

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



This presentation will demonstrate a Pay Official reviewing/accepting invoices and finance documents.

	Acceptor				
	Inspector			ne to Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT)! application was formerly known as Wide Area Workflow (WAWF).	
	Ship To			Please start by selecting one of the links from the menu above.	
1	Pay Official	Acceptance / Review Folder	· · ·	rease start by selecting one of the miks nom the ment above.	
		Fo Acceptance / Revi	ew Folder		
		History Folder by DoDAAC	t and Governm	ant Support Contractor Messages	
		History Folder by User		em: All Subject: Build Info Action Required! Message For: All Users	
		Discount Folder			
		Hold Folder		[5.10.0 Build03_05	
		Suspended		01/04/2017	
		Transactions Folder	Server:	WebSphere 8.5.5.9 (jdk1.7.0_95)	
		Pure Edge Folder	r.	IBM IHS 8.5.5.9	
		View Only Folder (Contract Number)	rver.	Commodore	
			Server Path:	Icaci. db/efp/WAWF_RA_sec/Test/Version510/FTPEDIDirectory	
			g System:	Solaris 10	
		Status:		Production	
		Current	Jsage:	5.10.0 Testing	
		The Pay Off	icial select	ts the Acceptance/Review Folder from the Pay Official menu optio	n.
P					

The Pay Official selects the Acceptance/Review Folder from the Pay Official menu option.

APT (formerly WAWF)		User : Demo Build Printer Frier
er Government Documentation Lookup Exit		
arch Criteria - Pay Official Acceptance/Review Fol	der	
DUO - Privacy Sensitive:		
vacy Act Statement - This information is protected under the Privacy	y Act of 1974 and shall be handled as "FOR OFFICIAL USE ONLY." Violations may be punishable by fines, imprisonment, or bo	Nh.
oDAAC * / Extension		
Select Location Code 🔽		
ontract Number	Delivery Order	
endor (Payed) /Vendo highmant No. kpmset No. kpr Document pro Document This screen lets the example, if the Pay documents with th in these fields, all of The search results Wooment the Pay Official ent	a screen is displayed. e Pay Official retrieve only documents that meet certain criter Official enters a contract number in the "Contract Number' f at contract number will be retrieved. If the Pay Official enters documents are retrieved. will call up documents that have updated in the last 30 days ers a specific date range into the date criterion. This permits ty of documents to more readily access their folders. Acceptance the ted (YYYMB00)	ield, only nothing , unless
Coptance Date (1111/mm/00)	Acceptance Date End (TTTTAMADD)	
woice Received Date (YYYY/MM/DD)	Invoice Received Date End (YYYY/MM/DD)	

The Search Criteria screen is displayed.

This screen lets the Pay Official retrieve only documents that meet certain criteria. For example, if the Pay Official enters a contract number in the "Contract Number" field, only documents with that contract number will be retrieved. If the Pay Official 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 Pay Official enters a specific date range into the date criterion. This permits offices with a large quantity of documents to more readily access their folders.

RAPT (formerly WAWF)		Printer
ser Government Documentation Lookup Exit		
earch Criteria - Pay Official Acceptance/Review Folder		
OUO		
	I 1974 and shall be handled as "FOR OFFICIAL USE ONLY." Violations may be punishable by fines, imprisonment, or both.	
DoDAAC* / Extension		
Bootlasse Lass		
F03000	Delivery Order	
HOD HO	beivery order	
HO0352		
	ired field on the Search Criteria page is the DoDAAC field.	
Vendor (Payee) / Vendor (Payee) Extensi		
	al selects a pay DoDAAC from the dropdow.	
The Pay Offici	ial selects a pay DoDAAC from the dropdow.	
The Pay Offici	ial selects a pay DoDAAC from the dropdow.	
Shipment No.	ial selects a pay DoDAAC from the dropdow.	
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SN / Confine SN SN / Confine SN Type Document V Confine SN SN / Confine SN	Ter til (136) Suthar Al Documents v Craves / Update Date End (YYYYMM00)	
SN / Confine SN SN / Confine SN Type Document V Confine SN SN / Confine SN	Tax id (EM) Sotian Al Document J Create / Update Date End (YYYYAMDD) 2010/00	
SNJ (Confine SN SNJ (Confine SN SN (Confine SN A (Comment A) (Comm	Te M (E38) States // Ecounterti // Consect Update Date End (YYYYMM00) 2005000 10 Acceptance Date End (YYYYMM00)	
SNI/Confine SN SNI/Confine SN Type Document Allocander Create / Update Date (YYYYMMCD) Create / Update Date (YYYYMMCD)	Tas & (E38) Status Al Document Creates (Vights Data End (YYYYMMDD)) D212701000 Creates End (YYYMMDD) Creates End (YYYMMDD)	

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

The Pay Official selects a pay DoDAAC from the dropdow.

