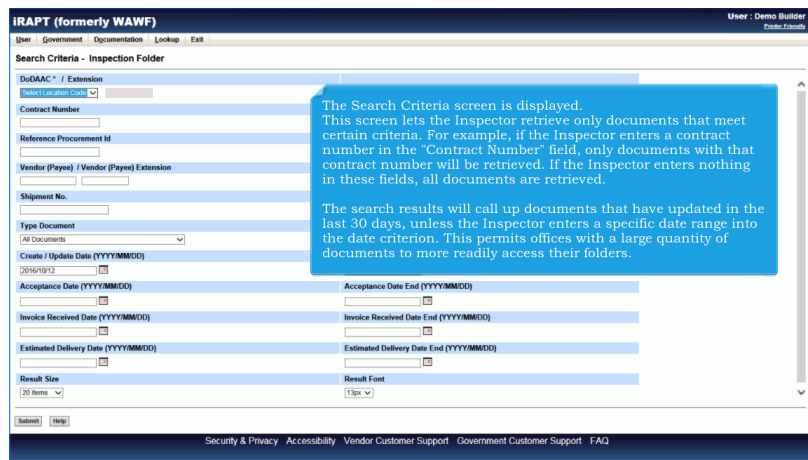Welcome to Wide Area Workflow e-Business Suite.
This demonstration contains audio narrative. Please adjust your volume accordingly.

This presentation will demonstrate an Inspector inspecting a Progress Payment.

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.

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.

The Inspector selects Progress Payment.

The Inspector clicks the Submit button.

Since the Inspector searched for "Progress Payment", the search result screen displays all Progress Payment that are ready for inspection.

The Inspector clicks on the Invoice Number link to open the Progress Payment.

When the Inspector opens the Progress Payment, the following tabs should be displayed:
Header, Costs, Loss Ratio (if applicable), ACRN WS, FMS (if applicable), Addresses, Misc. Info, and Preview Document

On the Header page, the Inspector will have to scroll to view the whole page.

Progress Payments provide interim financing for other than cost-reimbursement contracts.

Long lead items and work in process expenditures required on many Government contracts may significantly decrease a supplier's working capital.

Progress Payments are common form of contract financing provided in recognition of this need for working capital.

The Inspector can recommend approval, recommend approval for a reduced amount, or recommend rejection of a Progress Payment.

After the Inspector has finished reviewing each page, the Inspector will return to this Header page to select the action.

The Save Draft Document button is available on every page. 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 navigates to the Statement of Costs page by clicking the Costs tab.

The Statement of Costs page is displayed.
The Inspector cannot enter or modify costs on this tab.

The Inspector reviews the Contract Price, Progress Payments rate, Liquidation rate, and amounts in Section 2.

The Maximum Balance Eligible for Progress Payments (Line 19) is transferred to the Header page as the Document Total if there have not been deliveries on the invoice.

If there have been deliveries on the invoice, the bottom of the Statement of Costs page will contain a Section 3.

The Inspector navigates to the ACRN Worksheet by clicking the ACRN WS tab.

The ACRN (Accounting Classification Reference Number) Worksheet is displayed.

The Inspector can enter or modify the ACRN worksheet.

The ACRN Worksheet is used to allocate CLIN funds across the contract ACRNs.

To add an ACRN, the Inspector can click the Add ACRN link.

Fields for ACRN and Amount become available.

The Inspector enters ACRN and ACRN Amount.

To add another ACRN, the Inspector clicks the Add ACRN link.

The Inspector enters ACRN and ACRN Amount.

To add a CLIN, the Inspector clicks the Add CLIN link.

As Inspector clicked the Add CLIN link, an alert box informs that there is already an existing dollar amount for the ACRN. Entering a CLIN will change this dollar amount to the sum of the amounts of the CLINs in the ACRN.

The Inspector clicks OK.

As Inspector clicked OK on the alert box, fields for CLIN and CLIN Amount become available.

The Inspector enters CLIN and CLIN Amount.

The Document Total is the amount submitted by the Vendor.
The Worksheet Total is the amount submitted as ACRN and/or CLIN amounts.

The Difference is the outstanding balance between the Document Total and the Worksheet (ACRN/CLIN) Total.

