Intro



Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1

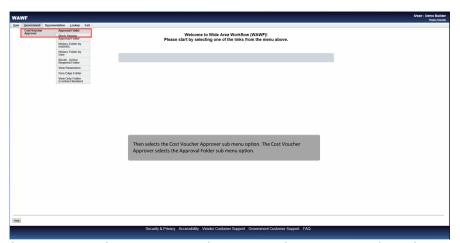


The user navigates to the WAWF module. This demonstration is an overview of a Cost Voucher Approver approving a Cost Voucher document.



The Cost Voucher Approver selects the Government menu option.

Step 3



Then selects the Cost Voucher Approver sub menu option. The Cost Voucher Approver selects the Approval Folder sub menu option.

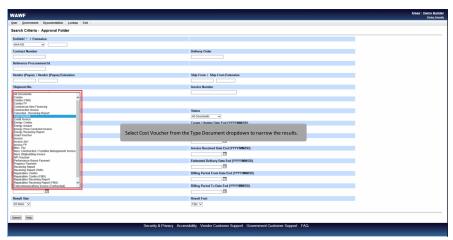


The Search Criteria page is displayed. This page will allow the Cost Voucher Approver to search for documents in the Approver Folder.

Step 5



The DoDAAC field is the only mandatory field on this page. Select a DoDAAC from the dropdown list.

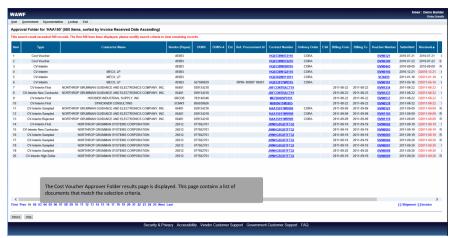


Select Cost Voucher from the Type Document dropdown to narrow the results.

Step 7

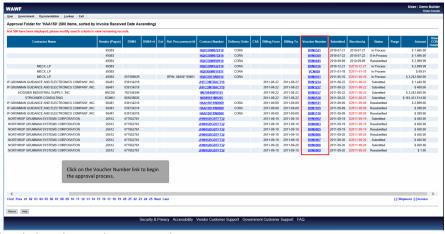


Enter in information in the search fields and click the Submit button to see the results. The more information entered, the more you can narrow your results to the specific records you are searching for.

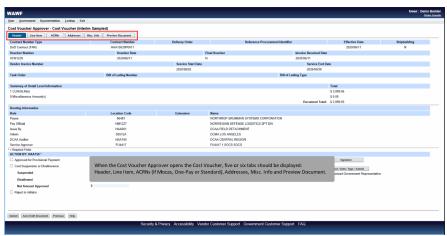


The Cost Voucher Approver Folder results page is displayed. This page contains a list of documents that match the selection criteria.

Step 9

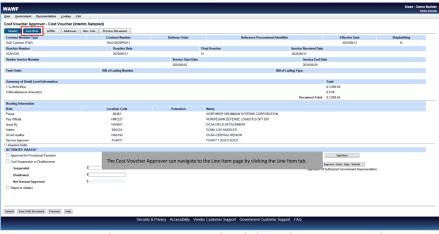


Click on the Voucher Number link to begin the approval process.

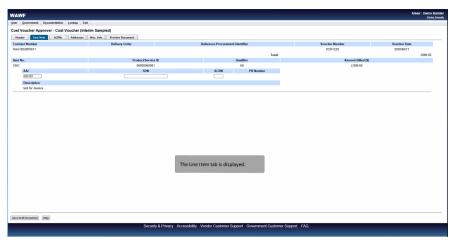


When the Cost Voucher Approver opens the Cost Voucher, five or six tabs should be displayed: Header, Line Item, ACRNs (if Mocas, One-Pay or Standard), Addresses, Misc. Info and Preview Document.

Step 11

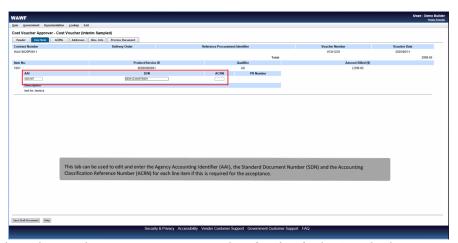


The Cost Voucher Approver can navigate to the Line Item page by clicking the Line Item tab.

