

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

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

Issue Office DoDAAC	
Pay Office DoDAAC	
Admin DoDAAC	
Grant Approver DoDAAC	
Funding ACRN	

Menu	Drop Down Options	Data Entry Section	
Vender	Create Document	Cage Code	Prepopulated
		Contract Number Type	Grant
		Contract Number	
		Delivery #	Leave blank
	'Next'		
	Pay DoDAAC Page	Reference Procurement Identifier	Leave blank
		Pay Official	
		'Next'	
	Document Page	Create a "GRANT VOUCHER" unless otherwise instructed. You will have the option of changing the final voucher status. **ONLY SELECT 'Y' IF THE INVOICE IS TRULY FINAL!!!**	
		'Next'	
	Routing Page	Pay DoDAAC	Verify that this is correct
		Issue Date	
		Issue By DoDAAC	
		Admin DoDAAC	
		Grant Approver	
		Extension	Leave blank
		'Next'	

Tabs		Vendor - Grant Voucher Data Entry	
Header	Enter Voucher Number		
	Enter Basis of Request	Cash	
	Recipient Account Number		
	Period From Date		
	Period End Date		
	IGNORE SIGNATURE BLOCK UNTIL THE END!!!		
Address	No entries required. You can verify DoDAAC information here.		
Grant WS	Type of Payment	Reimbursement	
	Program/Function/Activities		
	Enter the standard SF 270 information including \$0.00s!!		
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. 'Save Draft Document' (You can save through this process if would like)		

To submit, return to the Header page and click on signature.

Enter your password. It will send an email to all of the DoDAACs. You will be given an opportunity to send additional emails, if requested or desired.

To Print out invoice, go to Vender / History. Make sure not to change anything in the History page, select Submit.

Select your invoice and choose the printer-friendly option. Proceed as usual with invoice.