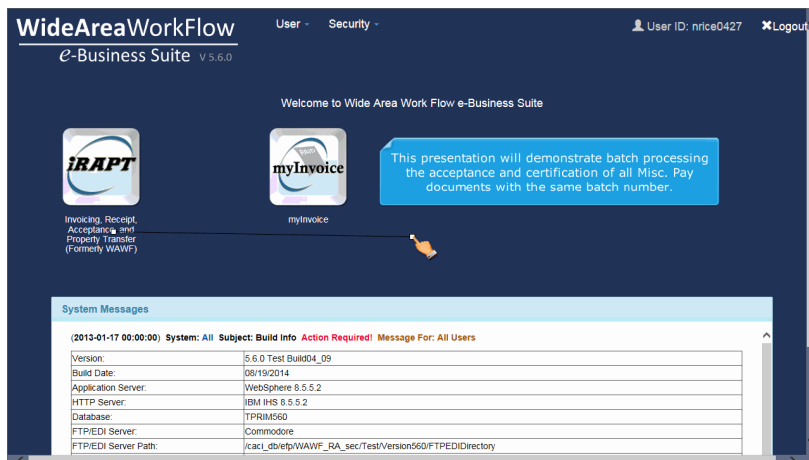
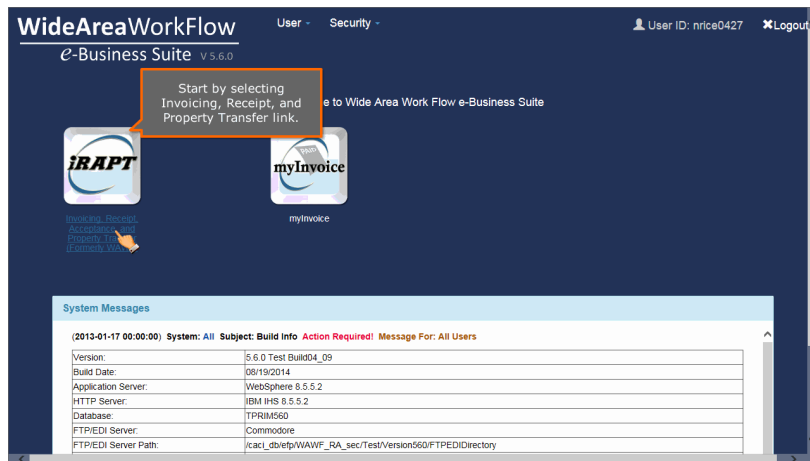


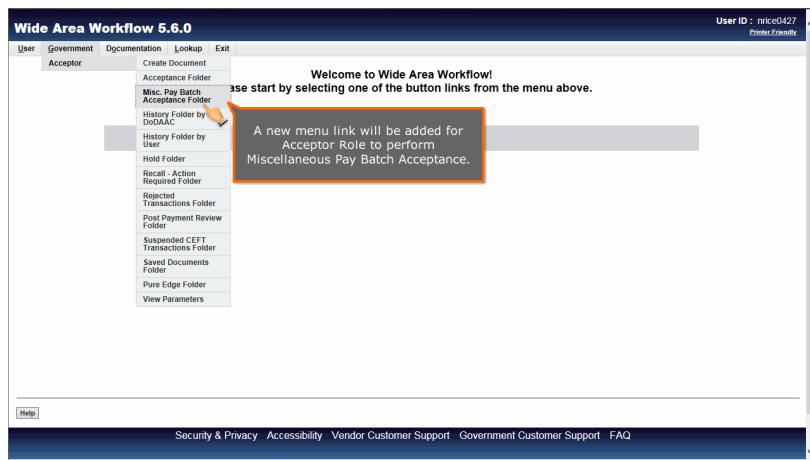
Welcome to Wide Area Workflow e-Business Suite.  
This demonstration contains audio narrative. Please adjust your volume accordingly.



