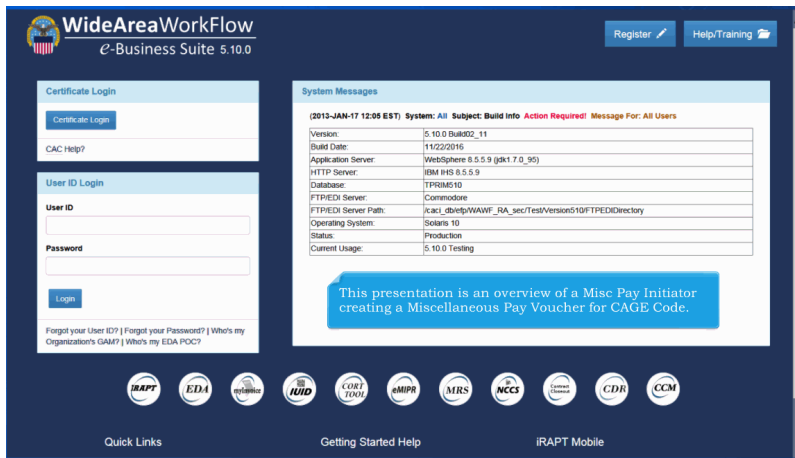
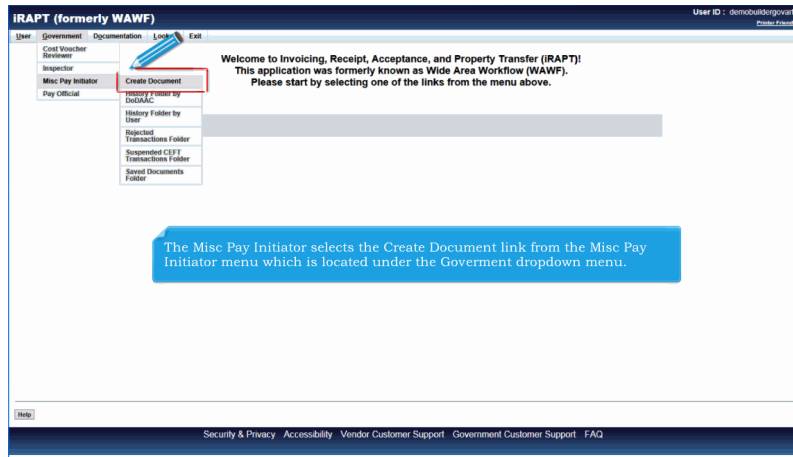


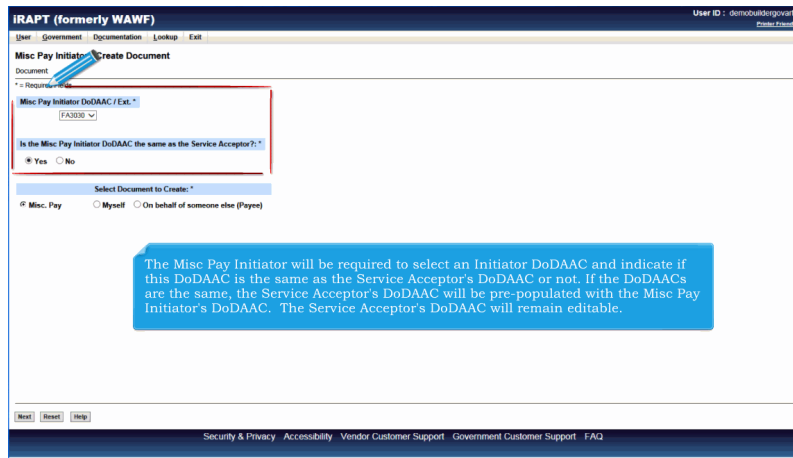
Welcome to Wide Area Workflow e-Business Suite.
 This demonstration contains audio narrative. Please adjust your volume accordingly.



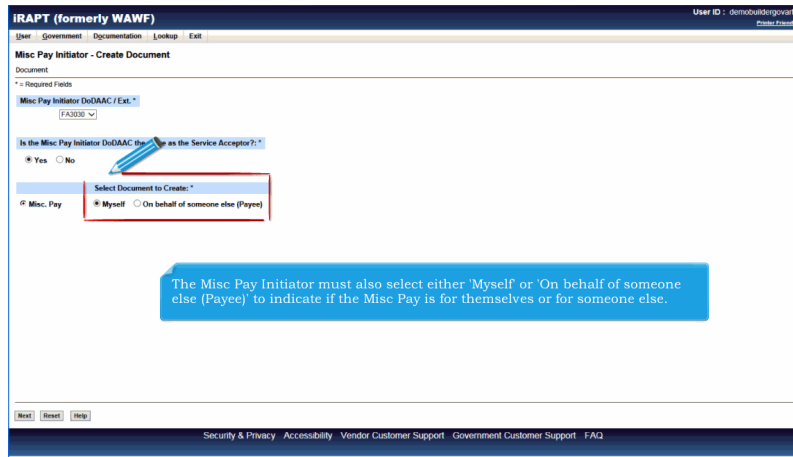
This presentation is an overview of a Misc Pay Initiator creating a Miscellaneous Pay Voucher for CAGE Code.



