



**Wide Area Workflow**

**Miscellaneous Payment**

To learn how to electronically submit and take action on WAWF documents through simulations and step-by-step procedures, visit the [PIEE Procurement Integrated Enterprise Environment Web Based Training Main Menu](#) and select WAWF.

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# 1 Miscellaneous Payment

## 1.1 Description

WAWF permits the creation of the Miscellaneous Payment Voucher by Vendor, Acceptor and Misc. Pay Initiator.

*Table 1-1 Misc. Pay Voucher Flow allowed per Role*

Role	Misc. Pay Voucher Flow
Vendor	
	<ul style="list-style-type: none"> <li>○ Non-Federal Entity: SAM - CAGE Code</li> </ul>
Acceptor	
	<ul style="list-style-type: none"> <li>○ Federal Entity: e.g., Federal Employee or Military Member, including Retirees</li> <li>○ Non-Federal Entity: SAM - CAGE Code</li> <li>○ Non-Federal Entity: Non-SAM - Business (EIN)</li> <li>○ Non-Federal Entity: Non-SAM - Individual (SSN)</li> </ul>
Misc Pay Initiator	
	<ul style="list-style-type: none"> <li>○ Federal Entity: e.g., Federal Employee or Military Member, including Retirees</li> <li>○ Non-Federal Entity: SAM - CAGE Code</li> <li>○ Non-Federal Entity: Non-SAM - Business (EIN)</li> <li>○ Non-Federal Entity: Non-SAM - Individual (SSN)</li> </ul>

Query Result	Description
EFT Waiver	
	If the query to CEFT returns an EFT Waiver for the Payee, an error message will be displayed and creation of the Misc. Pay will be prohibited.
Payee Data available in CEFT	
	<p>There are 4 data fields that are required to be populated from CEFT:</p> <ul style="list-style-type: none"> <li>○ Payee Name</li> <li>○ Bank Routing Number</li> <li>○ Bank Account Number</li> <li>○ Bank Account Type</li> </ul> <p>If all 4 CEFT Data fields are found, the Payee Address tab will be auto-populated with all CEFT data retrieved for the</p>

	SSAN/EIN and the Misc Pay can be submitted as usual.
Suspended-CEFT	
	<p>If any of these 4 are not found for the Payee SSAN/EIN entered, a warning will be displayed letting the Government initiator know that CEFT Data was not found and the Misc. Pay will be put in 'Suspended - CEFT' status until data is updated.</p> <p>Once data is updated, the Misc. Pay will be available in the Suspended - CEFT Transactions Folder for reprocessing.</p>

## 1.2 CEFT Interface

A parameter has been added to turn the interface between WAWF and CEFT 'on' or 'off'. When the parameter is set to 'off', functionality will be as it currently exists in WAWF 4.1.

When the parameter is set to 'on', WAWF will query the CEFT database to location Payee information. Payee data will be populated from CEFT only for Government created Misc. Pay documents that do not have a Payee Cage Location Code.

The functionality is described in the table below.

***Table 1-2 CEFT Interface Functionality***

## 1.3 Affected Entitlement Systems

The following Table defines what DFAS Entitlement Systems are capable of accepting the Miscellaneous Payment Voucher [Misc. Pay] transaction.

***Table 1-3 Entitlement Systems***

Entitlement System	WAWF Support	EDI Capable
ONE-PAY	YES	YES
IAPS-E	YES	YES
CAPS-W	YES	YES

## 1.4 Table Convention

The Tables in the following sections detail the data that is available for entry in the various screens that are viewable by the WAWF Users working on this type of document. For each Table there will be a line detailing the data that may be entered including the:

- **Label**
- **Requirement entry:**
  - Mandatory – must be entered
  - Optional – may/may not be entered depending upon the contract requirements
  - Conditional – require entry of some other data elements
  - System Generated – WAWF calculated or populated field
- **Size (Minimum/Maximum)**

Following each primary Table entry there may be one or more comment lines that reflect edits or descriptions that apply to that data element. The entry to the left indicates which entitlement system the comment applies to. Specific exceptions related to a role/function are highlighted in the appropriate section of this Appendix as they apply.

## 2 Vendor Initiated Misc. Pay

### 2.1 Contract Info

*Table 2-1 Contract Info (Vendor Create)*

Label	Entry Requirement	Size
CAGE Code / DUNS / DUNS+4 / Ext.	Mandatory	5/11 9/9 13/13
	Drop-down selection based upon User Profile/Logon	
Contractual?	Mandatory	1/1
	Defaults to [Y]. Must select [N] for Misc. Pay	
Contract Number Type Contract Number Delivery Order From Template?	N/A	
	These fields are disabled when Contractual? =[N]	

## 2.2 Pay DoDAAC

*Table 2-2 Pay DoDAAC (Vendor Create)*

Label	Entry Requirement	Size
Pay Official	Mandatory	6/6
	Enter the Pay Official DoDAAC	