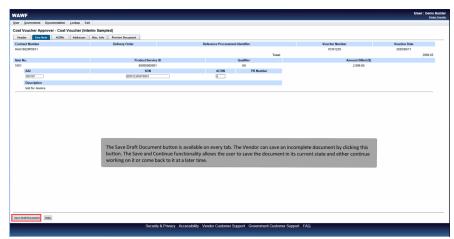


The Line Item tab is displayed.

Step 13

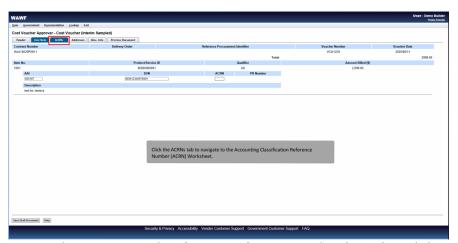


This tab can be used to edit and enter the Agency Accounting Identifier (AAI), the Standard Document Number (SDN) and the Accounting Classification Reference Number (ACRN) for each line item if this is required for the acceptance.

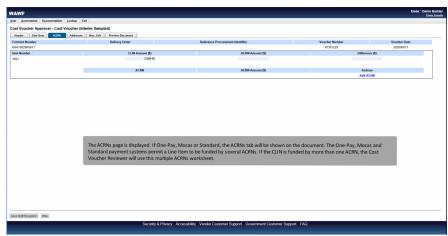


The Save Draft Document button is available on every tab. The Vendor can save an incomplete document by clicking this button. The Save and Continue functionality allows the user to save the document in its current state and either continue working on it or come back to it at a later time.

Step 15

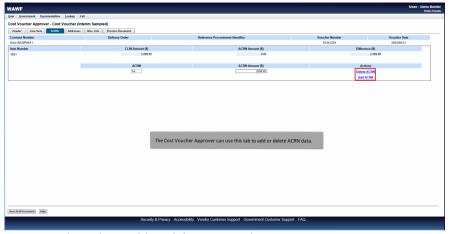


Click the ACRNs tab to navigate to the Accounting Classification Reference Number (ACRN) Worksheet.

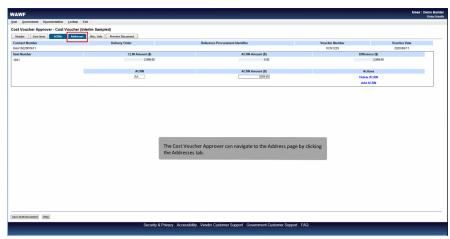


The ACRNs page is displayed. If One-Pay, Mocas or Standard, the ACRNs tab will be shown on the document. The One-Pay, Mocas and Standard payment systems permit a Line Item to be funded by several ACRNs. If the CLIN is funded by more than one ACRN, the Cost Voucher Reviewer will use this multiple ACRNs worksheet.

Step 17

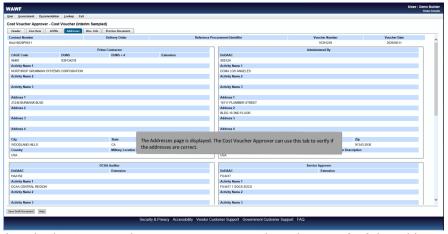


The Cost Voucher Approver can use this tab to add or delete ACRN data.



The Cost Voucher Approver can navigate to the Address page by clicking the Addresses tab.

Step 19

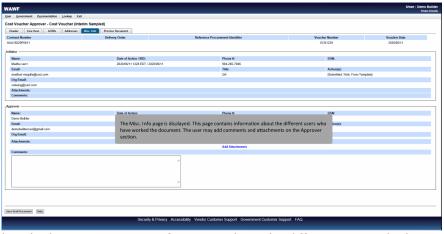


The Addresses page is displayed. The Cost Voucher Approver can use this tab to verify if the addresses are correct.

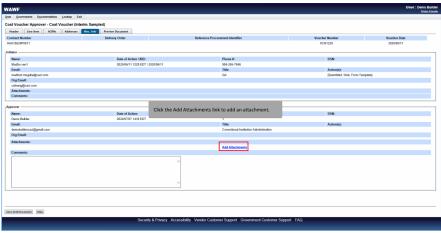


The Cost Voucher Approver can navigate to the Miscellaneous Info page by clicking the Misc. Info tab.

Step 21

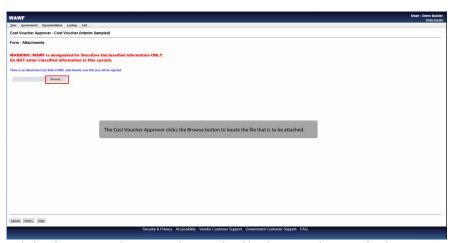


The Misc. Info page is displayed. This page contains information about the different users who have worked the document. The user may add comments and attachments on the Approver section.