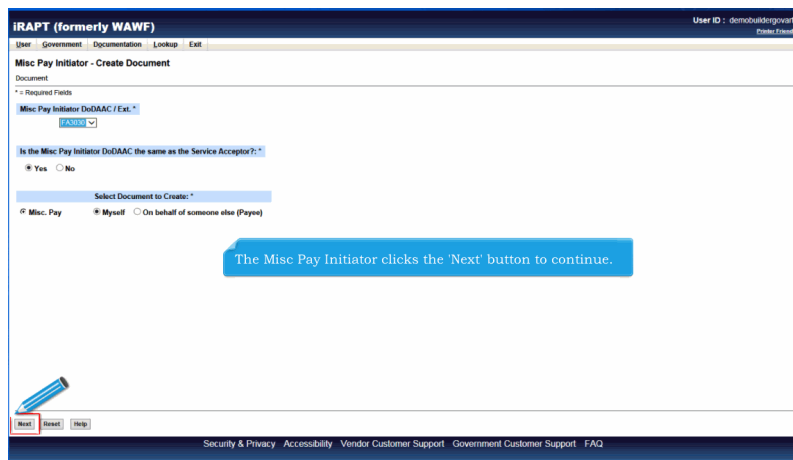
The Misc Pay Initiator selects the Create Document link from the Misc Pay Initiator menu which is located under the Government dropdown menu.



The Misc Pay Initiator will be required to select an Initiator DoDAAC and indicate if this DoDAAC is the same as the Service Acceptor's DoDAAC or not. If the DoDAACs are the same, the Service Acceptor's DoDAAC will be pre-populated with the Misc Pay Initiator's DoDAAC. The Service Acceptor's DoDAAC will remain editable.



The Misc Pay Initiator must also select either 'Myself' or 'On behalf of someone else (Payee)' to indicate if the Misc Pay is for themselves or for someone else.



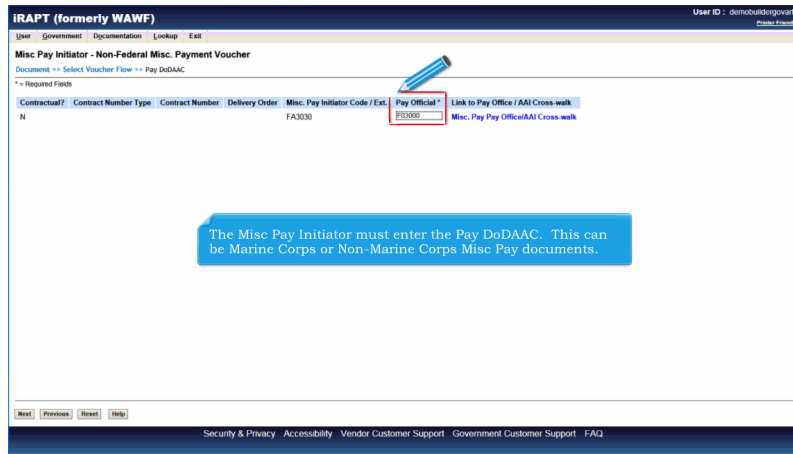
The Misc Pay Initiator clicks the 'Next' button to continue.

IRAPT (formerly WAWF) User ID: demobuildingovawf
Misc Pay Initiator - Misc. Payment Voucher
Document -> Select Voucher Flow
Required Fields
Select Voucher Flow*
 Federal Entity: e.g., Federal Employee or Military Member, including Retirees
 Non-Federal Entity: SAM - CAGE Code
 Non-Federal Entity: Non-SAM - Business (ESN)
 Non-Federal Entity: Non-SAM - Individual (SSN)
The Voucher Flow Selection Page is displayed.
Next Previous Reset Help
Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

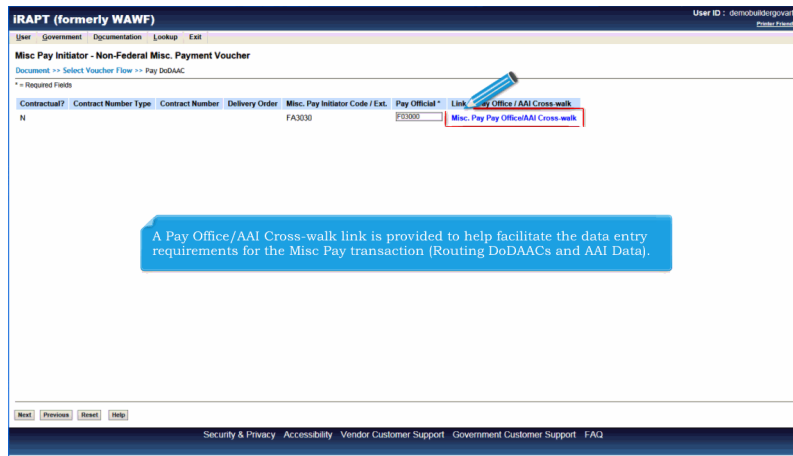
The Voucher Flow Selection Page is displayed.

IRAPT (formerly WAWF) User ID: demobuildingovawf
Misc Pay Initiator - Misc. Payment Voucher
Document -> Select Voucher Flow
Required Fields
Select Voucher Flow*
 Federal Entity: e.g., Federal Employee or Military Member, including Retirees
 Non-Federal Entity: SAM - CAGE Code
 Non-Federal Entity: Non-SAM - Business (ESN)
 Non-Federal Entity: Non-SAM - Individual (SSN)
The Misc Pay Initiator selects the Non-Federal Entity: SAM-CAGE Code radio option and clicks the 'Next' button to continue.
Next Previous Reset Help
Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

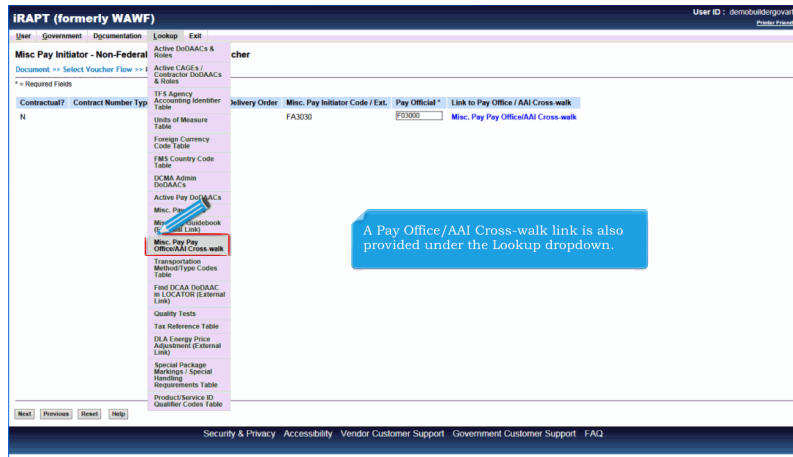
The Misc Pay Initiator selects the Non-Federal Entity: SAM-CAGE Code radio option and clicks the 'Next' button to continue.



