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Welcome to Wide Area Workflow e-Business Suite.

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

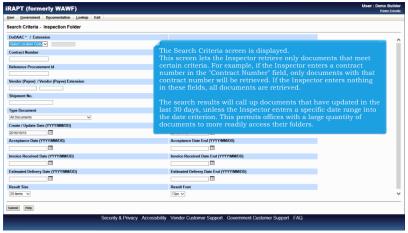


This presentation will demonstrate an Inspector inspecting a Receiving Report and Invoice/Receiving Report (Combo).

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The Government Inspector selects the Inspection Folder option from the Inspector's dropdown menu option.



The Search Criteria screen is displayed.

This screen lets the Inspector retrieve only documents that meet certain criteria. For example, if the Inspector enters a contract number in the "Contract Number" field, only documents with that contract number will be retrieved. If the Inspector enters nothing in these fields, all documents are retrieved.

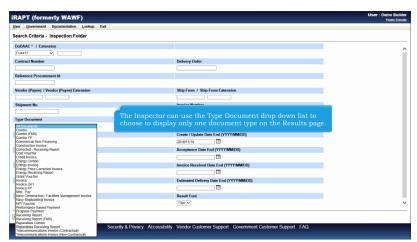
The search results will call up documents that have updated in the last 30 days, unless the Inspector enters a specific date range into the date criterion. This permits offices with a large quantity of documents to more readily access their folders.

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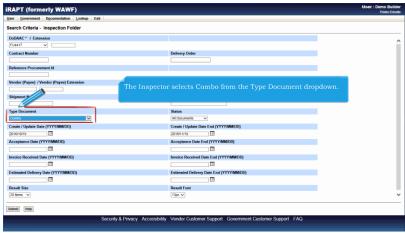
The only required field on the Search Criteria page is the DoDAAC field.

The Inspector selects a DoDAAC from the drop-down list.

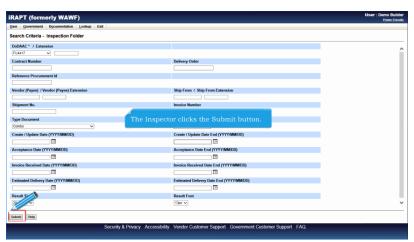


The Inspector can use the Type Document drop down list to choose to display only one document type on the Results page.

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The Inspector selects Combo from the Type Document dropdown.



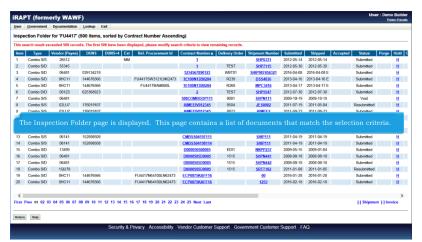
The Inspector clicks the Submit button.

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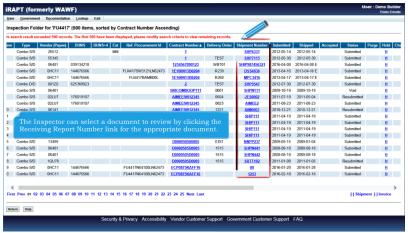
The inspection procedures for taking action on a stand-alone Receiving Report, Corrected Receiving Report, and an Invoice/Receiving Report (Combo) are mostly the same, with a few exceptions for a Corrected Receiving Report.

When we refer to "Receiving Report" in this training, we will be referring to both the stand-alone and the Combo.

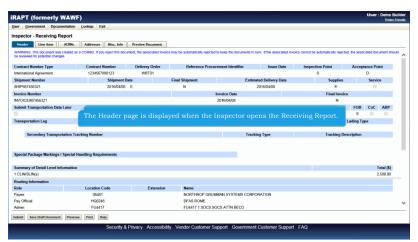


The Inspection Folder page is displayed. This page contains a list of documents that match the selection criteria.

