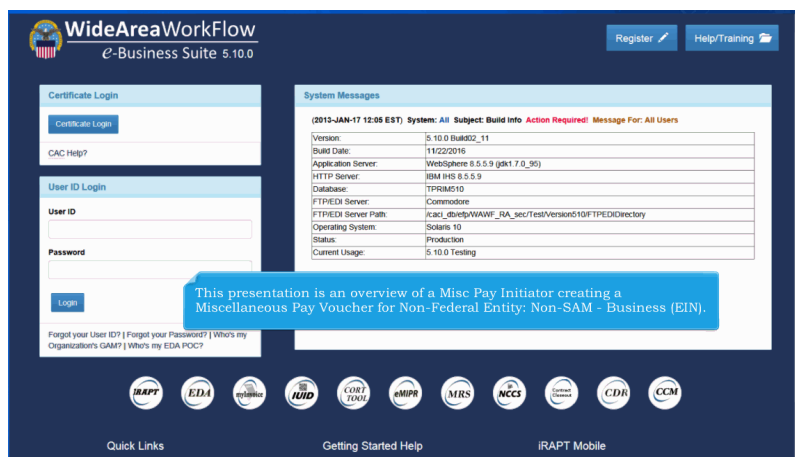
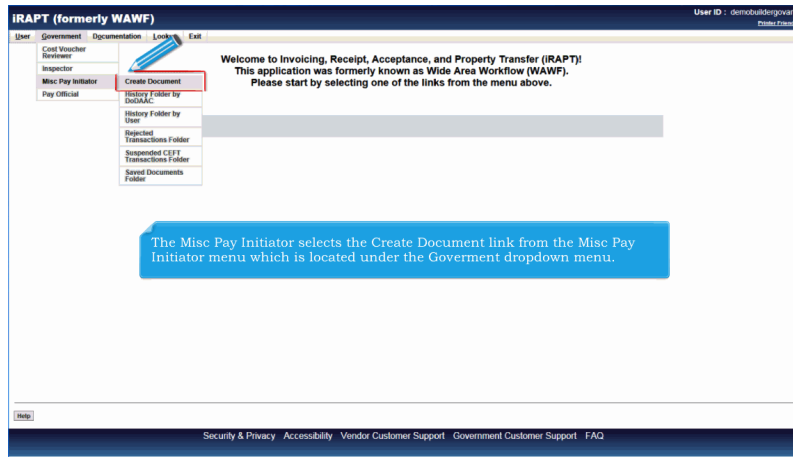


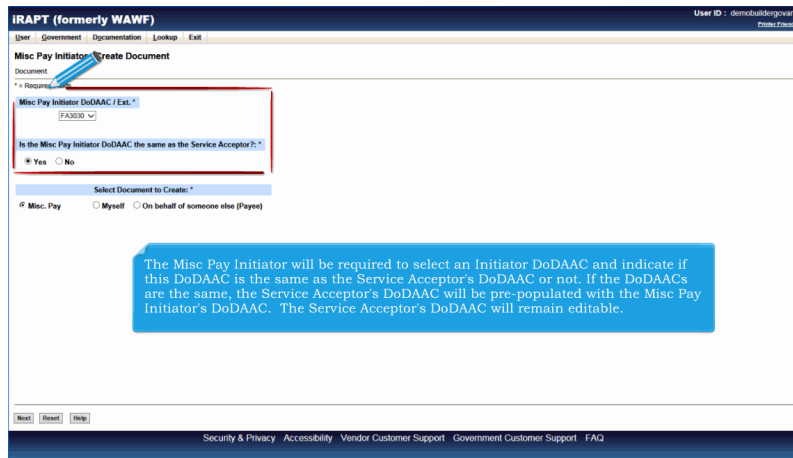
Welcome to Wide Area Workflow e-Business Suite.  
This demonstration contains audio narrative. Please adjust your volume accordingly.



This presentation is an overview of a Misc Pay Initiator creating a Miscellaneous Pay Voucher for Non-Federal Entity: Non-SAM - Business (EIN).



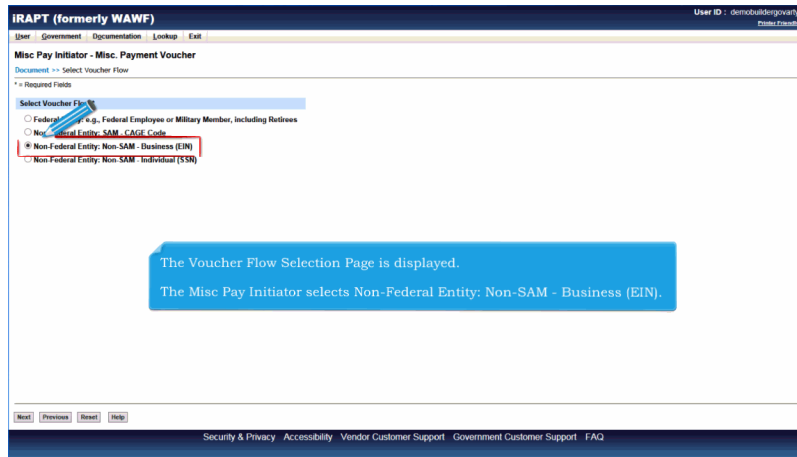
The Misc Pay Initiator selects the Create Document link from the Misc Pay Initiator menu which is located under the Government dropdown menu.



