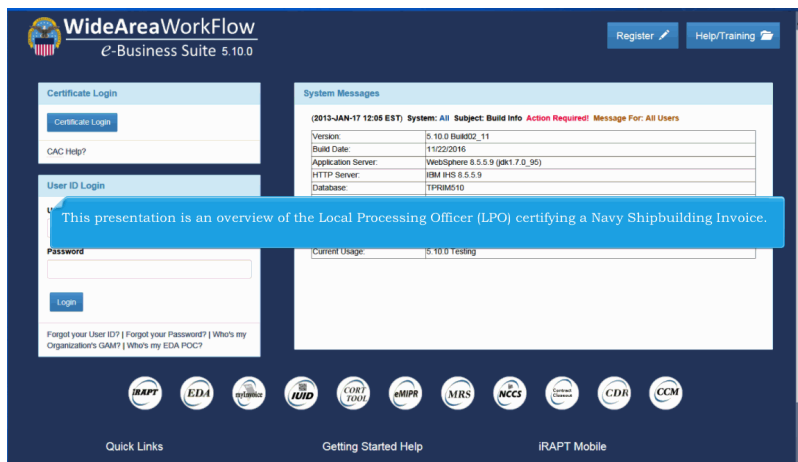
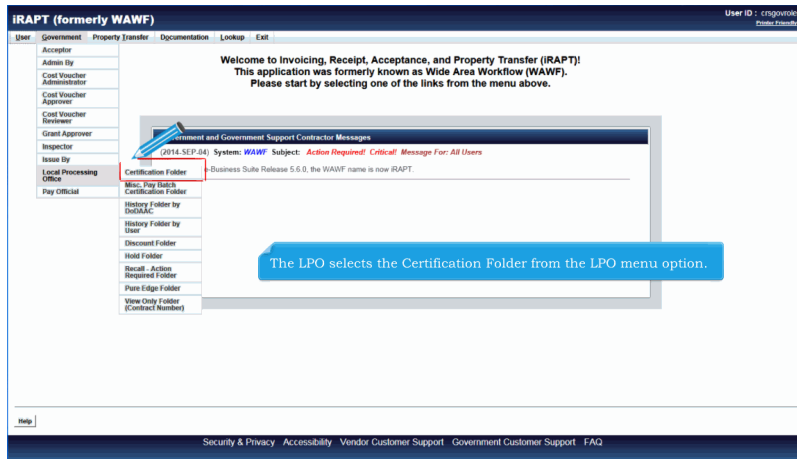


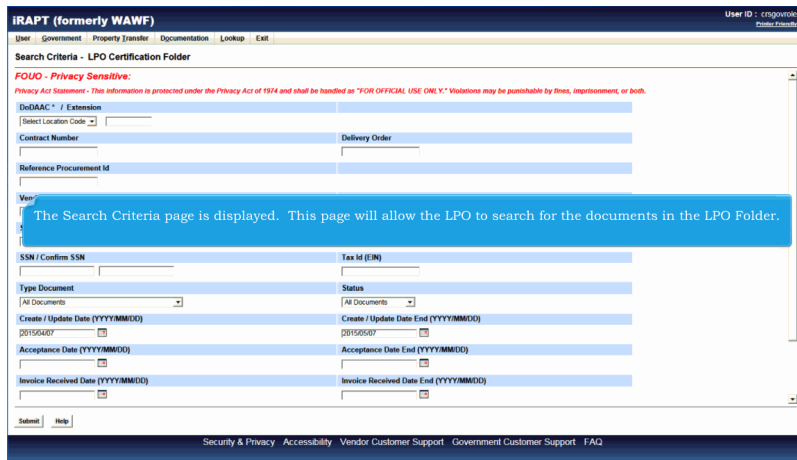
Welcome to Wide Area Workflow e-Business Suite.
This demonstration contains audio narrative. Please adjust your volume accordingly.



This presentation is an overview of the Local Processing Officer (LPO) certifying a Navy Shipbuilding Invoice.



The LPO selects the Certification Folder from the LPO menu option.



The Search Criteria page is displayed. This page will allow the LPO to search for the documents in the LPO Folder.

The screenshot shows the 'Search Criteria - LPO Certification Folder' form in the IRAPT system. A red box highlights the 'DoDAAC' / Extension dropdown menu, which is currently set to 'N44465'. A blue callout box with a pencil icon points to this field and contains the text: 'The DoDAAC field is the only mandatory field.' Other fields 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 (set to 'All Documents'), Status (set to 'All Documents'), Create / Update Date (YYYYMMDD) from 20150407 to 20150507, Acceptance Date (YYYYMMDD), Invoice Received Date (YYYYMMDD), and Invoice Received Date End (YYYYMMDD). The form includes 'Submit' and 'Help' buttons at the bottom.

The DoDAAC field is the only mandatory field.

The screenshot shows the same 'Search Criteria - LPO Certification Folder' form. A red box highlights the 'Type Document' dropdown menu, which is currently set to 'New Discussion Invoice'. A blue callout box with a pencil icon points to this field and contains the text: 'The LPO can further limit the returned results by entering the Document Type search criteria.' The 'DoDAAC' field is also visible but not highlighted. The rest of the form fields and layout are identical to the previous screenshot.

The LPO can further limit the returned results by entering the Document Type search criteria.

IRAPT (formerly WAWF) User ID: ctspp0906
Printer Friendly

User : Government | Property Transfer | Documentation | Lookup | Exit

Search Criteria - LPO Certification Folder

FOUO - Privacy Sensitive:
Privacy Act Statement - This information is protected under the Privacy Act of 1974 and shall be handled as "FOR OFFICIAL USE ONLY." Violations may be punishable by fines, imprisonment, or both.

DoDAAC / Extension: N44465

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: []

Filter Shipment Invoice: [] All Documents: []

Create / Update Date (YYYYMMDD): 20150507 [] Create / Update Date End (YYYYMMDD): []

Acceptance Date (YYYYMMDD): [] Acceptance Date End (YYYYMMDD): []

Invoice Received Date (YYYYMMDD): [] Invoice Received Date End (YYYYMMDD): []

Submit Help

Security & Privacy | Accessibility | Vendor Customer Support | Government Customer Support | FAQ

The LPO clicks the Submit button after entering the select criteria.

