the DOC # in STARS-FL.
    - Leaving the Cost Code field blank will validate the correct DOC # is entered in WAWF.

Wide Area Workflow 5.2 User I

User Government Documentation Lookup Logout

Local Processing Office - Non-Federal Misc. Payment Voucher

Voucher **LLA** Addresses Misc. Info Preview Document

<b>Document Record Reference ID *</b> N00015120012345	<b>Agency Accounting ID *</b> 068732	<b>ACRN *</b> AA	
<b>Agency Qualifier Code</b> DD	<b>Defense Agency Allocation Recipient</b> 	<b>Cost Code</b> 123456789012	<b>Department Indicator</b> 
<b>Job/Work Order Code</b> 	<b>Cost Allocation Code</b> 	<b>Transfer from Department</b> 	<b>Sub-Allotment Recipient</b> 
<b>Classification Code</b> 	<b>Fiscal Year Indicator</b> 	<b>Work Center Recipient</b> 	<b>DoD Budget Accounting Classification Code</b> 
<b>Basic Symbol Number</b> 	<b>Major Reimbursement Source Code</b> 	<b>Limit/Sub Head</b> 	<b>Reimbursement Source Code</b> 



# Certification Process with Pre-Pop Accounting Data



Wide Area Workflow 5.4.0

User ID : STARS

Printer

User Government Documentation Lookup Logout

## Local Processing Office - Federal Misc. Payment Voucher

Voucher LLA Addresses Misc. Info Preview Document

### Description

Safety Shoes

Actions : [Add Sub-Line](#)

### Routing Information

Role	Location Code	Extension	Name
Payee	*****9000		MARY RILEY
Service Acceptor	N68711		NAVFAC ENGINEERING FIELD DIVISION
Pay Official	N68732		DEFENSE FINANCE AND ACCOUNTING SERV
LPO	N63124		SUPSHIP NEW ORLEANS
Admin	N68711		NAVFAC ENGINEERING FIELD DIVISION
Issue By	N68711		NAVFAC ENGINEERING FIELD DIVISION

### ACTION BY: N68711

Acceptance      Date Received      Signature Date

Reject to Initiator      2013/02/05      2013/02/05

Has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents

STARS gov4

Signature Of Authorized Government Representative

### ACTION BY: N63124 \*

Document Certified      Signature Date

Document Available for Recall      2013/02/05

Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment

Signature

Signature Of Authorized Government Representative

Submit Save Draft Document Previous Help



# Certification Process with Pre-Pop Accounting Data



Wide Area Workflow 5.4.0

User ID : ST

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

## Success

The Federal Misc. Payment Voucher was successfully certified.

Contract Number	Delivery Order	Shipment Number	Invoice Number
CLIND13D19000034		INVMISC1	INVMISC1

Email sent to Acceptor: mcwawf@gmail.com

[Send Additional Email Notifications](#)

Tue Feb 05 13:59:35 MST 2013

[Return](#)





## ▶ WAWF/STARS-FL Obligation Interface

- ✓ This systematic interface is intended to replace the need to manually obligate funds in STARS-FL for Misc Pay.
- ✓ **Manually obligating funds in STARS-FL = duplicate obligations.**
- ✓ Please discontinue manually obligating funds for Misc Pay

## ▶ Common rejection reasons

- ✓ Failure to include the JON/EE in the cost code field for new obligations
- ✓ Using AO or AI as an ACRN (STARS-FL is unable to tell the difference between the letter O and a Zero, the letter I and the number One)





## ► STARS-FL Rejection information

- ✓ On failed acknowledgements, STARS-FL reports a generic error message to WAWF which displays on the Misc Info tab
- ✓ The generic error refers users to the STARS-FL report LXF3310A available via CAView
- ✓ All LPOs certifying Misc Pays should have access to the CAView reports so they can research what happened on the LXF3310A report when their Misc Pay gets a failed acknowledgement





## ► Re-certifying

- ✓ Once you determine what the mistake was that caused the Misc Pay to be rejected by STARS-FL, the LPO will need to make the needed corrections and then re-certify the Misc Pay
  - The LPO will open the Misc Pay like they usually do from their Certification Folder
  - Make needed corrections on the LLA tab
  - Go back to the Voucher tab and re-certify the Misc Pay





- ▶ There may be times when you need to correct a document or have it corrected by another user
- ▶ This can be accomplished by recalling the document or rejecting the document
- ▶ Recalling can mean two different things:
  - ✓ 1) To re-open a document you had previously worked (**Acceptor Only**)
    - Accomplished by clicking on the hyperlinked R under the Recall column in your History folder
    - Once open, you can make changes and then re-process the document in the system
  - ✓ 2) To send a document back to the previous user in the workflow
    - **Only the LPO can perform this function for Misc Pays**
    - They would use the Document Available For Recall option on the Voucher tab
    - Comments should be entered on the Misc. Info tab as to why the LPO is recalling the document