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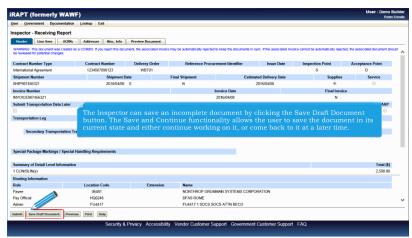


The Inspector can select a document to review by clicking the Receiving Report Number link for the appropriate document.

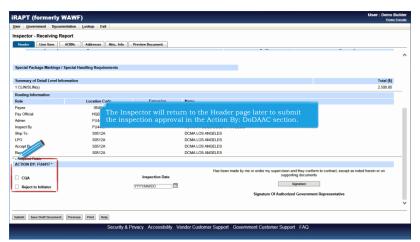


The Header page is displayed when the Inspector opens the Receiving Report.

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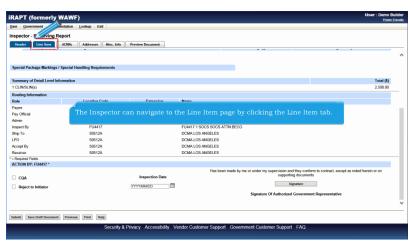


The Inspector can save an incomplete document by clicking the Save Draft Document button. The Save and Continue functionality allows the user to save the document in its current state and either continue working on it, or come back to it at a later time.

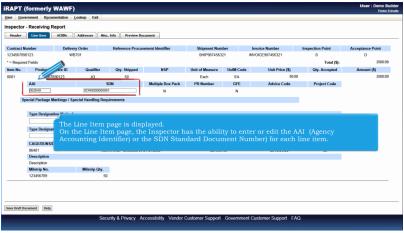


The Inspector will return to the Header page later to submit the inspection approval in the Action By: DoDAAC section.

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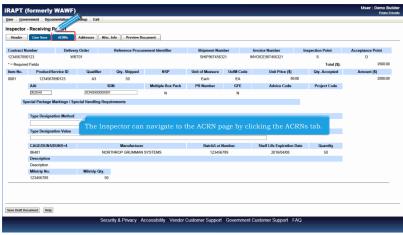
The Inspector can navigate to the Line Item page by clicking the Line Item tab.



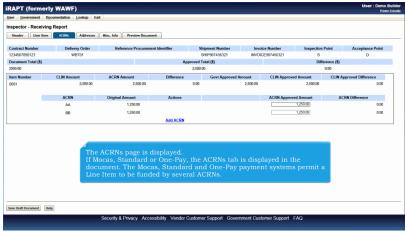
The Line Item page is displayed.

On the Line Item page, the Inspector has the ability to enter or edit the AAI (Agency Accounting Identifier) or the SDN Standard Document Number) for each line item.

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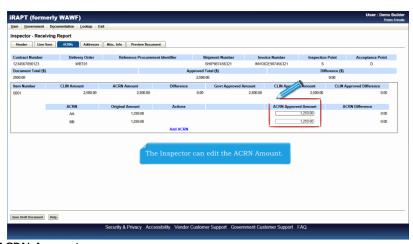
The Inspector can navigate to the ACRN page by clicking the ACRNs tab.



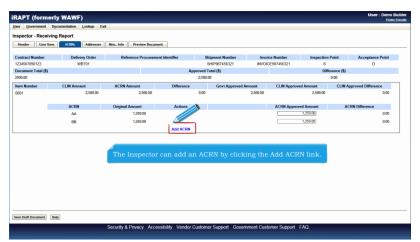
The ACRNs page is displayed.

If Mocas, Standard or One-Pay, the ACRNs tab is displayed in the document. The Mocas, Standard and One-Pay payment systems permit a Line Item to be funded by several ACRNs.

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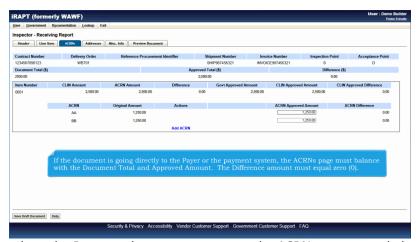


The Inspector can edit the ACRN Amount.