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.

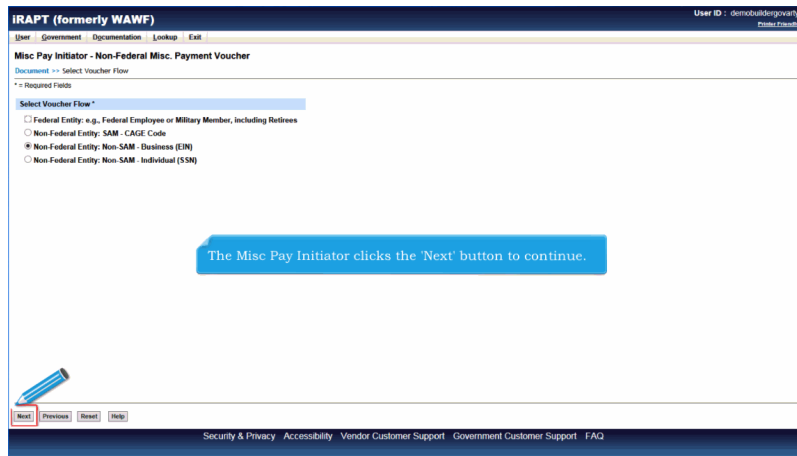
The Misc Pay Initiator must also select either 'Myself' or 'On behalf of someone else (Payee)' to indicate if the Misc Pay is for themselves or for someone else.

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

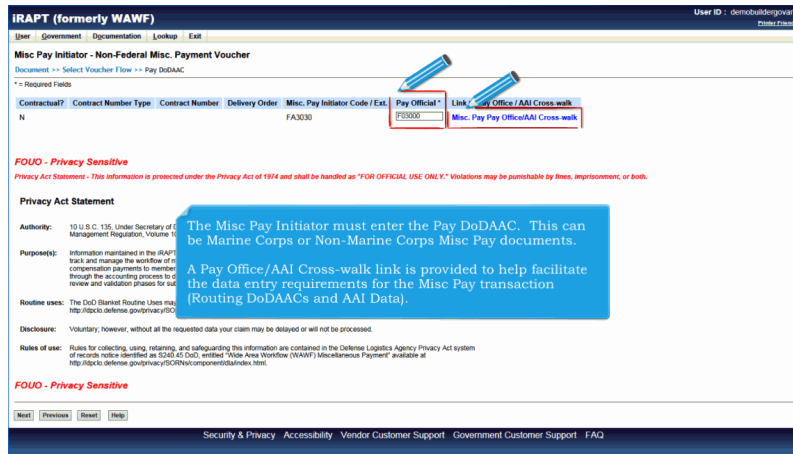


The Voucher Flow Selection Page is displayed.

The Misc Pay Initiator selects Non-Federal Entity: Non-SAM - Business (EIN).

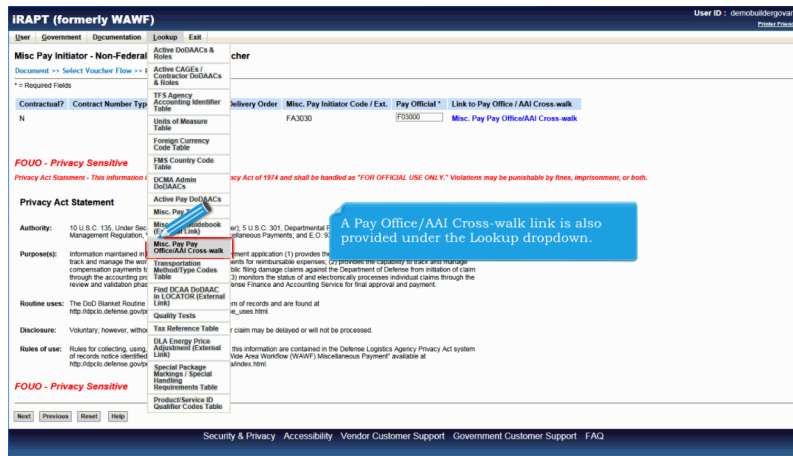


The Misc Pay Initiator clicks the 'Next' button to continue.



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.

IRAPT (formerly WAWF) User ID: demobuilder@ovally

Lookup - Misc. Payment Pay Office / AAI Cross-walk

Pay DoDAAC	Pay System M	AAI	AAI System M
F0300	WAPS-E	503000	WAPS-E
F07100	WAPS-E	067100	WAPS-E
F08000	WAPS-E	068000	WAPS-E
HQ0105	CAPS-W	001044	STANFNS
HQ0105	CAPS-W	001079	STANFNS
HQ0105	CAPS-W	001088	STANFNS
HQ0105	CAPS-W	002059	STANFNS
HQ0105	CAPS-W	002096	STANFNS
HQ0105	CAPS-W	003055	STANFNS
HQ0105	CAPS-W	004013	STANFNS
HQ0105	CAPS-W	004143	STANFNS
HQ0105			
HQ0105			
HQ0105			
HQ0105	CAPS-W	006020	STANFNS
HQ0105	CAPS-W	007012	STANFNS
HQ0105	CAPS-W	008125	STANFNS
HQ0105	CAPS-W	009057	STANFNS
HQ0105	CAPS-W	009076	STANFNS
HQ0105	CAPS-W	009137	STANFNS
HQ0105	CAPS-W	009177	STANFNS
HQ0105	CAPS-W	009178	STANFNS
HQ0105	CAPS-W	009179	STANFNS
HQ0105	CAPS-W	009180	STANFNS
HQ0105	CAPS-W	009181	STANFNS

