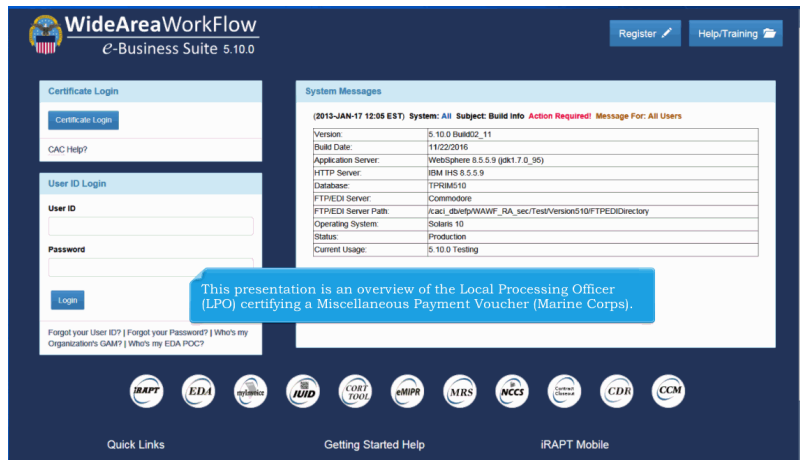
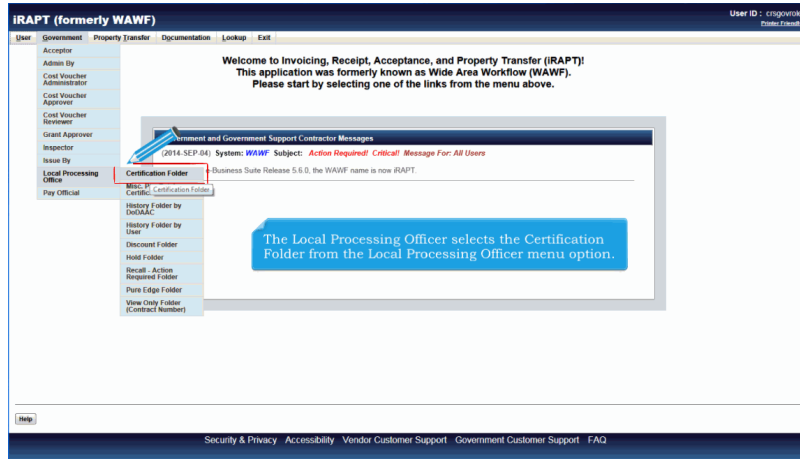


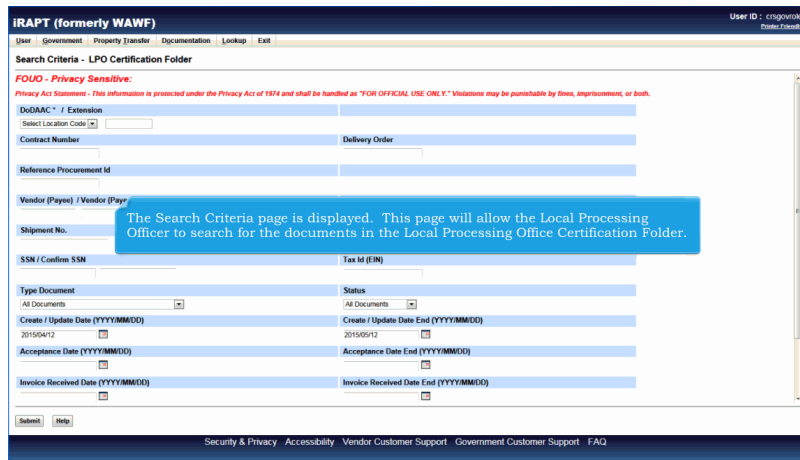
Welcome to Wide Area Workflow e-Business Suite.
 This demonstration contains audio narrative. Please adjust your volume accordingly.



This presentation is an overview of the Local Processing Officer (LPO) certifying a Miscellaneous Payment Voucher (Marine Corps).



The Local Processing Officer selects the Certification Folder from the Local Processing Officer menu option.



The Search Criteria page is displayed. This page will allow the Local Processing Officer to search for the documents in the Local Processing Office Certification Folder.

The screenshot shows the 'iRAPT (formerly WAWF)' search criteria form for 'LPO Certification Folder'. A red box highlights the 'DoDAAC * / Extension' field, which contains the value 'FA3030'. A blue callout box points to this field with the text 'The DoDAAC field is the only mandatory field.' Other fields in the form include 'Contract Number', 'Delivery Order', 'Reference Procurement Id', 'Vendor (Payee) / Vendor (Payee) Extension', 'Ship From / Ship From Extension', 'Shipment No.', 'SSN / Confirm SSN', 'Tax Id (EIN)', 'Type Document', 'Status', 'Create / Update Date (YYYYMMDD)', and 'Invoice Received Date (YYYYMMDD)'. The form also includes a 'Submit' button and a 'Help' link.

The DoDAAC field is the only mandatory field.

The screenshot shows the 'iRAPT (formerly WAWF)' search criteria form for 'LPO Certification Folder'. A red box highlights the 'Type Document' dropdown menu, which is currently set to 'Misc. Pay'. A blue callout box points to this dropdown with the text 'The LPO can further limit the returned results by selecting Misc Pay from the Type Document drop down.' Other fields in the form include 'DoDAAC * / Extension', 'Contract Number', 'Delivery Order', 'Reference Procurement Id', 'Vendor (Payee) / Vendor (Payee) Extension', 'Ship From / Ship From Extension', 'Shipment No.', 'SSN / Confirm SSN', 'Tax Id (EIN)', 'Status', 'Create / Update Date (YYYYMMDD)', and 'Invoice Received Date (YYYYMMDD)'. The form also includes a 'Submit' button and a 'Help' link.