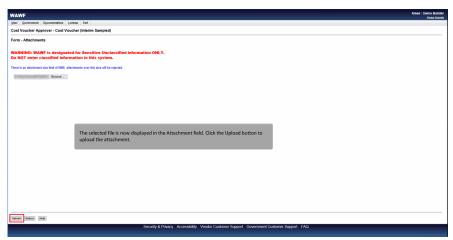


Click the Add Attachments link to add an attachment.

Step 23

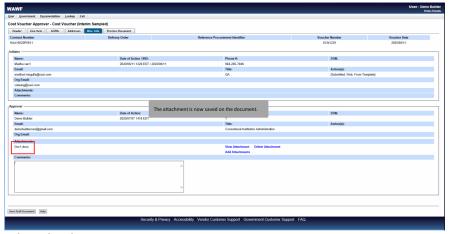


The Cost Voucher Approver clicks the Browse button to locate the file that is to be attached.

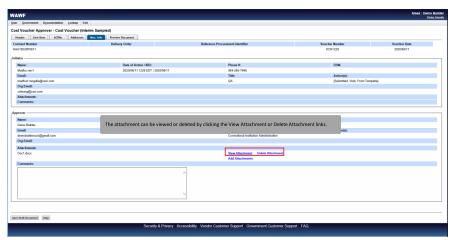


The selected file is now displayed in the Attachment field. Click the Upload button to upload the attachment.

Step 25

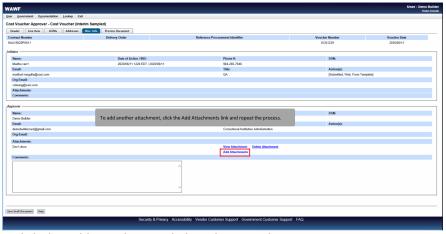


The attachment is now saved on the document.

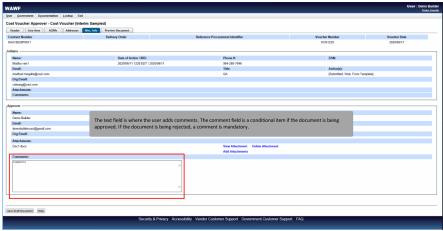


The attachment can be viewed or deleted by clicking the View Attachment or Delete Attachment links.

Step 27

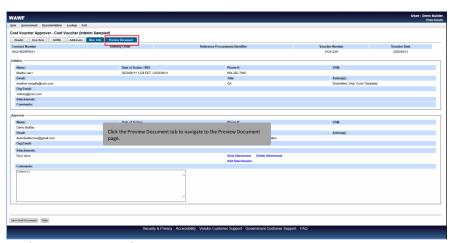


To add another attachment, click the Add Attachments link and repeat the process.

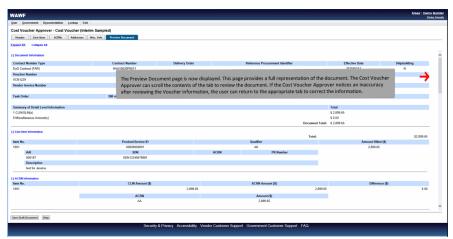


The text field is where the user adds comments. The comment field is a conditional item if the document is being approved. If the document is being rejected, a comment is mandatory.

Step 29

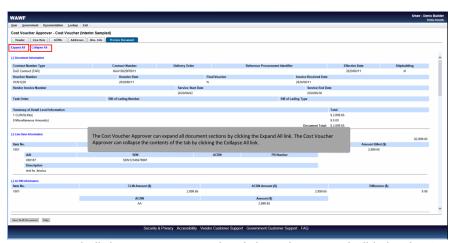


Click the Preview Document tab to navigate to the Preview Document page.

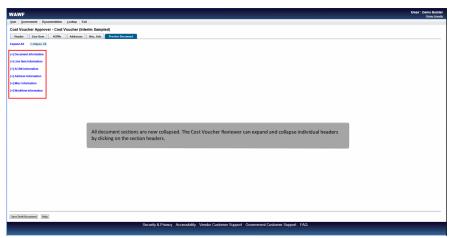


The Preview Document page is now displayed. This page provides a full representation of the document. The Cost Voucher Approver can scroll the contents of the tab to review the document. If the Cost Voucher Approver notices an inaccuracy after reviewing the Voucher information, the user can return to the appropriate tab to correct the information.

