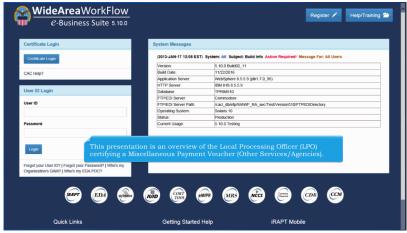
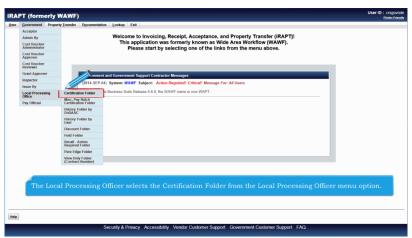


Welcome to Wide Area Workflow e-Business Suite.

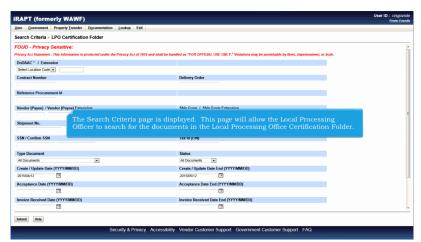
This demonstration contains audio narrative. Please adjust your volume accordingly.



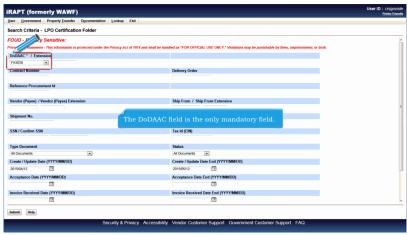
This presentation is an overview of the Local Processing Officer (LPO) certifying a Miscellaneous Payment Voucher (Other Services/Agencies).



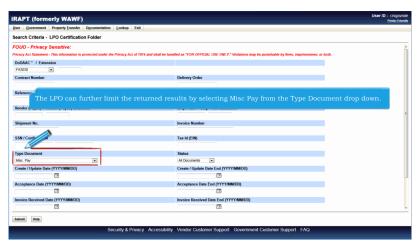
The Local Processing Officer selects the Certification Folder from the Local Processing Officer menu option.



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 DoDAAC field is the only mandatory field.



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



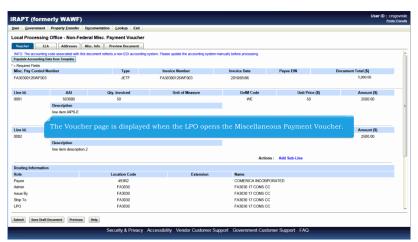
The Local Processing Officer clicks the Submit button after entering the select criteria.



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



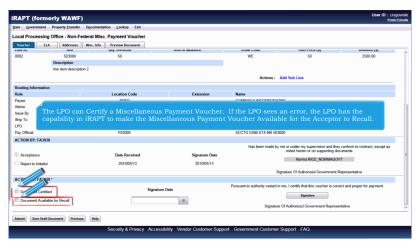
The LPO can select a document to review by clicking the Invoice Number link for the appropriate document.



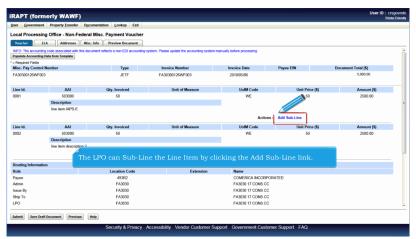
The Voucher page is displayed when the LPO opens the Miscellaneous Payment Voucher.



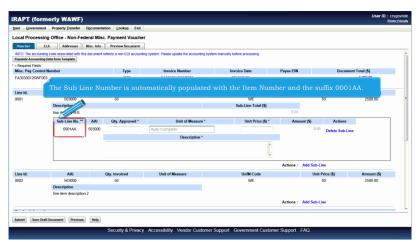
The LPO can save an incomplete document by clicking the Save Draft Document button. The Save and Continue functionality allows the user to save the document in its current state and either continue working on it, or come back to it at a later time.



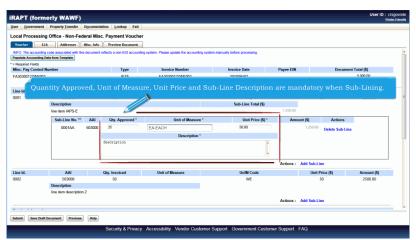
The LPO can Certify a Miscellaneous Payment Voucher. If the LPO sees an error, the LPO has the capability in iRAPT to make the Miscellaneous Payment Voucher Available for the Acceptor to Recall.