The LPO can further limit the returned results by selecting Misc Pay from the Type Document drop down.

The Local Processing Officer clicks the Submit button after entering the select criteria.

The Local Processing Officer clicks the Submit button after entering the select criteria.

The Certification Folder page is displayed. This page contains a list of documents that match the selection criteria.

Item	Type	Vendor (Payee)	DUNS	DUNS-4	Ext	Contract Number	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	Charge	Hold	Invoice Number
1	Misc Pay	4DUL7				FA303011WE905		10AM50WJAN11HAPSEV	2011-01-11		2011-01-11	Accepted			10AM50WJAN11HAPSEV
2	Misc Pay	4DUL7				WQCLAS11D40UL7013		10AM50WJAN11CAERMSVC	2011-01-11		2011-01-11	Accepted			10AM50WJAN11CAERMS
3	Misc Pay	4DUL7				WQCLAS11D40UL7016		04M20WJAN11CAERMSVC	2011-01-11		2011-01-11	Accepted			04M20WJAN11CAERMS
4	Misc Pay	4DUL7				FA303011WE908		ME0001DAPSEGC	2011-01-11		2011-01-11	Accepted			ME0001DAPSEGC
5	Misc Pay	4DUL7				FA303011WE909		12PM20WJAN11HAPSEGC	2011-01-11		2011-01-11	Accepted			12PM20WJAN11HAPSEG
6	Misc Pay	4DUL7				FA303011WE912		04M17WJAN11HAPSEGC	2011-01-11		2011-01-11	Accepted			04M17WJAN11HAPSEG
7	Misc Pay	4DUL7				WQCLAS11D1888014		12PM19WJAN11CAERMSG	2011-01-11		2011-01-11	Accepted			12PM19WJAN11CAERMS
8	Misc Pay	4DUL7				W0MWR0511014448964		E1PSA0RSGS	2011-01-11		2011-01-11	Accepted			E1PSA0RSGS
9	Misc Pay	4DUL7				W0MWR05110400L7063		04M19WJAN11SABRSK	2011-01-11		2011-01-11	Accepted			04M19WJAN11SABRSK
10	Misc Pay	4DUL7				W0MWR0511029901040		12PM20WJAN11SABRSK	2011-01-11		2011-01-11	Accepted			12PM20WJAN11SABRSK
11	Misc Pay	4DUL7				W0MWR05110400L7015		12PM19WJAN11STANENG	2011-01-11		2011-01-11	Accepted			12PM19WJAN11STANEN

The Certification Folder page is displayed. This page contains a list of documents that match the selection criteria.

iRAPT (formerly WAWF) User ID: csgovw016
 User Government Property Transfer Documentation Lookup Exit

LPO Certification Folder for FA3030 (11 items, sorted by Invoice Received Date Ascending)

Number	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	Purge	Hold	Invoice Number	Submitted	Received	Status	Purge	Hold	Amount
11W0005		10AM59WJAN11APSEVVC	2011-01-11		2011-01-11	Accepted		H	10AM59WJAN11APSEVVC	2011-01-11	2011-01-11	Accepted		H	\$ 1,000,600.09
MDUL7013		10AM59WJAN11CAF8MSVVC	2011-01-11		2011-01-11	Accepted		H	10AM59WJAN11CAF8MSVVC	2011-01-11	2011-01-11	Accepted		H	\$ 1,000,980.24
MDUL7016		04PM02WJAN11CAF8MSVVC	2011-01-11		2011-01-11	Accepted		H	04PM02WJAN11CAF8MSVVC	2011-01-11	2011-01-11	Accepted		H	\$ 1,001,120.31
11W0008		M050017APSEVVC	2011-01-11		2011-01-11	Accepted		H	M050017APSEVVC	2011-01-11	2011-01-11	Accepted		H	\$ 7,983.06
11W0009		12PM09WJAN11APSEVVC	2011-01-11		2011-01-11	Accepted		H	12PM09WJAN11APSEVVC	2011-01-11	2011-01-11	Accepted		H	\$ 5,722.98
11W0011		04PM17WJAN11APSEVVC	2011-01-11		2011-01-11	Accepted		H	04PM17WJAN11APSEVVC	2011-01-11	2011-01-11	Accepted		H	\$ 5,000.00
D1888014		12PM13WJAN11CAF8MSG5	2011-01-11		2011-01-11	Accepted		H	12PM13WJAN11CAF8MSG5	2011-01-11	2011-01-11	Accepted		H	\$ 1,000,000.00
D1444064		FTP5ABRSG5	2011-01-11		2011-01-11	Accepted		H	FTP5ABRSG5	2011-01-11	2011-01-11	Accepted		H	\$ 888.00
DAUL7063		04PM10WJAN11SABRSGC	2011-01-11		2011-01-11	Accepted		H	04PM10WJAN11SABRSGC	2011-01-11	2011-01-11	Accepted		H	\$ 5,619.45
D0901949		12PM09WJAN11SABRSGC	2011-01-11		2011-01-11	Accepted		H	12PM09WJAN11SABRSGC	2011-01-11	2011-01-11	Accepted		H	\$ 16,202.77
MDUL7015		12PM59WJAN11STANEVVC	2011-01-11		2011-01-11	Accepted		H	12PM59WJAN11STANEVVC	2011-01-11	2011-01-11	Accepted		H	\$ 5,826.59

The LPO can select a document to review by clicking the Invoice Number link for the appropriate document.

