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 Receiving Report, Receiving Report portion of the Combo, Reparables Receiving Report, and Reparables Receiving Report portion of the Combo.

To access the Pay Official's "Acceptance/Review Folder", cursor over the "Government" dropdown menu and select the link from the dropdown.
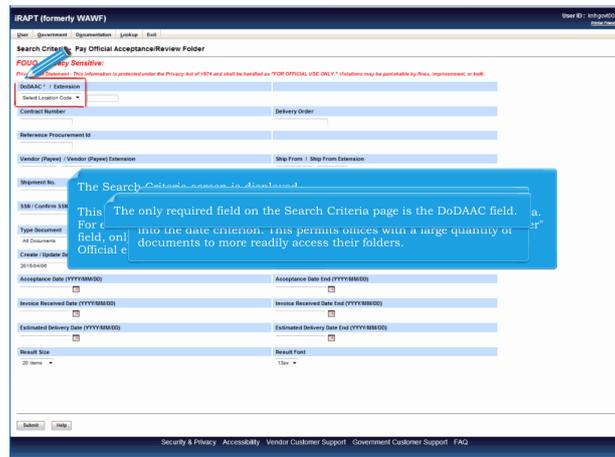
The Search Criteria screen is displayed.

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

The Pay DoDAAC is selected.The calendar feature allows the Pay Official to retrieve documents with specific date criteria. The Pay Official can either enter the date by typing the year first, then the month and day (Year/Month/Day), or click on the date from the pop-up calendar feature.The Pay Official clicks the Submit button.

The search result screen displays the documents that are ready for payment within Pay DoDAAC HQ0352. The payment procedures for stand-alone Receiving Reports and Reparable Receiving Reports, the Receiving Report portion of the Invoice/Receiving Reports (Combo), and the Reparables Receiving Report portion of the Invoice/Reparables Receiving Report (RCombo) are mostly the same.

When we refer to "Receiving Report" in this training, we will be referring to the stand-alone Receiving Report and Reparables Receiving Report, the Combo, and the RCombo. We are going to use a Receiving Report as an example. To open the Receiving Report, the Pay Official clicks the Shipment Number link.
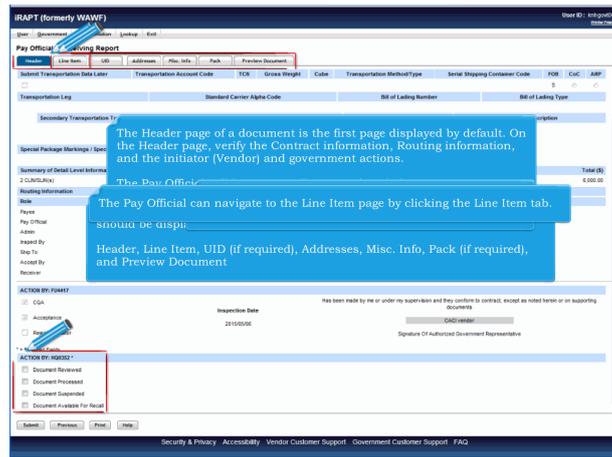
When the Pay Official has opened the Receiving Report the following tabs should be displayed:

Header, Line Item, UID (if required), Addresses, Misc. Info, Pack (if required), and Preview DocumentThe Header page of a document is the first page displayed by default. On the Header page, verify the Contract information, Routing information, and the initiator (Vendor) and government actions.

The Pay Official will have to scroll to view the whole page.The Pay Official will return to the Header page later to mark acceptance in the "Action By Pay DoDAAC" section.The Pay Official can navigate to the Line Item page by clicking the Line Item tab.
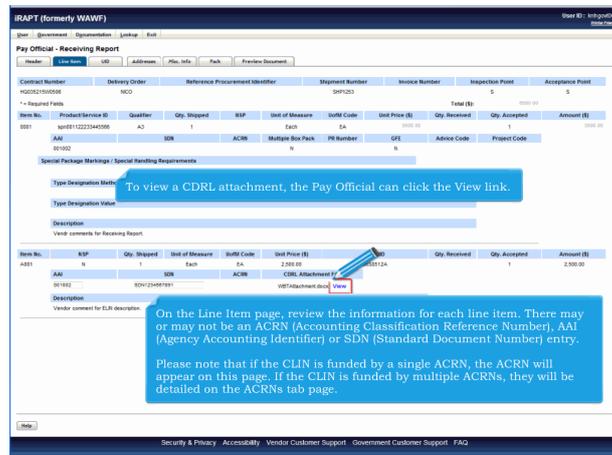
On the Line Item page, review the information for each line item. There may or may not be an ACRN (Accounting Classification Reference Number), AAI (Agency Accounting Identifier) or SDN (Standard Document Number) entry.