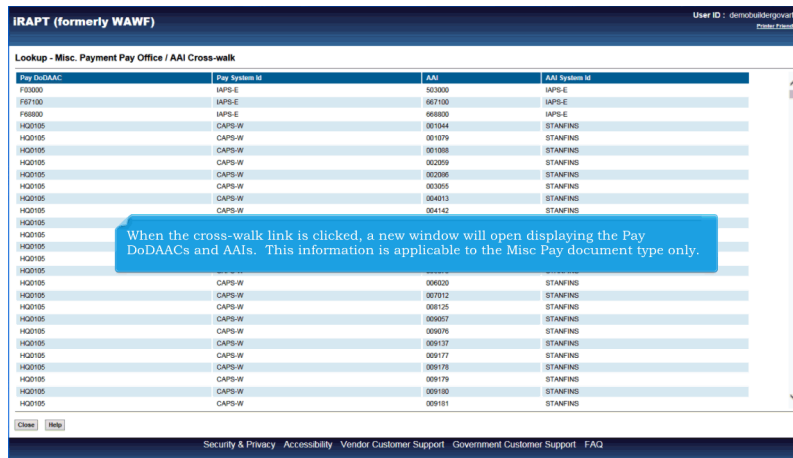
The Misc Pay Initiator must enter the Pay DoDAAC. This can be Marine Corps or Non-Marine Corps Misc Pay documents.



A Pay Office/AAI Cross-walk link is provided to help facilitate the data entry requirements for the Misc Pay transaction (Routing DoDAACs and AAI Data).



A Pay Office/AAI Cross-walk link is also provided under the Lookup dropdown.



When the cross-walk link is clicked, a new window will open displaying the Pay DoDAACs and AAIs. This information is applicable to the Misc Pay document type only.

Once the Pay DoDAAC is entered, the Misc Pay Initiator clicks the 'Next' button to continue.

The Routing page is displayed and the Misc Pay Initiator enters the Routing Code information.

The Service Acceptor DoDAAC will be pre-populated with the Misc Pay Initiator DoDAAC if the Misc Pay Initiator selected 'Yes' to indicate that these DoDAACs were the same.

The Service Acceptor DoDAAC may be changed but remains a required field.

The AAI and LPO DoDAAC are optional upon initial create.

Admin By is optional. If the Admin By DoDAAC field is left blank, the system will default the Admin By DoDAAC to the Service Acceptor DoDAAC.

Invoice Number is optional. If the Invoice Number field is left blank, the system will default the Invoice Number to the Misc. Pay Control Number.

IRAPT (formerly WAWF) User ID : dcrcbuldergovarty

User: Government Documentation Lookup Exit

Misc Pay Initiator - Non-Federal Misc. Payment Voucher

Document -> Select Voucher Flow -> Pay DuDAMC -> Routing -> Voucher

Voucher | Addresses | Comments | Attachments | Preview Document

* Required Fields

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee EIN	Document Total (\$)
FA3030604WGFV002	GFTV	FA3030604WGFV002	2016/03/24	456789123	0.00

Line Id. *	AAI	Qty. Invoiced *	Unit of Measure *	Unit Price (\$) *	Amount (\$)	Actions
0001		Auto Complete			0.00	Delete Line ID

Description *

Certification *

I certify that this claim is true and correct to the best of my knowledge and belief and that the payment or credit has not been received by me.

Signature Date

Signature of Claimant

Save Draft Document Previous Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

The Data Capture tabs are displayed with the Voucher tab as the Active tab.

IRAPT (formerly WAWF) User ID : dcrcbuldergovarty

User: Government Documentation Lookup Exit

Misc Pay Initiator - Non-Federal Misc. Payment Voucher

Document -> Select Voucher Flow -> Pay DuDAMC -> Routing -> Voucher

Voucher | Addresses | Comments | Attachments | Preview Document

* Required Fields

Misc. Pay Control N	Type	Invoice Number	Invoice Date	Payee EIN	Document Total (\$)
FA3030604WGFV002	GFTV	FA3030604WGFV002	2016/03/24	456789123	2,500.00

Line Id. *	AAI	Qty. Invoiced *	Unit of Measure *	Unit Price (\$) *	Amount (\$)	Actions
0001		50	EA-EACH	50.00	2,500.00	Delete Line ID

Description *

Add Line ID

Certification *

I certify that this claim is true and correct to the best of my knowledge and belief and that the payment or credit has not been received by me.