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

Close Help

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

IRAPT (formerly WAWF) User ID: demobuilder@ovally

User Government Documentation Lookup Exit

Misc Pay Initiator - Non-Federal Misc. Payment Voucher

Document >> Select Voucher Flow >> Pay DoDAAC

\* = Required Fields

Contract#?	Contract Number Type	Contract Number	Delivery Order	Misc. Pay Initiator Code / Ext.	Pay Official *	Link to Pay Office / AAI Cross-walk
N				FA300	F03000	Misc. Pay Pay Office/AAI Cross-walk

**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.

**Privacy Act Statement**

Authority: 10 U.S.C. Manager

Purpose(s): Information maintained in the IRAPT Miscellaneous Payment application (1) provides the Department of Defense with the capability to track and manage the workflow of miscellaneous payments for reimbursable expenses; (2) provides the capability to track and manage contractor payments to members of the general public filing damage claims against the Department of Defense from initiation of claim through the accounting process to disbursement; and (3) maintains the status of all electronically processed individual claims through the review and validation phases for submission to the Defense Finance and Accounting Service for final approval and payment.

Routine uses: The DoD Blanket Routine Uses may apply to this system of records and are found at [http://dpcx.defense.gov/privacy/SORN/blnkrt/blanket\\_routine\\_uses.html](http://dpcx.defense.gov/privacy/SORN/blnkrt/blanket_routine_uses.html).

Disclosure: Voluntary, however, without all the requested data your claim may be delayed or will not be processed.

Rules of use: Rules for collecting, using, retaining, and safeguarding this information are contained in the Defense Logistics Agency Privacy Act system of records notice identified as ISAO 05 DOD, entitled "Title New Workflow (WAWF) Miscellaneous Payment" available at <http://dpcx.defense.gov/privacy/SORN/componentds/index.html>.

**FOUO - Privacy Sensitive**

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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 Employer Identification Number is a Mandatory field.

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.

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

The Employer Identification Number is a Mandatory field.

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.

The Misc Type is a required field, please select and option from the dropdown.

The Misc Type is a required field, please select and option from the dropdown.

The screenshot shows the 'Misc Pay Initiator - Non-Federal Misc. Payment Voucher' form in the IRAPT system. The form includes fields for 'Misc. Pay Initiator / Ext.', 'Invoice Date', and 'Pay DoDAAC'. A red error message is visible at the top: 'ERROR: Employer Identification Number (EIN) must consist of 9 numeric digits. It cannot be the same digit (e.g. 22222222) and cannot be sequential (e.g. 123456789)'. Below the form, a blue callout box contains the text: 'The Misc Pay Initiator clicks the 'Next' button to continue.' The 'Next' button is highlighted with a red box.

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

The screenshot shows the 'Misc Pay Initiator - Non-Federal Misc. Payment Voucher' form with the 'Voucher' tab active. The 'Data Capture' tabs are visible at the top. A table displays voucher information:

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee EIN	Document Total (\$)
FA3030909WGFV001	GFTV	FA3030909WGFV001	2016/03/30	326659674	2,500.00

Below the table, there is a 'Line Item' section with columns for 'Line ID', 'AAI', 'Qty. Invoiced', 'Unit Measure', 'Unit Price (\$)', 'Amount (\$)', and 'Actions'. A blue callout box says: 'The Data Capture tabs are displayed with the Voucher tab as the Active tab.'

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

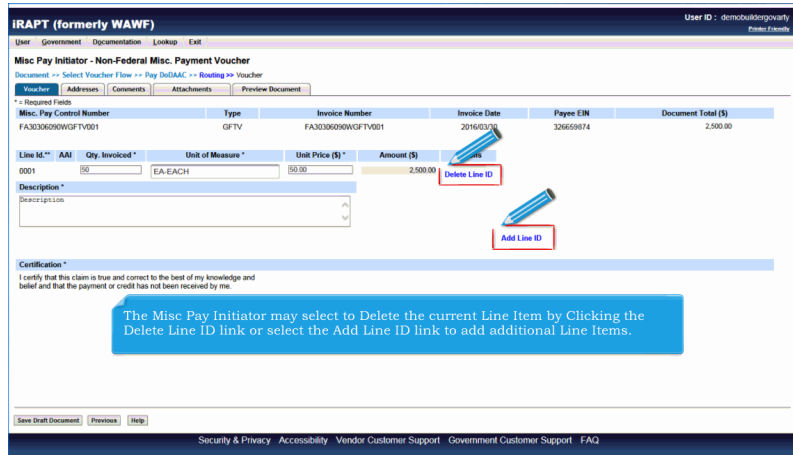


The screenshot shows the 'Misc Pay Initiator - Non-Federal Misc. Payment Voucher' form. A blue callout box highlights the 'Qty. Invoiced' field in the line item table, with the text: "The Misc Pay Initiator enters the Quantity Invoiced, Unit of Measure, Unit Price and Description for the Line Item." The form includes fields for 'Misc. Pay Control Number', 'Type', 'Invoice Number', 'Invoice Date', 'Payee EIN', and 'Document Total (\$)'. Below the table, there is a 'Description' field and a 'Certification' section with 'Signature Date' and 'Signature of Claimant' fields.