IRAPT (formerly WAWF) User ID: ctspp0906
Printer Friendly

User : Government | Property Transfer | Documentation | Lookup | Exit

LPO Certification Folder for 'N44465' (1 items, sorted by Invoice Received Date Ascending)

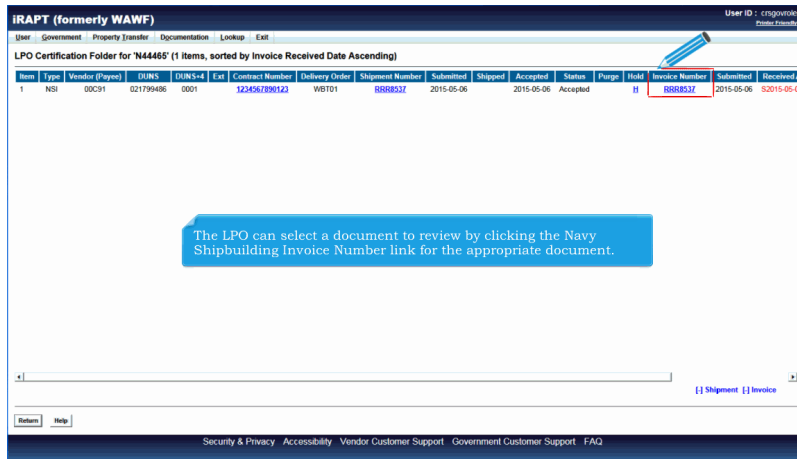
Item	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	Purge	Hold	Invoice Number	Submitted	Received
1	NSI	00C31	021799486	0001		1234567890123	WGT01	RRR8537	2015-05-06		2015-05-06	Accepted		H	RRR8537	2015-05-06	S2015-05-06

[] Shipment [] Invoice

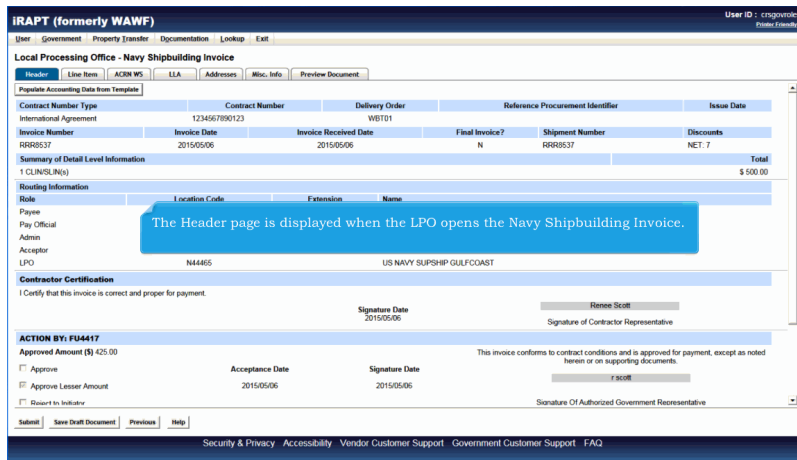
Return Help

Security & Privacy | Accessibility | Vendor Customer Support | Government Customer Support | FAQ

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 Navy Shipbuilding Invoice Number link for the appropriate document.



The Header page is displayed when the LPO opens the Navy Shipbuilding Invoice.

IRAPT (formerly WAWF) User ID: c15gprv016
 User: Government Property Transfer Documentation Lookup Exit

Local Processing Office - Navy Shipbuilding Invoice

Header: Line Item ACN WS LLA Addresses Misc. Info Preview Document

Contract Number: 1234567890123 Delivery Order: WBT01 Reference Procurement Identifier: International Agreement Issue Date: 20150506

Invoice Number: RR00537 Invoice Date: 20150506 Invoice Received Date: 20150506 Final Invoice? N Shipment Number: RR00537 Discounts: NET: 7

Summary of Detail Level Information: 1 CLINSLN(s) Total \$ 500.00

Routing Information: Role: Payee, Pay Official, Admin, Acceptor, LPO

Contractor Certification: I Certify that this invoice is correct and proper for payment. Signature Date: 20150506 Release Score: Signature of Contractor Representative

ACTION BY: FU4417
 Approved Amount (\$) 425.00 This invoice conforms to contract conditions and is approved for payment, except as noted herein or on supporting documents.

Approve Acceptance Date: 20150506 Signature Date: 20150506 F SCORE: Signature Of Authorized Government Representative

Approve Lesser Amount
 Reject to Initiator

Buttons: Submit Save Draft Document Previous Help

Footer: Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

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.

IRAPT (formerly WAWF) User ID: c15gprv016
 User: Government Property Transfer Documentation Lookup Exit

Local Processing Office - Navy Shipbuilding Invoice

Header: Line Item ACN WS LLA Addresses Misc. Info Preview Document

Routing Information: Role: Payee, Pay Official, Admin, Acceptor, LPO

Contractor Certification: I Certify that this invoice is correct and proper for payment. Signature Date: 20150506 Release Score: Signature of Contractor Representative

ACTION BY: FU4417
 Approved Amount (\$) 425.00 This invoice conforms to contract conditions and is approved for payment, except as noted herein or on supporting documents.

Approve Acceptance Date: 20150506 Signature Date: 20150506 F SCORE: Signature Of Authorized Government Representative

Approve Lesser Amount
 Reject to Initiator

ACTION BY: N44465 *
 Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.

Document Certified
 Document Certified For Lesser Amount
 Document Rejected

Buttons: Submit Save Draft Document Previous Help

Footer: Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

The LPO can Certify, Certify For Lesser Amount or Reject the Navy Shipbuilding Invoice.

Note: Comments are mandatory when Certifying For Lesser or when Rejecting to Initiator.

IRAPT (formerly WAWF) User ID: c15g0v006
User: Government Property Transfer Documentation Lookup Exit

Local Processing Office - Navy Shipbuilding Invoice

Header Line Item ACRN WS LLA Addresses Misc. Info Preview Document

Routing Information

Role	Location Code	Extension	Name
Payee	S0231		EXCELLIGENCE LEARNING CORPORATION
Pay Official	HQ0348		DFAS ROME
Admin	S0512A		DCMA LOS ANGELES
Acceptor	FL4417		FL4417 1 SOCS SOCS ATTN BECO
LPO	N44465		US NAVY SUPSHIP GULFCOAST

Contractor Certification

I Certify that the invoice is correct and proper for payment.

Remise Scott

ACTION BY: FL4417

Approved Amount (\$) 425.00

This invoice conforms to contract conditions and is approved for payment, except as noted herein or on supporting documents.

Approve Acceptance Date Signature Date

Approve Lesser Amount 20150506 20150506

Reject to Initiator

Signature Of Authorized Government Representative

ACTION BY: N44465

Document Certified

Document Certified For Lesser Amount

Document Rejected

Signature Date Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.

YYYYMMDD

Signature

Signature of Local Processing Office Representative

Submit Save Draft Document Previous Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

The LPO can navigate to the Line Item page by clicking the Line Item tab.

IRAPT (formerly WAWF) User ID: c15g0v006
User: Government Property Transfer Documentation Lookup Exit

Local Processing Office - Navy Shipbuilding Invoice

Header Line Item ACRN WS LLA Addresses Misc. Info Preview Document

Contract Number	Delivery Order	Reference Procurement Identifier	Shipment Number	Invoice Number	Invoice Date
12.34567890123	WB701		RRR0537	RRR0537	20150506