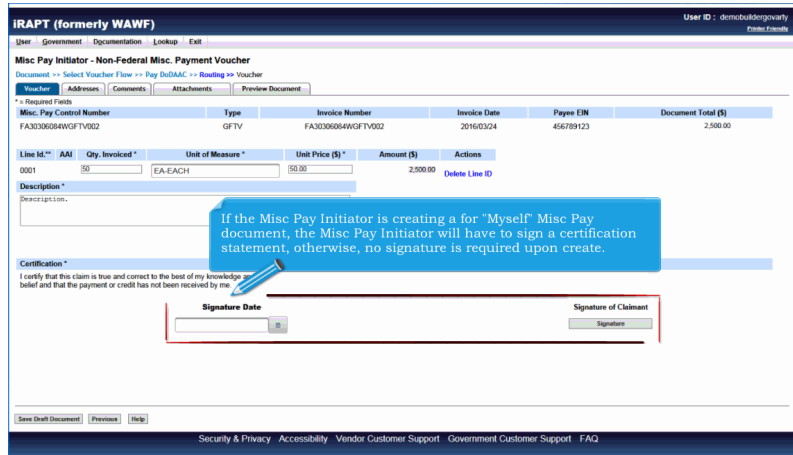
Signature Date

Signature of Claimant

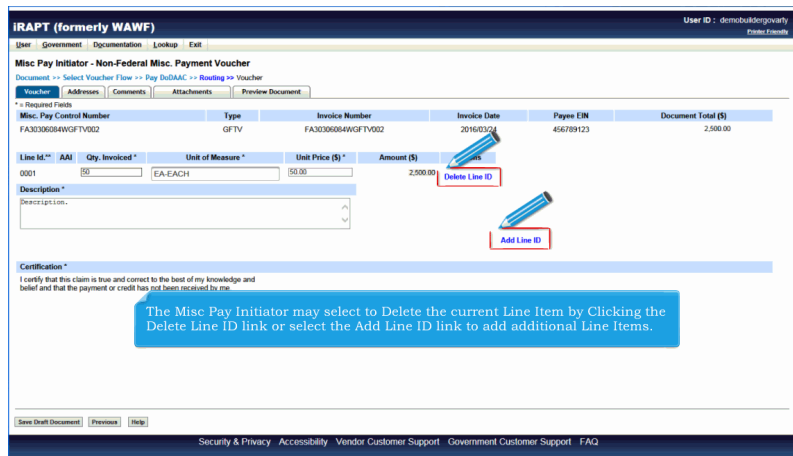
Save Draft Document Previous Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

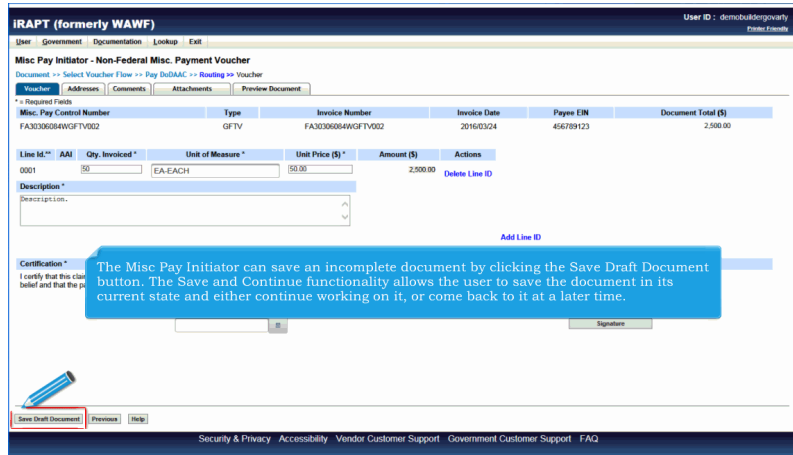
The Misc Pay Initiator enters the Quantity Invoiced, Unit of Measure, Unit Price and Description for the Line Item.



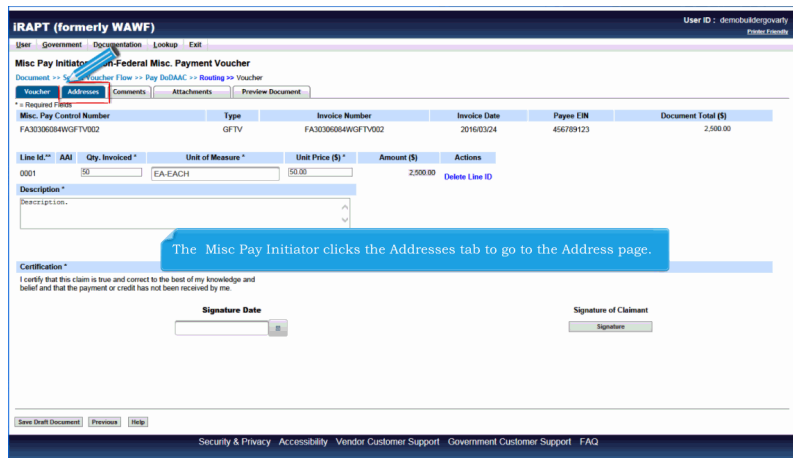
If the Misc Pay Initiator is creating a for "Myself" Misc Pay document, the Misc Pay Initiator will have to sign a certification statement, otherwise, no signature is required upon create.



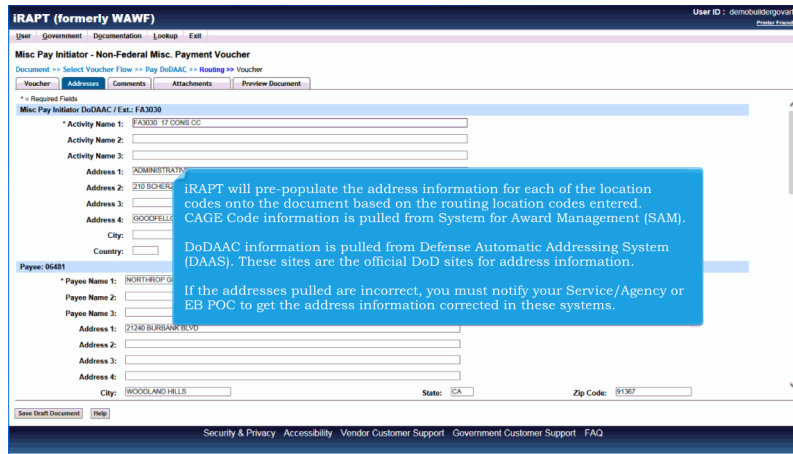
The Misc Pay Initiator may select to Delete the current Line Item by Clicking the Delete Line ID link or select the Add Line ID link to add additional Line Items.