- ▶ LPOs cannot recall documents (re-open them from their History folder) they certified. If they certified a Misc Pay that went into Processed status and they realize something needs corrected, they would need to contact the pay office to request they make the Misc Pay available for recall.
  - ✓ Sent the request to
    - [CCL-WAWF@DFAS.MIL](mailto:CCL-WAWF@DFAS.MIL) –N68732
    - [DRO-NAVY-WAWF@DFAS.MIL](mailto:DRO-NAVY-WAWF@DFAS.MIL) –HQ0248
  - ✓ After being made available for recall, the LPO would re-open it by clicking on the hyperlinked R under the Recall column in their Recall – Action Required folder
  - ✓ **Please note that since Misc Pays pay in 1-2 business days after being certified in WAWF, the pay office may not be able to make it available for recall**
    - This iterates the importance of making sure the Misc Pay is correct to pay when the LPO certifies it
  
- ▶ Rejecting means to send a document all the way back to the Initiator
  - ✓ **Only the Acceptor can reject a Misc Pay**
  - ✓ To reject a document, enter comments on the Misc. Info tab and then check the Reject to Initiator box on the Voucher tab and click Submit



## ▶ Certifying from the Wrong Role in WAWF

- ✓ Local Processing Official Reviewer role is set up like the LPO role
  - Will allow entry of sub-line items and LOA data
  - Will not allow signature of document
- ✓ It is unnecessary on a Misc Pay
- ✓ Make sure you are in the Local Processing Official Role

## ▶ Do not enter correct LOA info on LLA tab

- ✓ If SDN has been used before, only need to enter SDN, AAA, and ACRN
- ✓ If SDN hasn't been used before, need to enter SDN, AAA, ACRN, and valid job order number / expense element (JON/EE) into Cost Code field
- ✓ Adding too many characters to the SDN or JON
- ✓ Omitting characters to the SDN or JON

## ▶ Incorrect/invalid dates used

- ✓ Date Received (entered by Acceptor when Accepting)  $\leq$  Acceptor Signature Date (entered by Acceptor when Accepting)  $\leq$  LPO Signature Date (entered by LPO)  $\leq$  Date Processed in WAWF





- ▶ 1-800-756-4571 opt 6
  
- ▶ CCL-EC-NAVY-WAWF-HELPDESK@DFAS.MIL
  
- ▶ Hours of Operation
  - ✓ 0700-1800 EST Monday- Thursday
  - ✓ 0700-1700 EST Fridays
  - ✓ excluding federal holidays





## Can assist with:

- ✓ How to create/process documents
- ✓ How to correct recalled/rejected documents
- ✓ Registration procedures
- ✓ New DoDAAC requests
- ✓ Payment issues

## Cannot assist with:

- ✓ Password resets/other account issues – contact GAMs
- ✓ Recall/reject requests – email appropriate DFAS mailbox





## DISA Ogden Help Desk

- ✓ Systems issues
- ✓ Vendor account issues (if no GAM)
- ✓ CAGE code activations
- ✓ 1-866-618-5988
- ✓ [cscassig@csd.disa.mil](mailto:cscassig@csd.disa.mil)

## Army WAWF Help Desk

- ✓ Army WAWF issues
- ✓ 1-800-756-4571 opt 6
- ✓ [CCO-EC-ARMY-WAWF-HELPDESK@DFAS.MIL](mailto:CCO-EC-ARMY-WAWF-HELPDESK@DFAS.MIL)

## Marine Corps WAWF Help Desk

- ✓ Marine Corps WAWF issues
- ✓ 540.322.2897 X 3210
- ✓ [susan.dibianca@taic.net](mailto:susan.dibianca@taic.net)





## ▶ Air Force WAWF Help Desk

- ✓ Air Force WAWF issues
- ✓ [wawf.team@wpafb.af.mil](mailto:wawf.team@wpafb.af.mil)

## ▶ DLA WAWF Help Desk

- ✓ DLA WAWF issues
- ✓ 703-767-1915
- ✓ [wawf@dla.mil](mailto:wawf@dla.mil)

## ▶ DCMA WAWF Help Desk

- ✓ DCMA user account issues
- ✓ 888-576-3262
- ✓ [helpdesk@dcma.mil](mailto:helpdesk@dcma.mil)



## Pay Offices

- ✓ Payment status/issues
- ✓ Can find corresponding entitlement system and contact info
  - **Pay DoDAACs** under Lookup tab
  - Enter City Name or leave City Name field blank and click Submit for full list

### Wide Area Workflow 5.0

#### Lookup - Pay DoDAACs

City Name

Enter search criteria or leave field blank for complete list.