## 2.3 Document Selection

*Table 2-3 Document Selection (Vendor Create)*

Label	Entry Requirement	Size
Select Document to Create	Mandatory	1/1
Misc. Pay	Select Misc. Pay Radio Button	

## 2.4 Routing Codes

*Table 2-4 Routing Codes (Vendor Create)*

Label	Entry Requirement	Size
Service Acceptor	Mandatory	6/6
	Enter the Service Acceptor DoDAAC	
Service Acceptor Extension	Conditional	1/6
	Requires entry of the Service Acceptor	
Service Acceptor	Mandatory	6/6
	Does not apply to Acceptor create Enter the Service Acceptor DoDAAC	
Service Acceptor Extension	Conditional	1/6
	Does not apply to Acceptor create	



	Requires entry of the Service Acceptor	
AAI	Mandatory	6/6
	Agency Accounting Identifier must be related to the Pay DoDAAC	
LPO	Mandatory	6/6
LPO Extension	Conditional	1/6
	Requires entry of the LPO	
Misc. Type	Mandatory	
	Select the Miscellaneous Payment Type from the Dropdown list.	
Admin DoDAAC	Mandatory	1/6
	Enter the Admin DoDAAC. Defaults to the Service Acceptor DoDAAC if not entered	
Invoice Number	Mandatory	1/22
	Enter the Invoice Number of the document. Defaults to the Misc. Pay Control Number if not entered.	

## 3 Government Initiated Misc. Pays

This section applies to Misc. Pays created by an Acceptor or the Misc Pay Initiator.

### 3.1 Contract Info –Acceptor

This section applies to Acceptor initiated Misc. Pays.

**Table 3-1 Contract Info (Acceptor)**

<b>Label</b>	<b>Entry Requirement</b>	<b>Size</b>
Contractual?	Mandatory	1/1
	Defaults to [Y]. Must select [N] for Misc. Pay	
Contract Number Type Contract Number Delivery Order From Template?	N/A	
	These fields are disabled when Contractual? =[N]	
Service Acceptor / Ext	Mandatory	6/12
Service Acceptor label displays after Misc. Pay Radio button is selected	Drop-down selection based upon User Profile/Logon	
Select Document Type to Create	Mandatory	1/1
Misc. Pay	Select Misc. Pay Radio Button	

### 3.2 Document Info -Misc Pay Initiator

This section applies to Misc. Pays initiated by the Misc Pay Initiator.

**Table 3-2 Document Info (Misc Pay Initiator)**

<b>Label</b>	<b>Entry Requirement</b>	<b>Size</b>
Misc Pay Initiator DoDAAC / Ext.	Mandatory	6/12
	Drop-down selection based upon User Profile/Logon	
Is the Misc Pay Initiator DoDAAC the same as the Service Acceptor?	Mandatory	1/1

	<p>Select 'Yes' or 'No' to indicate if the Misc Pay Initiator DoDAAC is the same as the Service Acceptor DoDAAC</p> <p>If 'Yes' is selected, the Service Acceptor's DoDAAC will be pre-populated with the Misc Pay Initiator's DoDAAC.</p>	
Select Document to Create	Mandatory	1/1
Misc. Pay	Misc. Pay Radio Button is selected by default	
<ul style="list-style-type: none"> <li>○ Myself</li> <li>○ On behalf of someone else (Payee)</li> </ul>	Mandatory	1/1
	<p>The Initiator has the option of creating the Misc Pay on behalf of themselves or another.</p> <p>Signature is required if 'Myself' is selected.</p>	

### 3.3 Voucher Selection (Acceptor / Misc Pay Initiator)

This section applies to Misc. Pays initiated by the Acceptor or the Misc Pay Initiator.

***Table 3-3 Select Voucher Flow (Acceptor / Misc Pay Initiator)***

Label	Entry Requirement	Size
Federal Entity: e.g., Federal Employee or Military Member, including Retirees	Conditional	1/1
	<p>Federal Entity</p> <ul style="list-style-type: none"> <li>○ Employee</li> <li>○ Service Member</li> <li>○ Retired</li> </ul>	
Non-Federal Entity: SAM - CAGE Code	Conditional	1/1

	<ul style="list-style-type: none"> <li>○ All CAGE Codes</li> </ul>	
Non-Federal Entity: Non-SAM - Business (EIN)	Conditional	1/1
	<ul style="list-style-type: none"> <li>○ Non Contractual Businesses</li> </ul>	
Non-Federal Entity: Non-SAM - Individual (SSN)	Mandatory	1/1
	<ul style="list-style-type: none"> <li>○ Non Contractual Reimbursements to Non Federal Individuals</li> </ul>	

### 3.4 Pay DoDAAC

This section applies to Misc Pays initiated by the Acceptor or the Misc Pay Initiator.