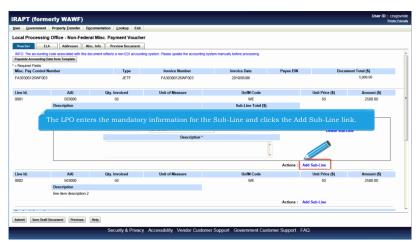
The LPO can Sub-Line the Line Item by clicking the Add Sub-Line link.



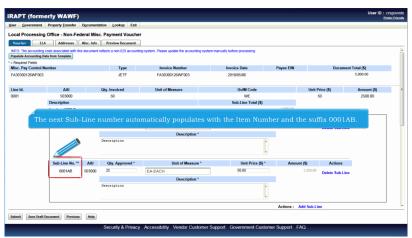
The Sub Line Number is automatically populated with the Item Number and the suffix 0001AA.



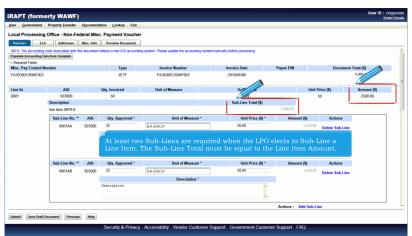
Quantity Approved, Unit of Measure, Unit Price and Sub-Line Description are mandatory when Sub-Lining.



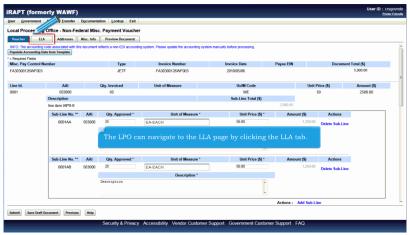
The LPO enters the mandatory information for the Sub-Line and clicks the Add Sub-Line link.



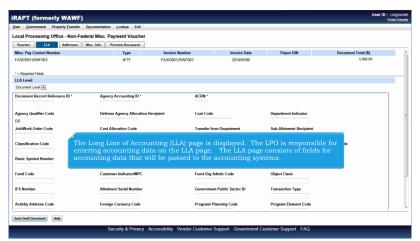
The next Sub-Line number automatically populates with the Item Number and the suffix 0001AB.



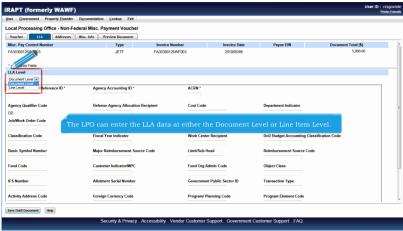
At least two Sub-Lines are required when the LPO elects to Sub-Line a Line Item. The Sub-Line Total must be equal to the Line Item Amount.



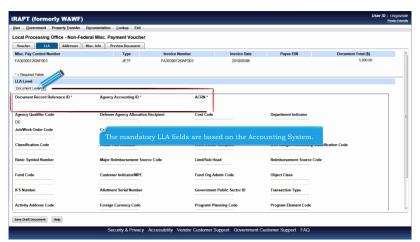
The LPO can navigate to the LLA page by clicking the LLA tab.



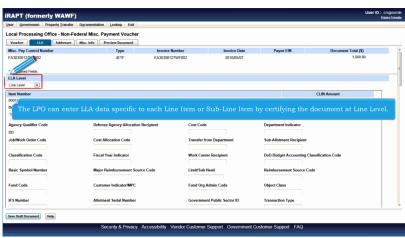
The Long Line of Accounting (LLA) page is displayed. The LPO is responsible for entering accounting data on the LLA page. The LLA page consists of fields for accounting data that will be passed to the accounting systems.



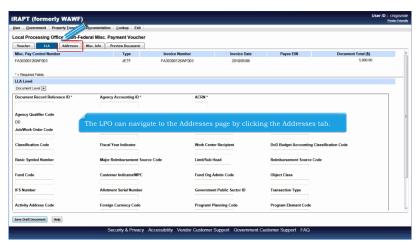
The LPO can enter the LLA data at either the Document Level or Line Item Level.