Wide Area Workflow 5.0 User ID : Vendor11

Lookup - Pay DoDAACs (sorted by DoDAAC)

DoDAAC	Entitlement System	Office	Phone
964145	CAPS-C	USACE FINANCE CENTER	(901) 874-8671
CRCARD	CRCARD	DMDC PCOLLS	703-801-3927
F03000	IAPS-E	Dayton	800-756-4571 Option 2, Option 3
F67100	IAPS-E	Limestone	800-756-4571 Option 2, Option 3
F68800	IAPS-E	Japan-Air Force	011-81-311-755-6517/6288
F78900	IAPS-E	Limestone	800-756-4571 Option2, Option3
H94002	CAPS-C	OASD TMA	303-676-3532
HQ0105	CAPS-W	Indianapolis-DNO	(317) 510-0300
HQ0131	CAPS-W	Columbus CAPS-W	800-756-4571 Option 2, Option 2 or 614-693-8507 Option 2, Option 2
HQ0248	One-Pay	DFAS Rome	800-553-0527
HQ0250	CAPS-W	Rome-ATEC	800-553-0527
HQ0251	One-Pay	DFAS Columbus	800-756-4571 Option 2, Option 4
HQ0253	CAPS-W	Rome CAPSC Clipper	011-965-389-7881
HQ0300	CAPS-W	Lawton	800-553-0527
HQ0301	CAPS-W	Orlando - Army	888-332-7366
HQ0302	CAPS-W	Rome	800-553-0527





## ▶ Group Administrators (GAMs)

- ✓ Approve/disapprove user accounts
- ✓ Reset passwords/certificates
- ✓ Update organizational email address for DoDAAC
- ✓ Add/modify/delete extensions
- ✓ Can locate using the Group Administrator Lookup option
  - If logged in, under the User menu
  - If not logged in, on the WAWF homepage under Help
  - If you still cannot locate your GAM, contact the Navy WAWF Help Desk





- ▶ WAWF Production
  - ✓ <https://wawf.eb.mil/>
- ▶ WAWF “Sand Box” Training Site
  - ✓ <https://wawftraining.eb.mil/>
- ▶ WAWF Web-Based Training Site
  - ✓ <https://wawftraining.eb.mil/xhtml/unauth/web/wbt/WbtMainMenu.xhtml>
- ▶ WAWF Software User’s Manual (SUM)
  - ✓ [https://wawf.eb.mil/SUM\\_RoboHelp\\_Web\\_Help/WAWF\\_SUM.htm](https://wawf.eb.mil/SUM_RoboHelp_Web_Help/WAWF_SUM.htm)
- ▶ DAASINQ (DoDAAC Query)
  - ✓ <https://www.daas.dla.mil/daasing/>
- ▶ DoDAAD Committee (add, modify, delete DoDAACs)
  - ✓ <http://www.dla.mil/j-6/dlmso/Programs/Committees/DoDAAD/dodaad.asp>





- ▶ Electronic Document Access (EDA)
  - ✓ <http://eda.ogden.disa.mil/>
- ▶ Navy College Program Tuition Assistance Site
  - ✓ <https://www.navycollege.navy.mil/nta.cfm>
- ▶ DoD Misc Pay Guide
  - ✓ [http://www.acq.osd.mil/dpap/ebusiness/Department\\_of\\_Defense\\_Misc\\_Pay\\_Guide.doc](http://www.acq.osd.mil/dpap/ebusiness/Department_of_Defense_Misc_Pay_Guide.doc)
- ▶ MyInvoice
  - ✓ <https://myinvoice.csd.disa.mil/>
- ▶ UID Information
  - ✓ [https://acquisition.navy.mil/rda/home/acquisition\\_one\\_source/item\\_unique\\_identification\\_iuid](https://acquisition.navy.mil/rda/home/acquisition_one_source/item_unique_identification_iuid)
  - ✓ <http://www.acq.osd.mil/dpap/pdi/uid/index.html>
  - ✓ <http://iuidtoolkit.com/>





## RFID Information

- ✓ <http://www.acq.osd.mil/log/rfid/index.htm>

## System for Award Management

- ✓ <https://www.sam.gov/portal/public/SAM/>
  - Replaced Central Contractor Registry (CCR)





## ► Navy WAWF Site -

<https://acquisition.navy.mil/content/view/full/99>

- ✓ Government Information
  - WAWF training guides
  - WAWF presentations
  - One Pay Access Guide
  - One Pay TFS AAA Listing
  - WAWF Dates Guidance
- ✓ Vendor information
  - Training guides





## ▶ DFAS WAWF Site -

<http://www.dfas.mil/ecommerce/wawf/info.html>

- ✓ Step-by-step WAWF training guides
- ✓ Recorded DCO training classes
- ✓ Frequently asked questions
- ✓ DFAS mailboxes for requesting WAWF rejects/recalls