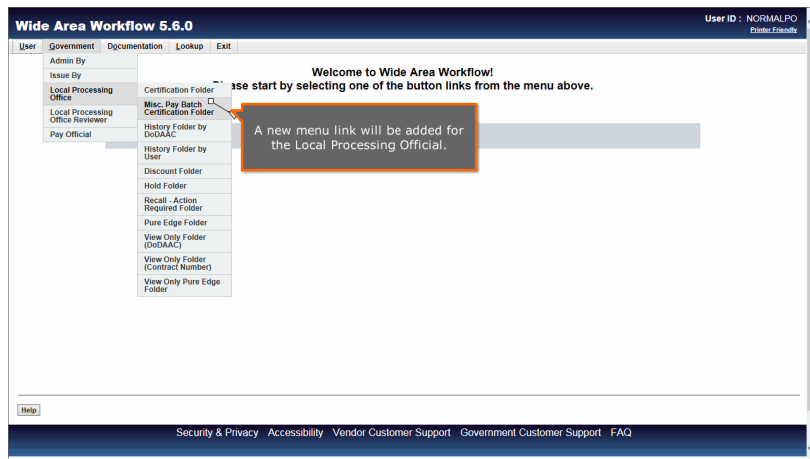
This presentation will demonstrate batch processing the acceptance and certification of all Misc. Pay documents with the same batch number.



Start by selecting Invoicing, Receipt, and Property Transfer link.



A new menu link will be added for Accceptor Role to perform Miscellaneous Pay Batch Acceptance.



A new menu link will be added for the Local Processing Official.



A new menu link will be added for the Local Processing Official Reviewer.

Wide Area Workflow 5.6.0 User ID : nric0427  
Printer Friendly

User Government Documentation Lookup Exit

Search Criteria - Misc. Pay Batch Acceptance 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 FA3030	Delivery Order
Contract Number	Batch Number
Reference Procurement	
Vendor (Payee) / Vendor (Payee) Extension	Ship From / Ship From Extension
Shipment No.	Invoice Number
SSN / Confirm SSN	Tax Id (EIN)
Type Document All Documents	Status All Documents
Create / Update Date (YYYYMMDD) 20120722	Create / Update Date End (YYYYMMDD) 20140821

Submit Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

A new Batch Number field is available on the Search Criteria page for the Acceptor, LPO and LPO Reviewer.

A new Batch Number field is available on the Search Criteria page for the Acceptor, LPO and LPO Reviewer.

Wide Area Workflow 5.6.0 User ID : nric0427  
Printer Friendly

User Government Documentation Lookup Exit

Search Criteria - Misc. Pay Batch Acceptance 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 FA3030	Delivery Order
Contract Number	Batch Number 140
Reference Procurement Id	
Vendor (Payee) / Vendor (Payee) Extension	Ship From / Ship From Extension
Shipment No.	Invoice Number
SSN / Confirm SSN	Tax Id (EIN)
Status All Documents	Create / Update Date End (YYYYMMDD) 20140821

Click 'Submit' to search the Misc. Pay batches that are available for acceptance based on the search criteria provided.

When a Batch Number value is entered, the search will look for batches with a number 'LIKE' the value entered in the Batch Number field.

Submit Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

When a Batch Number value is entered, the search will look for batches with a number 'LIKE' the value entered in the Batch Number field. Click 'Submit' to search the Misc. Pay batches that are available for acceptance based on the search criteria provided.

Wide Area Workflow 5.6.0

User ID : nrice0427  
Printer Friendly

UserGovernmentDocumentationLookupExit

Misc. Pay Batch Acceptance Folder for 'FA3030' (7 items, sorted by Batch Number Ascending)

Item	Type	Batch Number	No. of Misc. Pays In Batch	Submitted	Amount	Actions
1	Misc. Pay	1402210NR	7	2014-02-27 15:41:26	\$ 18,801.75	Select
2	Misc. Pay	1402241NR	6	2014-03-19 12:18:23	\$ 6,216.00	Select
3	Misc. Pay	1402270NR	17	2014-02-27 16:43:16	\$ 47,304.25	Select
4	Misc. Pay	2014000SO	1	2014-04-11 13:34:33	\$ 50,300.25	Select
5	Misc. Pay	2014097IA	11	2014-05-06 13:03:53	\$ 30,502.75	Select
6	Misc. Pay	2014097SI	8	2014-05-06 13:00:44	\$ 22,102.00	Select
7	Misc. Pay	2014090NR	4	2014-06-13 12:02:54	\$ 10,001.00	Select

The Acceptor, LPO and LPO Reviewer can click 'Select' to choose a batch to process. Only one batch can be accepted at a time.

ReturnHelp

Security & PrivacyAccessibilityVendor Customer SupportGovernment Customer SupportFAQ

The Acceptor, LPO and LPO Reviewer can click 'Select' to choose a batch to process. Only one batch can be accepted at a time.