ser Government Documentation Lookup Exit		
earch Criteria - Pay Official Acceptance/Review Folder		
OUO - Privacy Sensitive:		
rivacy Act Statement - This information is protected under the Privacy Act o	of 1974 and shall be handled as "FOR OFFICIAL USE ONLY." Violations may be punishable by fines, imprisonment, or both.	
DoDAAC * / Extension		
HQ0352 V		
Contract Number	Delivery Order	
Reference Procurement Id		
Vendor (Payee) / Vendor (Payee) Extension		
Th	e Pay Official clicks the Submit button.	
Shipment No.		
SSN / Confirm SSN	Tax ld (EIN)	
Type Document	Status	
Invoice 2in1	All Documents V	
	Create / Update Date End (YYYY/MM/DD)	
Create / Update Date (YYYY/MM/DD)		
Acceptance Date (YYYY/MM/DD)	Acceptance Date End (YYYY/MM/DD)	
Create / Update Date (YYYY/MM/DD) Create / Update Date (YYYY/MM/DD) Create Date (YYYY/MM/DD) Create Date (YYYY/MM/DD)		
Acceptance Date (YYYY/MM/DD)	Acceptance Date End (YYYY/MM/DD)	
Acceptance Date (YYYYMMDD)	Acceptance Date End (YYYYMM/DD)	

The Pay Official clicks the Submit button.