Please note that if the CLIN is funded by a single ACRN, the ACRN will appear on this page. If the CLIN is funded by multiple ACRNs, they will be detailed on the ACRNs tab page.To view a CDRL attachment, the Pay Official can click the View link.
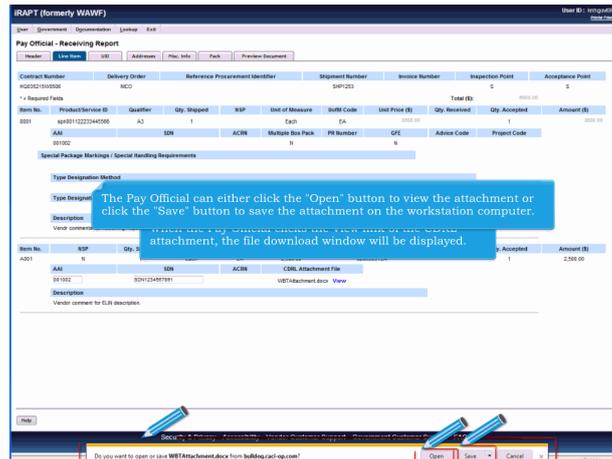
When the Pay Official clicks the View link of the CDRL attachment, the file download window will be displayed.The Pay Official can either click the "Open" button to view the attachment or click the "Save" button to save the attachment on the workstation computer.
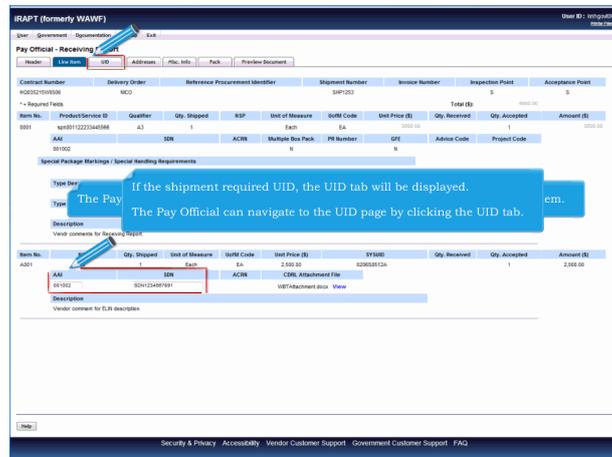
The Pay Official has the ability to add/edit AAI and SDN fields for the CDRL Line Item.If the shipment required UID, the UID tab will be displayed.

The Pay Official can navigate to the UID page by clicking the UID tab.
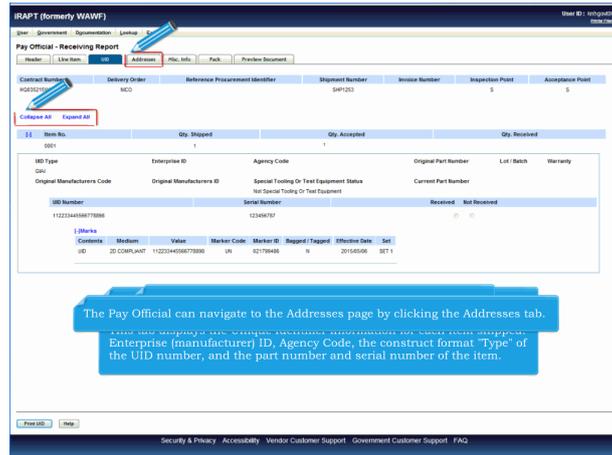
The UID page is displayed.