Wide Area Workflow 5.6.0

User ID : nrice0427  
Printer Friendly

UserGovernmentDocumentationLookupExit

Misc. Pay Batch Acceptance Folder for 'FA3030', 'Batch No.: 1402241NR' (25 items, sorted by Contract Number Ascending)

Check All / Uncheck All (on this page)

Item	Batch Accept?	Type	Vendor (Payee)	DUNS	DUNS-4	Ext	Contract Number A	Delivery Order	Shipment Number	Submitted	Shipped	Accepted
1	<input type="checkbox"/>	Misc. Pay	1QU78	114896066			WGNTSV14F1QU78002	ECPO741SUBUNELLA	ETPCAGEIAPSGCE	2014-03-19		Su
2	<input checked="" type="checkbox"/>	Misc. Pay	1QU78	114896066			WGNTSV14F1QU78001	ECPO741SUBDOCLLA	ETPCAGEIAPSGCD	2014-03-12		Su
3	<input checked="" type="checkbox"/>	Misc. Pay	1QU78	114896066			WGNTSV14F1QU78002	ECPO741SUBDOCLLA	ETPCAGEIAPSGCD	2014-03-19		Su
4	<input checked="" type="checkbox"/>	Misc. Pay	1QU78	114896066			WGTRNV14F1QU78001	ECPO741DOCMANLLA	ETPCAGEIAPSGGA	2014-03-12		Su
5	<input checked="" type="checkbox"/>	Misc. Pay	1QU78	114896066			WGTRNV14F1QU78002	ECPO741LINELLA	ETPCAGEIAPSGGB	2014-03-12		Su
6	<input checked="" type="checkbox"/>	Misc. Pay	1QU78	114896066			WGTRNV14F1QU78002	LA	ETPCAGEIAPSGGA	2014-03-19		Su
7	<input checked="" type="checkbox"/>	Misc. Pay	1QU78	114896066			WGTRNV14F1QU78002	LA	ETPCAGEIAPSGGB	2014-03-19		Su
8	<input checked="" type="checkbox"/>	Misc. Pay	1QU78	114896066			WGTRNV14F1QU78002	LA	ETPCAGEIAPSGCC	2014-03-12		Su
9	<input checked="" type="checkbox"/>	Misc. Pay	1QU78	114896066			WGTRNV14F1QU78002	LA	ETPCAGEIAPSGCC	2014-03-12		Su
10	<input checked="" type="checkbox"/>	Misc. Pay	1QU78	114896066			WGTRNV14F1QU78002	LA	ETPCAGEIAPSGCC	2014-03-19		Su
11	<input checked="" type="checkbox"/>	Misc. Pay	1QU78	114896066			WGTRNV14F1QU78001	ECPO741LINESUBLLA	ETPCAGEIAPSGCE	2014-03-12		Su
12	<input checked="" type="checkbox"/>	Misc. Pay	1QU78	114896066			WGTRNV14F1QU78002	ECPO741LINESUBLLA	ETPCAGEIAPSGCE	2014-03-12		Su
13	<input checked="" type="checkbox"/>	Misc. Pay	1QU78	114896066			WGTRNV14F1QU78003	ECPO741LINESUBLLA	ETPCAGEIAPSGCE	2014-03-19		Su
14	<input checked="" type="checkbox"/>	Misc. Pay	1QU78	114896066			WGNTSV14F1QU78002	ECPO741SUBUNELLA	ETPCAGEIAPSGCE	2014-03-12		Su
15	<input checked="" type="checkbox"/>	Misc. Pay	1QU78	114896066			WGNTSV14F1QU78003	ECPO741SUBUNELLA	ETPCAGEIAPSGCE	2014-03-12		Su
16	<input checked="" type="checkbox"/>	Misc. Pay	1QU78	114896066			WGNTSV14F1QU78006	ECPO741SUBUNELLA	ETPCAGEIAPSGCE	2014-03-19		Su
17	<input checked="" type="checkbox"/>	Misc. Pay	1QU78	114896066			WGNTSV14F1QU78002	ECPO741SUBDOCLLA	ETPCAGEIAPSGCD	2014-03-12		Su

After clicking 'Select' on the previous screen for a specific batch number, a list of all the Misc. Pay documents will be displayed.

First Prev 01 02 Next Last

ReturnBatch AcceptHelp

Security & PrivacyAccessibilityVendor Customer SupportGovernment Customer SupportFAQ

After clicking 'Select' on the previous screen for a specific batch number, a list of all the Misc. Pay documents will be displayed.

