

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

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This presentation will demonstrate an Inspector inspecting a Telecom Invoice Non-Contractual.

er Government Docum	entation Lookup Exi	2
Acceptor		
Cost Voucher Administrator		Welcome to Invoicing, Receipt, Acceptance, and Property Transfer (IRAPT)! This application was formerly known as Wide Area Workflow (WAWF).
Cost Voucher Approver		Please start by selecting one of the links from the menu above.
Inspector	Ciunt Document	
Local Processing Office	Inspection Folder	
Pay Official	BoDAAC	pection Foldera
	History Folder by User	24) System: WAWF Subject: WAWF-1617 - WAWF-1622 Message For: Government Users
	Hold Folder	
	Recall - Action Required Folder	ving Javascript click="alent clickedf).">Clickable div >
	Rejected Transactions Folder	4) System: WAWF Subject: Action Required! Critical! Message For: All Users
	Saved Documents Folder	e-Business Suite Release 5.6.0, the WAWF name is now iRAPT.
	Pure Edge Folder	
	View Only Folder (Contract Number)	
The Govern	iment Inspec	tor selects the Inspection Folder option from the Inspector's dropdown menu option.

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

iRAPT (formerly WAWF)		User ID : crsgovro Printer Friend
User Government Documentation Lookup Exit		
Search Criteria - Inspection Folder		
DoDAAC* / Extension		
Select Location Code 💌		
Contract Number	The Search Criteria screen is displayed.	
	This screen lets the Inspector retrieve only documents that meet	
Reference Procurement Id	certain criteria. For example, if the Inspector enters a contract	
	number in the "Contract Number" field, only documents with that	
Vendor (Payee) / Vendor (Payee) Extension	contract number will be retrieved. If the Inspector enters nothing	
	in these fields, all documents are retrieved.	
Shipment No.		
	The search results will call up documents that have updated in	
Type Document	the last 30 days, unless the Inspector enters a specific date range	
All Documents	into the date criterion. This permits offices with a large quantity of	
Create / Update Date (YYYY/MM/DD)	documents to more readily access their folders.	
2015/03/03		
Acceptance Date (YYYY/MM/DD)	Acceptance Date End (YYYY/MM/DD)	
Invoice Received Date (YYYY/MM/DD)	Invoice Received Date End (YYYY/MM/DD)	
Estimated Delivery Date (YYYY/MM/DD)	Estimated Delivery Date End (YYYY/MM/DD)	
Result Size	Result Font	
20 items 💌	13px 💌	
Submit Help		

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.

AFT (IOTHERLY WANT)		Exister E
er Gowint Documentation Lookup Exit		
criteria - Inspection Folder		
DoDAAC * / Extension		
Select Location Code 💌		
ontract Number	Delivery Order	
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The only required field on the Search Criteria page is the DoDAAC field.

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ieare Interia - Inspection Folder		
DoDAAC* / Extension		
FU4417		
Contract Number	Delivery Order	
leference Procurement Id		
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The Inspector must select a Location Code from the drop-down list to retrieve any document.

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ser Government Documentation Lookup Exit		
earch Criteria - Inspection Folder		
DoDAAC* / Extension		
FU4417		
Contract Number	Delivery Order	
Reference Procurement Id		
Vendor (Payee) / Vendor (Payee) Extension		
	The Inspector can use the Type Document drop down list to	
Shipment No	choose to display only one document type on the Results page.	
Type Document	Status	
Telecommunications Invoice (Non-Contractual)	All Documents	
Create / Update Date (YYYY/MM/DD)	Create / Update Date End (YYYY/MM/DD)	
2015/03/03	2015/04/02	
Acceptance Date (YYYY/MM/DD)	Acceptance Date End (YYYY/MM/DD)	
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The Inspector can use the Type Document drop down list to choose to display only one document type on the Results page.

ser Government Documentation Lookup Exit		
earch Criteria - Inspection Folder		
DoDAAC* / Extension		
FU4417 🔳		
Contract Number	Delivery Order	
Reference Procurement Id		
Vendor (Payee) / Vendor (Payee) Extension	hen the Inspector clicks the calendar icon, the calendar appears.	
Shipment No. Th	he Inspector clicks on the date from the pop-up calendar feature.	
Type Document	Status	
Telecommunications Invoice (Non-Contractual)	All Documents	
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When the Inspector clicks the calendar icon, the calendar appears.

The Inspector clicks on the date from the pop-up calendar feature.