This tab displays the Unique Identifier information for each item shipped: Enterprise (manufacturer) ID, Agency Code, the construct format "Type" of the UID number, and the part number and serial number of the item. The Pay Official can Collapse All or Expand All UID details. The Pay Official can navigate to the Addresses page by clicking the Addresses tab.
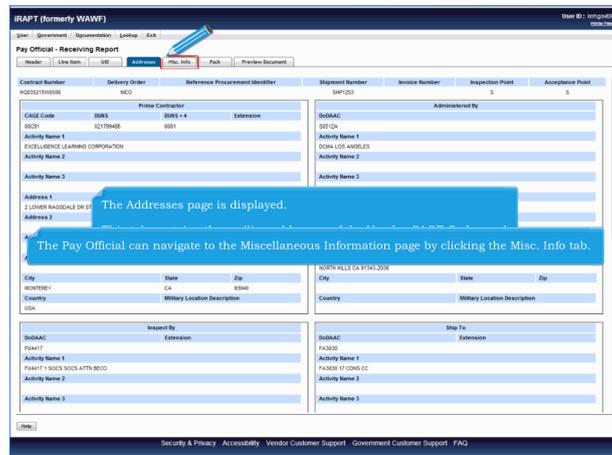
The Addresses page is displayed.

This tab contains the mailing addresses of the Vendor CAGE Codes and government DoDAACs involved in working on this document.The Pay Official can navigate to the Miscellaneous Information page by clicking the Misc. Info tab.
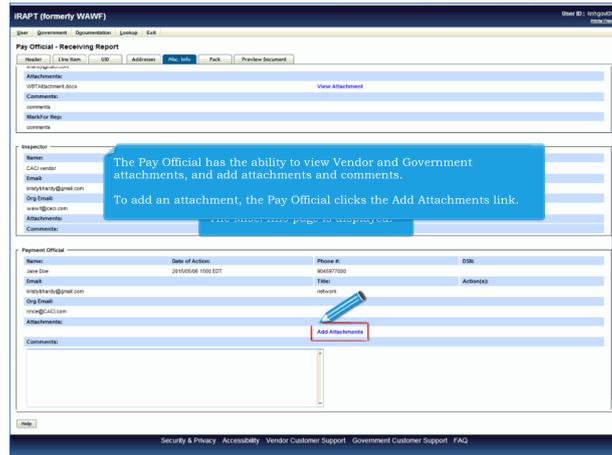
The Misc. Info page is displayed. The Pay Official has the ability to view Vendor and Government attachments, and add attachments and comments.