Wide Area Workflow 5.6.0 User ID : nrced427 Printer Friendly

User Government Documentation Lookup Exit

Misc. Pay Batch Acceptance Folder for 'FA3030', 'Batch No.: 1402241NR' (25 items, sorted by Contract Number Ascending)

Check All / Uncheck All (on this page)

Item	Batch Accept?	Type	Vendor (Payee)	DUNS	DUNS-4	Ext	Contract Number A	Delivery Order	Shipment Number	Submitted	Shipped	Accepted
1	<input type="checkbox"/>	Misc. Pay	1QU78	114896066			WGNTSV14F1QU78002	ECPO741SUBUNELLA	ETPCAGEIAPSGCE	2014-03-19		Su
2	<input checked="" type="checkbox"/>	Misc. Pay	1QU78	114896066			WGNTSV14F1QU78001	ECPO741SUBDOCLLA	ETPCAGEIAPSGCD	2014-03-12		Su
3	<input checked="" type="checkbox"/>	Misc. Pay	1QU78	114896066			WGNTSV14F1QU78002	ECPO741SUBDOCLLA	ETPCAGEIAPSGCD	2014-03-19		Su
4	<input checked="" type="checkbox"/>	Misc. Pay	1QU78	114896066			WGTRNV14F1QU78001	ECPO741DOCMANLLA	ETPCAGEIAPSGCA	2014-03-12		Su
5	<input checked="" type="checkbox"/>	Misc. Pay	1QU78	114896066			WGTRNV14F1QU78002	ECPO741LINELLA	ETPCAGEIAPSGCB	2014-03-12		Su
6	<input checked="" type="checkbox"/>	Misc. Pay	1QU78	114896066			WGTRNV14F1QU78003	ECPO741DOCMANLLA	ETPCAGEIAPSGCA	2014-03-19		Su
7	<input checked="" type="checkbox"/>	Misc. Pay	1QU78	114896066			WGTRNV14F1QU78004	ECPO741LINELLA	ETPCAGEIAPSGCB	2014-03-19		Su
8	<input checked="" type="checkbox"/>	Misc. Pay	1QU78	114896066			WGCHCV14F1QU78001	ECPO741DOCFULLLLA	ETPCAGEIAPSGCC	2014-03-12		Su
9	<input checked="" type="checkbox"/>	Misc. Pay	1QU78	114896066			WGCHCV14F1QU78002	ECPO741DOCFULLLLA	ETPCAGEIAPSGCC	2014-03-12		Su
10	<input checked="" type="checkbox"/>	Misc. Pay	1QU78	114896066			WGCHCV14F1QU78003	ECPO741DOCFULLLLA	ETPCAGEIAPSGCC	2014-03-19		Su
11	<input checked="" type="checkbox"/>							SUBLLA	ETPCAGEIAPSGCE	2014-03-12		Su
12	<input checked="" type="checkbox"/>							SUBLLA	ETPCAGEIAPSGCE	2014-03-12		Su
13	<input checked="" type="checkbox"/>							SUBLLA	ETPCAGEIAPSGCE	2014-03-19		Su
14	<input checked="" type="checkbox"/>							INELLA	ETPCAGEIAPSGCE	2014-03-12		Su
15	<input checked="" type="checkbox"/>							INELLA	ETPCAGEIAPSGCE	2014-03-12		Su
16	<input checked="" type="checkbox"/>							INELLA	ETPCAGEIAPSGCE	2014-03-19		Su
17	<input checked="" type="checkbox"/>	Misc. Pay	1QU78	114896066			WGNTSV14F1QU78002	ECPO741SUBDOCLLA	ETPCAGEIAPSGCD	2014-03-12		Su

First Prev 01 02 Next Last

Return Batch Accept Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

Individual Misc. pay documents can be excluded from batch acceptance by unchecking the 'Batch Accept' checkbox.

All checkboxes on the page will be selected by default.