Type Search Criteria - Inspector Folder Search Criteria - Inspector Folder DobACT / Fischison Faster Context Number Delivery Order Reference Processed Selements Processed Status Verder (Paye) IV The calendar feature disappears, and the date the Inspector has chosen appears in the field. Status Verder (Paye) IV The calendar feature disappears, and the date the Inspector has chosen appears in the field. Status Verder (Paye) IV The calendar feature disappears in the field. Status Verder (Paye) IV The calendar feature disappears in the field. Status Verder (Paye) IV The calendar feature disappears in the field. Status Verder Number	r (formerly wAWF)		Printer Friend
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The calendar feature disappears, and the date the Inspector has chosen appears in the field.

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earch Criteria - Inspection Folder		
DoDAAC* / Extension		
FU4417 💌		
Contract Number	Delivery Order	
Reference Procurement Id		
Vendor (Payee) / Vendor (Payee) Extension	Ship From / Ship From Extension	
Shipment No.	e Inspector clicks the Submit button to continue.	
Type Document	Status	
Telecommunications Invoice (Non-Contractual)	All Documents	
Create / Update Date (YYYY/MW/DD)	Create / Update Date End (YYYY/MM/DD)	
2015/04/02	2015/04/02	
Acceptance Date (YYYY/MM/DD)	Acceptance Date End (YYYY/MM/DD)	
Invoice Received Date (YYYY/MM/DD)	Invoice Received Date End (YYYY/MM/DD)	
Estimated Delivery Date (YYYY/MM/DD)	Estimated Delivery Date End (YYYY/MM/DD)	
Result	Result Font	

The Inspector clicks the Submit button to continue.



The search result screen displays all Telecom Non-Contractual documents that are ready for inspection within DoDAAC FU4417.

iRAPT (form	erly WAWF)										User	D : crsgovrole Etinter Friendly
User Government	Documentation	Lookup E	xit										
Inspection Folde	r for 'FU4417' (1	1 items, so	rted by Cont	ract Number	Ascending)			_					
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Return Help													
			Security &	Privacy Acc	essibility Vendor Cu	stomer Support	Government Cu	stomer Sup	port FAQ				

To open the document, the Inspector clicks the Shipment Number link.



When the Inspector has opened the Telecom Invoice (Non-Contractual), the following tabs should be displayed: Telecom, Addresses, Misc. Info, and Preview Document.

A Telecom Invoice (Non-Contractual) does not have a Line Item tab since the Line Item Level is displayed on the Telecom tab.

	NF)			Printer Frier
iser Government Property Iran	asfer Documentation Lookup E	Exit.		
nspector - Telecom Invoice	(Non-Contractual)			
Telecom Addresses Misc. In	nfo Preview Document			
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The Inspector scrolls down to the bottom of the Header page. The following actions are available for the Inspector: Recommend Approval, Recommend Reduced Amount, and Recommend Rejection

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



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.

RAPT (form	erly WAWF)							User ID : crsgo Printer 6
ser <u>G</u> overnment	inentation Lookup Exit							
nspector - T	om Invoice (Non-Contractua	al)						
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After the Inspector has finished reviewing the Telecom page, the Inspector navigates to the Addresses page.

iser Government Documentation Lookup Exit					
nspector - Telecom Invoice (Non-Contractual)					
Telecom Addresses Misc. Info Preview Docum	ent				
Telecom Control Number	Invoice Number	Invoice Date	Shipment Number	Shipment Date	
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Change Dy					
Payee					
CAGE : 00C91					
EXCELLIGENCE LEARNING CORPORATION					
2 LOWER RAGSDALE DR STE 200					
MONTEREY C	A 93940				
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Pay Official DobAcc. H00303	•				
* Activity Name 1: DFAS COLUMBUS					
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Activity Name 3:					
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The Addresses page is displayed.

DoDAACs that are not permitted to be edited will have all information displayed as read-only.

ser Government Documentation Lookup Exit				
spector - Telecom Invoice (Non-Contractual)			
Telecom Addresses Misc. Info Preview Docur	nent			
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ayee				
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LOWER BAGSDALE DR STE 200				
IONTEREY	CA 93940			
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* Activity Name 1: DFAS COLUMBUS				
Activity Name 2:				
Activity Name 3:				
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PO BOX 192317 ATTN	DOCK IN AND			
Address 2: PO BOX 182317 ATTA	NUCK ISLAND			
Address 3:				
Address 4: COLUMBUS OH 43218	-2316			
City :		State :	Zip Code :	
Country :	Military Location Descriptio	m:		
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DoDAACs that are permitted to be edited will first be displayed with their address information in text entry boxes while the DoDAAC/Ext. will remain read-only.