[Return] [Help]

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

The LPO can select a document to review by clicking the Invoice Number link for the appropriate document.

iRAPT (formerly WAWF) User ID: csgovw016
 User Government Property Transfer Documentation Lookup Exit

Local Processing Office - Non-Federal Misc. Payment Voucher

Voucher LLA Address Misc. Info Preview Document

* Required Fields

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee EIN	Document Total (\$)
WAWRE11D4DUL7063	MVRE	04PM10WJAN11SABRSGC	2011/01/11		5,619.45

Item No.	AAI	Qty. Shipped	Unit of Measure	UoM Code	Unit Price (\$)	Amount (\$)
0001	067443	112.12		TP	50.12	5619.45
Description						Sub-Line Total (\$)
This is a Non-Federal CAGE GOVT Create CAGESABRS						5,619.45

The Voucher page is displayed when the LPO opens the Miscellaneous Payment Voucher.

Sub Line No.	AAI	Qty. Approved	Unit of Measure	UoM Code	Unit Price (\$)	Amount (\$)
0001AB	067443	100000.00		EA	0.00	0.00
ACRN		SON	Chargeable FY			
SS		SON000000000002	2046			
Description						
Sub Line #2						

[Submit] [Save Draft Document] [Previous] [Help]

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

The Voucher page is displayed when the LPO opens the Miscellaneous Payment Voucher.

iRAPT (formerly WAWF) User ID: cngovrole
 Local Processing Office - Non-Federal Misc. Payment Voucher

This is a Non-Federal CAGE GOVT Org. CAPS-W (Marine Corps)

Sub-Line No.	AAI	Qty. Approved	Unit of Measure	UoM Code	Unit Price (\$)	Amount (\$)
0001AA	067443	112.12		TP	50.12	5619.45
ACRN SON Chargeable FY						
RR SDN0001 2046						
Description						
Sub-Line #1						
Sub-Line No.	AAI	Qty. Approved	Unit of Measure	UoM Code	Unit Price (\$)	Amount (\$)
0001AB	067443	100000.00		EA	0.00	0.00
ACRN SON Chargeable FY						
SS SDN000000000000 2046						
Description						
Sub-Line #2						
Description						
Sub-Line #3						

The LPO cannot enter or modify Sub-Line data on a Miscellaneous Payment Voucher submitted against CAPS-W (Marine Corps). Sub-Lines are added by the Acceptor during Acceptance.

Routing Information

Submit Save Draft Document Previous Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

The LPO cannot enter or modify Sub-Line data on a Miscellaneous Payment Voucher submitted against CAPS-W (Marine Corps). Sub-Lines are added by the Acceptor during Acceptance.

iRAPT (formerly WAWF) User ID: cngovrole
 Local Processing Office - Non-Federal Misc. Payment Voucher

ACRN SON Chargeable FY

TT SDN000000000000000000000000 2047

Description

Sub-Line #3

Routing Information

Role	Location Code	Extension	Name
Service Acceptor	FA3030		FA3030 17 CONS CC
Play Official			
Payee			
LPO			
Admin By			
Issue By			

The LPO can Certify the Miscellaneous Payment Voucher. If the LPO sees an error, the LPO has the capability in iRAPT to make the Miscellaneous Payment Voucher Available for the Acceptor to Recall.

ACTION BY: FA3030

Acceptance Date Received Signature Date
 2011/01/11 2011/01/11

Reject to Initiator

Signature Of Authorized Government Representative

Signature Of Authorized Government Representative

Signature Of Authorized Government Representative

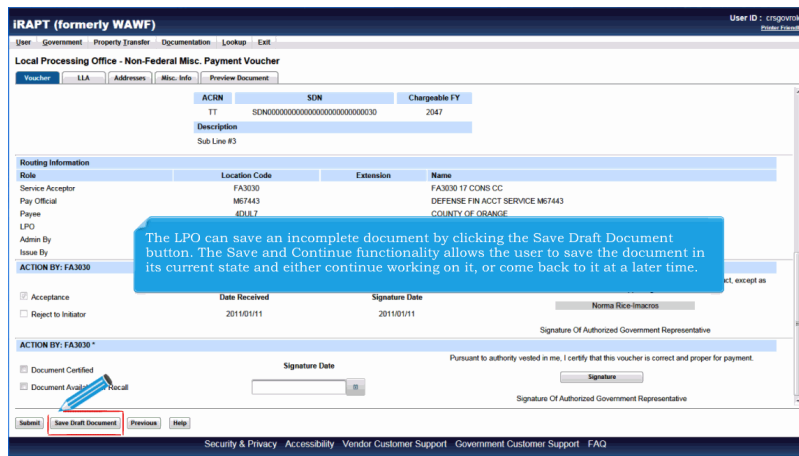
Signature Date

Document Available for Recall

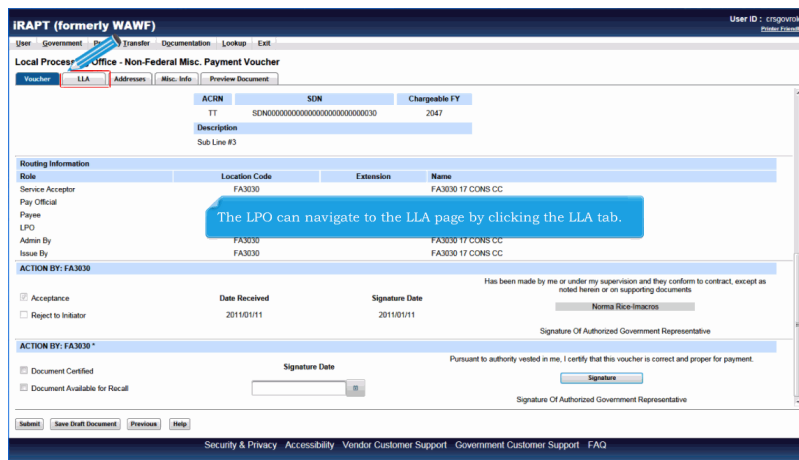
Submit Save Draft Document Previous Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