٢.	Government	Documentation	Lookup E	Exit											
, C	Official Acce	ptance/Review	Folder for	r 'HQ0352	" (23 ite	ems, sorted by Contr	act Number Ascending)							
m	Туре	Vendor (Payee)	DUNS	DUNS+4	Ext	Ref. Procurement Id	Contract Number A	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	Hold	In
	Invoice 2in1	3D135	083504498			FU4417L	HQ035213B0302	R152	04PM5930TC18852	2013-01-08	2013-01-08	2013-01-16	Accepted	н	04P
	Invoice 2in1	493R2	076352947			12237DL	HQ035213B031X	R412	05PM3044TC18845	2013-02-07	2013-02-07	2013-02-11	Accepted	H	<u>05P</u>
	Invoice 2in1	0HC11	144676566			FU4417L	HQ035213U3000	O152	1234	2014-01-10	2014-01-10	2013-11-19	Accepted	H	
	Invoice 2in1	0HC11	144676566			FU4417L	HQ035213U3000	O152	1247	2014-01-07	2014-01-07	2013-11-19	Accepted	H	
	Invoice 2in1	0HC11	144676566			FU4417L	HQ035214E0103	N341	1238	2014-09-02	2014-09-02	2015-07-13	Accepted	н	
	Invoice 2in1	0HC11	144676566			FU4417FA3030L	HQ035214F0103	N343	TC188541245	2014-09-02	2014-09-02	2013-11-19	Accepted	H	
	Invoice 2in1	0HC11	144676566			FU4417L	HQ035215CW5801	O152	1240	2015-07-10	2015-07-10	2015-06-16	Accepted	н	
	Invoice 2in1	0HC11	144676566			FU4417L	HQ035215CW5801	O152	1255	2015-07-14	2015-07-14	2015-06-16	Accepted	н	
1	Invoice 2in1	0HC11	144676566	een di	spla	WAWF18852	HQ035215CW5801 HQ035215DW5100 Ints that are rea		1243	2016-10-28	2016-10-28	2014-01-07	Accepted	8	
0 10	Invoice 2in1	0HC11	144676566	een di	spla	WAWF18852	HQ035215DW5100		1243	2016-10-28	2016-10-28	2014-01-07	Accepted	н	
0 1 2	Invoice 2in1	0HC11	144676566	een di	spla	WAWF18852	HQ035215DW5100		1243	2016-10-28	2016-10-28 DoDAA	2014-01-07	Accepted	8	
1 2 3	Invoice 2in1	OHC11 search res	144676566 ault scr	een di	spla	wawf18852 ys all docume	HQ0352150W5100	ady for pay	1243 vment withi	2016-10-28 n Pay I	2016-10-28 DoDAA	2014-01-07 C HQO3 2015-06-16	Accepted	88	
1 2 3 4	Invoice 2in1	OHC11 search res	144676566 sult scr 144676566	een di	spla	wawf18852 ys all docume f04417L	HQ035215DW5100 Ints that are rea HQ035215DW580	ady for pay	1243 7ment withi 10188541249	2016-10-28 n Pay I 2015-09-11	2016-10-28 DoDAA 2015-09-11	2014-01-07 CHQO3 2015-06-16 2016-04-12	Accepted 52. Accepted	8 8 8 8	
1 2 3 4 5	Invoice 2in1	OHC11 search res OHC11 OHC11	144676566 ault scn 144676566 144676566	een di	spla	wawf18852 ys all docume f04417L	H0035215DW5100 Ints that are rea H0035213DW580 H0035215DW5900	ady for pay	1243 7ment withi 1C188541249 <u>32</u>	2016-10-28 n Pay I 2015-09-11 2016-04-11 2015-08-31	2016-10-28 DODAAO 2015-09-11 2016-04-11 2015-08-31	2014-01-07 CHQO3 2015-06-16 2016-04-12 2015-08-31	Accepted 52. Accepted Accepted	8 8 8 8 8	
0 1 2 3 4 5 6	Invoice 2in1 Invoice 2in1 Invoice 2in1 Invoice 2in1 Invoice 2in1	0HC11 search res 0HC11 0HC11 06481	144676566 ault scn 144676566 144676566 039134218	een di		wawF18852 .ys all docume FU4417L FU4417L	HQ0352150W5100 Ints that are rea HQ0352150W530 HQ0352150W5300 HQ0352150W5300	ady for pay	1243 7ment withi 10188541249 32 5ERB000	2016-10-28 n Pay I 2015-09-11 2016-04-11 2015-08-31	2016-10-28 DODAAO 2015-09-11 2016-04-11 2015-08-31	2014-01-07 CHQO3 2015-06-16 2016-04-12 2015-08-31 2011-04-26	Accepted 52. Accepted Accepted Accepted	8 8 8 8 8 8 8 8	
0 10 12 13 14 15 16 17	Invoice 2in1 Invoice 2in1 Invoice 2in1 Invoice 2in1 Invoice 2in1 Invoice 2in1	0HC11 search res 0HC11 0HC11 06481 1QU78	144676566 ult scr 144676566 144676566 039134218 114896066	een di		WAWF18852 ys all docume FU4417L FU4417L REGRESSION	H0035215DW5100 Ints that are rea H0035215DW580 H0035215DW580 H0035215DW580 H0035215DW580	ady for pay 010001AA APR26C12N1510	1243 vment withi IC188541249 32 SERB000 320	2016-10-28 n Pay I 2015-09-11 2016-04-11 2015-08-31 2011-04-26	2016-10-28 DODAA 2015-09-11 2016-04-11 2015-08-31 2011-04-26	2014-01-07 CHQ03 2015-06-16 2016-04-12 2015-08-31 2011-04-26 2011-09-15	Accepted 52. Accepted Accepted Accepted Certified	8 8 8 8 8 8 8 8 8 8 8	
0 10 12 13 14 15 16 17	Invoice 2in1 Invoice 2in1 Invoice 2in1 Invoice 2in1 Invoice 2in1 Invoice 2in1 Invoice 2in1	0HC11 search res 0HC11 0HC11 06481 1QU78 3D135	144676566 ult scn 144676566 144676566 039134218 114896066 083504498	een di		WAWF18852 ys all docume FU4417L FU4417L REGRESSION REGRESSION01PM1422	H00352150W5100 Ints that are rea H00352150W580 H00352150W580 H00352150W5801 H00352NORMABULD	ady for pay 010001AA APR26Cl2N1510 SEP15Cl2N1520	1243 vment withi IC188541249 32 SERB000 320 28	2016-10-28 n Pay I 2015-09-11 2016-04-11 2015-08-31 2011-04-26 2011-09-15	2016-10-28 OODAAO 2015-09-11 2016-04-11 2015-08-31 2011-04-26 2011-09-15	2014-01-07 2015-06-16 2016-04-12 2015-08-31 2011-04-26 2011-09-15 2012-01-24	Accepted 52. Accepted Accepted Accepted Certified Certified	8 8 8 8 8 8 8 8 8 8 8	
8 9 10 11 12 13 14 15 16 17 18	Invoice 2in1 Invoice 2in1 Invoice 2in1 Invoice 2in1 Invoice 2in1 Invoice 2in1 Invoice 2in1	0HC11 search res 0HC11 0HC11 06481 1QU78 3D135	144676566 ult scn 144676566 144676566 039134218 114896066 083504498	een di		WAWF18852 ys all docume FU4417L FU4417L REGRESSION REGRESSION01PM1422	H00352150W5100 Ints that are rea H00352150W580 H00352150W580 H00352150W5801 H00352NORMABULD	ady for pay 010001AA APR26Cl2N1510 SEP15Cl2N1520	1243 vment withi IC188541249 32 SERB000 320 28	2016-10-28 n Pay I 2015-09-11 2016-04-11 2015-08-31 2011-04-26 2011-09-15	2016-10-28 OODAAO 2015-09-11 2016-04-11 2015-08-31 2011-04-26 2011-09-15	2014-01-07 CHQ03 2015-06-16 2016-04-12 2015-08-31 2011-04-26 2011-09-15	Accepted 52. Accepted Accepted Accepted Certified Certified		
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0 11 12 13 14 15 16 17 18	Invoice 2in1 Invoice 2in1 Invoice 2in1 Invoice 2in1 Invoice 2in1 Invoice 2in1 Invoice 2in1 Invoice 2in1	0HC11 search res 0HC11 0HC11 0HC11 1QU78 3D135 3D135 34712	144676566 144676566 144676566 039134218 114896066 083504498 083504496 623608788	een di		WAWF18852 ys all docume FU4417L FU4417L REGRESSION REGRESSION01PM1422 V5307ESTRINH1430845 ACI2NICAPSC	HQ0352150W5100 Ints that are rea HQ0352150W500 HQ0352150W500 HQ0352N0FMABUL0 HQ035N0FMABUL0 HQ035N0F	ady for pay 010001AA APR26Cl2N1510 SEP15Cl2N1520	1243 vment withi 1C188541249 22 5ERB000 320 28 03 AC12N200	2016-10-28 n Pay I 2015-09-11 2016-04-11 2015-08-31 2011-04-26 2011-09-15 2012-01-23 2016-02-11	2016-10-28 ODAA 2015-09-11 2016-04-11 2015-08-31 2011-04-26 2011-09-15 2012-01-23 2016-02-11	2014-01-07 CHQ03 2015-06-16 2016-04-12 2015-08-31 2011-04-26 2011-09-15 2012-01-24 2016-02-25	Accepted 52. Accepted Accepted Accepted Certified Certified Certified Accepted		
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The search result screen displays all documents that are ready for payment within Pay DoDAAC HQ0352.