* - Required Fields

Item No.	Amount Billed(\$)	Amount Approved
0001	500.00	425.00

ACRN	SIN	AAI	PR Number
			PRN000000000123

Description

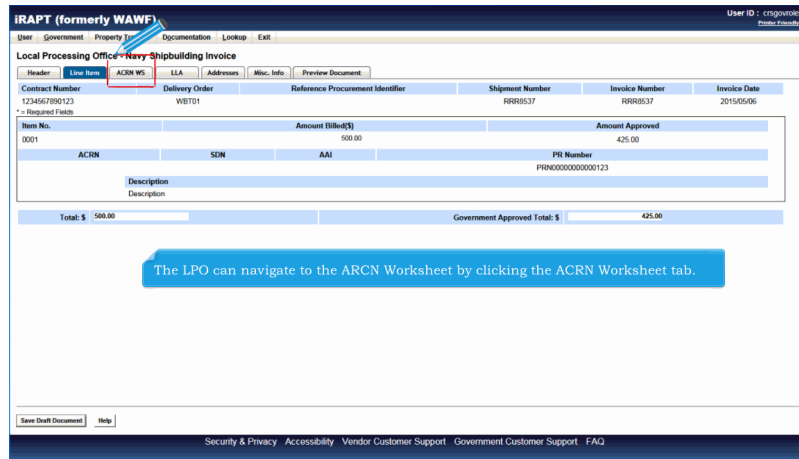
Description

Total: \$ 500.00 Government Approved Total: \$ 425.00

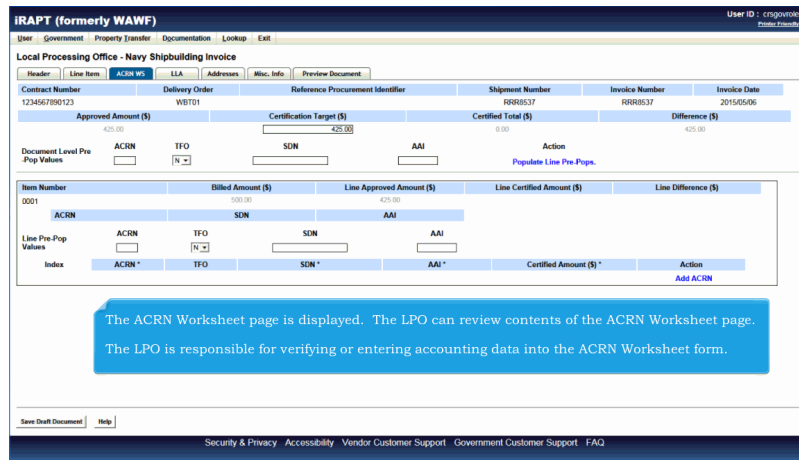
Save Draft Document Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

The Line Item page is displayed. The LPO can review contents of the Line Item page.



The LPO can navigate to the ACRN Worksheet by clicking the ACRN Worksheet tab.



The ACRN Worksheet page is displayed. The LPO can review contents of the ACRN Worksheet page.

The LPO is responsible for verifying or entering accounting data into the ACRN Worksheet form.

IRAPT (formerly WAWF) User ID: c15p0v010

Local Processing Office - Navy Shipbuilding Invoice

Contract Number: 1234567890123 Delivery Order: WBT01 Reference Procurement Identifier: RRR0537 Shipment Number: RRR0537 Invoice Number: RRR0537 Invoice Date: 2015/05/06

Approved Amount (\$): 425.00 Certification Target (\$): 425.00 Certified Total (\$): 0.00 Difference (\$): 425.00

Document Level Pre-Pop Values: ACRN: [], TFO: [N], SDN: [], AAI: [] Action: [Populate Line Pre-Pops](#)

Item Number	Billed Amount (\$)	Line Approved Amount (\$)	Line Certified Amount (\$)	Line Difference (\$)
0001	500.00	425.00		
ACRN		SDN	AAI	
Line Pre-Pop Values	ACRN: []	TFO: [N]	SDN: []	AAI: []
Index	ACRN *	TFO	SDN *	AAI *
			Certified Amount (\$) *	Action: Add ACRN

If multiple Item Numbers are used and they all have the same ACRN, SDN, and AAI, the LPO can choose to enter the data using the Document Level Pre-pop Values fields and clicking on the Populate Line Pre-Pops. button to populate all the item data on this document. If each Item No. uses different information the LPO will need to enter the data separately.

Save Draft Document Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

If multiple Item Numbers are used and they all have the same ACRN, SDN, and AAI, the LPO can choose to enter the data using the Document Level Pre-pop Values fields and clicking on the Populate Line Pre-Pops. button to populate all the item data on this document. If each Item No. uses different information the LPO will need to enter the data separately.

IRAPT (formerly WAWF) User ID: c15p0v010

Local Processing Office - Navy Shipbuilding Invoice

Contract Number: 1234567890123 Delivery Order: WBT01 Reference Procurement Identifier: RRR0537 Shipment Number: RRR0537 Invoice Number: RRR0537 Invoice Date: 2015/05/06

Approved Amount (\$): 425.00 Certification Target (\$): 425.00 Certified Total (\$): 0.00 Difference (\$): 425.00

Document Level Pre-Pop Values: ACRN: [], TFO: [N], SDN: [], AAI: [] Action: [Populate Line Pre-Pops](#)

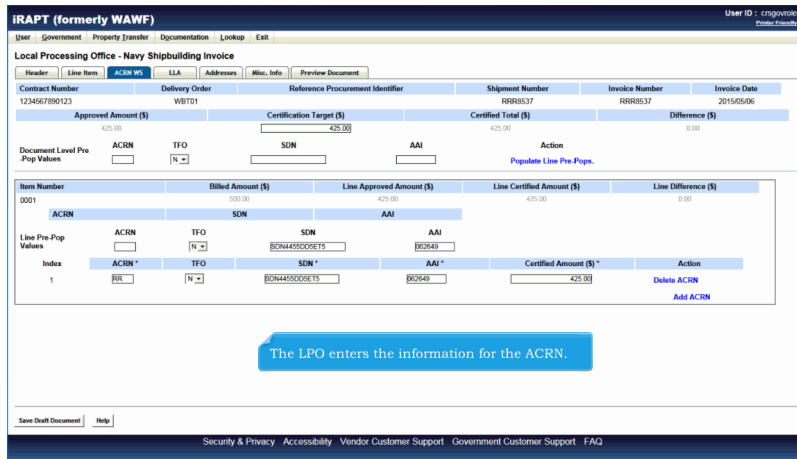
Item Number	Billed Amount (\$)	Line Approved Amount (\$)	Line Certified Amount (\$)	Line Difference (\$)
0001	500.00	425.00		
ACRN		SDN	AAI	
Line Pre-Pop Values	ACRN: []	TFO: [N]	SDN: []	AAI: []
Index	ACRN *	TFO	SDN *	AAI *
			Certified Amount (\$) *	Action: Add ACRN

The LPO clicks the Add ACRN link to add ACRN information for the current Line Item.

Save Draft Document Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

The LPO clicks the Add ACRN link to add ACRN information for the current Line Item.