The Misc Pay Initiator 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 Misc Pay Initiator clicks the Addresses tab to go to the Address page.

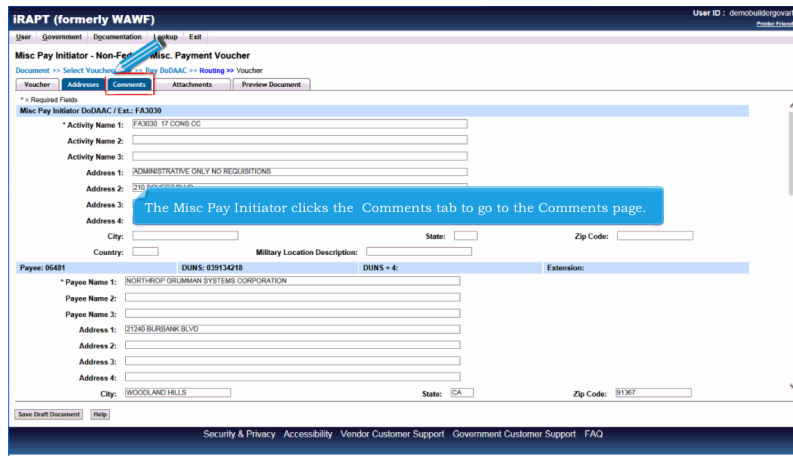


IRAPT will pre-populate the address information for each of the location codes onto the document based on the routing location codes entered.

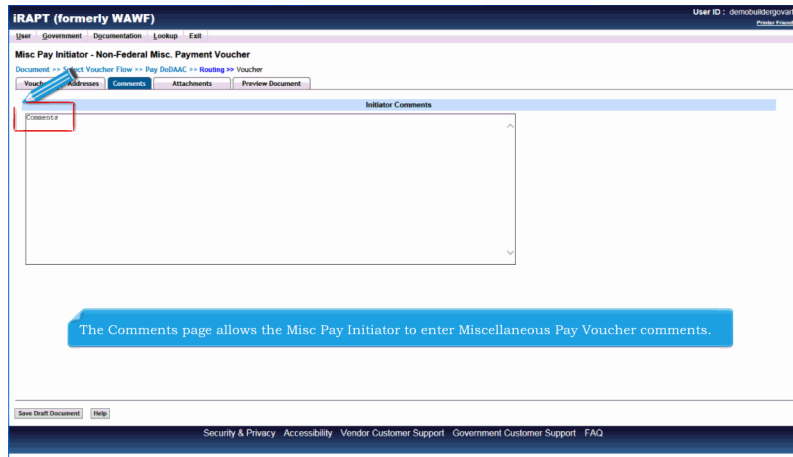
CAGE Code information is pulled from System for Award Management (SAM).

DoDAAC information is pulled from Defense Automatic Addressing System (DAAS). These sites are the official DoD sites for address information.

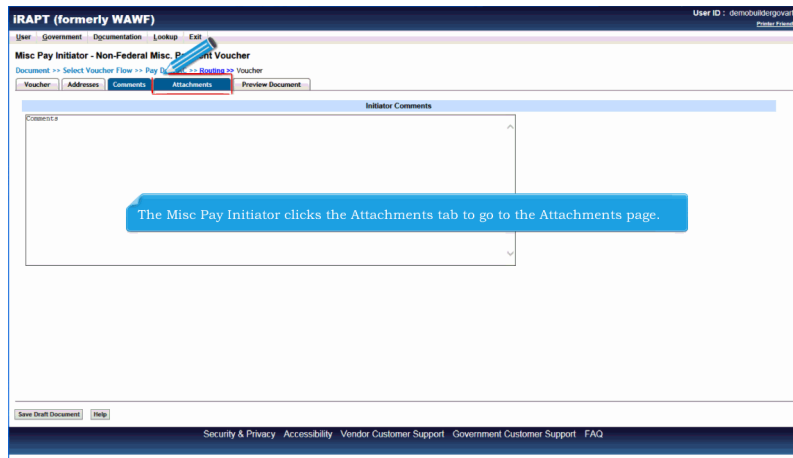
If the addresses pulled are incorrect, you must notify your Service/Agency or EB POC to get the address information corrected in these systems.



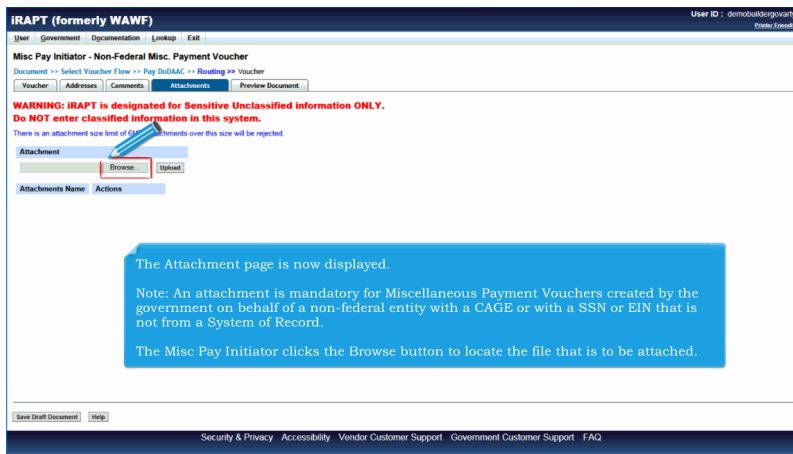
The Misc Pay Initiator clicks the Comments tab to go to the Comments page.