Item	Type		Folder for	xit	tems, sorted by Contr	ant Number Anondin	-1							
1		Vendor (Payee)	DUNS	DUNS+4 Ext	Ref. Procurement Id	Contract Number	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	Hold	
	Invoice 2in1	3D135	063504498	DORS*4 EX	FU4417I	HQ035213B0302	R152	04PM5930TC18852	2013-01-08	2013-01-08			H	
2	Invoice 2in1	493R2	076352947		12237DL	HQ035213B031X	R412	05PM3044TC18845	2013-02-07	2013-07-07		Accepted	н	0
	Invoice 2in1	0HC11	144676566		FU4417L	HQ035213U3000	0152	1234	2014-01-10	2014-01-10	2013-11-19	Accepted	н	1
	Invoice 2in1	0HC11	144676566		FU4417L	HQ035213U3000	0152	1247	2014-01-07	2014-01-07	2013-11-19	Accepted	н	
5	Invoice 2in1	0HC11	144676566		FU4417L	HQ035214E0103	N341	1238	2014-09-02	2014-09-02	2015-07-13	Accepted	н	
5	Invoice 2in1	0HC11	144676566		FU4417FA3030L	HQ035214F0103	N343	TC188541245	2014-09-02	2014-09-02	2013-11-19	Accepted	н	
7	Invoice 2in1	0HC11	144676566		FU4417L	HQ035215CW5801	0152	1240	2015-07-10	2015-07-10	2015-06-16	Accepted	н	
8	Invoice 2in1	0HC11	144676566		FU4417L	HQ035215CW5801	O152	1255	2015-07-14	2015-07-14	2015-06-16	Accepted	н	
9	Invoice 2in1	0HC11	144676566		WAWF18852	HQ035215DW5100		1243	2016-10-28	2016-10-28	2014-01-07	Accepted	н	
4	Prog			st Vouch	voice, Comme er, Navy Const		ncing Invo ities Manag	oice, Perforn gement Invo	nance I bice, Na	Based I vy Shi	Paymen pbuildi	it,	H	
13 14 15 16 17 18	Prog Invoi Whei	ress Paym .ce, Misce n we refer	ent, Co llaneou to "Inv	ost Vouch is Paymer oice" in tl	voice, Commer er, Navy Const at Voucher, Tel his training, w	rcial Item Fina ruction/Facili lecom, and Gr e will be referr	incing Invo ities Manag ant and Co ing to all d	pice, Perform gement Invo poperative A	nance I pice, Na greeme	Based F vy Ship ent Vou	Paymen pbuildi icher.	it, ng	н	
14 15 16 17	Prog Invoi Whei	ress Paym .ce, Misce n we refer	ent, Co llaneou to "Inv	ost Vouch is Paymer oice" in tl	voice, Comme er, Navy Const	rcial Item Fina ruction/Facili lecom, and Gr e will be referr	incing Invo ities Manag ant and Co ing to all d	pice, Perform gement Invo poperative A	nance I pice, Na greeme	Based F vy Ship ent Vou	Paymen pbuildi icher.	it, ng	H H H H	

The payment procedures for all the invoices and finance documents are the same.

The invoices and finance documents are including: Commercial Invoice, Fast Pay Invoice, Invoice as 2-in-1, Construction Payment Invoice, Commercial Item Financing Invoice, Performance Based Payment, Progress Payment, Cost Voucher, Navy Construction/Facilities Management Invoice, Navy Shipbuilding Invoice, Miscellaneous Payment Voucher, Telecom, and Grant and Cooperative Agreement Voucher.