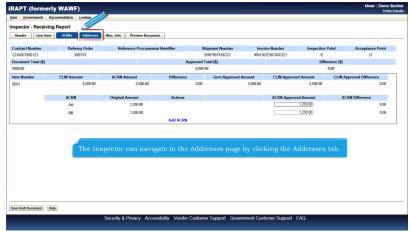


The Inspector can add an ACRN by clicking the Add ACRN link.

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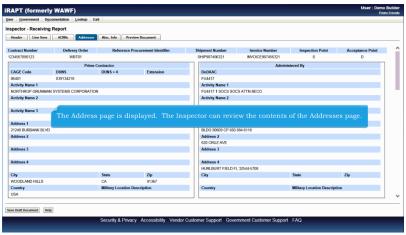


If the document is going directly to the Payer or the payment system, the ACRNs page must balance with the Document Total and Approved Amount. The Difference amount must equal zero (0).

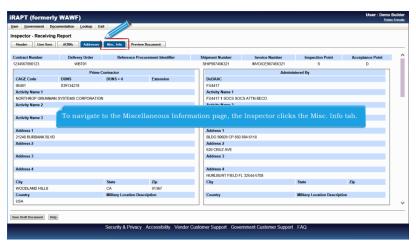


The Inspector can navigate to the Addresses page by clicking the Addresses tab.

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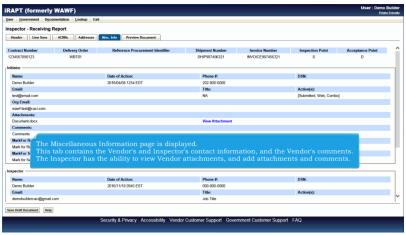


The Address page is displayed. The Inspector can review the contents of the Addresses page.



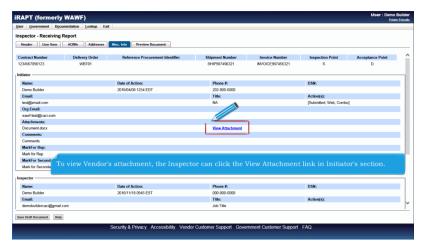
To navigate to the Miscellaneous Information page, the Inspector clicks the Misc. Info tab.

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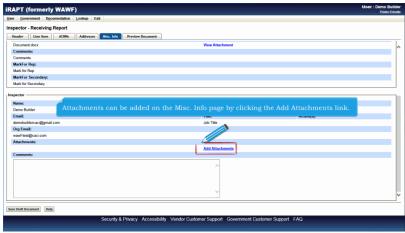
The Miscellaneous Information page is displayed.

This tab contains the Vendor's and Inspector's contact information, and the Vendor's comments. The Inspector has the ability to view Vendor attachments, and add attachments and comments.

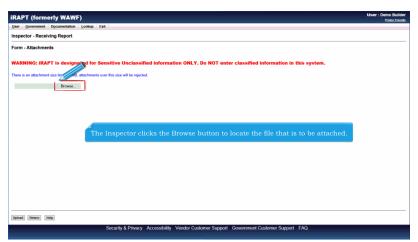


To view Vendor's attachment, the Inspector can click the View Attachment link in Initiator's section.

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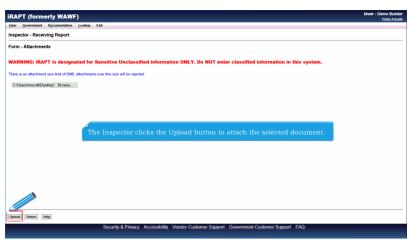


Attachments can be added on the Misc. Info page by clicking the Add Attachments link.