Wide Area Workflow 5.6.0 User ID : nrced427 Printer Friendly

User Government Documentation Lookup Exit

Misc. Pay Batch Acceptance Folder for 'FA3030', 'Batch No.: 1402241NR' (25 items, sorted by Contract Number Ascending)

Check All / Uncheck All (on this page)

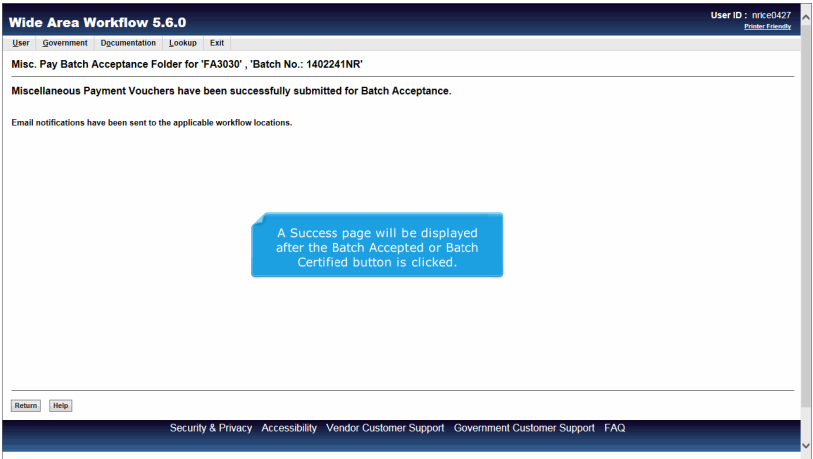
Item	Batch Accept?	Type	Vendor (Payee)	DUNS	DUNS-4	Ext	Contract Number A	Delivery Order	Shipment Number	Submitted	Shipped	Accepted
1	<input type="checkbox"/>	Misc. Pay	1QU78	114896066			WGNTSV14F1QU78002	ECPO741SUBUNELLA	ETPCAGEIAPSGCE	2014-03-19		Su
2	<input checked="" type="checkbox"/>	Misc. Pay	1QU78	114896066			WGNTSV14F1QU78001	ECPO741SUBDOCLLA	ETPCAGEIAPSGCD	2014-03-12		Su
3	<input checked="" type="checkbox"/>	Misc. Pay	1QU78	114896066			WGNTSV14F1QU78002	ECPO741SUBDOCLLA	ETPCAGEIAPSGCD	2014-03-19		Su
4	<input checked="" type="checkbox"/>	Misc. Pay	1QU78	114896066			WGTRNV14F1QU78001	ECPO741DOCMANLLA	ETPCAGEIAPSGCA	2014-03-12		Su
5	<input checked="" type="checkbox"/>	Misc. Pay	1QU78	114896066			WGTRNV14F1QU78002	ECPO741LINELLA	ETPCAGEIAPSGCB	2014-03-12		Su
6	<input checked="" type="checkbox"/>	Misc. Pay	1QU78	114896066			WGTRNV14F1QU78003	ECPO741DOCMANLLA	ETPCAGEIAPSGCA	2014-03-19		Su
7	<input checked="" type="checkbox"/>	Misc. Pay	1QU78	114896066			WGTRNV14F1QU78004	ECPO741LINELLA	ETPCAGEIAPSGCB	2014-03-19		Su
8	<input checked="" type="checkbox"/>	Misc. Pay	1QU78	114896066			WGCHCV14F1QU78001	ECPO741DOCFULLLLA	ETPCAGEIAPSGCC	2014-03-12		Su
9	<input checked="" type="checkbox"/>	Misc. Pay	1QU78	114896066			WGCHCV14F1QU78002	ECPO741DOCFULLLLA	ETPCAGEIAPSGCC	2014-03-12		Su
10	<input checked="" type="checkbox"/>	Misc. Pay	1QU78	114896066			WGCHCV14F1QU78003	ECPO741DOCFULLLLA	ETPCAGEIAPSGCC	2014-03-19		Su
11	<input checked="" type="checkbox"/>	Misc. Pay	1QU78	114896066			WGMSV14F1QU78001	ECPO741LINESUBLLA	ETPCAGEIAPSGCE	2014-03-12		Su
12	<input checked="" type="checkbox"/>	Misc. Pay	1QU78	114896066			WGMSV14F1QU78002	ECPO741LINESUBLLA	ETPCAGEIAPSGCE	2014-03-12		Su
13	<input checked="" type="checkbox"/>	Misc. Pay	1QU78	114896066			WGMSV14F1QU78003	ECPO741LINESUBLLA	ETPCAGEIAPSGCE	2014-03-19		Su
14	<input checked="" type="checkbox"/>	Misc. Pay	1QU78	114896066			WGNTSV14F1QU78002	ECPO741SUBUNELLA	ETPCAGEIAPSGCE	2014-03-12		Su
15	<input checked="" type="checkbox"/>	Misc. Pay	1QU78	114896066			WGNTSV14F1QU78001	ECPO741SUBUNELLA	ETPCAGEIAPSGCE	2014-03-12		Su
16	<input checked="" type="checkbox"/>	Misc. Pay	1QU78	114896066			WGNTSV14F1QU78006	ECPO741SUBUNELLA	ETPCAGEIAPSGCE	2014-03-19		Su
17	<input checked="" type="checkbox"/>	Misc. Pay	1QU78	114896066			WGNTSV14F1QU78002	ECPO741SUBDOCLLA	ETPCAGEIAPSGCD	2014-03-12		Su