IRAPT (formerly WAWF) User ID: c15p0v006

Local Processing Office - Navy Shipbuilding Invoice

Contract Number: 1234567890123 Delivery Order: WB01 Reference Procurement Identifier: RRR8537 Shipment Number: RRR8537 Invoice Number: RRR8537 Invoice Date: 2015/05/06

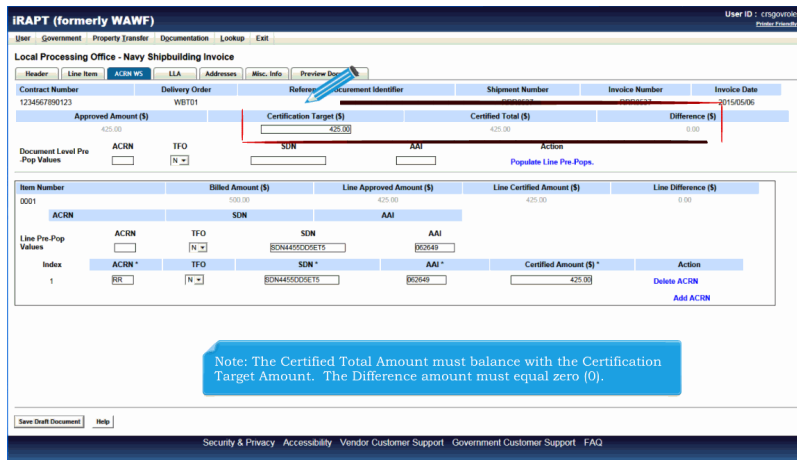
Approved Amount (\$)	Certification Target (\$)	Certified Total (\$)	Difference (\$)
425.00	425.00	425.00	0.00

Item Number	Billed Amount (\$)	Line Approved Amount (\$)	Line Certified Amount (\$)	Line Difference (\$)
0001	500.00	425.00	425.00	0.00

Line Pre-Pop Values	ACRN	TFO	SDN	AAI	Action
Index	ACRN *	TFO	SDN *	AAI *	Certified Amount (\$) *
1	RS	N	BON445000E15	B02649	425.00

The LPO enters the information for the ACRN.

The LPO enters the information for the ACRN.



IRAPT (formerly WAWF) User ID: c15p0v006

Local Processing Office - Navy Shipbuilding Invoice

Contract Number: 1234567890123 Delivery Order: WB01 Reference Procurement Identifier: RRR8537 Shipment Number: RRR8537 Invoice Number: RRR8537 Invoice Date: 2015/05/06

Approved Amount (\$)	Certification Target (\$)	Certified Total (\$)	Difference (\$)
425.00	425.00	425.00	0.00

Item Number	Billed Amount (\$)	Line Approved Amount (\$)	Line Certified Amount (\$)	Line Difference (\$)
0001	500.00	425.00	425.00	0.00

Line Pre-Pop Values	ACRN	TFO	SDN	AAI	Action
Index	ACRN *	TFO	SDN *	AAI *	Certified Amount (\$) *
1	RS	N	BON445000E15	B02649	425.00

Note: The Certified Total Amount must balance with the Certification Target Amount. The Difference amount must equal zero (0).

Note: The Certified Total Amount must balance with the Certification Target Amount. The Difference amount must equal zero (0).

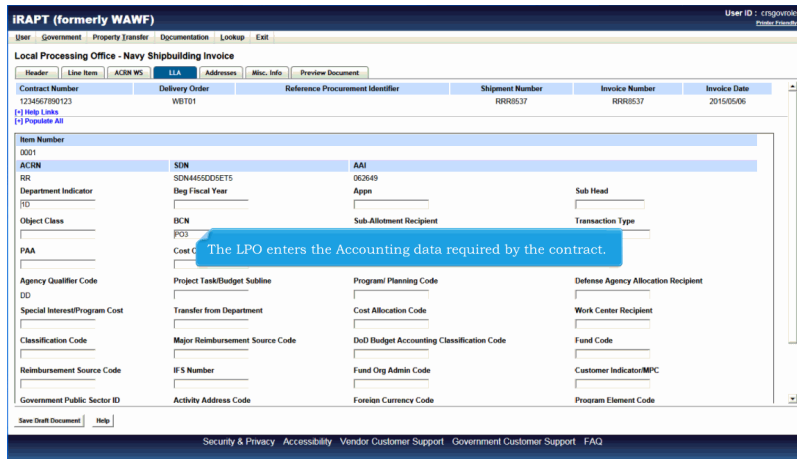
The screenshot shows the 'Local Processing Office - Navy Shipbuilding Invoice' page in the IRAPT system. The 'LLA' tab is highlighted in the navigation bar. A blue callout box with a pencil icon points to the 'LLA' tab and contains the text: "The LPO can navigate to the LLA page by clicking the LLA tab." The main content area displays invoice details including Contract Number (1234567890123), Delivery Order (WBTD1), Reference Procurement Identifier, Shipment Number (RRR8537), Invoice Number (RRR8537), and Invoice Date (2015/05/06). It also shows financial data: Approved Amount (\$), Certification Target (\$), Certified Total (\$), and Difference (\$). Below this, there are sections for Document Level Pre-Pop Values and Line Pre-Pop Values, with fields for ACRN, TFO, SDN, and AAI. A table at the bottom shows Line Number (0001), Billed Amount (\$), Line Approved Amount (\$), Line Certified Amount (\$), and Line Difference (\$). At the bottom of the page, there are links for 'Save Draft Document' and 'Help', and a footer with 'Security & Privacy', 'Accessibility', 'Vendor Customer Support', 'Government Customer Support', and 'FAQ'.

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

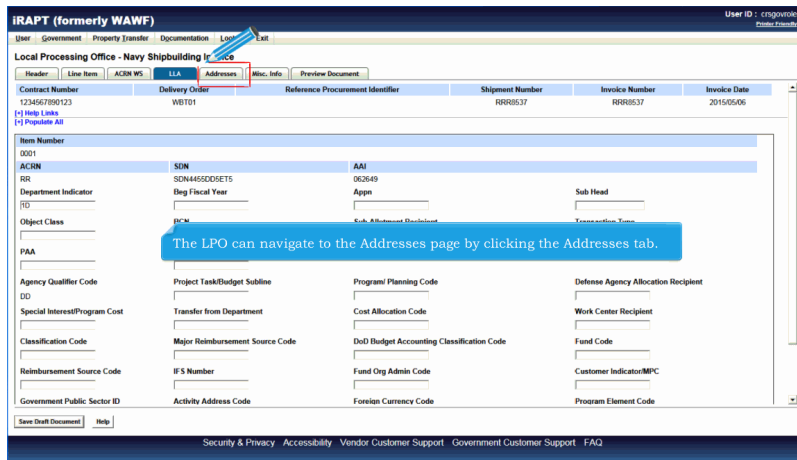
The screenshot shows the 'Local Processing Office - Navy Shipbuilding Invoice' page in the IRAPT system, with the 'LLA' tab selected. A blue callout box with a pencil icon explains the LLA form: "The LPO is responsible for verifying or entering accounting data into the Long Line of Accounting (LLA) form. Note: The Standard Document Number (SDN), Agency Accounting ID and ACRN fields are carried over from the ACRN Worksheet." The form contains various accounting fields such as Item Number (0001), ACRN, SDN (SDN4455000E15), AAI (002649), Department Indicator (USG FISCAL Year), Agency, Sub Head, Object Class (BCN), Sub-Allotment Recipient, Transaction Type, PAA, and Cost Code. Other fields include Reimbursement Source Code, IFS Number, Fund Org Admin Code, Customer Indicator (MPC), Government Public Sector ID, Activity Address Code, Foreign Currency Code, and Program Element Code. At the bottom, there are links for 'Save Draft Document' and 'Help', and a footer with 'Security & Privacy', 'Accessibility', 'Vendor Customer Support', 'Government Customer Support', and 'FAQ'.

The LPO is responsible for verifying or entering accounting data into the Long Line of Accounting (LLA) form.

