

WAWF Instructions (<https://wawf.eb.mil>)

Problems??? Call the Help Desk: 801-605-7095

| Data Entry Section | | | |
|--|--|--|--|
| Main Menu | Options | Category | Data |
| Vender | Create Document | Cage Code | Pre-populated |
| | | Contract Number Type | Select 'GRANT' - unless otherwise instructed |
| | | Contract Number | Enter grant number - No hypens or spaces (ie: FA86500973920) |
| | | Delivery # | Leave Blank |
| | | NEXT | |
| | Pay DoDAAC Page | Ref. Procurement Identifier | Leave Blank |
| | | Pay Official | Obtain from Award Document (ie: FA9550) |
| | | NEXT | |
| | Document Page | Select 'GRANT VOUCHER' unless otherwise instructed. | |
| | | You will have the option of changing the voucher status. It automatically defaults to 'N'. | |
| | | **ONLY SELECT 'Y' IF THE INVOICE IS TRULY FINAL!!!** | |
| | | NEXT | |
| | | | |
| | | | |
| | Routing Page | Pay DoDAAC | This is the Pay official (ie: FA9550) |
| | | Issue Date | Today's Date |
| | | Issue By DoDAAC | Agency Issuing grant (ie: FA9550) |
| | | Admin DoDAAC | Administrating agency like ONR (ie: N63374) |
| | | Grant Approver | Agency responsible for approving (ie: FA9550) |
| | | Extension | Leave Blank |
| | | NEXT | |
| Vendor - Grant Voucher Data Entry Section | | | |
| | Tabs | Category | Data |
| | Header | Enter Voucher Number | This is your invoice number, no hypens or spaces (ie: W155302) |
| | | Enter Basis of Request | Select Cash |
| | | Recipient Account Number | Enter grant number or voucher number |
| | | Period From Date | Start Date of period (ie: 12/1/12) |
| | | Period End Date | End Date of the period (ie: 12/31/12) |
| | | **IGNORE SIGNATURE BLOCK UNTIL THE END!!!** | |
| | Address | No entries required. You can verify the DoDAAC information here. | |
| | | | |
| | Grant WS | Type of payment | Reimbursement |
| | | Program/Function/Activities | Enter the payment ACRN (ie: ACRN: AB) |
| | | Enter the standard SF270 information including the \$0.00 otherwise you will get an error message. | |
| | Comments | Use if necessary. Anything entered here is permanent. This corresponds to the remarks | |
| | | | |
| | Attachments | If required, attach additional document per the agreement. | |
| | | Attachments should be PDFs and named with no spaces/dashes/special characters | |
| | | SAVE DRAFT DOCUMENT' | |
| | | To submit, return to the Header Page and click on signature in the signature block. | |
| | | | |
| Submission | Enter your password. It will send an email to all of the DoDAACs listed. You will be given an opportunity to send additional emails, if required or desired. | | |
| | | | |

To print out the invoice, go to Vender / History. Enter the contract number. Select 'submit'.

WAWF Other Information

<https://wawf.eb.mil>

| | | |
|---------------------|---|--|
| Create | Cage Code | Prepopulated (1-KQE9) |
| | Contract Number Type | Select 'GRANT' unless otherwise specified in the agreement |
| | Contract Number | This should be the award number (please note system will not accept dashes or spaces) |
| | Delivery # | Leave blank |
| | Reference Procurement | Leave blank |
| Pay DoDAAC | Identifier | |
| | Pay Official | Enter Pay Office DoDAAC |
| Routing Page | Pay DoDAAC | Verify that this is correct or enter as necessary |
| | Issue Date | Enter TODAY'S date |
| | Issue By DoDAAC | Verify that this is correct or enter as necessary |
| | Admin DoDAAC | Verify that this is correct or enter as necessary |
| | Grant Approver | Verify that this is correct or enter as necessary |
| | Extension | Leave blank |
| | | |
| Header | Enter Voucher Number | This is the Federal BVN (all invoices in WAWF will be assigned BVN for the start of the voucher number. This is the system invoice number. |
| | Enter Basis of Request | Enter 'CASH' basis |
| | Recipient Account Number | This is the internal MSU reference |
| | Period From Date | Beginning of the period being invoiced. |
| | Period End Date | End of the period beign invoiced |
| Grant WS | Type of Payment | Select Reimbursement |
| | Program/Function/Activities | Enter ACRN designation - this should be found in your award document under the funding citations. |
| Comments | Use if necessary. Anything entered here is permanent (remarks section) | |
| Attachments | If required to attach additional documents per the agreement. Attachments should be PDFs and named with no spaces/dashes/spec. charac. | |

If you select a contract number - it will have a listing of the original award and any amendments. Select return to go back to the list.

How to Search for Payment:

Vendor

History Folder

Enter Contract Number

Go to Create/Update Date - Enter start date or leave blank

Go to Create/Update Date End - Enter end date or leave blank

Click on Submit

Use the scroll bar at the bottom and check the status of your invoice.

You can recall or void an invoice here as well until it has been processed.

Select the invoice number & you will see the invoice again. This is the form of the invoice that you should print out for back-up.

Check Pay

Status

Submitted - Self Explanatory

Reviewed - Accepted, but not submitted to the payment process yet

Processed - Sent to DFAS for payment

Rejected - You will have to do a new invoice. If you select the invoice and scroll to the bottom, you can view any comments made by approvers.