The Comments page allows the Misc Pay Initiator to enter Miscellaneous Pay Voucher comments.



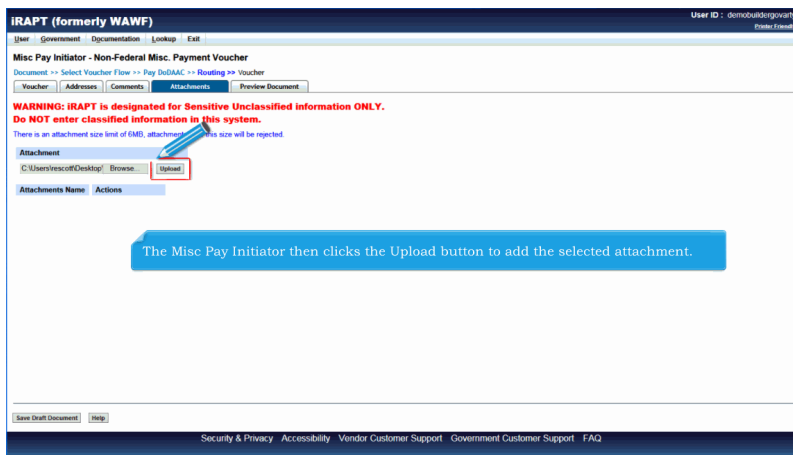
The Misc Pay Initiator clicks the Attachments tab to go to the Attachments page.



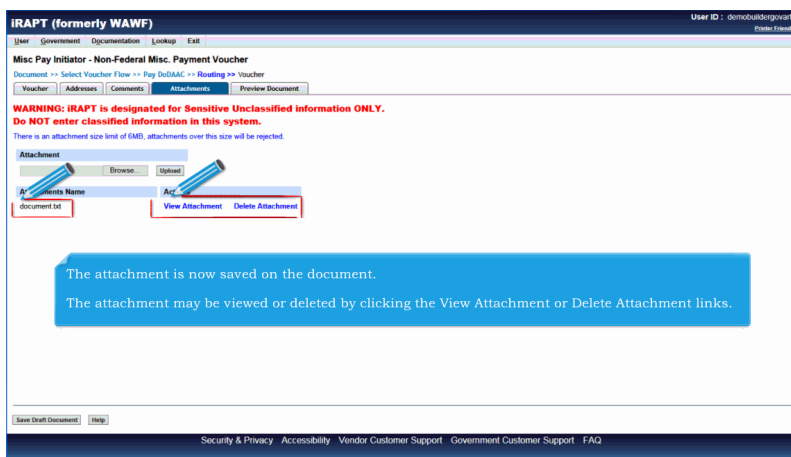
The Attachment page is now displayed.

Note: An attachment is mandatory for Miscellaneous Payment Vouchers created by the government on behalf of a non-federal entity with a CAGE or with a SSN or EIN that is not from a System of Record.

The Misc Pay Initiator clicks the Browse button to locate the file that is to be attached.

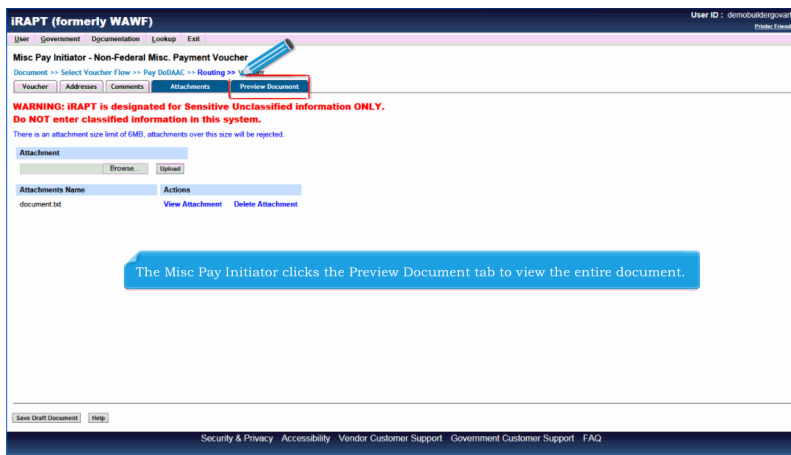


The Misc Pay Initiator then clicks the Upload button to add the selected attachment.

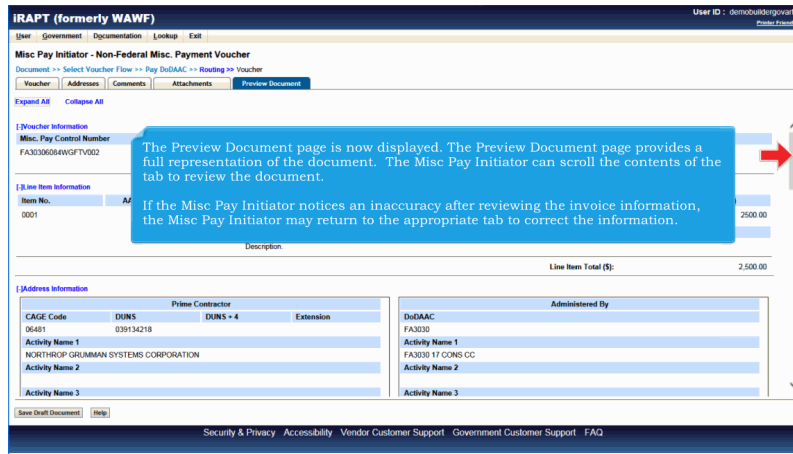


The attachment is now saved on the document.