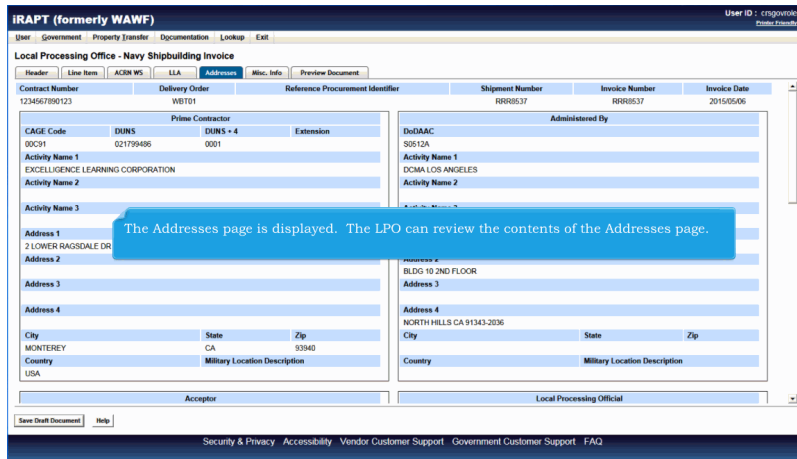
Note: The Standard Document Number (SDN), Agency Accounting ID and ACRN fields are carried over from the ACRN Worksheet.



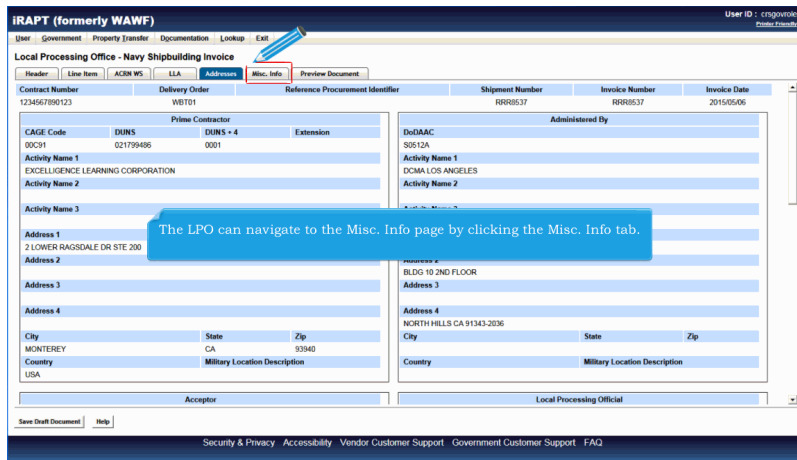
The LPO enters the Accounting data required by the contract.



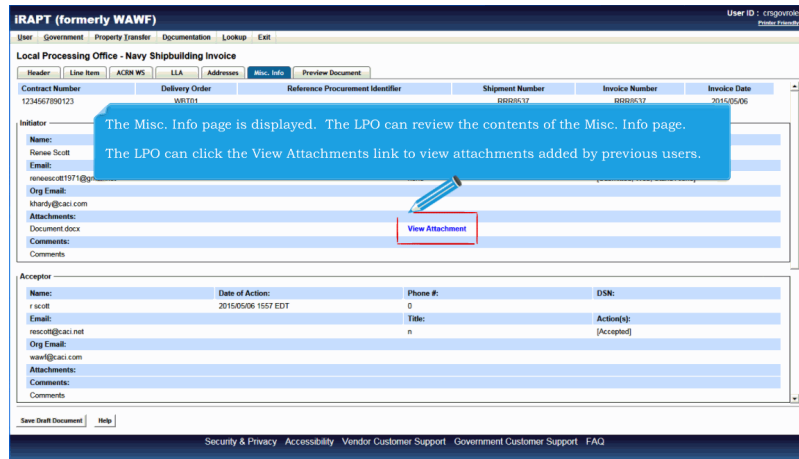
The LPO can navigate to the Addresses page by clicking the Addresses tab.



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

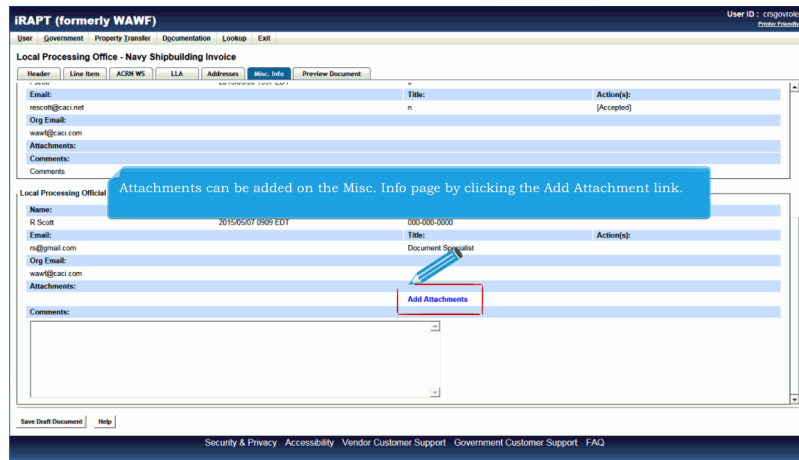


The LPO can navigate to the Misc. Info page by clicking the Misc. Info tab.

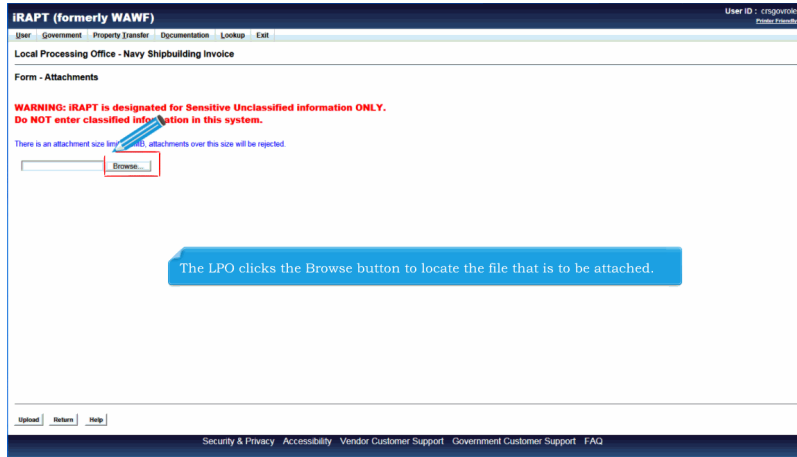


The Misc. Info page is displayed. The LPO can review the contents of the Misc. Info page.

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



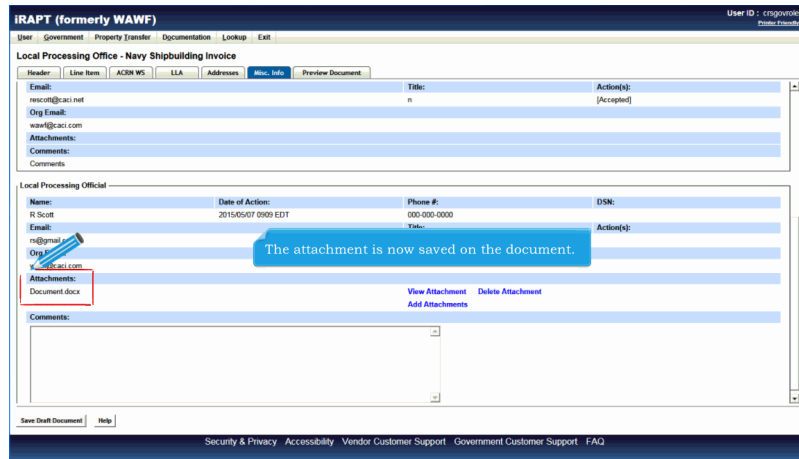
Attachments can be added on the Misc. Info page by clicking the Add Attachment link.