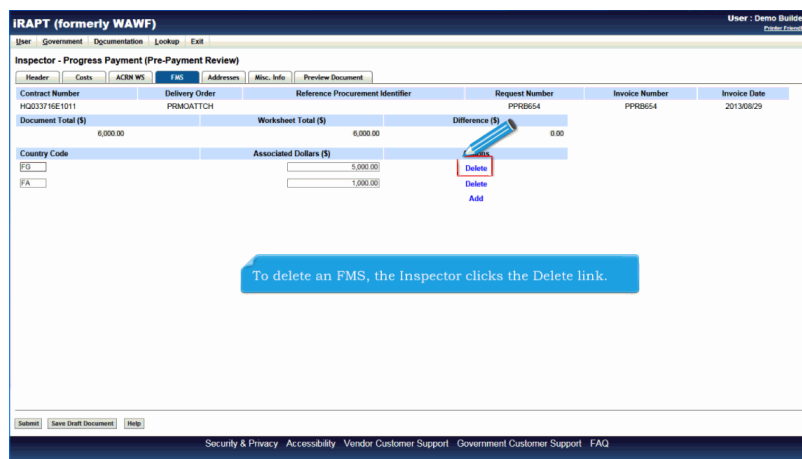The Inspector navigates to the Foreign Military Sales (FMS) page by clicking the FMS tab.

The FMS page is displayed.

On the FMS page, there are Country Code(s) associated with the country(s) receiving the goods/materials and the value(s) of the document corresponding to that country.

The Inspector can enter or modify the FMS worksheet.

To delete an FMS, the Inspector clicks the Delete link.

To add an FMS, the Inspector clicks the Add link.

When the Inspector has verified the FMS information, the Inspector can navigate to the Addresses page by clicking the Addresses tab.

The Addresses page is displayed.
This tab contains the mailing addresses of the Prime Contractor (Vendor) CAGE Codes and Government DoDAACs involved in processing this document.

The Inspector can navigate to the Miscellaneous Information page by clicking the Misc. Info tab.

The Misc. Info page is displayed.
The miscellaneous information found on this page includes the initiator's (Vendor) and Inspector's contact information, the initiator's comments, and the ability to view initiator attachments and add attachments.

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

To add an attachment, the Inspector clicks the Add Attachments link.
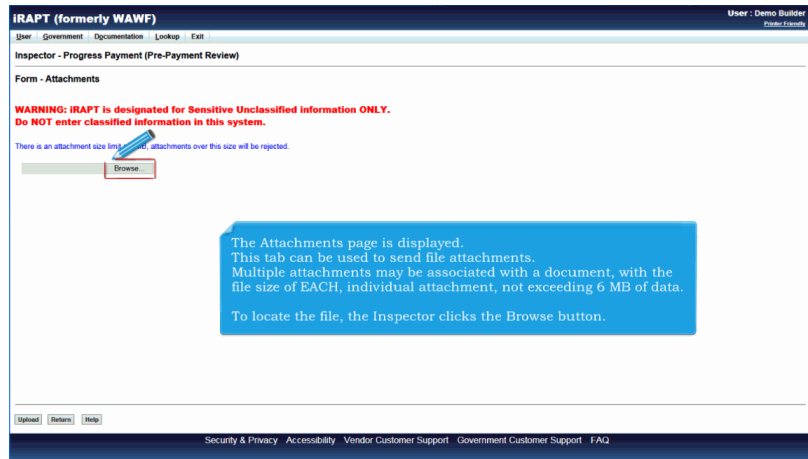
The Attachments page is displayed.

This tab can be used to send file attachments.

Multiple attachments may be associated with a document, with the file size of EACH, individual attachment, not exceeding 6 MB of data.