InspectionOfTelecomNonContractual

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nspector - Telecom Invoice (Non-Contractual)				
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Addate			ie enange bebruiet ini	
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Address 2: PO BOX 182317 ATTN RC	CKISLAND			
Address 3:				
Address 4: COLUMBUS OH 43218-2	16			
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To modify or enter a DoDAAC/Ext, the Inspector clicks the 'Change DoDAACs' link.

ser Government Documentation Lookup Exit					
spector - Telecom Invoice (Non-Contractual)				
Telecom Addresses Misc. Info Preview Docur	nent				
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620 CRUZ AVE					
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Fields for Administered By DoDAAC, LPO DoDAAC/Ext., Payment DoDAAC, and Issue By DoDAAC become available.



The Inspector modifies the Administered By DoDAAC.

ser Government Documentation Lookup Exit				
spector - Telecom Invoice (Non-Contractua	al)			
Telecom Addresses Misc. Info Preview Doce	ument			
Telecom C Number	Invoice Number	Invoice Date	Shipment Number	Shipment Date
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Arrest Arrest Acce moost Lowers Nacobace URA sites of Exposed U	ng the Administered By l	DoDAAC, the Inspec	tor clicks the 'Save Do	DAACs' link.

After changing the Administered By DoDAAC, the Inspector clicks the 'Save DoDAACs' link.

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Telecom Addresses Misc.	Info Preview Document	
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ICOVER RAGSDALE DR STE 20 IOWER RAGSDALE DR STE 20 IONTEREY	PORATION 0 CA 93940	
ay Official DoDAAC: HQ0303		
* Activity Name 1:	DFAS COLUMBUS	
Activity Name 2:		
Activity Name 3:		
Address 1:	DFAS ROCK ISLAND JAIQBAC	
Address 2:	PO BOX 182317 ATTN ROCK ISLAND	
Address 3:		
Address 4:	COLUMBUS OH 43218-2316	
City	State : Zin Code	
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acceptor		

After clicking the 'Save DoDAACs' link, the address fields become editable again. The DoDAAC/Ext. becomes read only again and the 'Save DoDAACs' link is replaced with the 'Change DoDAAC' link.

spector - Telecom Inv	(Non-Contractual)				
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elecom Control Number	Click the Misc Info tab to go to the Misc In	nfo page. Ice Number	Invoice Date	Shipment Number	Shipment Date
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ange DoDAACs					
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After updating the Addresses information, the Inspector navigates to the Miscellaneous Information page.

ser Government Documentation Look	ap Exit			
spector - Telecom Invoice (Non-Co	ntractual)			
Telecom Addresses Misc. Info Pro	eview Document			
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rs@gmail.com		Document Specialist		
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wawf@caci.com				
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		Add Attachments		
Comments:				

The Miscellaneous Information found on this page includes the contact information, and the Vendor's comments. The Inspector has the ability to view Vendor attachments, and add attachments and comments.



To add an attachment, the Inspector clicks the Add Attachments link.

RAPT (formerly WAWF)	User ID : crsgovrole Drinter Friendli
User Government Documentation Lookup Exit	
nspector - Telecom Invoice (Non-Contractual)	
Form - Attachments	
NARNING: IRAPT is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.	
There is an attachment size limit of 6MB, attachments over this size will be rejected.	
Browse	
This Audaments form page is displayed. — This page can be used to send file attachments. Multiple attachments may be associated with a document. Only the user who attaches a file may delete it; all other users may extract a copy of the file to their local computer.	
Upload Rethern Nelp	

The Attachments form page is displayed.

This page can be used to send file attachments.

Multiple attachments may be associated with a document. Only the user who attaches a file may delete it; all other users may extract a copy of the file to their local computer.

	User ID : crsgovrole
IKAPI (formerly wAwF)	Printer Friendly
gen governmen ogcumenzen goong zu	
Form - Attachments	
WARNING: iRAPT is designated for Sensitive Unclassified information ONLY.	
Do NOT enter classified information in this system.	
There is an attachment size limit HB, attachments over this size will be rejected.	
Browse	
To locate the file, the Inspector clicks the Browse button	
To focate the me, the inspector cherks the browse button.	
Upload Return Help	
Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ	

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

InspectionOfTelecomNonContractual

RAPT (formerly WAWF)	User ID : crsgovr
User Government Documentation Lookup Exit	
Inspector - Telecom Invoice (Non-Contractual)	
Form - Attachments	
WARNING: IRAPT is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.	
There Wittachment size limit of 6MB , attachments over this size will be rejected.	
C/Users/rescott/Deaktop Browse	
The file directory is new displayed in the Attachment field	
The file directory is now displayed in the Attachment field.	
Upload Return Help	

The file directory is now displayed in the Attachment field.