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

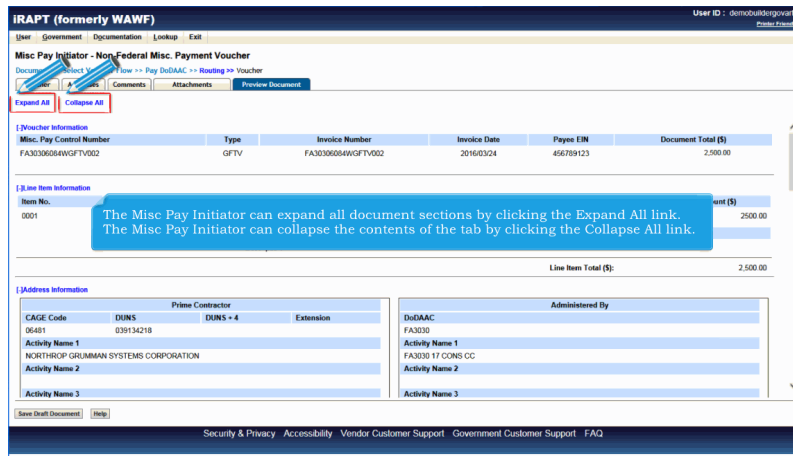


The Misc Pay Initiator clicks the Preview Document tab to view the entire document.

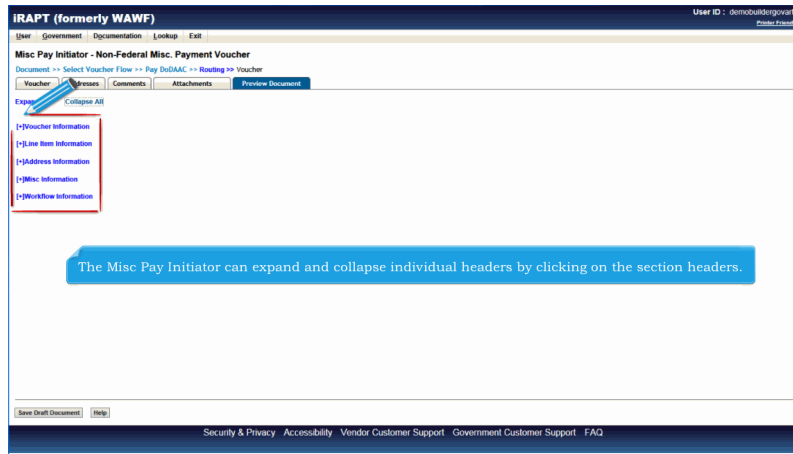


The Preview Document page is now displayed. The Preview Document page provides a full representation of the document. The Misc Pay Initiator can scroll the contents of the tab to review the document.

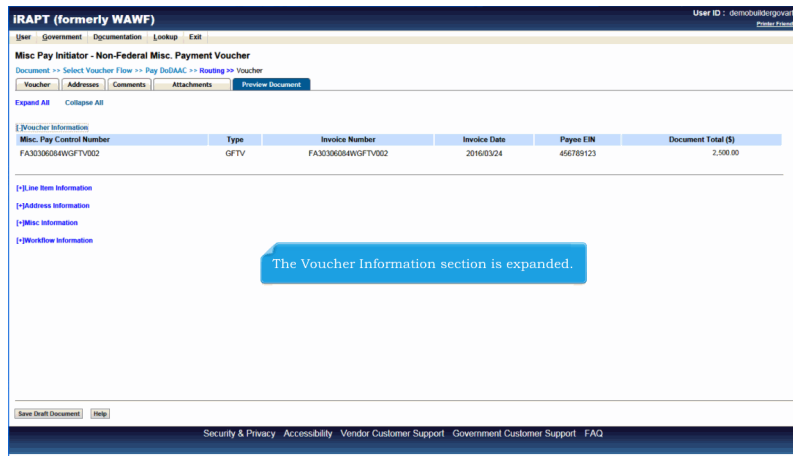
If the Misc Pay Initiator notices an inaccuracy after reviewing the invoice information, the Misc Pay Initiator may return to the appropriate tab to correct the information.



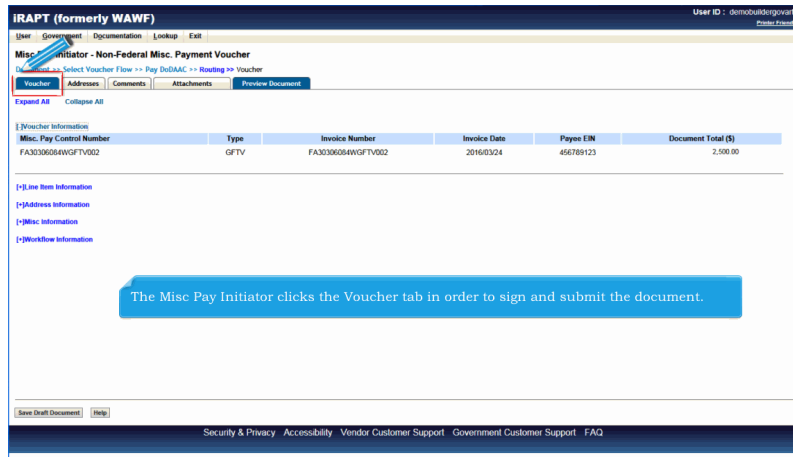
The Misc Pay Initiator can expand all document sections by clicking the Expand All link. The Misc Pay Initiator can collapse the contents of the tab by clicking the Collapse All link.