To add an attachment, the Pay Official clicks the Add Attachments link.
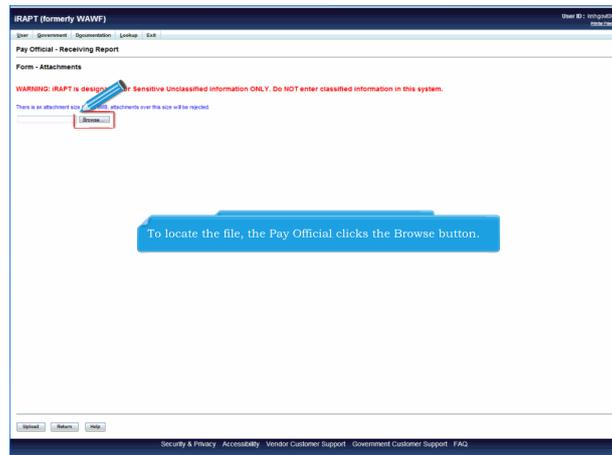
The Attachments page is displayed.To locate the file, the Pay Official clicks the Browse button.
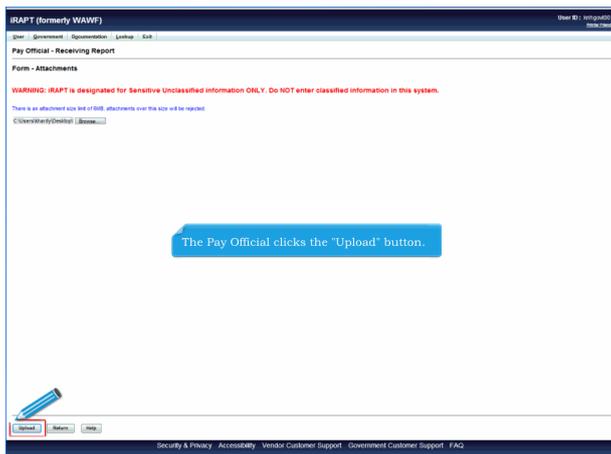
The Pay Official clicks the "Upload" button.
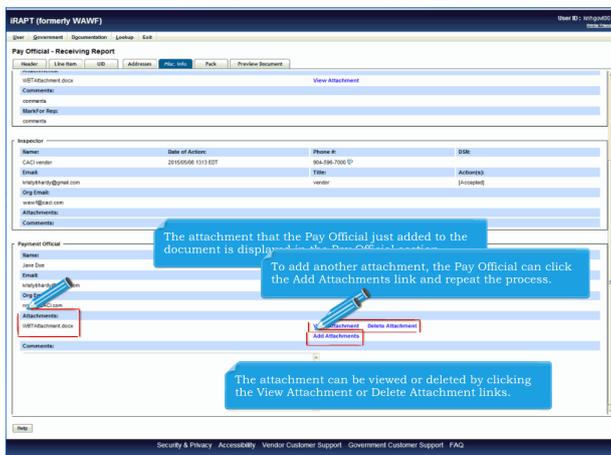
The attachment that the Pay Official just added to the document is displayed in the Pay Official section.The attachment can be viewed or deleted by clicking the View Attachment or Delete Attachment links.To add another attachment, the Pay Official can click the Add Attachments link and repeat the process.
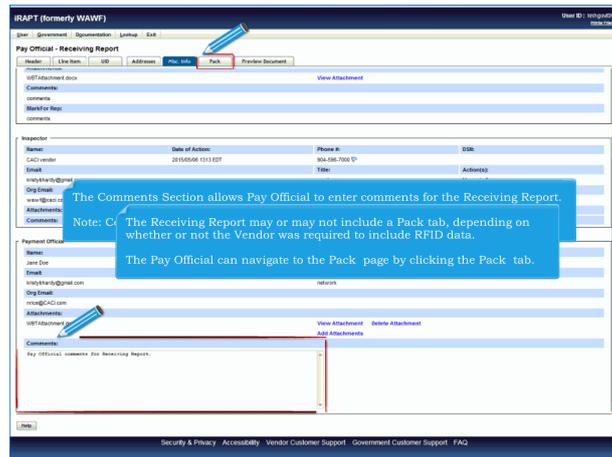
The Comments Section allows Pay Official to enter comments for the Receiving Report.

Note: Comments are mandatory for Suspending or Rejecting the document. The Receiving Report may or may not include a Pack tab, depending on whether or not the Vendor was required to include RFID data.

The Pay Official can navigate to the Pack page by clicking the Pack tab.
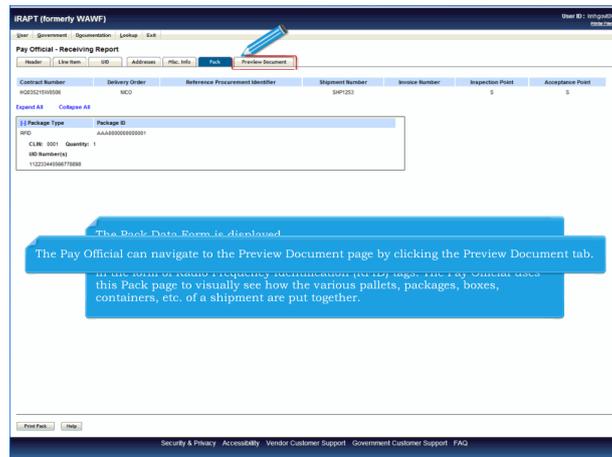
The Pack Data Form is displayed.

The initiator/Vendor provided detailed packaging information for the shipment in the form of Radio Frequency Identification (RFID) tags. The Pay Official uses this Pack page to visually see how the various pallets, packages, boxes, containers, etc. of a shipment are put together.The Pay Official can navigate to the Preview Document page by clicking the Preview Document tab.
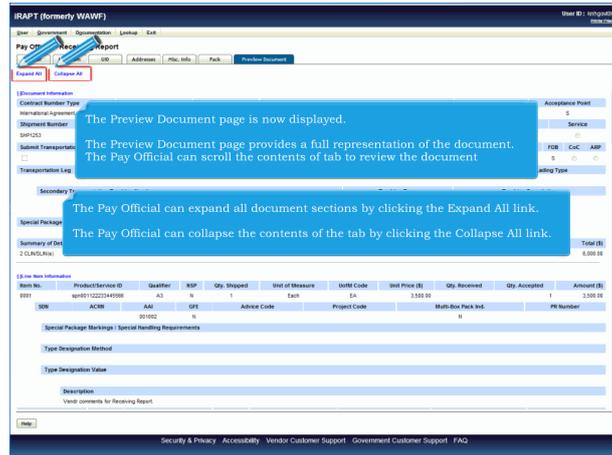
The Preview Document page is now displayed.