When we refer to "Invoice" in this training, we will be referring to all documents accessed by the Invoice Number link. We are going to use an Invoice 2-in-1 as an example.

rement Id		older for 'HO03	2' (23 items, sort	ed by Cont	ract Numbe	r Ascendir	(a)							
	Contract Number A	Delivery Order	Shipment Number	Submitted	Shipped	Accepted		Hold	Invoice Number	Submitted	Received	Status	Hold	Amo
17	HQ035213B0302	R152	04PM5930TC18852			2013-01-16		H	04PM5930TC18852	2013-01-08	D2013-01-08	Accepted	H	\$ 2,993
7DL	HQ035213B031X	R412	05PM3044TC18845	2013-02-07		2013-02-11		н	05PM3048TC18845	2013-02-07	D2013-02-07	Accepted	H	\$ 34,916
17L	HQ035213U3000	0152	1234	2014-01-10	2014-01-10	2013-11-19	Accepted	н	TC18852147	2014-01-10	D2014-01-10	Accepted	н	\$ 58,434
17L	HQ035213U3000	0152	1247	2014-01-07	2014-01-07	2013-11-19		н	TC18852136	2014-01-07	D2014-01-07	Accepted	H	\$ 50,085
17L	HQ035214F0103	N341	1238	2014-09-02	2014-09-02	2015-07-13	Accepted	н	TC18852147	2014-09-02	D2014-09-02	Accepted	н	\$ 49,509
A3030L	HQ035214F0103	N343	TC188541245	2014-09-02	2014-09-02	2013-11-19	Accepted	н	TC18854134	2014-09-02	D2014-09-02	Accepted	н	\$ 52,516
17L	HQ035215CW5801	0152	1240	2015-07-10	2015-07-10	2015-06-16	Accepted	н	TC18852131	2015-07-10	D2015-07-10	Accepted	н	\$ 33,157
17L	HQ035215CW5801	O152	1255	2015-07-14	2015-07-14	2015-06-16	Accepted	н	TC18852146	2015-07-14	D2015-07-14	Accepted	н	\$ 34,216
18852	HQ035215DW5100		1243	2016-10-28	2016-10-28	2014-01-07	Accepted	н	TC18852147	2016-10-28	D2016-10-28	Accepted	н	\$ 24,689
17L	HQ035215DW580	010001AA	1241	2015-08-27	2015-08-27	2015-08-18	Accepted	н	TC18852143	2015-08-27	D2015-08-27	Accepted	н	\$ 24,776
17L	HQ035215DW580	010001AA	1254	2015-09-02	2015-09-02	2015-06-16	Accepted	н	TC18852135	2015-09-02	D2015-09-02	Accepted	н	\$ 24,681
17L	HQ035215DW580	010001AA	TC188451244	2015-09-11	2015-09-11	2015-06-16	Accepted	н	TC18845143	2015-09-11	D2015-09-11	Accepted	н	\$ 24,776
17L	HQ035215DW580	010001AA	TC188541249	2015-09-11	2015-09-11	2015-06-16	Accepted	н	TC18854131	2015-09-11	D2015-09-11	Accepted	н	\$ 24,681
17L	HQ035215DW5900		32	2016-04-11	2016-04-11	2016-04-12	Accepted	н	36TC18852	2016-04-11	D2016-04-11	Accepted	H	\$ 52,365
	HQ035215W0831		SERB000	2015-08-31	2015-08-31	2015-08-31	Accepted	н	INV1001	2015-08-31	2015-08-31	Accepted	н	\$ 2,566
SSION	HQ0352NORMABUILD	APR26CI2N1510	320	2011-04-26	2011-04-26	2011-04-26	Certified	н	320	2011-04-26	D2011-04-26	Certified	H	\$ 707,332,918
N01PM1422	HQ0352NORMABUILD305	SEP15CI2N1520	28	2011-09-15	2011-09-15	2011-09-15	Certified	н	280	2011-09-15	D2011-09-15	Certified	н	\$ 16,484,011
N11AM3845	HQ0352WIDEI60V520	3841	03	2012-01-23	2012-01-23	2012-01-24	Certified	н	030	2012-01-23	D2012-01-23	Certified	H	\$ 56,044,678
CAPSC	N0040614P2902		ACI2N200	2016-02-11	2016-02-11	2016-02-25	Accepted	н	ACI2N200	2016-02-11	2016-02-11	Accepted	н	\$ 30
CAPSC	N0040614P2902		QACI2N200	2016-02-11	2016-02-11	2016-02-25	Accepted	н	QACI2N200	2016-02-11	2016-02-11	Accepted	н	\$ 30

To open the document, the Pay Official clicks the Invoice Number link.