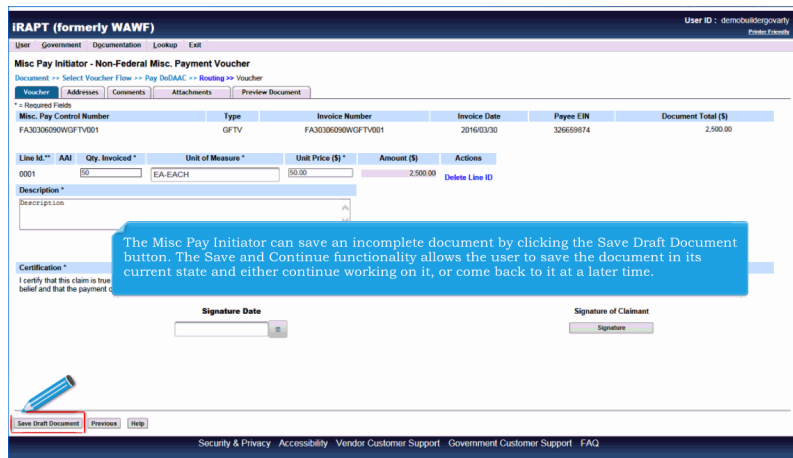
The Misc Pay Initiator enters the Quantity Invoiced, Unit of Measure, Unit Price and Description for the Line Item.

The screenshot shows the same form as above. A blue callout box points to the 'Certification' section with the text: "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 'Certification' section includes a text area for the statement and fields for 'Signature Date' and 'Signature of Claimant'.

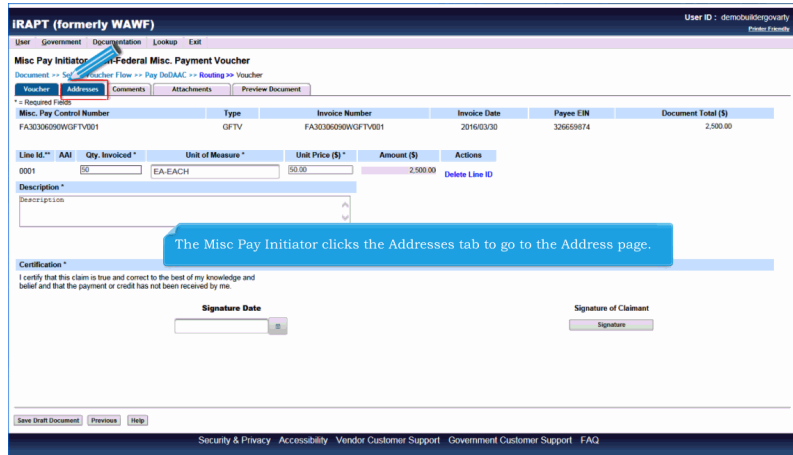
If the Misc Pay Initiator is creating a for "Myself" Misc Pay document, the Misc Pay Initiator will have to sign a certification statement, otherwise, no signature is required upon create.



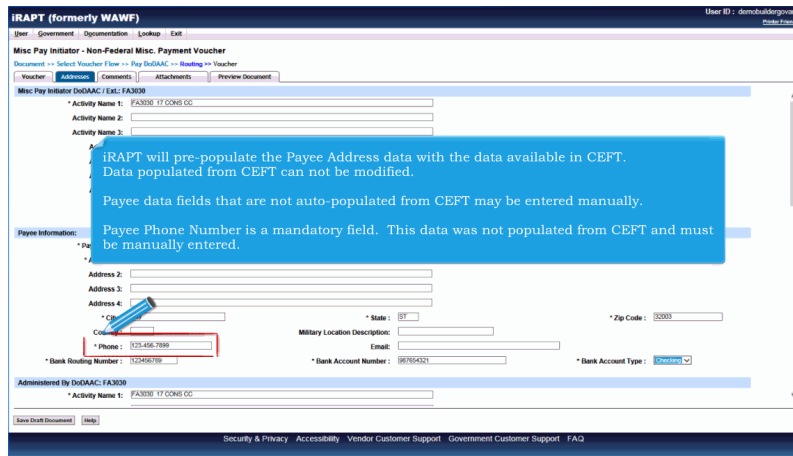
The Misc Pay Initiator may select to Delete the current Line Item by Clicking the Delete Line ID link or select the Add Line ID link to add additional Line Items.



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.