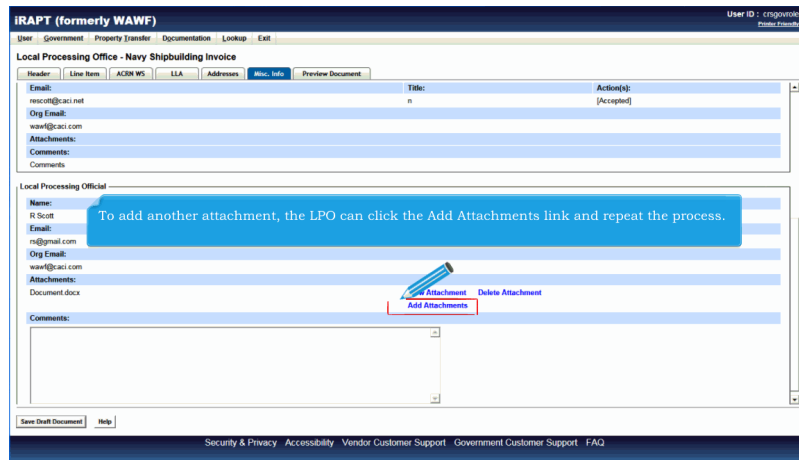
The LPO clicks the Browse button to locate the file that is to be attached.



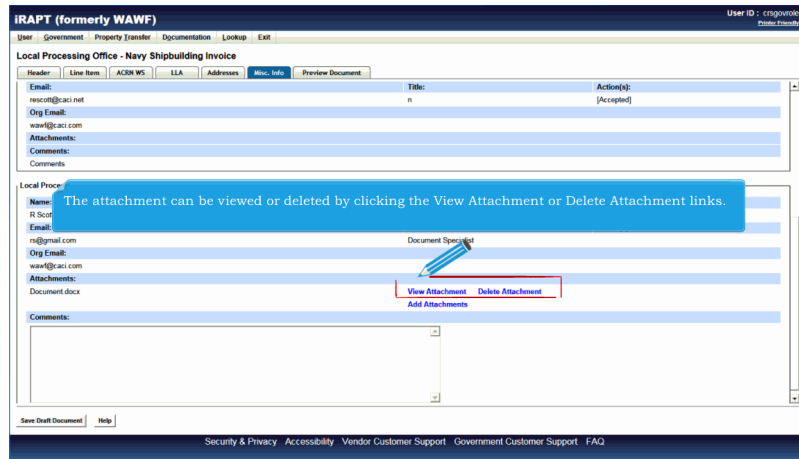
The LPO clicks the Upload button to attach the selected document.



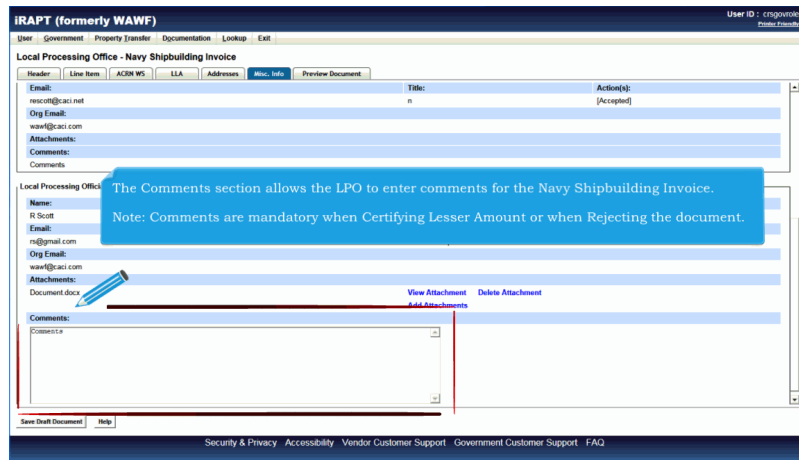
The attachment is now saved on the document.



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

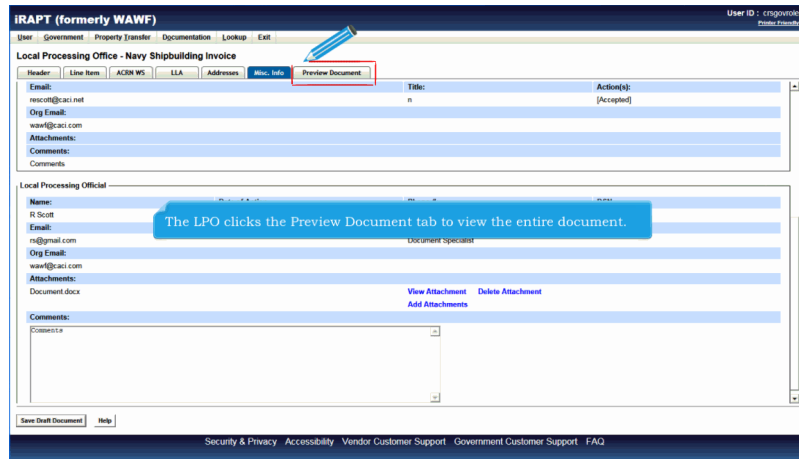


The attachment can be viewed or deleted by clicking the View Attachment or Delete Attachment links.

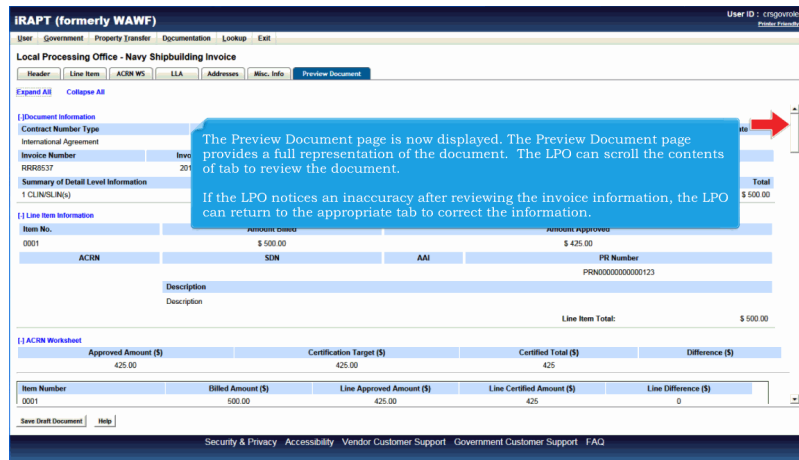


The Comments section allows the LPO to enter comments for the Navy Shipbuilding Invoice.

Note: Comments are mandatory when Certifying Lesser Amount or when Rejecting the document.