First Prev 01 02 Next Last

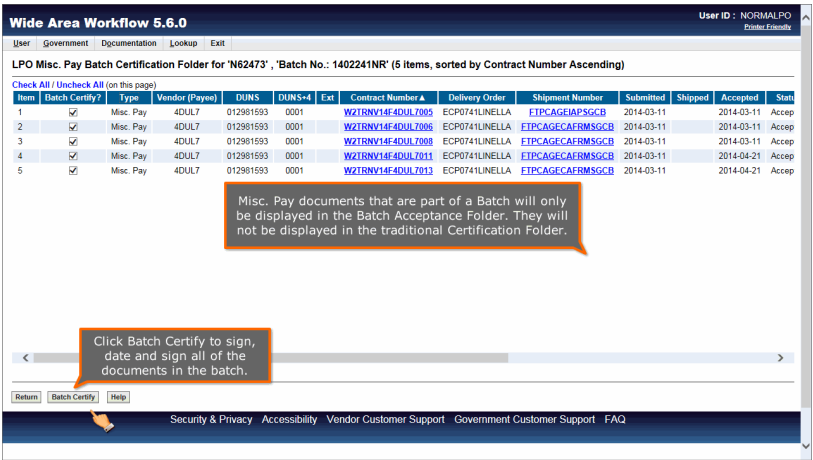
Return Batch Accept Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

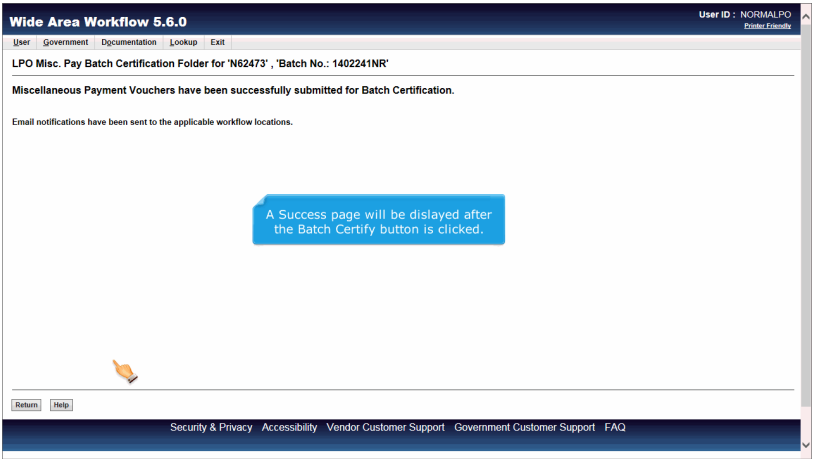
Misc. Pay documents that are part of a Batch will only be displayed in the Batch Acceptance Folder. They will not be displayed in the traditional Acceptance Folder. Click Batch Accept to accept, date and sign all of the documents in the batch.



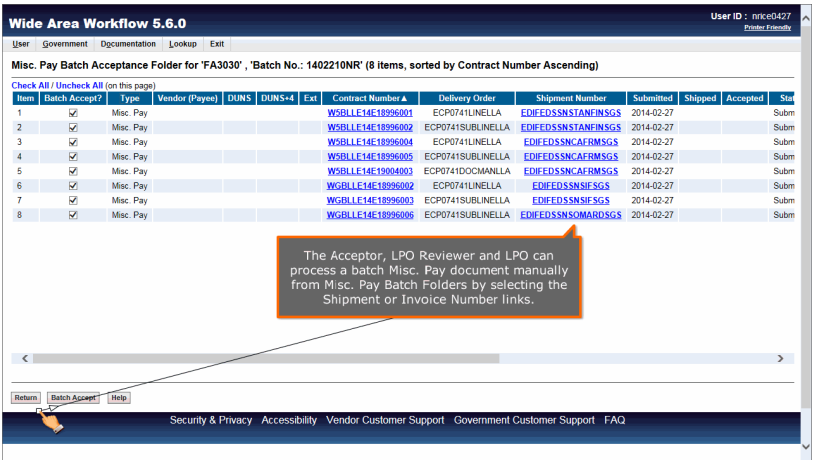
A Success page will be displayed after the Batch Accepted or Batch Certified button is clicked.