***Table 3-4 Pay DoDAAC (Acceptor / Misc Pay Initiator)***

Label	Entry Requirement	Size
Pay Official	Mandatory	6/6
Misc. Pay Pay Office/AAI Cross-walk	Optional	N/A
Misc Pay Initiator	Link displays the table of Miscellaneous Pay DoDAACs and associated AAIs.	

### 3.5 Routing Codes

***Table 3-5 Routing Codes (Acceptor / Misc Pay Initiator)***

Label	Entry Requirement	Size
CAGE Code / DUNS / DUNS + 4	Conditional	6/6
		9/9
		13/13

	Mandatory when creating Misc. Pay for Non-Federal Entity: SAM - CAGE Code	
CAGE Code Extension	Conditional	1/6
	Requires entry of the CAGE Code	
Social Security Account Number	Conditional	9/9
	Mandatory when creating: <ul style="list-style-type: none"> <li>○ Federal Entity: e.g., Federal Employee or Military Member, including Retirees</li> <li>○ Non-Federal Entity: Non-SAM - Individual (SSN)</li> </ul>	
Confirm Social Security Account Number	Conditional	9/9
	Mandatory when Social Security Account Number is entered Must match the Social Security Account Number	
Employer Identification Number	Conditional	9/9
	Mandatory when creating Non-Federal Entity: Non-SAM - Business (EIN)	
Service Acceptor	Mandatory	6/6
	Does not apply to Acceptor create Enter the Service Acceptor DoDAAC	
Service Acceptor Extension	Conditional	1/6
	Does not apply to Acceptor create Requires entry of the Service Acceptor	
AAI	Conditional	6/6

	<p>Agency Accounting Identifier must be related to the Pay DoDAAC</p> <p>Mandatory Acceptor create</p> <p>Mandatory for Misc Pay Initiator create when the Pay DoDAAC equates to One Pay.</p>	
LPO	Conditional	6/6
	<p>Mandatory for Acceptor create</p> <p>Optional for Misc Pay Initiator create</p>	
LPO Extension	Conditional	1/6
	Requires entry of the LPO	
Misc. Pay Pay Office/AAI Cross-walk	Optional	N/A
Misc Pay Initiator	Link displays the table of Miscellaneous Pay DoDAACs and associated AAIs.	
Misc. Type	Mandatory	
	<p>Select the Miscellaneous Payment Type from the Dropdown list.</p> <p>The Misc. Pay Type Code list is populated based on the Payee being a Federal or Non-Federal Payee</p>	
Admin DoDAAC	Mandatory	1/6
	Enter the Admin DoDAAC. Defaults to the Service Acceptor DoDAAC if not entered	
Invoice Number	Mandatory	1/22
	Enter the Invoice Number of the document. Defaults to the Misc. Pay Control Number if not entered.	

# 4 Document Creation

This section applies to Vendor and Government Initiated Misc. Pays.

## 4.1 Voucher Tab

*Table 4-1 Voucher Tab (Vendor and Govt Initiated)*

Label	Entry Requirement	Size
Invoice Date (Date of Invoice)	Mandatory	10/10
	This date will default to blank. The date entered may not be later than 1 day after the current system date.	
Invoice Received Date (Date Received by Government)	Mandatory	10/10
	This date will default to blank. The date entered may not be later than 1 day after the current system date.	
Line Id	System Generated	4/4
AAI	Read Only	6/6
	Carried over from Routing page This may be empty when AAI is not entered on the Routing page by the Misc Pay Initiator	
Qty. Invoiced	Mandatory	R8.2
	0 to 99,999,999.99 and can only contain up to 2 digits to the right of the decimal.	
Unit of Measure	Mandatory	
	Enter at least 2 characters to display a dropdown list of unit of measure suggestions to select from.	
Unit Price (\$)	Mandatory	
CAPS-W / IAPS-E	0 to 999,999,999.999999 and can only contain up to 6	R9.6

One Pay	digits to the right of the decimal. 0 to 999,999,999.99999 and can only contain up to 5 digits to the right of the decimal.	R9.5
Amount (\$)	System Generated	R10.2
	The system will calculate the Extended Line Item Amount by multiplying the Quantity times the Unit Price	
SDN	Optional	1-30
Standard Document Number	Applies to Misc. Pays for USMC	
ACRN	Optional	2/2
	Applies to Misc. Pays for USMC	
Chargeable FY	Optional	4/4
Chargeable Fiscal Year	Applies to Misc. Pays for USMC	
Description	Mandatory	1/2000
	Enter the Description for the Line Item.	
Actions	Optional	1/1
	Select Add Line ID link to add another Line Item Select Delete Line ID link to delete a Line Item	