The LPO can Certify the Miscellaneous Payment Voucher. If the LPO sees an error, the LPO has the capability in iRAPT to make the Miscellaneous Payment Voucher Available for the Acceptor to Recall.



The LPO can save an incomplete document by clicking the Save Draft Document button. The Save and Continue functionality allows the user to save the document in its current state and either continue working on it, or come back to it at a later time.



The LPO can navigate to the LLA page by clicking the LLA tab.

The Long Line of Accounting (LLA) page is displayed. The Accounting data for Miscellaneous Payment Vouchers submitted to the CAPS-W (Marine Corps) payment system will be pre-populated by the SABRS system. The LPO can not add or modify the LLA data.

The Long Line of Accounting (LLA) page is displayed. The Accounting data for Miscellaneous Payment Vouchers submitted to the CAPS-W (Marine Corps) payment system will be pre-populated by the SABRS system. The LPO can not add or modify the LLA data.

The LPO can navigate to the Addresses page by clicking the Addresses tab.

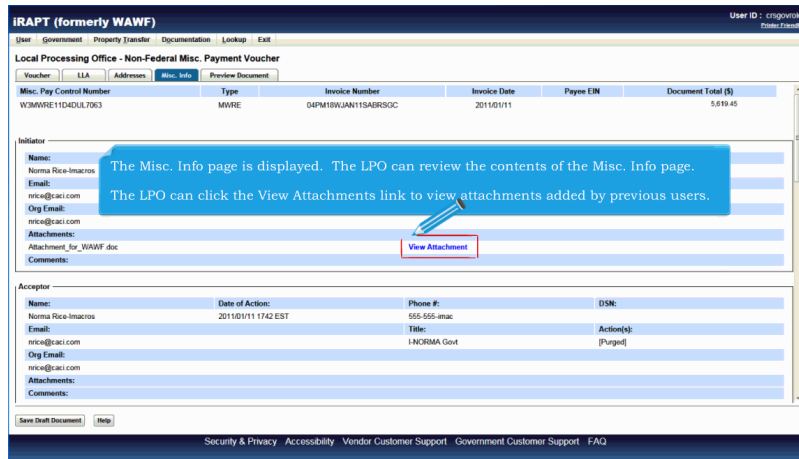
The LPO can navigate to the Addresses page by clicking the Addresses tab.

The screenshot shows the 'Addresses' page in the iRAPT system. The page title is 'Local Processing Office - Non-Federal Misc. Payment Voucher'. The 'Addresses' tab is selected and highlighted in blue. A blue callout box with a white border and a blue arrow pointing to the 'Addresses' tab contains the text: "The Addresses page is displayed. The LPO can review the contents of the Addresses page." The form contains various fields for contractor information, including CAGE Code (ADUL7), DUNS (DUNS - 4), and four addresses. The first address is 255-275 MAIN ST, GOSHEN, NY 109241601. The second address is ADMINISTRATIVE ONLY NO REQUISITIONS. The third address is 210 SCHERZ BLVD. The fourth address is GOODFELLOW AFB TX 76908-4705. The page also includes a 'Misc. Pay Control Number' table and a 'Prime Contractor' section.

The Addresses page is displayed. The LPO can review the contents of the Addresses page.

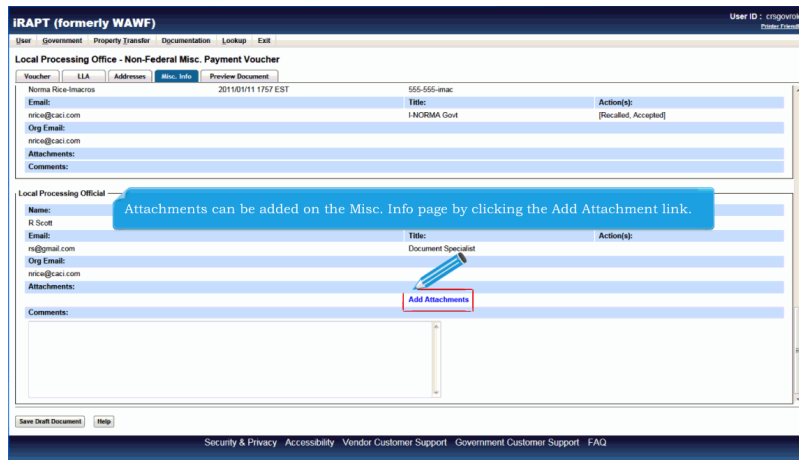
The screenshot shows the 'Misc. Info' page in the iRAPT system. The 'Misc. Info' tab is selected and highlighted in blue. A blue callout box with a white border and a blue arrow pointing to the 'Misc. Info' tab contains the text: "The LPO can navigate to the Misc. Info page by clicking the Misc Info tab." The form contains various fields for contractor information, including CAGE Code (ADUL7), DUNS (DUNS - 4), and four addresses. The first address is 255-275 MAIN ST, GOSHEN, NY 109241601. The second address is ADMINISTRATIVE ONLY NO REQUISITIONS. The third address is 210 SCHERZ BLVD. The fourth address is GOODFELLOW AFB TX 76908-4705. The page also includes a 'Misc. Pay Control Number' table and a 'Prime Contractor' section.