Misc. Pay documents that are part of a Batch will only be displayed in the Batch Acceptance Folder. They will not be displayed in the traditional Certification Folder. Click Batch Certify to sign, date and sign all of the documents in the batch.

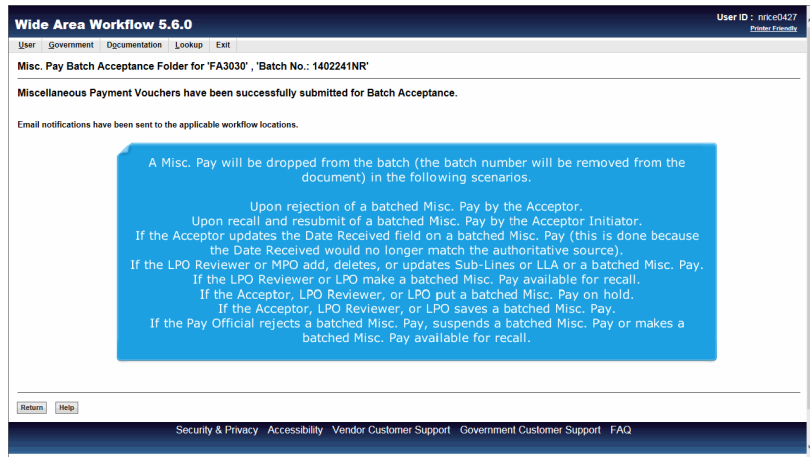


A Success page will be displayed after the Batch Certify button is clicked.



The Acceptor, LPO Reviewer and LPO can process a batch Misc. Pay document manually from Misc. Pay Batch Folders by selecting the Shipment or Invoice Number links.





A Misc. Pay will be dropped from the batch (the batch number will be removed from the document) in the following scenarios.

Upon rejection of a batched Misc. Pay by the Acceptor.

Upon recall and resubmit of a batched Misc. Pay by the Acceptor Initiator.

If the Acceptor updates the Date Received field on a batched Misc. Pay (this is done because the Date Received would no longer match the authoritative source).

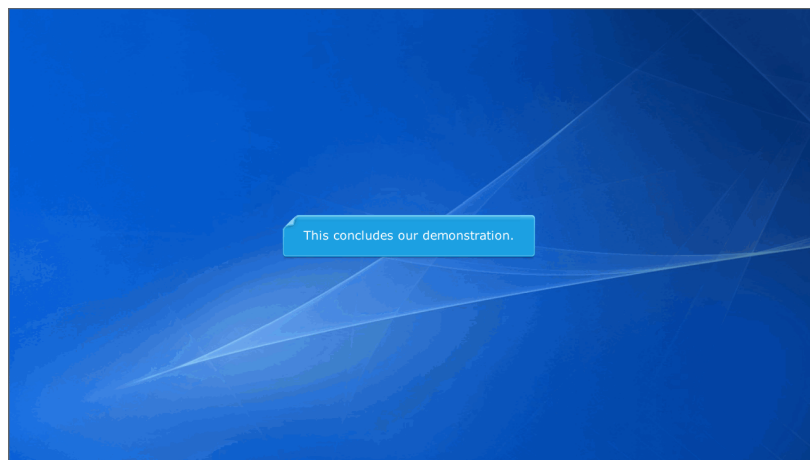
If the LPO Reviewer or MPO add, deletes, or updates Sub-Lines or LLA or a batched Misc. Pay.

If the LPO Reviewer or LPO make a batched Misc. Pay available for recall.

If the Acceptor, LPO Reviewer, or LPO put a batched Misc. Pay on hold.

If the Acceptor, LPO Reviewer, or LPO saves a batched Misc. Pay.

If the Pay Official rejects a batched Misc. Pay, suspends a batched Misc. Pay or makes a batched Misc. Pay available for recall.



This concludes our demonstration.