The Preview Document page provides a full representation of the document. The Pay Official can scroll the contents of tab to review the documentThe 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.
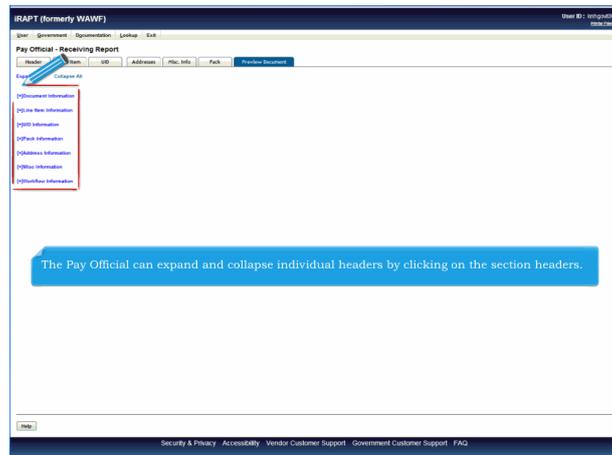
The Pay Official can expand and collapse individual headers by clicking on the section headers.
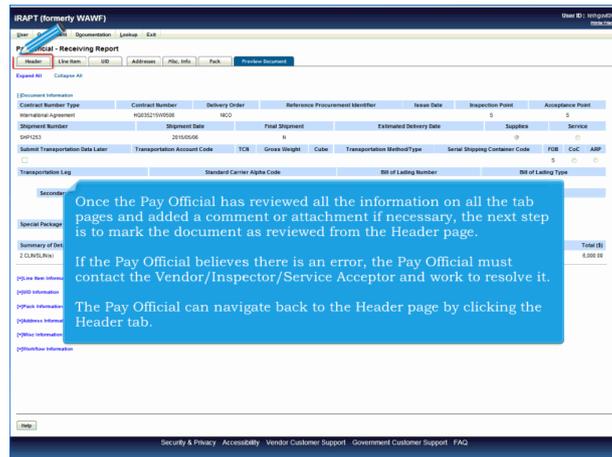
The Document Information section is expanded. Once the Pay Official has reviewed all the information on all the tab pages and added a comment or attachment if necessary, the next step is to mark the document as reviewed from the Header page.

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 can navigate back to the Header page by clicking the Header tab.
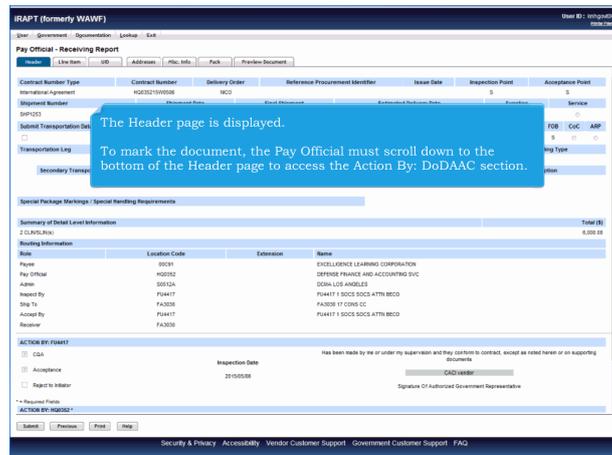
The Header page is displayed.