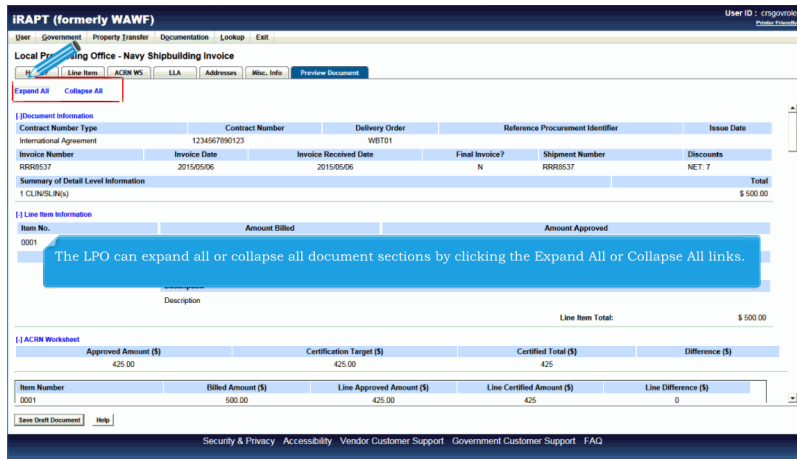


The LPO clicks the Preview Document tab to view the entire document.

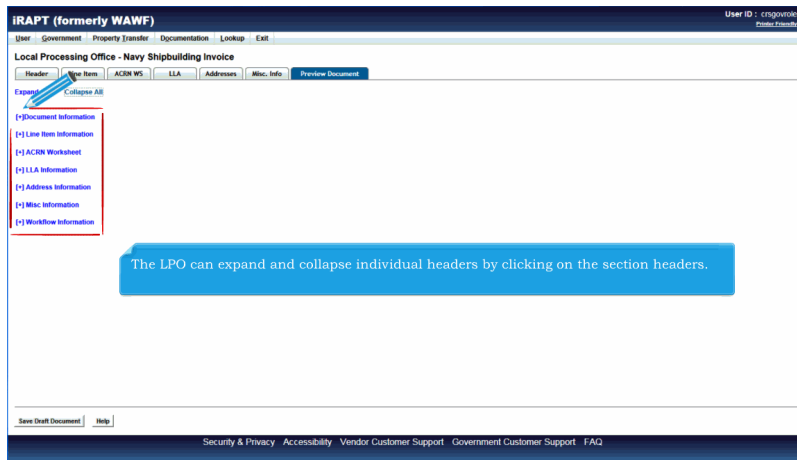


The Preview Document page is now displayed. The Preview Document page provides a full representation of the document. The LPO can scroll the contents of tab to review the document.

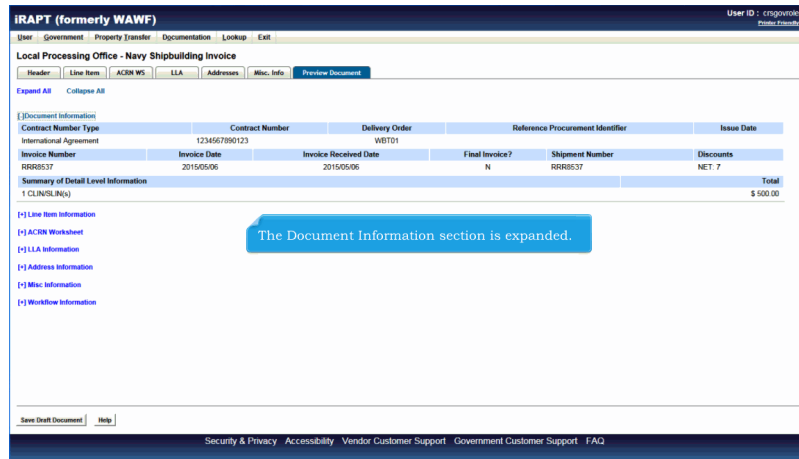
If the LPO notices an inaccuracy after reviewing the invoice information, the LPO can return to the appropriate tab to correct the information.



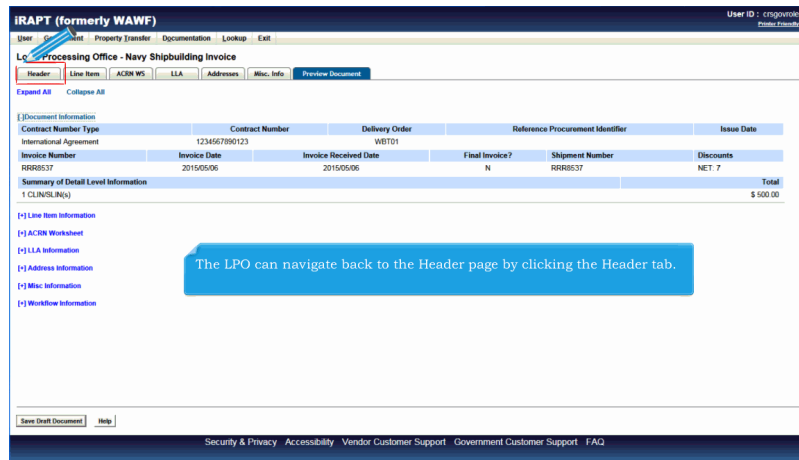
The LPO can expand all or collapse all document sections by clicking the Expand All or Collapse All links.



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



The Document Information section is expanded.



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

IRAPT (formerly WAWF) User ID: c15gprv016
 User: Government | Property Transfer | Documentation | Lookup | Exit

Local Processing Office - Navy Shipbuilding Invoice

Header | Line Item | ACN WS | LLA | Addresses | Misc. Info | Preview Document

Populate Accounting Data from Template

Contract Number Type	Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date
International Agreement	1234567890123	WBTD1		

Invoice Number	Invoice Date	Invoice Received Date	Final Invoice?	Shipment Number	Discounts
RRR0537	20150506	20150506	N	RRR0537	NET: 7

Summary of Detail Level Information

1 CLINSLN(s)	Total
	\$ 500.00

Routing Information

Role	Location Code	Extension	Name
Payee	00C31		EXCELLENCE LEARNING CORPORATION
Pay Official	HQ0248		DFAS ROME
Admin	S0512A		DCMA LOS ANGELES
Acceptor	FU4417		FU4417 1 SOCS SOCS ATTN BECO
LPO	N44465		US NAVY SUPSHIP GULFCOAST

Contractor Certification

I Certify that this invoice is correct and proper for payment.

Signature Date: 20150506
 Signature of Contractor Representative: Renee Scott

ACTION BY: FU4417

Approved Amount (\$) 425.00

Approve
 Approve Lesser Amount
 Report to Initiator

Acceptance Date: 20150506
 Signature Date: 20150506
 Signature Of Authorized Government Representative: [Signature]

Submittal | Save Draft Document | Previous | Help

Security & Privacy | Accessibility | Vendor Customer Support | Government Customer Support | FAQ

The Header page is displayed.