When the Pay Official has opened an invoice or finance document, the following tabs should be displayed: Header, Line Item, Addresses, Misc. Info and Preview Document

Additional tabs may also be displayed, depending on the type of document:

LLA (Long Line of Accounting), Loss Ratio, ACRNs (Accounting Classification Reference Number), FMS (Foreign Military Sales), and Costs (Progress Payment only)

	mentation Lookup	Exit				
Pay Official - Invoice 2-	in-1					
Header Line Item	Addresses Misc. I	info Preview Document				
Contract Number Type		Contract Number	Deliver	y Order	Reference Procurement Identifier	Issue Date
Intragovernmental		HQ035215DW5100			WAWF18852	2002/02/02
Invoice Number		Invoice Da	ate	Final Invoice?	Invoice Receive	ed Date
TC18852147		2016/10/2	8	Y	2016/10/28	8 7
Discounts						
5% 10 Days						
Summary of Detail Level In	formation					Total
1 CLIN/SLIN(s)						\$ 24680.60
3 Miscellaneous Amount(s)	The	Header page of a	document is th	he first page di	isplayed by default. On the	\$ 9.00
					iting Information.	\$ 24,689.60
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1243 Billing/Account Number	The	Pay Official will h				Date
1243 Billing/Account Number Routing Information	The		2013/12/01	o view the who		Date
1243 Billing/Account Number Routing Information Role	The	Location Code	2013/12/01	Name Captain Jack Sparrow		Date
1243 Billing/Account Number Routing Information Role Payee	The	Location Code 0HC11	2013/12/01	Name Captain Jack Sparrow	2010/10/20	Date
1243 Billing/Account Number Routing Information Role Payee Pay Official	The	Location Code 0HC11 HQ0352	2013/12/01	Name Captain Jack Sparrow DEFENSE FINANCE A	2010/10/20	Date
1243 Billing/Account Number Routing Information Role Payo @ficial Issue By Admin Service Acceptor	The	Location Code 0HC11 HQ0352 FA3030	2013/12/01	Name Captain Jack Sparrow DEFENSE FINANCE A FA3030 17 CONS CC	2010/1028	Date
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1243 Billing/Account Number Routing Information Role Payo @ficial Issue By Admin Service Acceptor	The	Location Code 0HC11 H00352 FA3030 FA3030 FU4417	2013/12/01	Name Captain Jack Sparrow DEFENSE FINANCE A FA3030 17 CONS CC FU417 1 SOCS SOCS	2010/1028	Date
1243 Billing/Account Number Routing Information Payee Payee Payo (Dicial Issue By Admin Service Acceptor Ship From	The	Location Code 0HC11 H00352 FA3030 FA3030 FU4417	2013/12/01	Name Captain Jack Sparrow DEFENSE FINANCE A FA3030 17 CONS CC FU417 1 SOCS SOCS	2010/1028	

The Header page of a document is the first page displayed by default. On the Header page, verify the Contract, Invoice, and Routing Information.

The Pay Official will have to scroll to view the whole page.

ay Official - Invoice 2-in-1				
Header Line Item Addresses Mi	sc. Info Preview Document	Suprison Garage	т ним отприточих	_
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		2013/12/01	2016/10/28	
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ole	Location Code	Extension Name		
ayee	0HC11	Captain Jack		
			VANCE AND ACCOUNTING SVC	
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den The Pay Official will den The Pay Official will his-read- CITON BY: FU4417 Inspected Accepted and conforms to the contract	return to the Head	er page later to mark ac	Has been made by me or under my supervision and they conform to contract, except a	
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The Pay Official will return to the Header page later to mark acceptance in the "Action By Pay DoDAAC" section.

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ay Officialuce 2-in-1					
Header Line Item Addresses Misc.	Info Preview Document				
Contract Number Type Click the Line Item tab to go to the Li	Contract Number	Delivery Order	Reference Procur	ement Identifier	Issue Date
Intragovernmentar	HQ035215DW5100		WAWF	18852	2002/02/02
Invoice Number	Invoice Date	Final Invo	ice?	Invoice Received Date	
TC18852147	2016/10/28	Y		2016/10/28	
Discounts					
5% 10 Days					
Summary of Detail Level Information					Total
1 CLIN/SLIN(s)					\$ 24680.60
3 Miscellaneous Amount(s) The P	Pay Official can navig	ate to the Line Item r	bage by clicking th	e Line Item tab.	\$ 9.00
					\$ 24,689.60
Shipment Number		Shipment Date			
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The Pay Official can navigate to the Line Item page by clicking the Line Item tab.



The Line Item page is displayed. Verify the information for each line item. There may or may not be an ACRN, AAI or SDN entry.



The Pay Official can navigate to the Addresses page by clicking the Addresses tab.

	mentation Lookup Exit						
ay Official - Invoice 2	-in-1						
		review Document					
Contract Number	Delivery Order		urement Identifier	Shipment Number	Shipment Date	Invoice Number	Invoice Date
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Captain Jack Sparrow				FA3030 17 CONS CC			
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			laved. This pa	ge contains the m	ailing addresse	es of the	
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The Addresses page is displayed. This page contains the mailing addresses of the Vendor CAGE Codes and Government DoDAACs involved in processing this document.