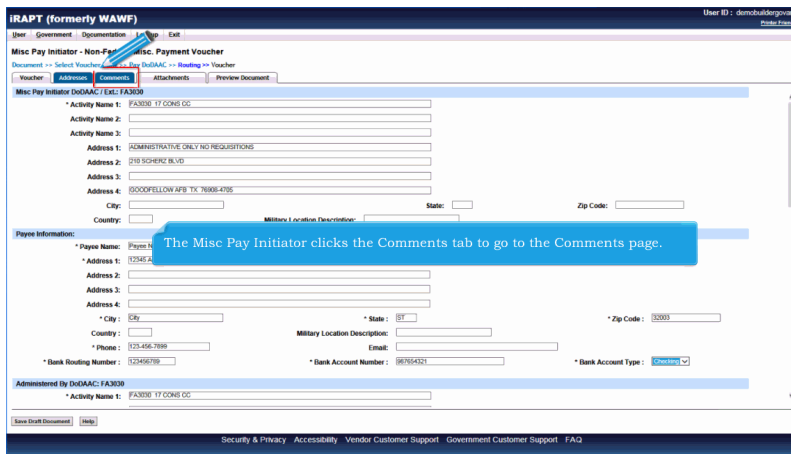
The Misc Pay Initiator clicks the Addresses tab to go to the Address page.



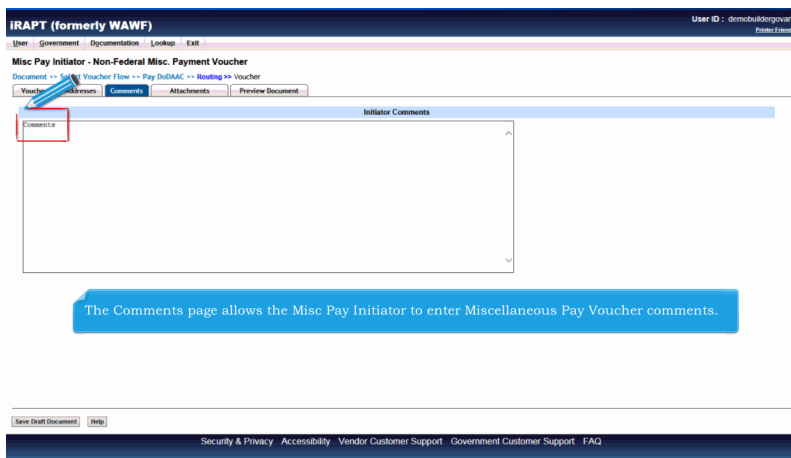
iRAPT will pre-populate the Payee Address data with the data available in CEFT. Data populated from CEFT can not be modified.

Payee data fields that are not auto-populated from CEFT may be entered manually.

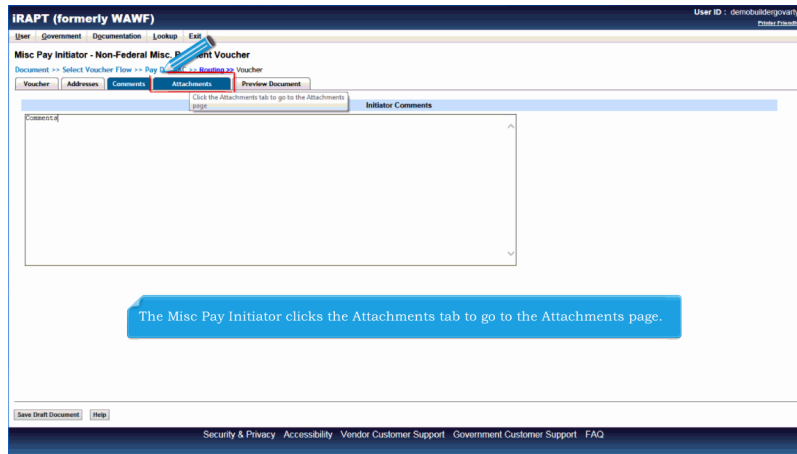
Payee Phone Number is a mandatory field. This data was not populated from CEFT and must be manually entered.



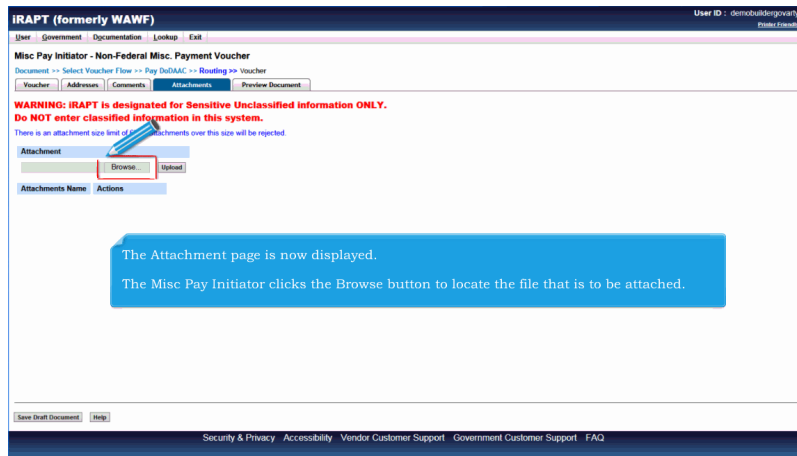
The Misc Pay Initiator clicks the Comments tab to go to the Comments page.