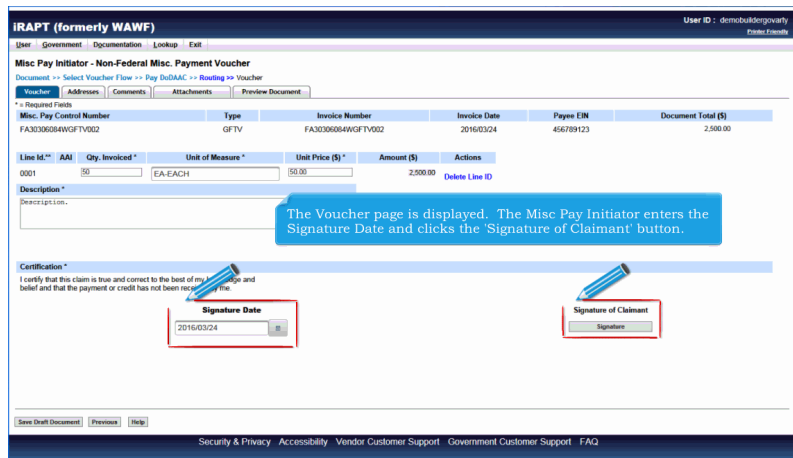
The Misc Pay Initiator can expand and collapse individual headers by clicking on the section headers.



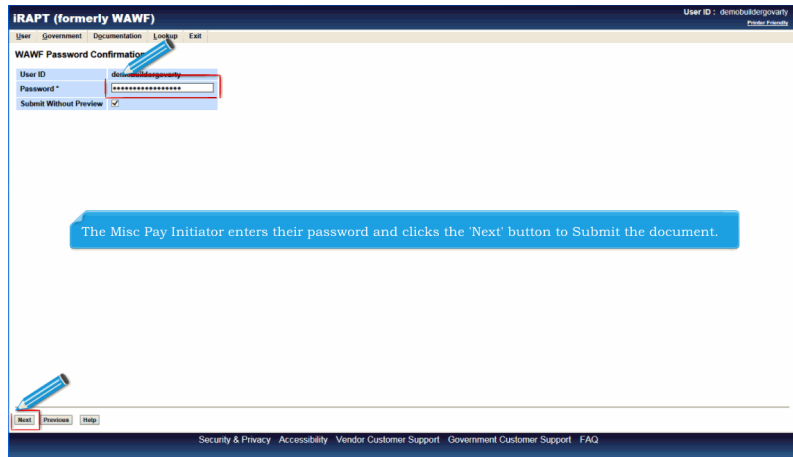
The Voucher Information section is expanded.



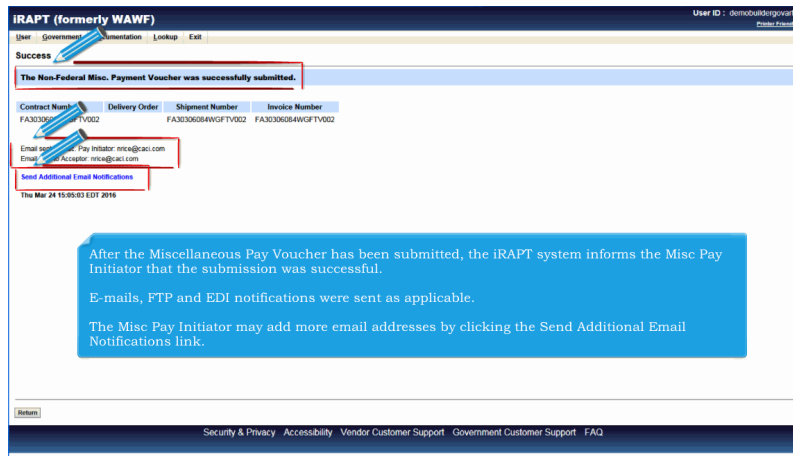
The Misc Pay Initiator clicks the Voucher tab in order to sign and submit the document.



The Voucher page is displayed. The Misc Pay Initiator enters the Signature Date and clicks the 'Signature of Claimant' button.



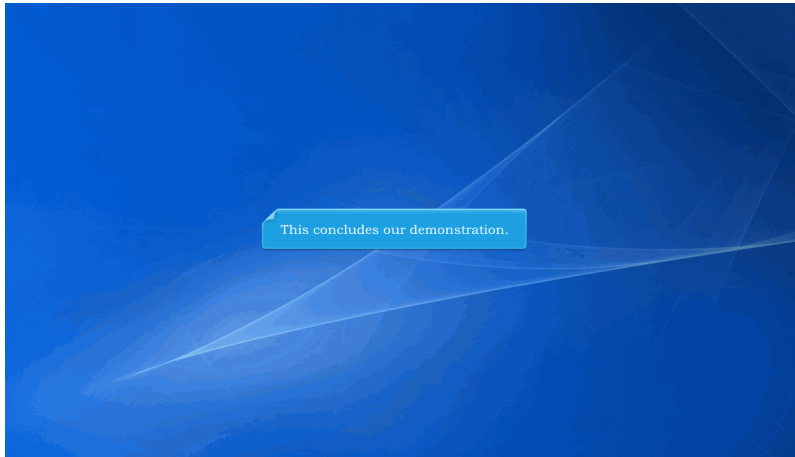
The Misc Pay Initiator enters their password and clicks the 'Next' button to Submit the document.



After the Miscellaneous Pay Voucher has been submitted, the iRAPT system informs the Misc Pay Initiator that the submission was successful.

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

The Misc Pay Initiator may add more email addresses by clicking the Send Additional Email Notifications link.



This concludes our demonstration.