## 4.2 Addresses Tab



#### 4.2.1 CAGE Code Payee Address Data (Vendor and Government Create)

*Table 4-2 Addresses Tab-CAGE Code Payee Data (Vendor and Govt Create)*

Label	Entry Requirement	Size
Payee Name 1	Mandatory	1/60
	Mandatory when submitting the Misc. Pay on behalf of a CAGE Code	
Payee Name 2	Optional	1/60
Payee Name 3	Optional	1/60
Address 1	Optional	1/55
Address 2	Optional	1/55
Address 3	Optional	1/55
Address 4	Optional	1/55
City	Optional	1/30
State	Optional	2/2
Zip Code	Optional	3/15
Country	Optional	3/3
Military Location Description	Optional	2/6

#### 4.2.2 Non-CAGE Code Payee Address Data (Government Create)

#### 4.3 CEFT Interface (Government Create)

When the CEFT parameter is set to 'on' and a match is found in CEFT, the Payee data will be populated from CEFT only for Government created Misc. Pay documents that do not have a Payee Cage Location Code.

There are 4 Payee Address Data fields that are required to be populated from CEFT:

- Payee Name
- Bank Routing Number
- Bank Account Number

- Bank Account Type

If all four CEFT data fields are found, the Payee Address Tab will be auto-populated with all CEFT data retrieved for the SSAN/EIN entered and the Misc. Pay can be submitted as usual. Payee Address Data that is auto populated from CEFT cannot be modified.

***Table 4-3 Addresses Tab- Non CAGE Code Payee Data (Govt Create)***

<b>Label</b>	<b>Entry Requirement</b>	<b>Size</b>
Payee Name	Mandatory	1/60
	Must be populated from CEFT when CEFT parameter is turned on.  Payee Address Data that is auto populated from CEFT cannot be modified.	
Address 1	Mandatory	1/55
Address 2	Optional	1/55
Address 3	Optional	1/55
Address 4	Optional	1/55
City	Mandatory	1/30
State	Mandatory	2/2
Zip Code	Mandatory	3/15
Country	Optional	3/3
Military Location Description	Optional	2/6

Phone	Mandatory	
Email	Optional	
Bank Routing Number	Mandatory	
	Must be populated from CEFT when CEFT parameter is turned on. Payee Address Data that is auto populated from CEFT cannot be modified.	
Bank Account Number	Mandatory	
	Must be populated from CEFT when CEFT parameter is turned on. Payee Address Data that is auto populated from CEFT cannot be modified.	
Bank Account Type	Mandatory	
	Must be populated from CEFT when CEFT parameter is turned on. Payee Address Data that is auto populated from CEFT cannot be modified.	

#### 4.4 Government Routing Codes

***Table 4-4 Addresses Tab-Government Routing (Vendor and Govt Create)***

<b>Label</b>	<b>Entry Requirement</b>	<b>Size</b>
Activity Name 1	Mandatory	1/60
Activity Name 2	Optional	1/60
Activity Name 3	Optional	1/55
Address 1	Optional	1/55
Address 2	Optional	1/55
Address 3	Optional	1/55

Address 4	Optional	1/55
City	Optional	1/30
State	Optional	2/2
Zip Code	Optional	3/15
Country	Optional	3/3
Military Location Description	Optional	2/6

#### 4.5 Comments Tab

The system will provide a Comments field at the document level.

***Table 4-5 Comments Tab (Vendor and Govt Initiated)***

Label	Entry Requirement	Size
Comments	Conditional	1/2000

#### 4.6 Attachments Tab

***Table 4-6 Attachments Tab (Vendor and Govt Initiated)***

Label	Entry Requirement	Size
Attachments	Conditional	6MB
<ul style="list-style-type: none"> <li>○ Vendor Initiated</li> <li>○ Govt Initiated on behalf of Federal Entity</li> <li>○ Govt Initiated on behalf of Federal Entity</li> </ul>	<ul style="list-style-type: none"> <li>○ Optional</li> <li>○ Optional</li> <li>○ Attachment is mandatory for Miscellaneous Payment Vouchers created by the government on behalf of a non-federal entity with a CAGE or with a SSN or EIN that is not from a System of Record.</li> </ul>	

## **4.7 Preview Document Tab**

The Preview Document Tab provides a view of the entire document before submission.

This information on the Preview Document Tab is read-only.

## **4.8 Successful Submission**

Once the Vendor / Government Initiator is satisfied with the document they may submit the document. Upon successful submission, a “success” message will be displayed.

## **4.9 Status**

The document’s status is “Submitted” when the Misc. Pay is created on behalf of a CAGE Code

The document’s status is “Submitted” when the Misc. Pay is created on behalf of a SSN or EIN when the parameter to CEFT is [N]

The document’s status is “Submitted” when the Misc. Pay is created on behalf of a SSN or EIN when the parameter to CEFT is [Y] and the four Payee Address Data fields are populated from CEFT: Payee Name, Bank Routing Number, Bank Account Number and Bank Account Type.

The document’s status is “Suspended-CEFT” when the Misc. Pay is created on behalf of a SSN or EIN when the parameter to CEFT is [Y] one of the four Payee Address Data fields are not populated from CEFT: Payee Name, Bank Routing Number, Bank Account Number and Bank Account Type.