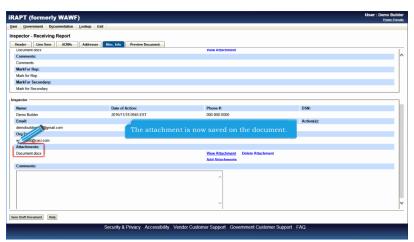


The Inspector clicks the Browse button to locate the file that is to be attached.

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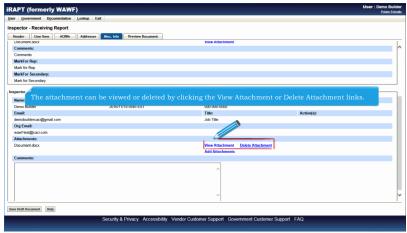


The Inspector clicks the Upload button to attach the selected document.

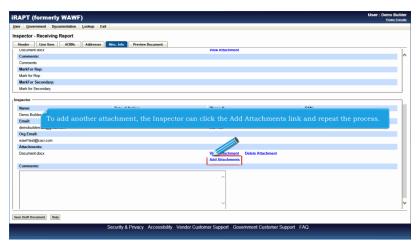


The attachment is now saved on the document.

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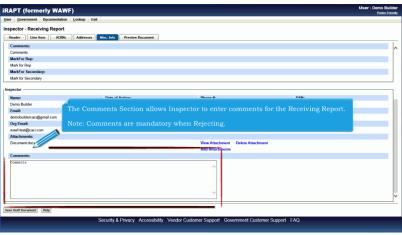


The attachment can be viewed or deleted by clicking the View Attachment or Delete Attachment links.



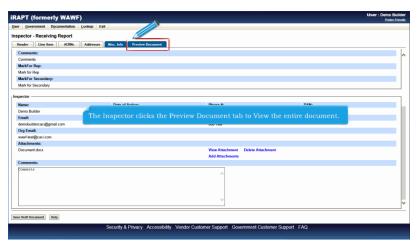
To add another attachment, the Inspector can click the Add Attachments link and repeat the process.

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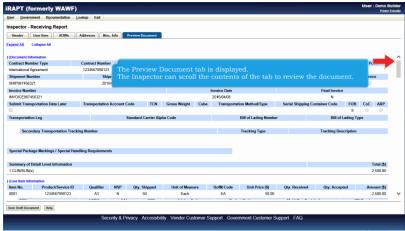
The Comments Section allows Inspector to enter comments for the Receiving Report.

Note: Comments are mandatory when Rejecting.



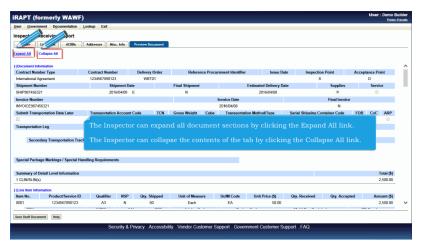
The Inspector clicks the Preview Document tab to View the entire document.

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The Preview Document tab is displayed.

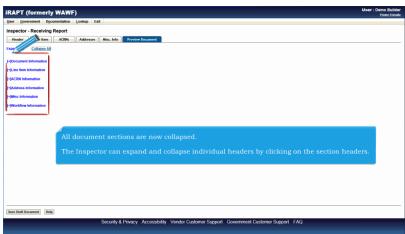
The Inspector can scroll the contents of the tab to review the document.



The Inspector can expand all document sections by clicking the Expand All link.

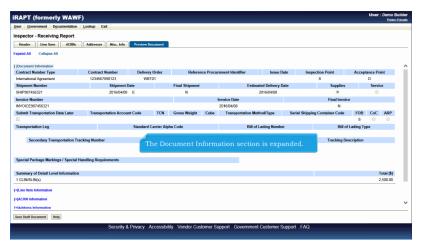
The Inspector can collapse the contents of the tab by clicking the Collapse All link.