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

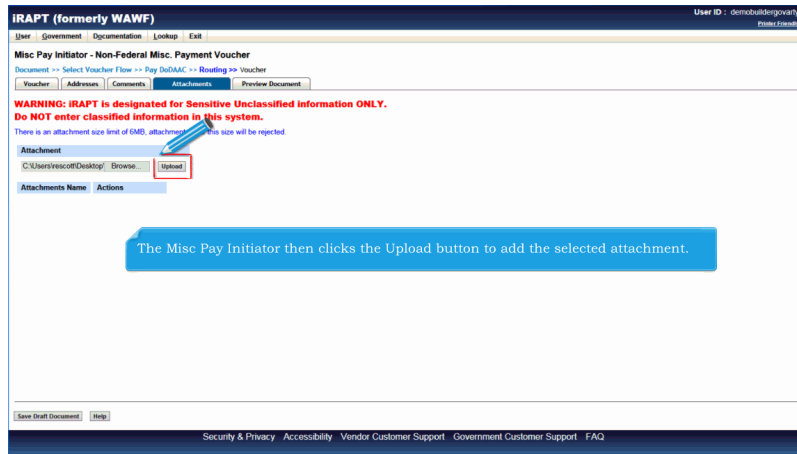


The Misc Pay Initiator clicks the Attachments tab to go to the Attachments page.

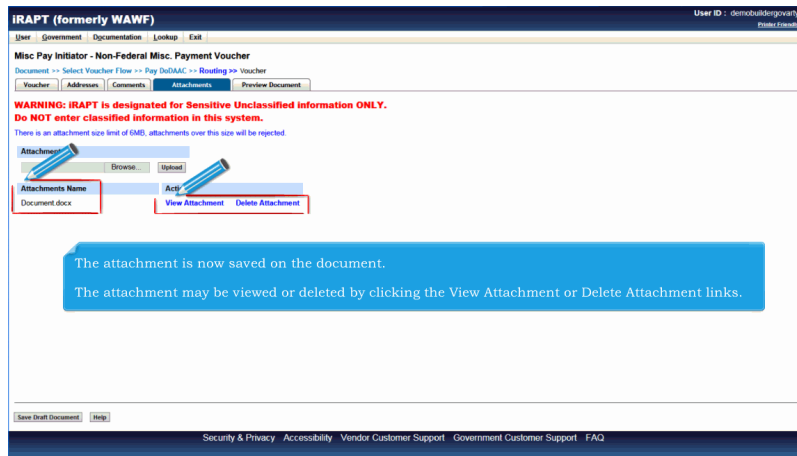


The Attachment page is now displayed.

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

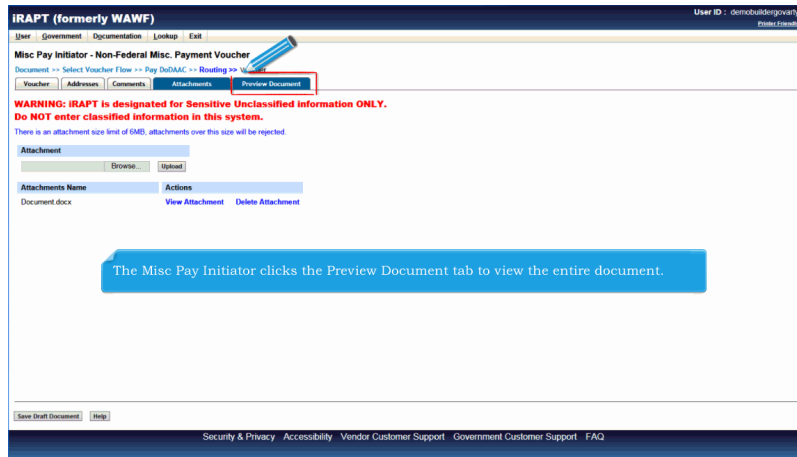


The Misc Pay Initiator then clicks the Upload button to add the selected attachment.

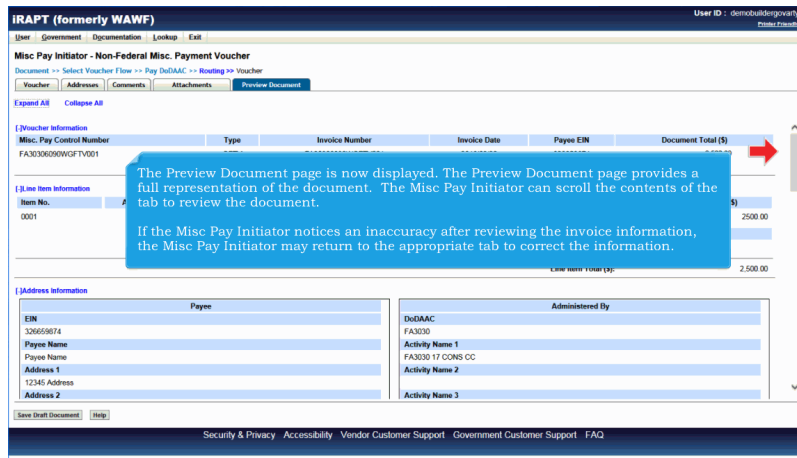


The attachment is now saved on the document.