# **5 Document Acceptance**

## **5.1 Data Entry**

### **5.1.1 Voucher Tab-Acceptance**

The information on the Voucher Tab is read-only when the Vendor or Acceptor initiated Misc Pay is not CAPS-W Marines Pay DoDAAC with SABRs accounting

**Table 5-1 Voucher Tab (Acceptance)**

<b>Label</b>	<b>Entry Requirement</b>	<b>Size</b>
Action Block Entries	Mandatory	1/1
<ul style="list-style-type: none"> <li>○ Accepted</li> <li>○ Reject to Initiator</li> </ul>	Acceptor must select one of these two actions	
Date Received	Conditional	10/10
	Mandatory when Accepting the Misc. Pay	
Signature Date	Conditional	10/10
	Mandatory when Accepting the Misc. Pay	
Signature	Conditional	1/1
	Mandatory when Accepting the Misc. Pay	

**5.1.1.1 Voucher Tab-Misc. Pay submitted by Misc Pay Initiator**

**Table 5-2 Voucher Tab (Acceptance of Misc. Pay Initiator create)**

The AAI is modifiable when the Misc. Pay is submitted by Misc Pay Initiator.

**NOTE:** When a Misc. Pay is created by the Misc. Pay Initiator role and the Pay System is One-Pay, the Acceptor may not change the accounting system originally entered, i.e., if the AAI equates to SABRS-One Pay, the Acceptor may not change the AAI to STARS.

<b>Label</b>	<b>Entry Requirement</b>	<b>Size</b>
AAI	Mandatory	6/6
	Must be entered if it was not provided by Misc Pay Initiator.	
Modify AAI	Optional	link
	Click the Modify AAI link to update all of the line items with the AAI entered.	

**5.1.1.2 Voucher Tab-Misc. Pay for USMC**

***Table 5-3 Voucher Tab (Acceptance for USMC)***

Label	Entry Requirement	Size
Populate Accounting Data from Template	Optional	
	<p>If selected, the Accounting Data will populate the Line Item / Sub-Line information on the Voucher Tab</p> <p>The “template” will be retrieved based on the:</p> <ul style="list-style-type: none"> <li>○ Same document type (Misc Pay)</li> <li>○ Same Pseudo-PIIN</li> <li>○ CAPS-W, &amp; One Pay positions 1-6 must match</li> <li>○ IAPS-E positions 1-6 and 12 must match</li> <li>○ The accounting data populated will be based on the last accounting data added/updated on the document.</li> <li>○ Line Item entries on the target document that match entries on the selected template document will be pre-populated.</li> </ul>	
SDN (Line Level)	Conditional	1/30
	Line Item level SDN is mandatory when not Sub-Lining	
ACRN (Line Level)	Conditional	2/2
	Line Item level ACRN is mandatory when not Sub-Lining	
Chargeable FY (Line Level)	Conditional	4/4
	Line Item level Chargeable Fiscal Year is mandatory when not Sub-Lining	
Add Subline	Optional	
CAPS-W Marines	This option applies to CAPS-W Marines with SABRs Accounting. Acceptor can add Sub-line items if necessary	

	When adding Sub-Lines, there must be at least 2 Sub-Lines items for each Line Item.	
Qty Invoiced	Conditional	
	Mandatory when adding Sub-lines 0 to 99,999,999.99 and can only contain up to 2 digits to the right of the decimal	8.2
Unit of Measure	Conditional	
	Mandatory when adding Sub-lines	
Unit Price	Conditional	
	Mandatory when adding Sub-lines 0 to 999,999,999.999999 and can only contain up to 6 digits to the right of the decimal.	9.6
SDN (Sub-Line Level)	Conditional	1/30
	Mandatory when adding Sub-lines	
ACRN (Sub-Line Level)	Conditional	2/2
	Mandatory when adding Sub-lines	
Chargeable FY (Sub-Line Level)	Conditional	4/4
	Mandatory when adding Sub-lines	

### 5.1.2 Addresses Tab

The information on the Addresses Tab is read-only when the document is created by Vendor or Acceptor. Please see table below for DoDAACs that can be edited by the Acceptor when the Misc. Pay is created by Misc Pay Initiator.