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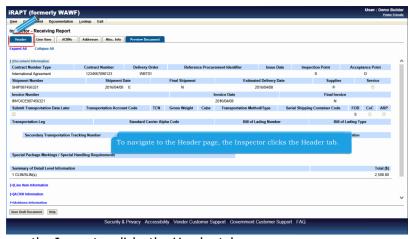
All document sections are now collapsed.

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

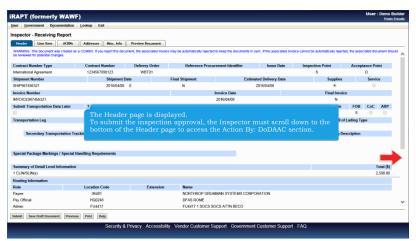


The Document Information section is expanded.

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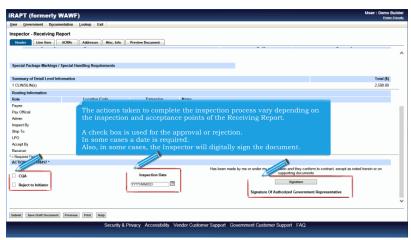
To navigate to the Header page, the Inspector clicks the Header tab.



The Header page is displayed.

To submit the inspection approval, the Inspector must scroll down to the bottom of the Header page to access the Action By: DoDAAC section.

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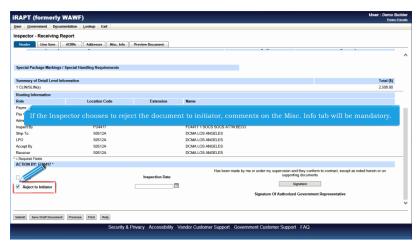


The actions taken to complete the inspection process vary depending on the inspection and acceptance points of the Receiving Report.

A check box is used for the approval or rejection.

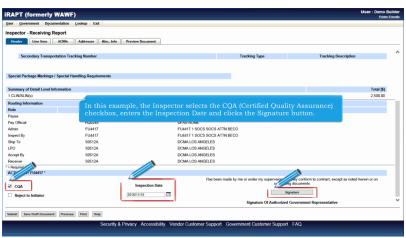
In some cases a date is required.

Also, in some cases, the Inspector will digitally sign the document.

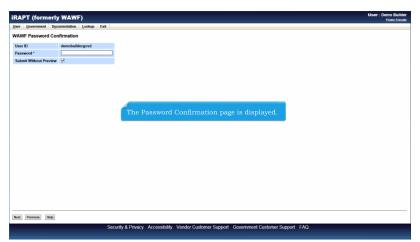


If the Inspector chooses to reject the document to initiator, comments on the Misc. Info tab will be mandatory.

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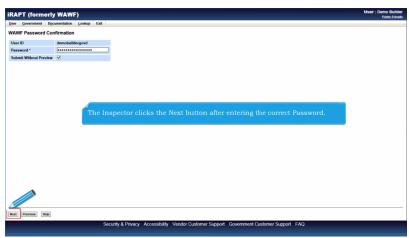


In this example, the Inspector selects the CQA (Certified Quality Assurance) checkbox, enters the Inspection Date and clicks the Signature button.

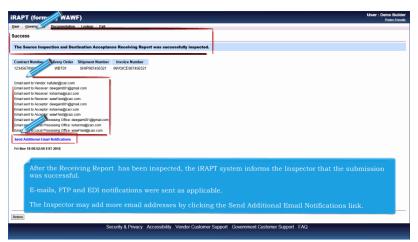


The Password Confirmation page is displayed.

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

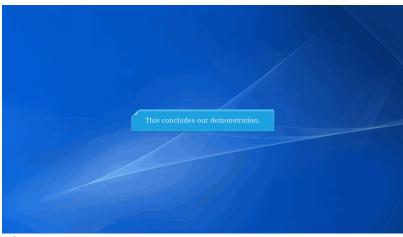


After the Receiving Report has been inspected, the iRAPT system informs the Inspector that the submission was successful.

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

The Inspector may add more email addresses by clicking the Send Additional Email Notifications link.

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This concludes our demonstration.