The LPO can navigate to the Misc. Info page by clicking the Misc Info tab.

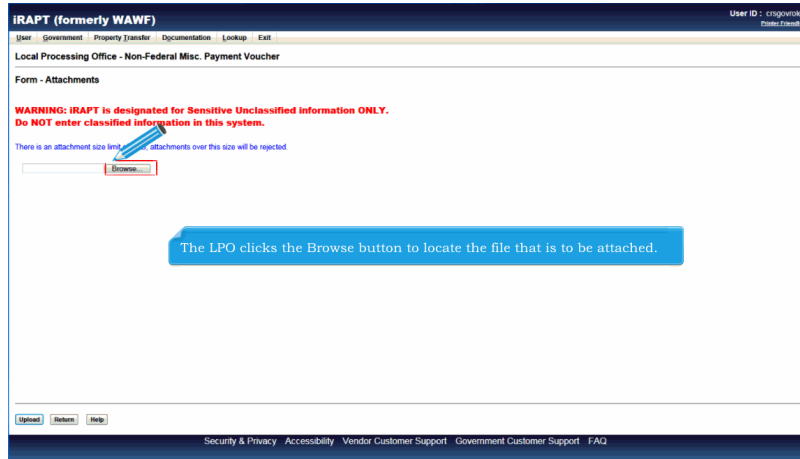


The Misc. Info page is displayed. The LPO can review the contents of the Misc. Info page.

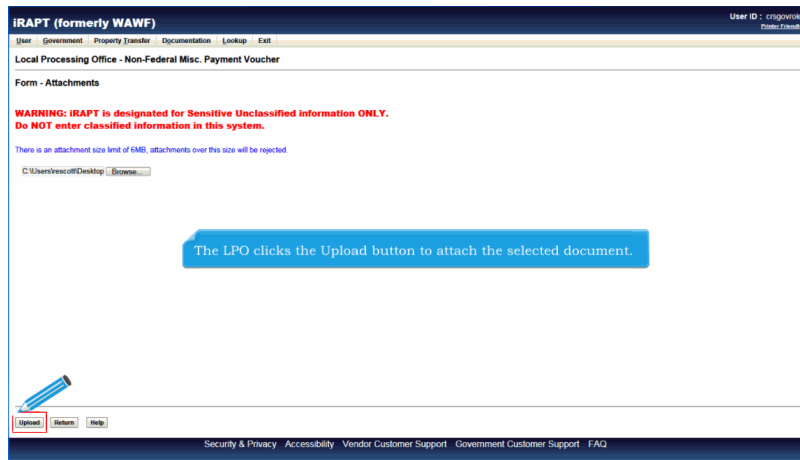
The LPO can click the View Attachments link to view attachments added by previous users.



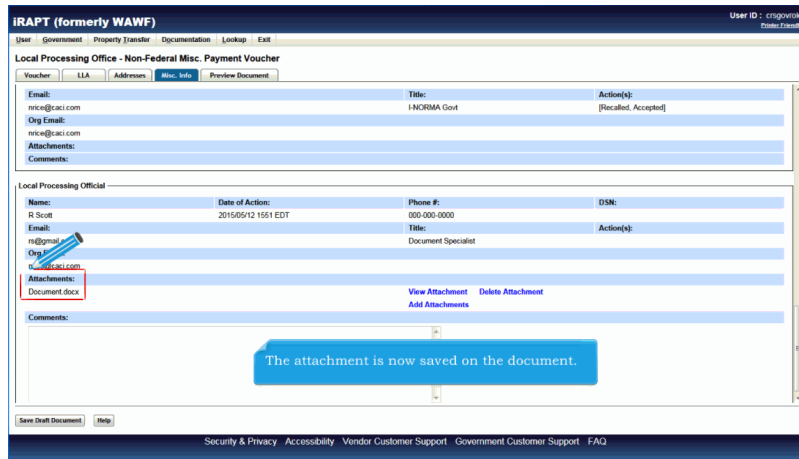
Attachments can be added on the Misc. Info page by clicking the Add Attachment link.



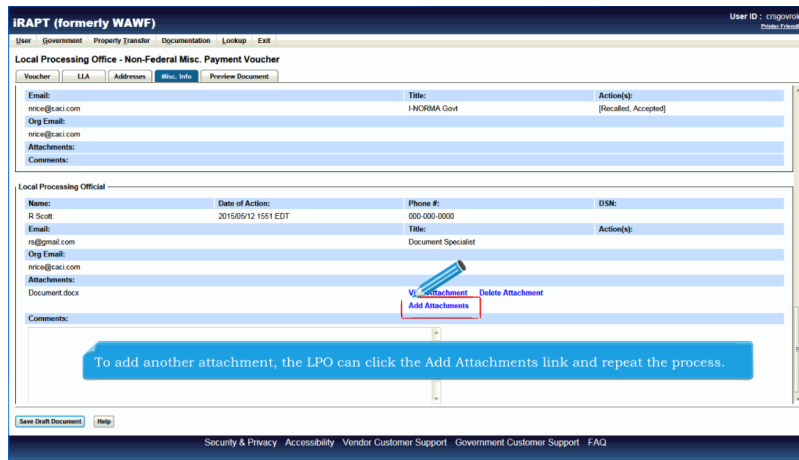
The LPO clicks the Browse button to locate the file that is to be attached.