IRAPT (formerly WAWF) User ID: c15gprv016
 User: Government | Property Transfer | Documentation | Lookup | Exit

Local Processing Office - Navy Shipbuilding Invoice

Header | Line Item | ACN WS | LLA | Addresses | Misc. Info | Preview Document

Routing Information

Role	Location Code	Extension	Name
Payee	00C31		EXCELLENCE LEARNING CORPORATION
Pay Official	HQ0248		DFAS ROME
Admin	S0512A		DCMA LOS ANGELES
Acceptor	FU4417		FU4417 1 SOCS SOCS ATTN BECO
LPO	N44465		US NAVY SUPSHIP GULFCOAST

Contractor Certification

I Certify that this invoice is correct and proper for payment.

Signature Date: 20150506
 Signature of Contractor Representative: Renee Scott

ACTION BY: FU4417

Approved Amount (\$) 425.00

Approve
 Approve Lesser Amount
 Report to Initiator

Acceptance Date: 20150506
 Signature Date: 20150506
 Signature Of Authorized Government Representative: [Signature]

ACTION BY: N44465 *

Document Certified
 Document Certified For Lesser Amount
 Document Rejected

Signature Date: 20150506
 Signature: [Signature]
 Signature of Local Processing Office Representative

Submittal | Save Draft Document | Previous | Help

Security & Privacy | Accessibility | Vendor Customer Support | Government Customer Support | FAQ

The LPO selects Document Certified and enters the Signature Date.

The LPO clicks the Signature button after selecting Document Certified and entering the Signature Date.

Role	Location Code	Extension	Name
Payee	S0231		EXCELLENCE LEARNING CORPORATION
Pay Official	H0248		DFAS ROME
Admin	S0512A		DCMA LOS ANGELES
Acceptor	FU4417		FU4417 1 SOCS SOCS ATTN BECO
LPO	N44465		US NAVY SUPSHIP GULFCOAST

ACTION BY: FU4417
Approved Amount (\$) 425.00
 Approve
 Approve Lesser Amount
 Reject to Initiator

ACTION BY: N44465 *
 Document Certified
 Document Certified For Lesser Amount
 Document Rejected

Signature Date: 20150506

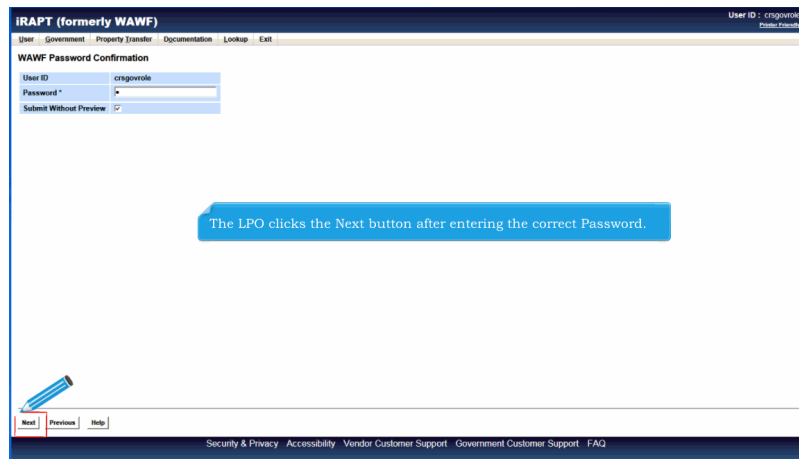
Signature: [Redacted]

The LPO clicks the Signature button after selecting Document Certified and entering the Signature Date.

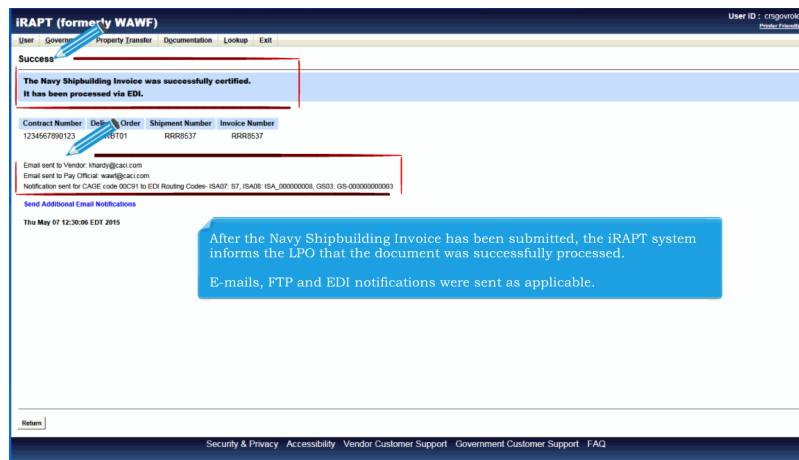
The Password Confirmation page is displayed.

User ID: cragovrole
Password: [Redacted]
Submit Without Preview:

The Password Confirmation page is displayed.

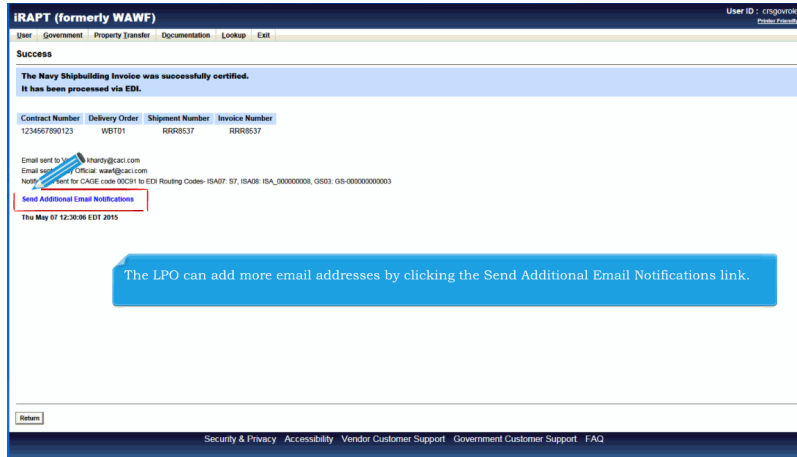


The LPO clicks the Next button after entering the correct Password.

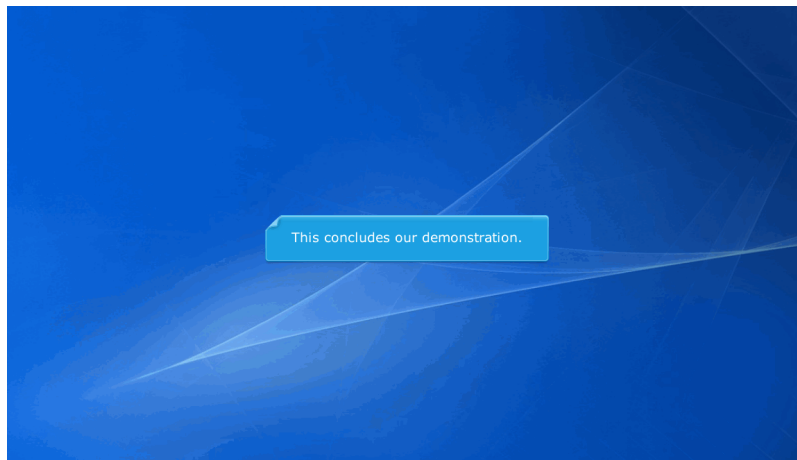


After the Navy Shipbuilding Invoice has been submitted, the iRAPT system informs the LPO that the document was successfully processed.

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 our demonstration.