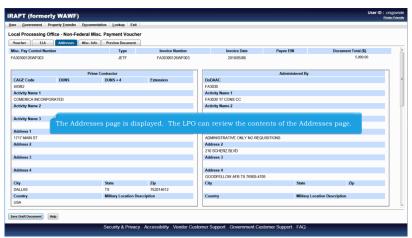
The mandatory LLA fields are based on the Accounting System.



The LPO can enter LLA data specific to each Line Item or Sub-Line Item by certifying the document at Line Level.



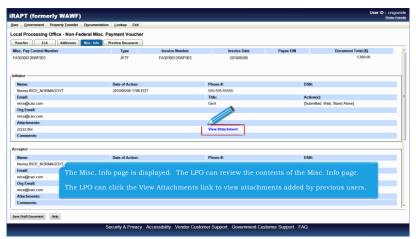
The LPO can navigate to the Addresses page by clicking the Addresses tab.



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

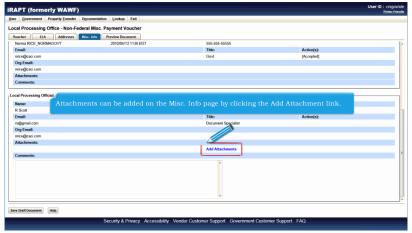


The LPO can navigate to the Misc. Info page by clicking the Misc Info tab.

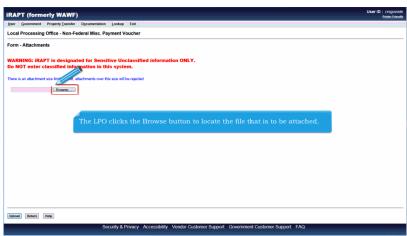


The Misc. Info page is displayed. The LPO can review the contents of the Misc. Info page.

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



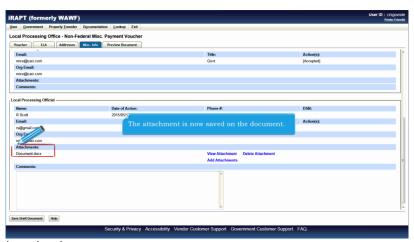
Attachments can be added on the Misc. Info page by clicking the Add Attachment link.



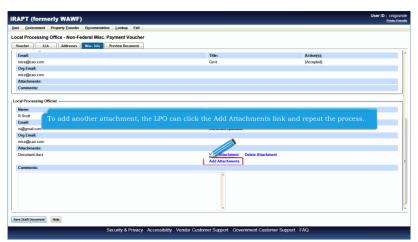
The LPO clicks the Browse button to locate the file that is to be attached.



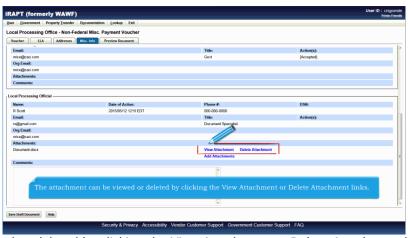
The LPO clicks the Upload button to attach the selected document.



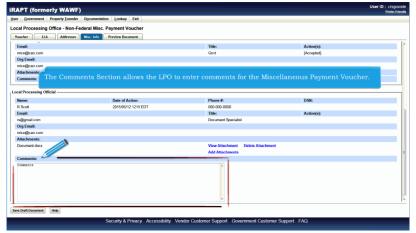
The attachment is now saved on the document.



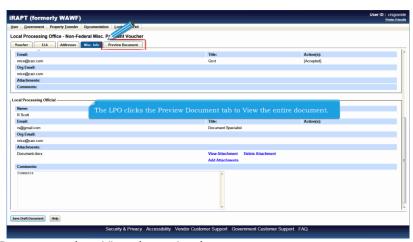
To add another attachment, the LPO can click the Add Attachments link and repeat the process.



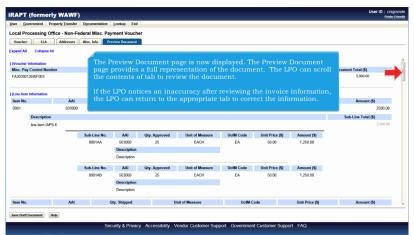
The attachment can be viewed or deleted by clicking the View Attachment or Delete Attachment links.



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

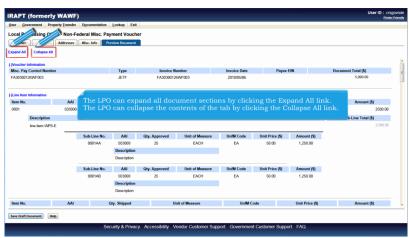


The LPO clicks the Preview Document tab to View the entire document.