The Inspector clicks the 'Upload' button to continue.

APT (formerly WAWF)		Printer I
er Government Documentation Lookup Exit		
pector - Telecom Invoice (Non-Contractual)		
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To add an additional attachment, the I	nspector can click the 'Add Attachments	s' link and repeat the process.
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To add an additional attachment, the I	nspector can click the 'Add Attachments	" link and repeat the process.

The screen returns to the Miscellaneous Information page.

The file attachment is displayed in the Attachments section. The Inspector can click the 'View Attachment' link to view the file and click the 'Delete Attachment' link to remove the file from the document.

To add an additional attachment, the Inspector can click the 'Add Attachments' link and repeat the process.

APT (formerly)	WAWF)		User	ID : crsgovrol Printer Friend
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Comments: Comments for invoice.	The Inspector may add comme This is a conditional item if the require comments on Recomme	nts in the Comments field. e document is being inspected. end Reduced Amount and Reco	The system will mmend Rejection.	
Name:				
R Scott	2015/04/02 1032 EDT	000-000-0000		
Email:		Title:	Action(s):	
rs@gmail.com		Document Specialist		
Org Email:				
wawf@caci.com				
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The Inspector may add comments in the Comments field.

This is a conditional item if the document is being inspected. The system will require comments on Recommend Reduced Amount and Recommend Rejection.

Comment Desmantet			Printer
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wawf@caci.com			
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Comments for invoice.			
R Scott	2015/04/02 1032 EDT	000-000-0000	Dan.
Name: R Scott	Date of Action: 2015/04/02 1032 EDT	Phone #: 000-000-0000	DSN:
Email:			
Email: rs@gmail.com Org Email:		Inspector navigates to the	Preview Document page.
Email: rs@gmail.com Org Email: wawf@caci.com	review the whole document, the	Inspector navigates to the	Preview Document page.
Email: rs@gmail.com Org Email: wawf@caci.com Attachments:	review the whole document, the	Inspector navigates to the	Preview Document page.
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Email: rs@gmai.com Yog Email: want@care.com Adachments: Document.docx Comments: Comments	eview the whole document, the	Inspector navigates to the Vew Attachment Debte Atta Att Attachment	Preview Document page.

To review the whole document, the Inspector navigates to the Preview Document page.

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n No.	AAI U	Init of Measure	UofM Code	Unit Price (\$)	Qty. Invoiced	Total Price (\$)
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ctivity Name 1				Activity Name 1		
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ctivity Name 2				Activity Name 2		

The Preview Document tab is displayed.

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

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When the Inspector clicks the 'Collapse All' link, all the document sections are now collapsed.

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The Inspector can click an individual header to expand or collapse a specific document section.



The Inspector clicks the Document Information header link.

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Once the Inspector has reviewed all the information on all the tab pages and added a comment or attachment if necessary, the next step is to mark the document as Inspected from the Telecom page.

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spector - Teleco	om Invoice (Non-Contrac	tual)				
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ayee	(0C91		EXCELLIGENCE LEARNING CORPORATION		
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CTION BY: FU441	· ·					
Recommend App	roval		Inspection Date			
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The Telecom page is displayed.

To mark the document, the Inspector must scroll down to the bottom of the Telecom page to access the Action By: DoDAAC section.



If the 'Recommend Approval' checkbox is selected, Inspection Date is mandatory. The system will prohibit the entry of a future date for the inspection date as compared to the system date.



If the 'Recommend Reduced Amount' or 'Recommend Rejection' checkbox is selected, comments on the Misc. Information page are mandatory.

Jser Government	Documentation Lookup E	xit					
spector - Teleco	om Invoice (Non-Contract	ual)					
Telecom Addre	sses Misc. Info Preview D	ocument					
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The Inspector selects the 'Recommend Approval' checkbox.



Then enters the Inspection Date.

The Inspector clicks the 'Submit' button.

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Jser Gov ent Documentation Lookup Exit	
Success	
The Telecom Invoice (Non-Contractual) was successfully inspected.	
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After the Telecom Invoice (Non-Cont the submission was successful.	ractual) has been inspected, the iRAPT system informs the Inspector that
E-mails, FTP and EDI notifications w	vere sent as applicable.
The Inspector may add more email a	ddresses by clicking the Send Additional Email Notifications link.
Return	
Security & Privacy Ar	ccessibility Vendor Customer Support Government Customer Support FAQ

After the Telecom Invoice (Non-Contractual) 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.

Built with Tanida Demo Builder www.demo-builder.com