

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

iRAP	T (formerly	wav	/F)		User ID : knhgod001
Ever	Government Pay Official	Dgeume	Acristics Exit		
			Process Documents Fulder	Welcome to Invoicing, Receipt, Acceptance, and Property Transfer (IRAPT)! This application was formerly known as Wide Area Workflow (WAWF). Please start by selecting one of the links from the menu above.	
			History Folder by DoDAAC History Folder by User		
			Discount Folder		
			Hold Folder	and Government Support Contractor Messages	
			Buspended Transactions Folder	System: WAWF Subject: Action Required: Gritical: Message For: All (bers	
			Pure Edge Folder	Business Suite Release 5.6.0, the WAWF name is now IRAFT.	
			View Only Folder (Contract Number)	dubress oue neesse s.c.v. tre manin name a now roam.	
	Th	ie Pa	y Official se	lects the Processed Documents Folder from the Pay Official me	nu option.
Help					
				Security & Drivery Accessibility Mender Customer Support Consumment Customer Support EAC	

The Pay Official selects the Processed Documents Folder from the Pay Official menu option.



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.

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Prive Statement - This information is protected under the Privacy Act of 1	874 and shall be handled as "FOR OFFICIAL USE ONLY." Visiations may be punishable by fines, imprisonment, or both	
DoBAAC* / Extension		
H00382 *		
Contract Number	Delivery Order	
Reference Procurement Id		
Vendor (Payee) / Vendor (Payee) Extension	Ship From / Ship From Extension	
Shipment No.	Invoice Number	
	Official clicks the 'Submit' button to continuem list.	
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The Pay Official selects HQ0352 from the DoDAAC drop-down list. The Pay Official clicks the 'Submit' button to continue.



The Pay Official's Process Documents Folder is displayed.

This page contains a list of documents that match the selection criteria. 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.

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When the Pay Official will have to scroll to view the whole page.     ************************************	Header Line Barn UD	Addresses Miz. Info Pack Pre	view Document
When the Reader page of a document is the first page displayed by default. On the Header Vendori and government actions.     Image: State of the Contract information, Routing information, and the initiator Vendori and government actions.       When the Pay Official has opened the Receiving Report, the following tabs should be displayed: Header, Line Item, UDI (frequired), Addresses, Misc. Info, Pack (frequired), and Preview Document       The ACRNs tab for multiple ACRNs may be displayed if the pay entitlement system is Mocas, Standard or One-Pay.       Image: Standard or One-Pay.	Contract Number Type	Contract Number Delivery Order	Reference Procurement Identifier Issue Date Inspection Point Acceptance Point
Header, Line Item, UID (if required), Addresses, Misc. Info, Pack (if required), and Preview Document The ACRNs tab for multiple ACRNs may be displayed if the pay entitlement system is Mocas, Standard or One-Pay.  See this control of the system is the sy	Stipment Num StP1214 Submit Transp Transportation Transportation The Pay	rify the Contract informa and government action	is the first page displayed by default. On the Header ation, Routing information, and the initiator is.
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I status and Annual Annua	2 tourstoor	Inspection D	310
Against Files	Acceptance	2015/05/01	CAEI vendor
ICTION BY: HOUSE:	Reject to initiator		Signature Of Authorized Government Representative
	Required Fields		
	ACTION BY: HQ0352 *		
	Submit Previous Print	Help	

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 Document

The ACRNs tab for multiple ACRNs may be displayed if the pay entitlement system is Mocas, Standard or One-Pay. The 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.

ay Official - Ving Report	Addresses Mirz, Info Fack	Breele	or Document							
ubmit Transportation Data Later	Transportation Account Code	TCN	Gross Weight	Cube	Transportation Method/Type	Serial Shippi	ng Container Code	FOB	CoC AR	P
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ansportation Leg	Stendar	d Carrier Alp	ha Code		Bill of Lading Number		Bill of	Lading Typ	•	
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Scrolling down to the action section of the Payment Office, we can see the "Document Reviewed" checkbox has already been checked by the previous Pay Official.

After reviewing the whole document, the Pay Official will return to this Header page to mark the action. The Pay Official navigates to the Line Item page by clicking the Line Item tab.

	ial - Receiving									
Header	Live Barn	UD Address	n Min. tefa	Pack Pre	view Document					
Contract N	lumber	Delivery Order	Reference	e Procurement	Identifier	Shipment Numbe	r Invoice I	umber Insp	pection Point	Acceptance Point
123456789	0123	W872				SHP1214			8	8
* - Requires	d Fields							Total (\$):	8000.00	
Rem No.	Product/Servic	e ID Qualifier	<b>Gity. Shipped</b>	NSP	Unit of Measure	UofM Code	Unit Price (\$)	Qty. Received	Qty. Accepted	Amount (\$)
0001	opn00112223344	15586 A3	1		Each	EA	3590.00		1	3500.00
	AAI		SDN	ACRN	Multiple Box Pack	PR Number	GFE	Advice Code	Project Code	
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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. This Receiving Report contains a CDRL ELIN.