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

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ay Official - Invoice 2-ir Header Line Item		Preview Document					
Contract Number	Delivery Order	Reference	e Procurement Identifier	Shipment Number	Shipment Date	Invoice Number	Invoice Date
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nitiator							
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Norma Rice		2016/10/28 1441 EI	DT / 2016/10/28				
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wawf@caci.com							
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The Pay Official has the ability to view Vendor and Government attachments, and add attachments and comments.

APT (formerly WAWF)			U	ser : Demo B
er Government Documentation Lo	okup Exit			
y Official - Invoice 2-in-1				
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To add an attachment, the Pay Official clicks the Add Attachments link.



The Attachments page is displayed.

To locate the file, the Pay Official clicks the Browse button.

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The attachment that the Pay Official just added to the document is displayed in the Pay Official section.

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

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

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The Comments Section allow	s Pay Official to enter comments fo	r the Receiving Report.	
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Name: Note: Comments are mandate	ory for Suspending or Rejecting the	document.	
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The Comments Section allows Pay Official to enter comments for the Receiving Report.

Note: Comments are mandatory for Suspending or Rejecting the document.

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y Official - Invoice 2-in-1				
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The Pay Official can navigate to the Preview Document page by clicking the Preview Document tab.

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3 Miscellaneou	s Amount(s)							\$ 9.00	
						Document Total:		\$ 24,689.60	
Shipment Nurr	aber			Shipment Dat	ė		Final Shipment		
1243				2016/10/28			Y		
Billing/Accourt	nt Number		Period of P	erformance From Date		Period of	Performance To Date		
				2013/12/01			2016/10/28		
[-]Line Item Infor	mation								
						Line Item Total:	\$ 24,689.60		
Item No.	Product/Service ID	Qualifier	Qty. Delivered	Unit of Measure	UofM Code	Unit Price (\$)		ount (\$)	
5555NN	130000000013	A3	2	Bale	BA	12,340.30	24)	580.60	
	AAI	SDN	ACRN	PR Number	GFE	Advice Code			
	062649	SDNFinals	00	PRNWAWF188524226	Y	E			

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The Pay Official can scroll the contents of the tab to review the document.

ay Offi	Addresses Misc. Info	Preview Document							
Document Inform									
Contract Numbe		Contract Num		Delivery Order	R	Reference Procurement Identifier	r	Issue Date	
Intragovernment		HQ035215DW5				WAWF18852		2002/02/02	
nvoice Number			e Date	Final Inv		Inv	oice Received Date		
C18852147		2016	/10/28	Y			2016/10/28		
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The Pay Official can expand all document sections by clicking the Expand All link. The Pay Official can collapse the contents of the tab by clicking the Collapse All link.

iRAPT (formerly WAWF)	User : Demo Builder Printer Friendly
User Government Decumentation Lookup Exit	
Pay Official - Invoice 2-in-1	
Header Rem Addresses Misc. Info Preview Document	
Expansion Collapse All	
(+)Document Information	
[+]Line item information	
(+)Address information	
(-)Misc Information	
(+)Workflow information	
The Pay Official can expand and collapse individual headers by clicking on the section headers	s.
Help	
Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ	

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

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Header Line Item Addresses Misc	ic. Info Preview Document			
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Contract Number Type	Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date
Intragovernmental	HQ035215DW5100		WAWF18852	2002/02/02
Invoice Number	Invoice Date	Final Invoice?	Invoice Received Dat	•
TC18852147	2016/10/28	Y	2016/10/28	
Discounts				
5% 10 Days				
Summary of Detail Level Information				Total
1 CLIN/SLIN(s)				\$ 24680.60
3 Miscellaneous Amount(s)				\$ 9.00
	1		nent Total:	\$ 24,689.60
Shipment Number	The Docur	nent Information section is	s expanded. Final Shipment	
1243			Y	
Billing/Account Number		Period of Performance From Date	Period of Performance To I	late
		2013/12/01	2016/10/28	
JLine Item Information				
+JAddress Information				
+Misc Information				
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ringe -				
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The Document Information section is expanded.

Header Line Item Addresses Misc	Info Preview Document			
pand All Collapse All				
Document Information				
Contract Number Type	Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date
ntragovernmental	HQ035215DW5100		WAWF18852	2002/02/02
nvoice Number	Invoice Date	Final Invoice?	Invoice Received Date	
FC18852147	2016/10/28	Y	2016/10/28	
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Summary of Detail Level Information				Total
CLIN/SLIN(s)	Once the Pay Offic	cial has reviewed all th	e information on all the tab	\$ 24680.60
3 Miscellaneous Amount(s)			ent if necessary, the next step is	\$ 9.00
		nent as reviewed from		\$ 24,689.60
Shipment Number	to mark the docur	nent as reviewed from	the neader page.	
1243				
Billing/Account Number			or, the Pay Official must contact	
	the Vendor/Inspe		and work to resolve it.	
Une Item Information				
	The Pay Official cl	icks the Header tab to	go back to the Header page.	
JAddress Information				

Once the Pay Official 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 reviewed from the Header page.