Step 31

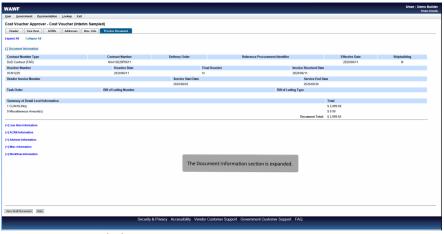


The Cost Voucher Approver can expand all document sections by clicking the Expand All link. The Cost Voucher Approver can collapse the contents of the tab by clicking the Collapse All link.

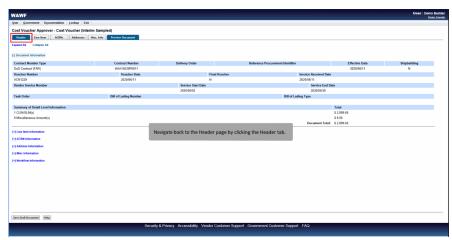


All document sections are now collapsed. The Cost Voucher Reviewer can expand and collapse individual headers by clicking on the section headers.

Step 33

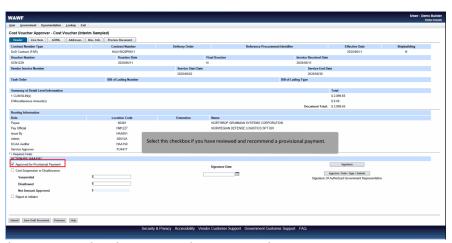


The Document Information section is expanded.

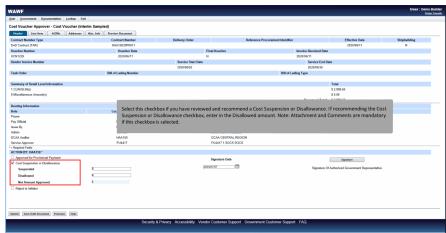


Navigate back to the Header page by clicking the Header tab.

Step 35

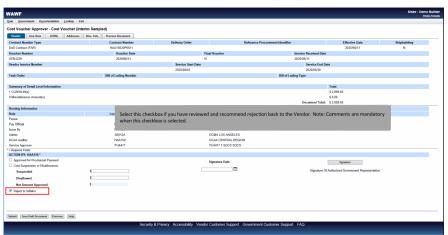


Select this checkbox if you have reviewed and recommend a provisional payment.

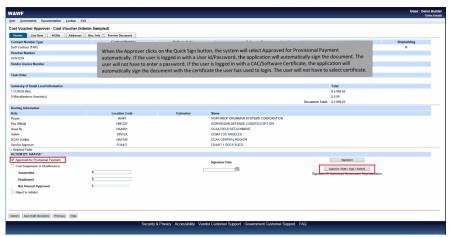


Select this checkbox if you have reviewed and recommend a Cost Suspension or Disallowance. If recommending the Cost Suspension or Disallowance checkbox, enter in the Disallowed amount. Note: Attachment and Comments are mandatory if this checkbox is selected.

Step 37

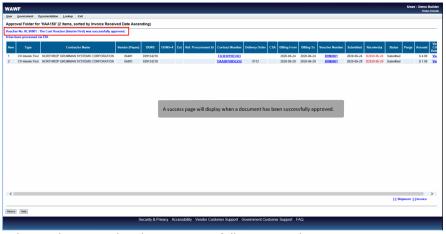


Select this checkbox if you have reviewed and recommend rejection back to the Vendor. Note: Comments are mandatory when this checkbox is selected.



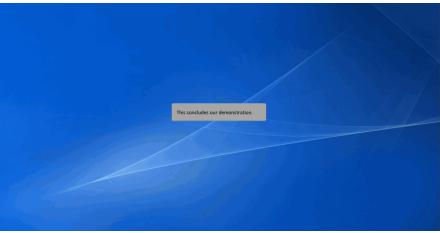
When the Approver clicks on the Quick Sign button, the system will select Approved for Provisional Payment automatically. If the user is logged in with a User id/Password, the application will automatically sign the document. The user will not have to enter a password. If the user is logged in with a CAC/Software Certificate, the application will automatically sign the document with the certificate the user has used to login. The user will not have to select certificate.

Step 39



A success page will display when a document has been successfully approved.

End



This concludes our demonstration.