To mark the document, the Pay Official must scroll down to the bottom of the Header page to access the Action By: DoDAAC section.
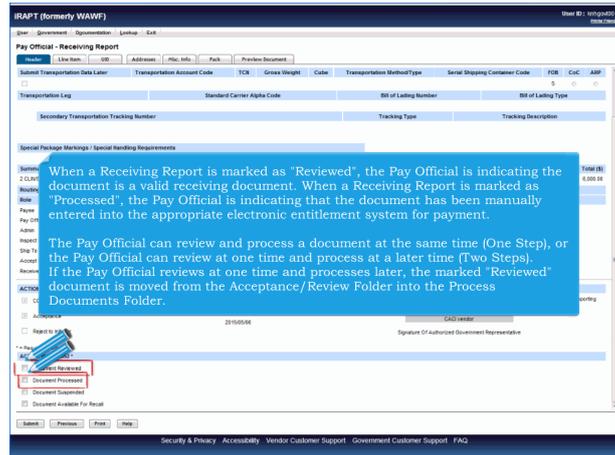
When a Receiving Report is marked as "Reviewed", the Pay Official is indicating the document is a valid receiving document. When a Receiving Report is marked as "Processed", the Pay Official is indicating that the document has been manually entered into the appropriate electronic entitlement system for payment.

The Pay Official can review and process a document at the same time (One Step), or the Pay Official can review at one time and process at a later time (Two Steps).
If the Pay Official reviews at one time and processes later, the marked "Reviewed" document is moved from the Acceptance/Review Folder into the Process Documents Folder.
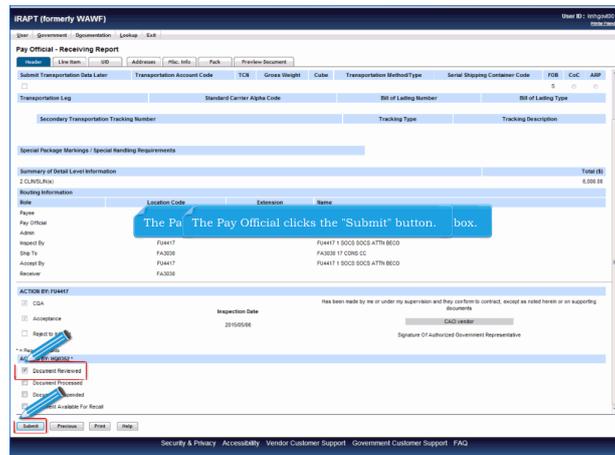
The Pay Official clicks the "Document Reviewed" checkbox.The Pay Official clicks the "Submit" button.
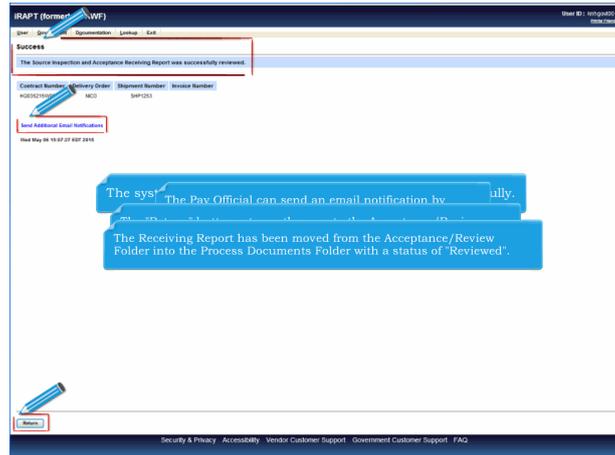
The system informs that the document was reviewed successfully.The Pay Official can send an email notification by clicking the "Send Additional Email Notification" link. The "Return" button returns the user to the Acceptance/Review Folder so that the Pay Official can continue working on documents.The Receiving Report has been moved from the Acceptance/Review Folder into the Process Documents Folder with a status of "Reviewed".
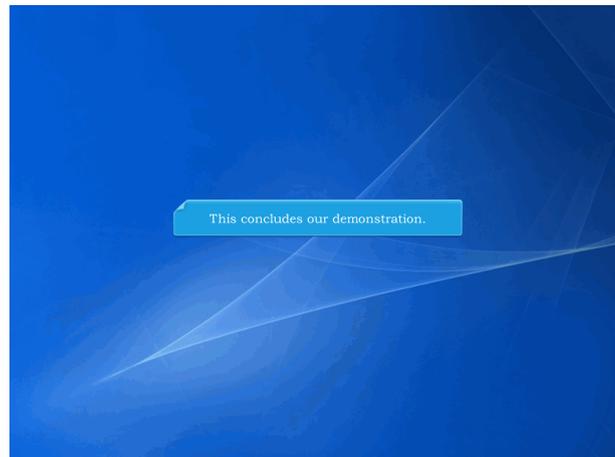
This concludes our demonstration.