**Table 5-4 Address Tab for Misc Pay Initiator create**

<b>Label</b>	<b>Entry Requirement</b>	<b>Size</b>
Change DoDAAC	Conditional	link
Misc Pay Initiator create:	Click to modify DoDAACs Mandatory when LPO is not entered by Misc Pay Initiator.	
Administered By DoDAAC	Mandatory	6/6
	Entry can be modified.	
LPO DoDAAC	Mandatory	6/6
	Entry can be modified. Must be entered if not entered by Misc Pay Initiator	
LPO Extension	Conditional	6/6
	Requires entry of the LPO	
Payment DoDAAC	Mandatory	6/6
	Entry can be modified.	
Save DoDAACs	Conditional	link
	Displayed when [Change DoDAAC] is selected When modifying DoDAACs, this link must be clicked to Save DoDAACs	
Activity Name 1	Mandatory	1/60
	Pay DoDAAC Admin By DoDAAC LPO DoDAAC	
Activity Name 2	Optional	1/60
	Pay DoDAAC Admin By DoDAAC LPO DoDAAC	
Activity Name 3	Optional	1/55
	Pay DoDAAC Admin By DoDAAC LPO DoDAAC	

Address 1	Optional	1/55
	Pay DoDAAC Admin By DoDAAC LPO DoDAAC	
Address 2	Optional	1/55
	Pay DoDAAC Admin By DoDAAC LPO DoDAAC	
Address 3	Optional	1/55
	Pay DoDAAC Admin By DoDAAC LPO DoDAAC	
Address 4	Optional	1/55
	Pay DoDAAC Admin By DoDAAC LPO DoDAAC	
City	Optional	1/30
	Pay DoDAAC Admin By DoDAAC LPO DoDAAC	
State	Optional	2/2
	Pay DoDAAC Admin By DoDAAC LPO DoDAAC	
Zip Code	Optional	3/15
	Pay DoDAAC Admin By DoDAAC LPO DoDAAC	
Country	Optional	3/3
	Pay DoDAAC Admin By DoDAAC LPO DoDAAC	
Military Location Description	Optional	2/6
	Pay DoDAAC	

	Admin By DoDAAC LPO DoDAAC	
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### 5.1.3 Misc. Info Tab

Comments may be entered and attachments viewed and/or added.

*Table 5-5 Misc. Info Tab (Acceptance)*

Label	Entry Requirement	Size
Comments	Conditional	1/2000
	Mandatory when [Reject to Initiator] is selected	
Attachment	Optional	6MB

### 5.1.4 Preview Document Tab

The Preview Document Tab provides a view of the entire document before submission.

This information on the Preview Document Tab is read-only.

## 5.2 Successful Submission

Once the Acceptor is satisfied with the document they may submit the document. Upon successful Acceptance, the Acceptor is presented with a “success” message.

### 5.2.1 Others Services / Agencies-non USMC

Upon Acceptance of the Misc. Pay, the Misc. Pay will flow to the LPO’s Certification Folder with ‘Certified’ Status.

### 5.2.2 USMC

Upon Acceptance of the Misc. Pay with SABRS accounting, an 821 Obligation is sent to SABRS. WAWF will hold the Misc. Pay in ‘Accepted’ status until the Acknowledgement response (positive or negative) from SABRS is received. Upon receipt of a positive Acknowledgement response from SABRS, the Misc. Pay will flow to the LPO’s Certification Folder with ‘Certified’ Status.

## 6 Document Pre-Certification

The Local Processing Office Reviewer (LPOR) is an optional step in the document workflow. The LPOR is permitted to perform a pre-certification on the Misc. Pay. The LPOR may:

**Table 6-1 Pre-Certification**

Label	Entry Requirement	Size
Action Block Entries	Mandatory	1/1
<ul style="list-style-type: none"> <li>○ Recommend Document Certified</li> <li>○ Recommend Document Available For Recall</li> </ul>	The LPOR must select one of these two actions	

## 7 Document Certification

This LPO role is mandatory for all Misc. Pay Invoices. The LPO is responsible for certifying that documents in WAWF are correct and proper for payment and that there are sufficient obligated funds to pay for the documents. The LPO should review the Misc Pay information for accuracy.

Misc. Pay cannot be Accepted and Certified by the same user. The system will give an error upon entering the document if the Certifier is the same User Id as the Acceptor.

### 7.1 Certification of Misc. Pay-USMC

#### 7.1.1 Voucher Tab- USMC

The LPO cannot enter or modify Sub-Line data for the Misc. Pay submitted for USMC. Sub-Lines are added by the Acceptor during Acceptance.

**Table 7-1 Voucher Tab- USMC (Certification)**

Label	Entry Requirement	Size
Action Block Entries	Mandatory	1/1
<ul style="list-style-type: none"> <li>○ Document Certified</li> </ul>	The LPO must select one of these two actions	

○ Document Available for Recall		
Signature Date	Conditional	10/10
	Mandatory when Certifying the Misc. Pay	
Signature	Conditional	1/1
	Mandatory when Certifying the Misc. Pay	

### 7.1.2 LLA Tab- USMC

The Long Line of Accounting (LLA) is read only. The Accounting data is pre-populated by the SABRs system. The LPO cannot enter or modify data on the LLA tab.

## 7.2 Certification of Misc. Pay-Others Services / Agencies-non USMC

### 7.2.1 Voucher Tab- Other Services/Agencies-non USMC

The LPO can add Sub- line items on the Misc. Pay if necessary. Sub-Lines are only used if multiple LOA's need to pay for a single line item.