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

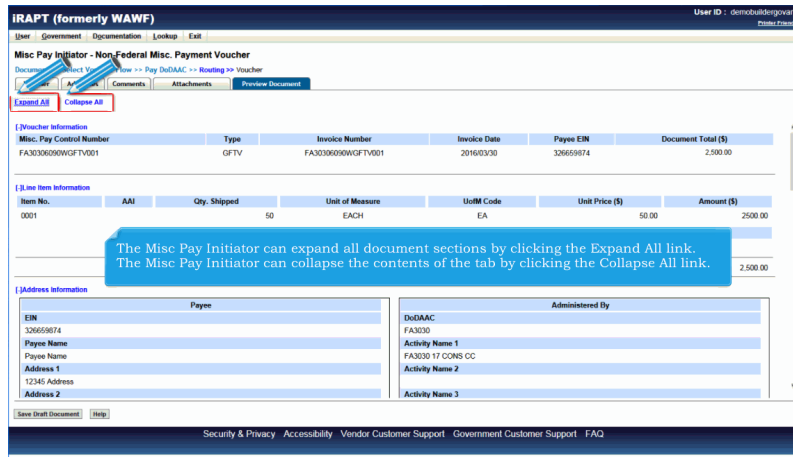


The Misc Pay Initiator clicks the Preview Document tab to view the entire document.

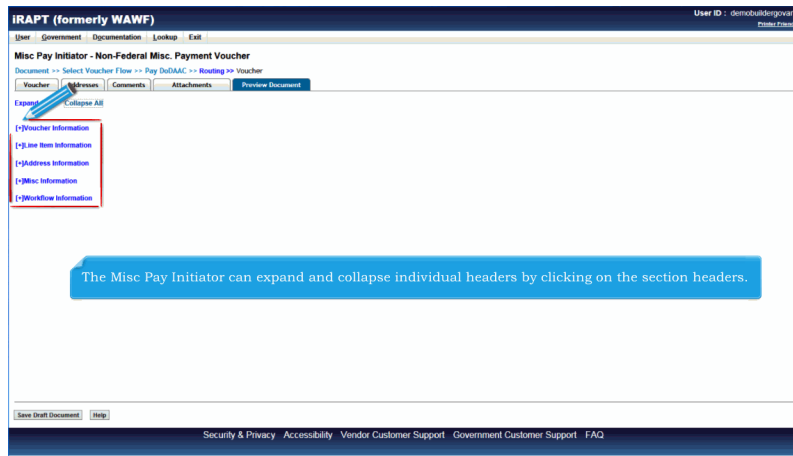


The Preview Document page is now displayed. The Preview Document page provides a full representation of the document. The Misc Pay Initiator can scroll the contents of the tab to review the document.

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.

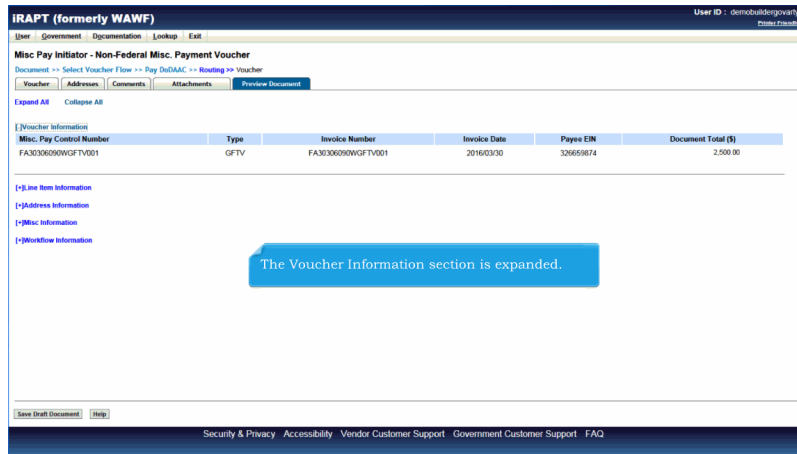


The Misc Pay Initiator can expand all document sections by clicking the Expand All link. The Misc Pay Initiator can collapse the contents of the tab by clicking the Collapse All link.

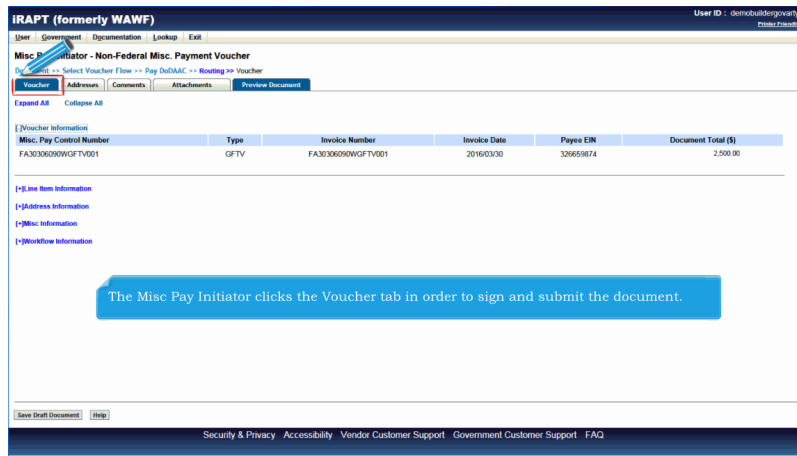


The Misc Pay Initiator can expand and collapse individual headers by clicking on the section headers.