To view the CDRL attachment, the Pay Official can click the View link.

ontract Num 23456789012 • Required File	23	Ilvery Order W0T2	Reference	e Procurement	identifier	Shipment Nambe SHP1214	r Invoice Nat	nber Insp Total (\$1:	section Point	Acceptance Point S
em No.	Product/Service ID	Qualifier	Qty. Shipped	NSP	Unit of Measure	UofM Code	Unit Price (\$)	Qty. Received	Qty. Accepted	Amount (\$)
201	spr001122233445566	A3	1		Each	EA.	3600.00		1	3800.00
A	AAI		ION	ACRN	Multiple Box Pack	PR Number	GFE	Advice Code	Project Code	
0	Type Designation				d UID, the vigate to ti		wiii be disp. ge by clicki			lick
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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. 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 expand or collapse UID sections by clicking the 'Collapse All' or 'Expand All' links.

RAPT (formerly WAWF)			User ID: knhgx43
jeer Government Opcumentation Lo	okup C		
ay Official - Receiving Report			
Header Line Rem UID	Addresses Misc. Info Pack Preview D	bournent	
Contract Number Deliver			Inspection Point Acceptance Point
1234567890123 W6	372	SHP1214	s s
Collapse All Expand All			
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71		the Addresses page by clicking	ale a did door a dala
	e Pay Official navigates to	the Addresses page by clicking	the Address tab.
744100 140			
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The UID section is now collapsed. The Pay Official navigates to the Addresses page by clicking the Address tab.

Header Line Rev		Nec. Infe					
			Fack Preview Document				
	Delivery Order	Reference	ce Procurement Identifier	Shipment Number	Invoice Namber	Inspection Point	Acceptance Point
234567890123	W6T2			SHP1214		s	5
	Prin	me Contractor			Adminis	stered By	
CAGE Code	DUNS	DUNS + 4	Extension	DODAAC			
00091	021799498	0001		80512A			
Activity Name 1				Activity Name 1			
EXCELLIGENCE LEARNIN	NO CORPORATION			DCMA LOS ANQUES			
Activity Name 2				Activity Name 2			
Activity Name 3				Activity Name 3			
Address 1				Address 1			
The Pa	×∞aw⊿ av Official na	ivigates to 1	the Miscellaneo	us Information	page by click	ing the Misc.	Info tab.
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Address 4	ay Official na	age contair nment DoD	AACs involved			E Coues and	
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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 navigates to the Miscellaneous Information page by clicking the Misc. Info tab.

	sentation Lookup Exit					
Header Line Receiving	UD Addresses	Nix, Info				
Header Line Item	UID Addresses	Nic. Info Fack Preview Document	1			
Contract Number	Delivery Order	Reference Procurement Identifier	Shipment Number	Invoice Number	Inspection Point	Acceptance Point
234567890123	WBT2		SHP1214		s	s
initiator						
Name:		Date of Action:	Phone R:		05%:	
kriaty hardy		2015/05/01 1214 EDT	9045797002			
Emailt			Title:		Action(s):	
kristythardy@pnei.com			software		(Submitted, Web, Stand Alone)	
Org Email:						
khardy@caci.com						
Attachments:						
Attachments: W8TAttachment.docx			View Attachment			
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The Miscellaneous Information found on this page includes the initiator (Vendor) and government contact information, attachments and comments.



The Pay Official has the ability to view Vendor and Government attachments, and add attachments and comments.

Government Ocumentation Loc	Rup Exit			
Official - Receiving Report				
nader Line Rem UID	Addresses Mbc. Info Fack Preview D	current		
nait		Tibe:	Action(s):	
istythardy@gmail.com		vendor	(Accepted)	
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awf@caci.com				
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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 Data page by clicking the Pack tab.

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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.

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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 clicks on the Header tab to go back to the Header page.

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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 Processed" checkbox. The Pay Official clicks the "Submit" button.

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Once submitted, the iRAPT system informs the PO that the document was successfully processed.

E-mails, FTP, and EDI notifications were sent as applicable. The Pay Official can 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