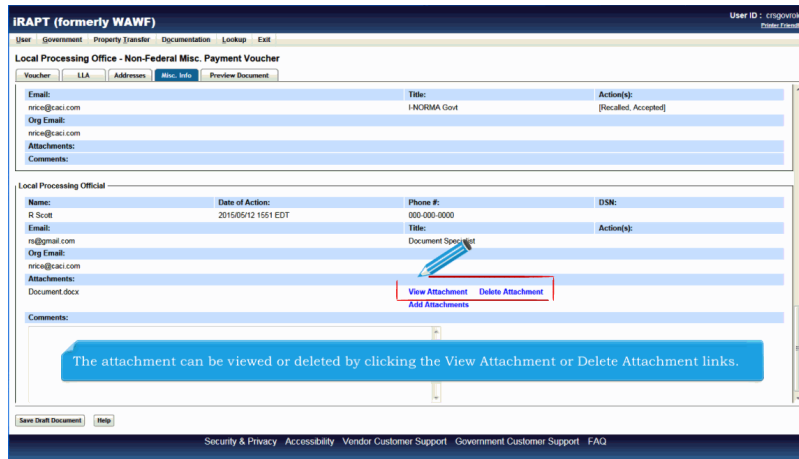
The LPO clicks the Upload button to attach the selected document.



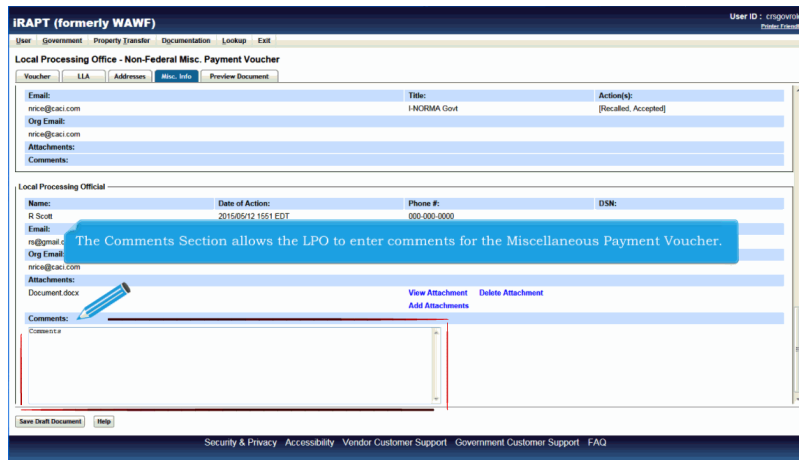
The attachment is now saved on the document.



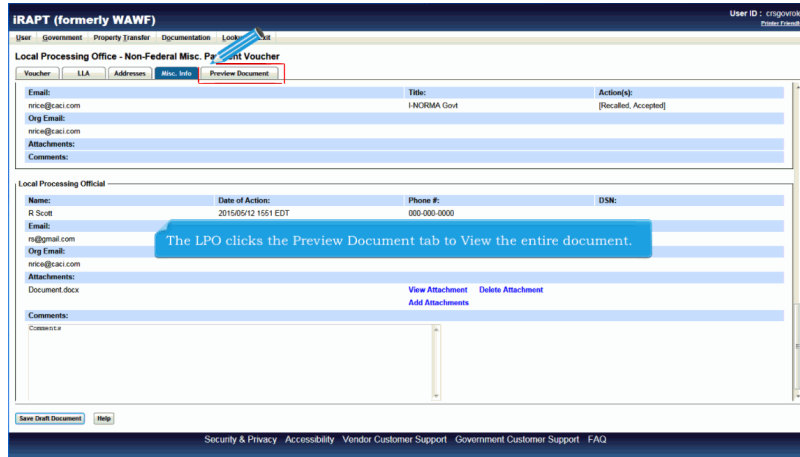
To add another attachment, the LPO can click the Add Attachments link and repeat the process.



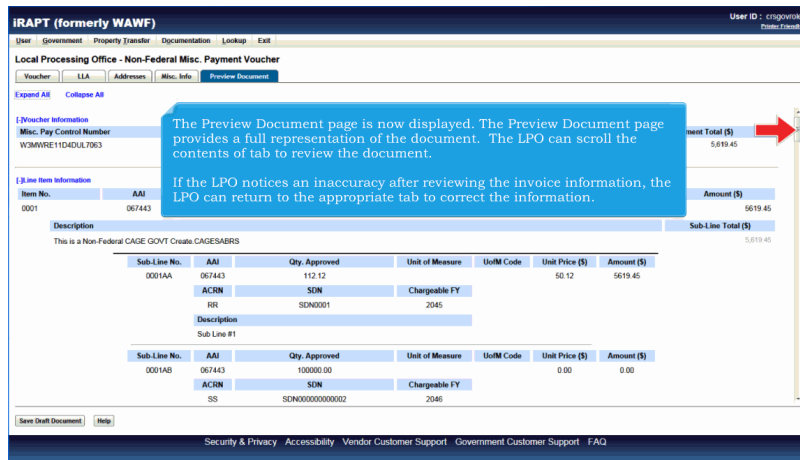
The attachment can be viewed or deleted by clicking the View Attachment or Delete Attachment links.



The Comments Section allows the LPO to enter comments for the Miscellaneous Payment Voucher.