**Table 7-2 Voucher Tab- Other Services/Agencies -non USMC (Certification)**

Label	Entry Requirement	Size
Populate Accounting Data from Template	Optional	
	<p>If selected, the Accounting Data will populate the Line Item / Sub-Line information on the Voucher Tab</p> <p>The “template” will be retrieved based on the:</p> <ul style="list-style-type: none"> <li>○ Same document type (Misc Pay)</li> <li>○ Same Pseudo-PIIN</li> <li>○ CAPS-W, &amp; One Pay positions 1-6 must match</li> <li>○ IAPS-E positions 1-6 and 12 must match</li> <li>○ The accounting data populated will be based on the last accounting data added/updated on the document.</li> </ul>	

	<ul style="list-style-type: none"> <li>Line Item entries on the target document that match entries on the selected template document will be pre-populated.</li> </ul>	
Add Subline	Optional	
	<p>The LPO can add Sub-line items if necessary</p> <p>When adding Sub-Lines, there must be at least 2 Sub-Lines items for each Line Item.</p>	
Sub-Line No.	System Defaults	6/6
	The Sub-Line Number is automatically populated with the Item Number and the suffix AA, BB, etc.	
Qty Approved	Conditional	
	<p>Mandatory when adding Sub-lines</p> <p>0 to 99,999,999.99 and can only contain up to 2 digits to the right of the decimal</p>	8.2
Unit of Measure	Conditional	
	Mandatory when adding Sub-lines	
Unit Price	Conditional	
	<p>Mandatory when adding Sub-lines</p> <p>0 to 999,999,999.999999 and can only contain up to 6 digits to the right of the decimal.</p>	9.6
Sub-Line Total	System defaults	1/30
	The Sub-Line Total must be equal to the Line Item Amount.	
Action Block Entries	Mandatory	1/1
<ul style="list-style-type: none"> <li>Document Certified</li> <li>Document Available for Recall</li> </ul>	LPO must select one of these two actions	

Signature Date	Conditional	10/10
	Mandatory when Certifying the Misc. Pay	
Signature	Conditional	1/1
	Mandatory when Certifying the Misc. Pay	

### 7.2.2 LLA Tab- Other Services/Agencies-non USMC

When certifying the Misc. Pay, the LPO is responsible for entering the Line of Accounting (LOA) data on the Long Line of Accounting (LLA) Tab.

When the Pay System in One-Pay:

- AAI, ACRN and SDN fields are mandatory when the AAI is on the TFS Listing
- When the AAI is not on the TFS AAI Listing, the LOA is considered to be TFO (Transaction for Other). In this case, WAWF provides warning messages: [The full Long Line of Accounting is required when the AAI/AAA does not exist in the ONE-PAY Transactions For Self \(TFS\) table. Please enter all mandatory fields in addition to the other elements that are applicable to the agency/department Long Line of Accounting.](#)
- Four available Help links will be visible on the LLA Tab so that the LPO / LPOR can better perform their functions:
  - TFO LOA Crosswalks
  - LPO Training
  - LPO Checklist
  - One Pay TFS AAI Listing

**Table 7-3 LLA Tab Others -non USMC (Certification)**

Label	Entry Requirement	Size
LLA Level	Mandatory	1/1
<ul style="list-style-type: none"> <li>○ Line Level</li> <li>○ Document Level</li> </ul>	Select the appropriate certification level from the dropdown <ul style="list-style-type: none"> <li>○ One LOA for all line items on the invoice</li> <li>○ One LO for each Line Item / Sub-Line Item</li> </ul>	
Document Record Reference ID	Mandatory	9/15

Agency Accounting ID	Mandatory	6/6
ACRN	Mandatory	2/2
	Accounting Classification Reference Number	
Item Number		
	Pre-populates from the Line Item Information when Certifying with LLA level at Line Level	
Sub Line		
	Pre-populates from the Sub-Line Item Information when Certifying with LLA level at Line Level and Sub-Lines exist on the Misc. Pay	
Agency Qualifier Code	System Generated	2/2
	Defaults to DD	
Defense Agency Allocation Recipient	Conditional	1/2
	Edit based on accounting system	
Cost Code	Conditional	1/13
	Edit based on accounting system	
Department Indicator	Conditional	1/2
	Mandatory when the AAI is not in the TFS_AAIs Table.	
Job / Work Order Code	Conditional	1/8
	Edit based on accounting system	
Cost Allocation Code	Conditional	1/8
	Edit based on accounting system	
Transfer from Department	Conditional	1/2
	Edit based on accounting system	
Sub-Allotment Recipient	Conditional	1/1
	Edit based on accounting system	
Classification Code	Conditional	1/9
	Edit based on accounting system	
Fiscal Year Indicator	Conditional	1/8
	Mandatory when the AAI is not in the TFS_AAIs Table.	