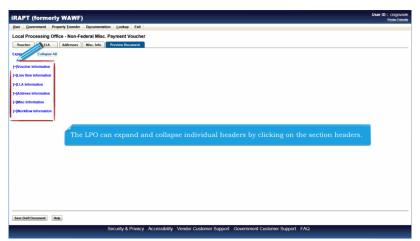


The Preview Document page is now displayed. The Preview Document page provides a full representation of the document. The LPO can scroll the contents of tab to review the document.

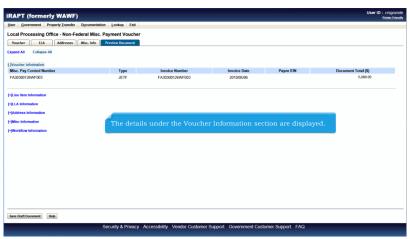
If the LPO notices an inaccuracy after reviewing the invoice information, the LPO can return to the appropriate tab to correct the information.



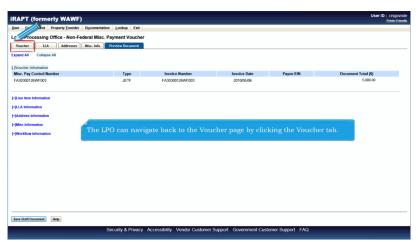
The LPO can expand all document sections by clicking the Expand All link. The LPO can collapse the contents of the tab by clicking the Collapse All link.



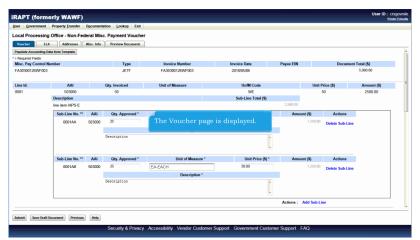
The LPO can expand and collapse individual headers by clicking on the section headers.



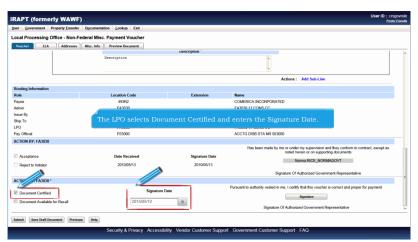
The details under the Voucher Information section are displayed.



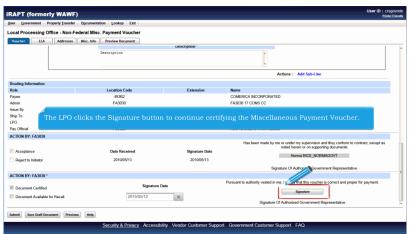
The LPO can navigate back to the Voucher page by clicking the Voucher tab.



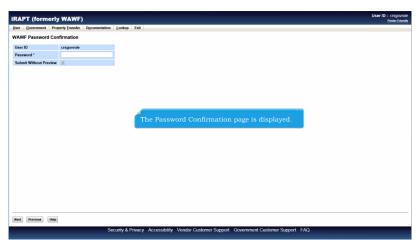
The Voucher page is displayed.



The LPO selects Document Certified and enters the Signature Date.



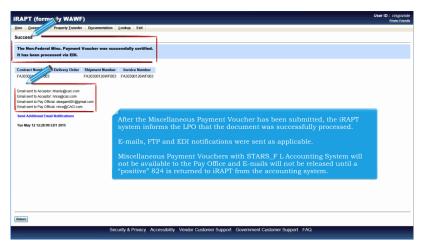
The LPO clicks the Signature button to continue certifying the Miscellaneous Payment Voucher.



The Password Confirmation page is displayed.



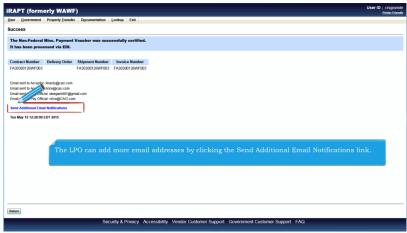
The LPO clicks the Next button after entering the correct Password.



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.

Miscellaneous Payment Vouchers with STARS_F L Accounting System will not be available to the Pay Office and E-mails will not be released until a "positive" 824 is returned to iRAPT from the accounting system.



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



This concludes our demonstration.