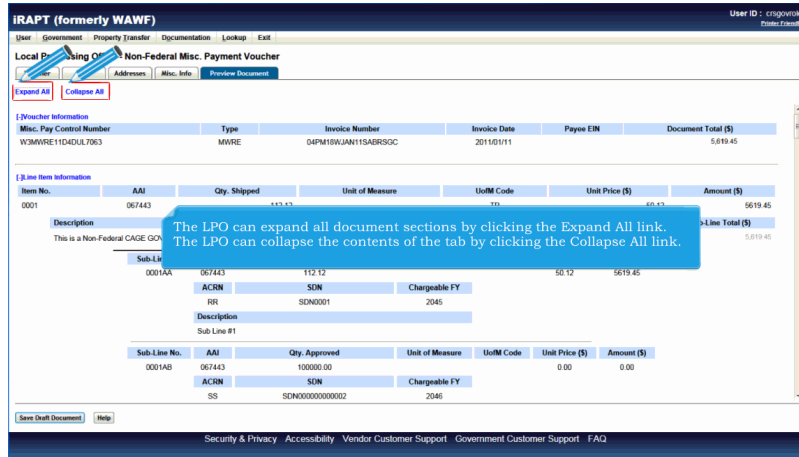


The LPO clicks the Preview Document tab to View the entire document.

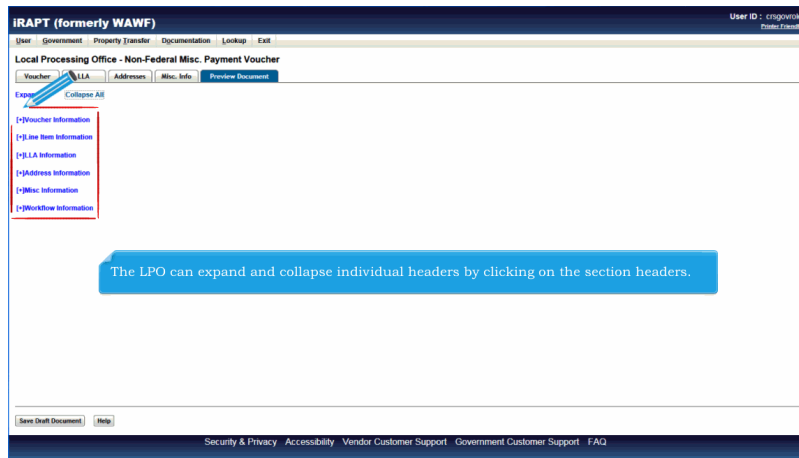


The Preview Document page is now displayed. The Preview Document page provides a full representation of the document. The LPO can scroll the contents of tab to review the document.

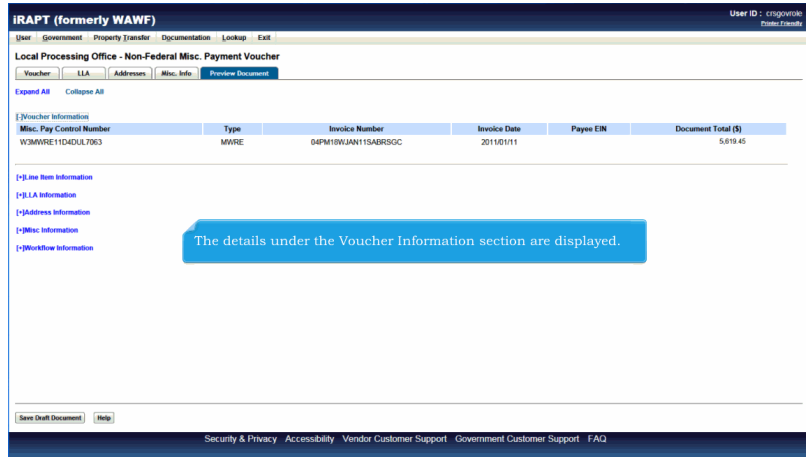
If the LPO notices an inaccuracy after reviewing the invoice information, the LPO can return to the appropriate tab to correct the information.



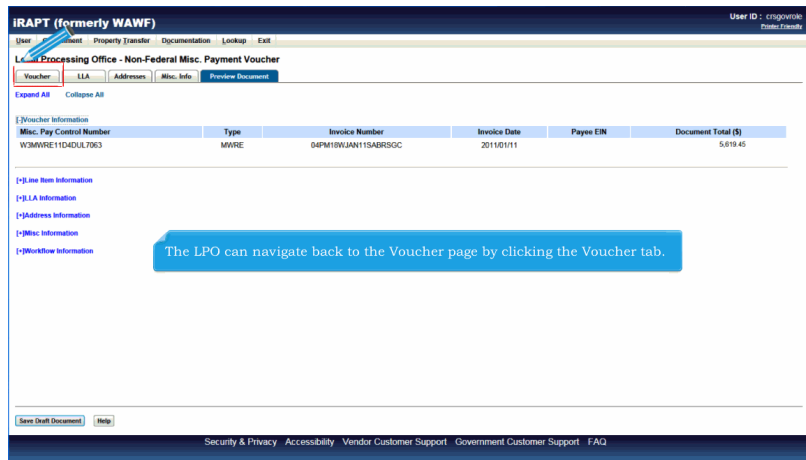
The LPO can expand all document sections by clicking the Expand All link. The LPO can collapse the contents of the tab by clicking the Collapse All link.



The LPO can expand and collapse individual headers by clicking on the section headers.



The details under the Voucher Information section are displayed.



The LPO can navigate back to the Voucher page by clicking the Voucher tab.

The Voucher page is displayed.