Work Center Recipient	Conditional	1/6
	Edit based on accounting system	
DoD Budget Accounting Classification Code	Conditional	1/6
	Edit based on accounting system	
Basic Symbol Number	Conditional	1/4
	Mandatory when the AAI is not in the TFS_AAIs Table.	
Major Reimbursement Source Code	Conditional	1/1
	Edit based on accounting system	
Limit/Sub Head	Conditional	1/6
	Edit based on accounting system	
Reimbursement Source Code	Conditional	1/3
	Edit based on accounting system	
Fund Code	Conditional	1/2
	Edit based on accounting system	
Customer Indicator/MPC	Conditional	1/6
	Edit based on accounting system	
Fund Org Admin Code	Conditional	1/2
	Edit based on accounting system	
Object Class	Conditional	1/5
	Edit based on accounting system	
IFS Number	Conditional	1/12
	Edit based on accounting system	
Allotment Serial No	Conditional	1/5
	Edit based on accounting system	
Government Public Sector ID	Conditional	1/1
	Edit based on accounting system	
Transaction Type	Conditional	1/3
	Edit based on accounting system	

Activity Address Code	Conditional	1/6
	Edit based on accounting system	
Foreign Currency Code	Conditional	1/4
	Edit based on accounting system	
Program/Planning Code	Conditional	1/4
	Edit based on accounting system	
Program Element Code	Conditional	1/12
	Edit based on accounting system	
FMS Case Number (1-3)	Conditional	1/3
	Edit based on accounting system	
FMS Case Number (4-5)	Conditional	1/2
	Edit based on accounting system	
FMS Case Number (6-8)	Conditional	1/2
	Edit based on accounting system	
Project Task/Budget Subline	Conditional	1/8
	Edit based on accounting system	
Special Interest/ Program Cost	Conditional	1/2
	Edit based on accounting system	

### 7.2.3 Addresses Tab

The information on the Addresses Tab is read-only.

### 7.2.4 Misc. Info Tab

Comments may be entered and attachments viewed and/or added.

***Table 7-4 Misc. Info Tab (Certification)***

Label	Entry Requirement	Size
Comments	Conditional	1/2000
	Mandatory when [Reject to Initiator] is selected	
Attachment	Optional	6MB

### 7.2.5 Preview Document

The Preview Document Tab provides a view of the entire document before submission.

This information on the Preview Document Tab is read-only.

### 7.3 Successful Submission

Upon Certification of the Misc. Pay, the LPO will be presented with a ‘Success’ message.

#### 7.3.1 Non STARS-FL Accounting

Upon Certification of the Misc. Pay, an 821R Misc. Pay extract will generate and the Misc. Pay will flow to the Pay Official’s History Folder with ‘Extracted’ Status.

#### 7.3.2 STARS-FL Accounting

Upon Certification of the Misc. Pay with STARS-FL accounting, WAWF will send an 821 Obligation to STARS-FL. WAWF will hold the Misc. Pay in ‘Certified’ status until an 824 Acknowledgement response (positive or negative) from STARS-FL is received. An 821R Misc. Pay extract will generate upon receipt of a positive 824 Acknowledgement response from STARS-FL and the Misc. Pay will flow to the Pay Official’s History Folder with ‘Extracted’ Status.

## 8 Pay Official – Document Recall

### 8.1 Data Entry

The Pay Official may Recall the Misc. Pay document to Regenerate an Extract, review the document or have the document corrected by another user.

#### 8.1.1 Voucher Tab

*Table 8-1 Voucher Tab (Payment Processing)*

Label	Entry Requirement	Size
Document Accepted	Mandatory	1/1
Document Processed		
Document Rejected		
Document Suspended		
Document Available For Recall		

### 8.1.2 LLA Tab

The information on the LLA Tab is read-only.

### 8.1.3 Regenerate EDI Tab

When processing the document, the system will permit the Pay Official to Regenerate the 810R MiscPay Extract.

*Table 8-2 Regenerate EDI Tab (Payment Processing)*

Label	Entry Requirement	Size
Regenerate EDI Extract(s)	Optional	1/1

### 8.1.4 Addresses Tab

The information on the Addresses Tab is read-only.

### 8.1.5 Misc. Info Tab

*Table 8-3 Misc. Info Tab (Payment Processing)*

Label	Entry Requirement	Size
Comments	Conditional	1/2000
	Comments are mandatory when [Document Rejected] or [Document Suspended] is selected.	
Attachment	Optional	6MB

### 8.1.6 Preview Document Tab

The Preview Document Tab provides a view of the entire document before submission.

This information on the Preview Document Tab is read-only.

## 8.2 Submission

- If the Payment Office rejects the document, the status is “Rejected.”
- If the Payment Office suspends the document, the status is “Suspended.”

- If the Payment Office makes the document available for recall, the status is “Recall Available.”
- If the Payment Office reviews the document, the status is “Reviewed.”
- If the Payment Office processes the document, the status is “Processed.”