To locate the file, the Inspector clicks the Browse button.
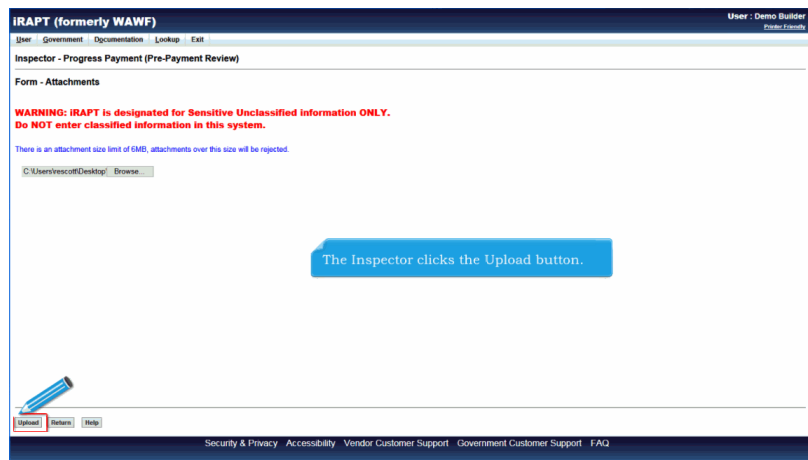
The Inspector clicks the Upload button.

The screen returns to the Miscellaneous Information page with the new attachment that the Inspector just added to the document.

The Inspector can view the attachment by clicking the View Attachment link.

And delete the attachment by clicking the Delete Attachment link.

This text field is where the Inspector adds comments. The comment field is a conditional item if the document is being approved. If the document is recommended for rejection or for a reduced amount, a comment is mandatory.

The Inspector can navigate to the Preview Document page by clicking the Preview Document tab.

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.

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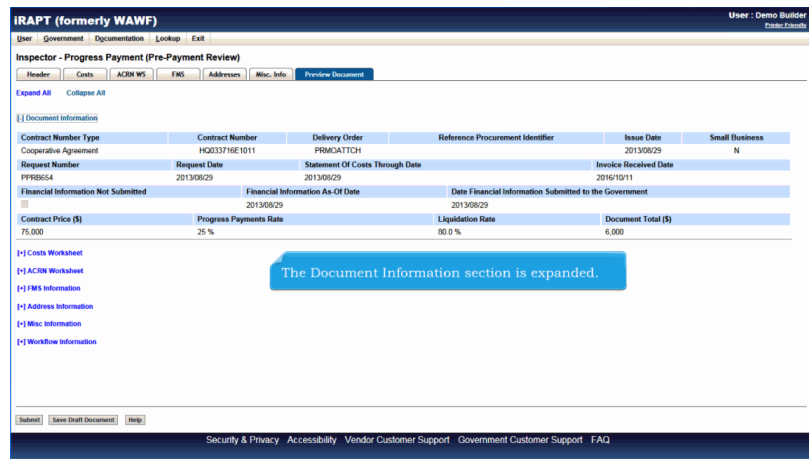
The Inspector can expand and collapse individual headers by clicking on the section headers.

The Document Information section is expanded.

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

The Header tab is displayed.
To submit the inspection, the Inspector must select an action on the bottom of this Header page.

The Inspector can recommend approval, recommend reduced amount, or recommend rejection.

If the Inspector chooses to recommend reduced amount or recommend rejection, comments on the Misc. Info tab will be mandatory.

The Inspector clicks the Recommend Approval checkbox.

The Inspector clicks the Submit button.

After the Progress Payment 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.
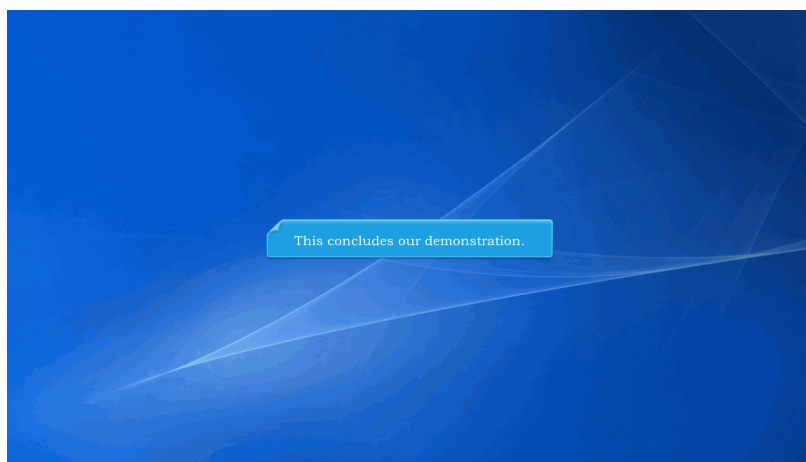
This concludes our demonstration.