If the Pay Official believes there is an error, the Pay Official must contact the Vendor/Inspector/Service Acceptor and work to resolve it.

The Pay Official clicks the Header tab to go back to the Header page.

ter <u>Government</u> Documentation Look	p can					
-	c. Info					
Summary of Detail Level Information						Total
1 CLIN/SLIN(s)						\$ 24680.60
3 Miscellaneous Amount(s)						s
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1243	The second states of the second		06			
Billing/Account Number				scroll down to the botto	To Date	
shing/Account Number	of the Header pag	ge to access the	e Action By: Do	DDAAC section.	TO Date	
Routing Information						
Role	Location Code	Extension	Name			
Pavee	0HC11	Extension	Captain Jack Sparrow			
-ayee Pav Official	H00352		DEFENSE FINANCE AN	ID ACCOUNTING SVC		
issue By	FA3030		FA3030 17 CONS CC	0,00000000000		
Admin	FA3030		FA3030 17 CONS CC			
Service Acceptor	FU4417		FU4417 1 SOCS SOCS	ATTN BECO		
Ship From	FA3030		FA3030 17 CONS CC			
ACTION BY: FU4417						
				Has been made by me or under my supervision	and they conform to cont	and ansated an
Inspected				noted herein or on suppo	and mey contorn to com rting documents	au, except as
Accepted and conforms to the contract		Signa	ature Date Norma Rice		e	
except as noted	2014/01/07	201	4/01/07			
Reject to Initiator				Signature Of Authorized Gover	mment Representative	
Required Fields						
ACTION BY: HQ0352 *						
Document Accented						

The Header page is displayed.

To mark the document, the Pay Official must scroll down to the bottom of the Header page to access the Action By: DoDAAC section.

ay Official - Invoice 2	2-in-1				
Header Line Item	1				
1243 Billing/Account Number		nvoice or financing o cument is a valid pa		ccepted", the Pay Official is indicating	
Routing Information Role	indicating	that the document i		rocessed", the Pay Official is ne appropriate electronic entitlement	
Payee Pay Official					
Issue By Admin Service Acceptor Ship From ACTION BY: FU4417	Official can If the Pay C	accept at one time Official accepts at on	and process at a later time	r, the marked "Accepted" document is	
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When an invoice or financing document is marked as "accepted", the Pay Official is indicating that the document is a valid payment request.

When an invoice or financing document is marked as "processed", the Pay Official is indicating that the document is manually entered into the appropriate electronic entitlement system for payment.

The Pay Official can accept and process a document at the same time (One Step), or the Pay Official can accept at one time and process at a later time (Two Steps).

If the Pay Official accepts at one time and processes later, the marked "Accepted" document is moved from the Acceptance/Review Folder into the Process Documents Folder.

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ay Official - Invoice 2-in-1				
	Misc. Info Preview Document			
1243		2016/10/28	t man stopment	
			Ŷ	_
Billing/Account Number		Period of Performance From Date	Period of Performance To Date	
		2013/12/01	2016/10/28	
Routing Information				
Role	Location Code	Extension Name		
ayee	0HC11	Captain Jack Sparrow		
ay Official	HQ0352	DEFENSE FINANCE AND AC	COUNTING SVC	
ssue By	FA3030	FA3030 17 CONS CC		
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The Pay Official clicks the "Document Accepted" checkbox.

Pay Official - Invoice 2-in-1				
Header Line Item Addresses	Misc. Info Preview Document			
1243			2016/10/28	v mar omprisent
				Period of Performance To Date
Billing/Account Number		Period of Performance From Date 2013/12/01		2016/10/28
Routing Information		2013/12/01		2016/10/20
Role	Location Code	Extension	Name	
Pavee	0HC11		Captain Jack Sparrow	
Pay Official	HQ0352		DEFENSE FINANCE AND ACCOUNT	ING SVC
Issue By	FA3030		FA3030 17 CONS CC	
Admin	FA3030		FA3030 17 CONS CC	
Service Acceptor	FU4417		FU4417 1 SOCS SOCS ATTN BECO	
Ship From	FA3030		FA3030 17 CONS CC	
ACTION BY: FU4417				
M Inspected				y me or under my supervision and they conform to contract, except as noted herein or on supporting documents
Accepted and conforms to the contract	Dat			Norma Rice
except as noted	2014/01/07	20	14/01/07	
Reject to Initiator				Signature Of Authorized Government Representative
= Required Fields				
ACTION BY: HQ0352 *				
 Document Accepted 				
Document Processed				
Document Rejected				
Docused Docused				
ment Available For Recall				

The Pay Official clicks the "Submit" button.



The system informs that the document was reviewed successfully.

The Pay Official can send an email notification by clicking the "Send Additional Email Notification" link.



This concludes our demonstration.