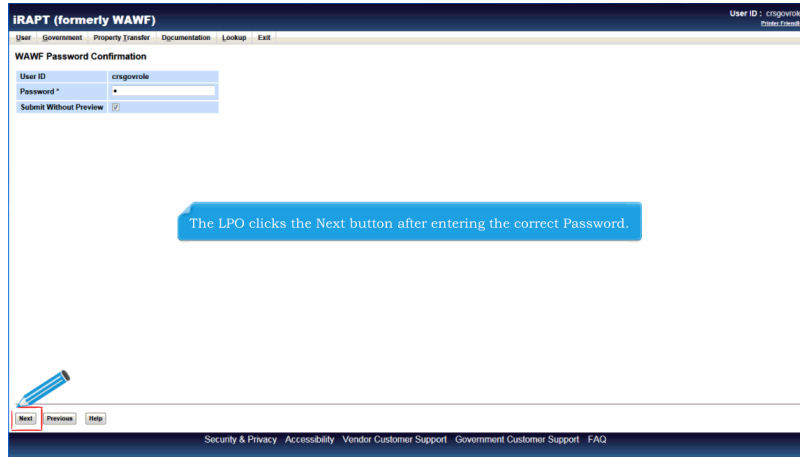
The LPO selects Document Certified and enters the Signature Date.

The LPO clicks the Signature button to continue certifying the Miscellaneous Payment Voucher.

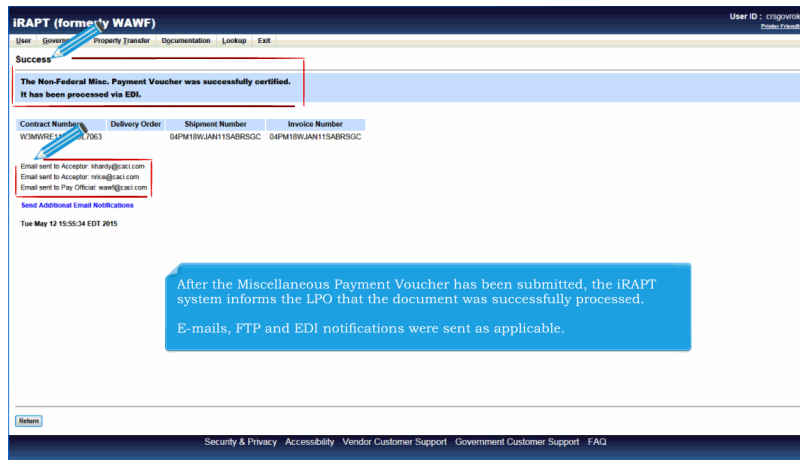
The LPO clicks the Signature button to continue certifying the Miscellaneous Payment Voucher.

The Password Confirmation page is displayed.

The Password Confirmation page is displayed.

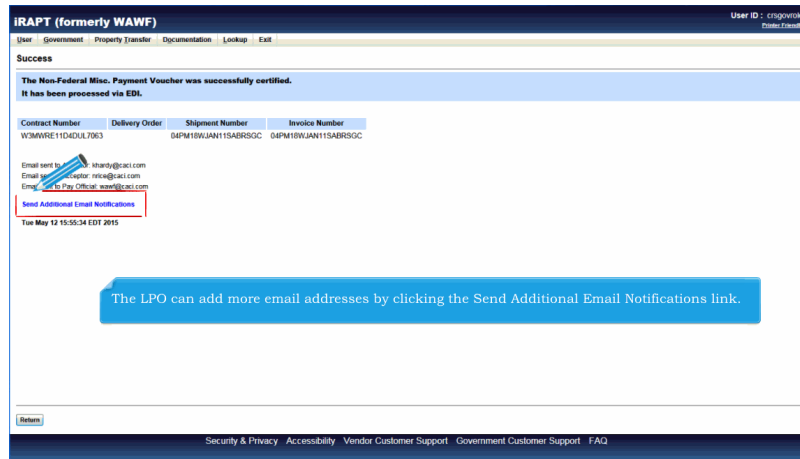


The LPO clicks the Next button after entering the correct Password.

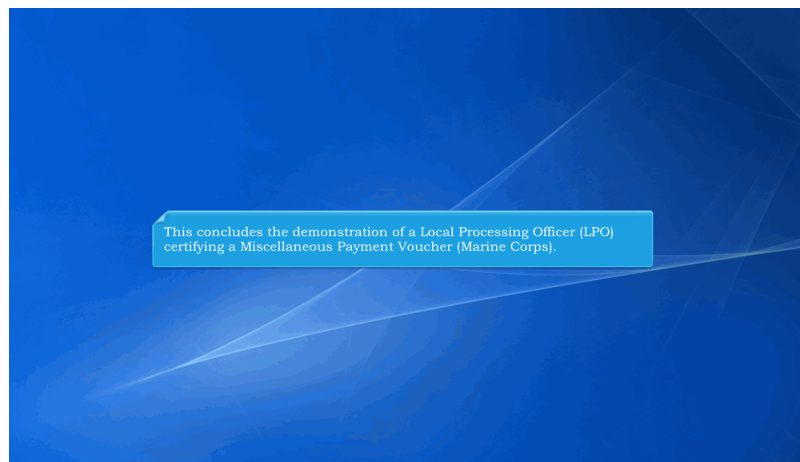


After the Miscellaneous Payment Voucher has been submitted, the iRAPT system informs the LPO that the document was successfully processed.

E-mails, FTP and EDI notifications were sent as applicable.



The LPO can add more email addresses by clicking the Send Additional Email Notifications link.



This concludes the demonstration of a Local Processing Officer (LPO) certifying a Miscellaneous Payment Voucher (Marine Corps).