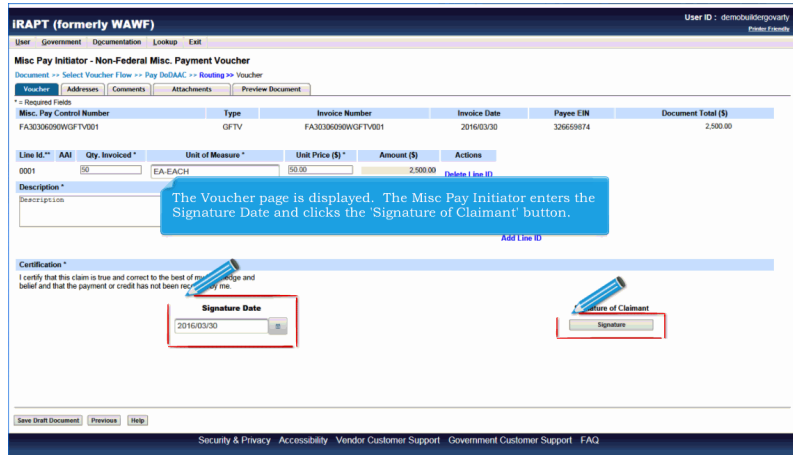




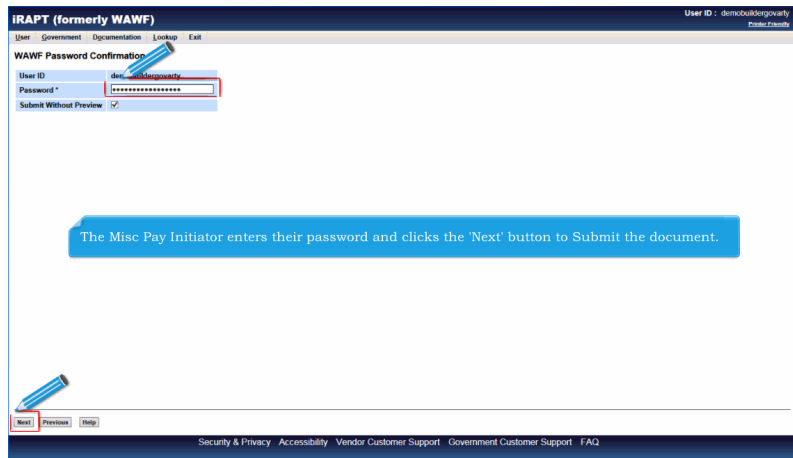
The Voucher Information section is expanded.



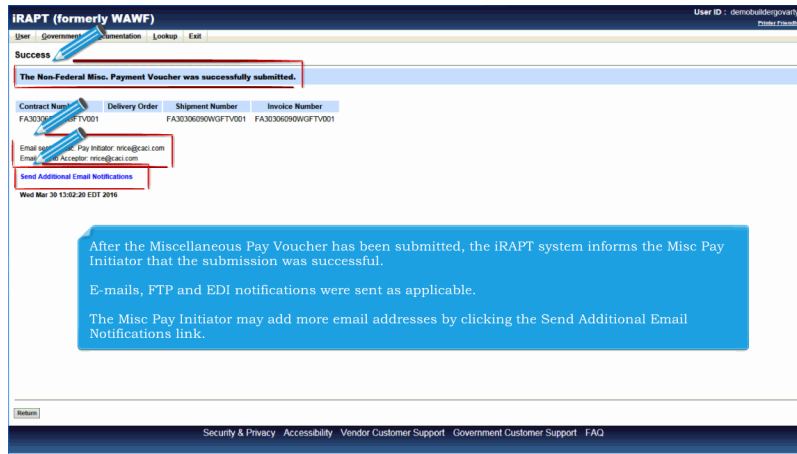
The Misc Pay Initiator clicks the Voucher tab in order to sign and submit the document.



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



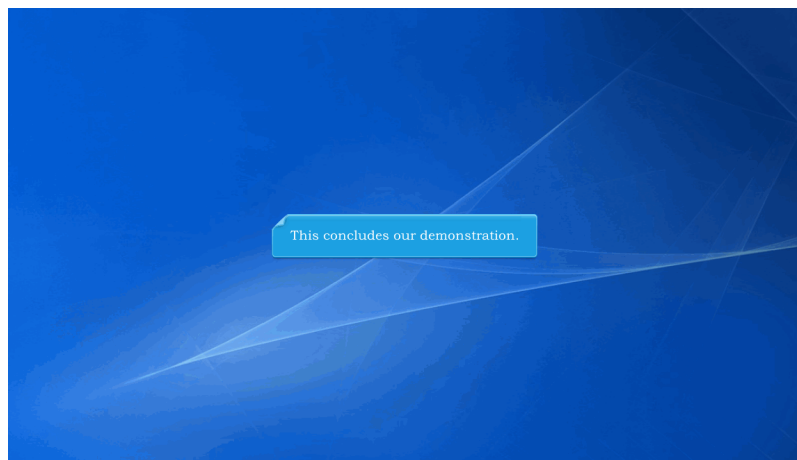
The Misc Pay Initiator enters their password and clicks the 'Next' button to Submit the document.



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.