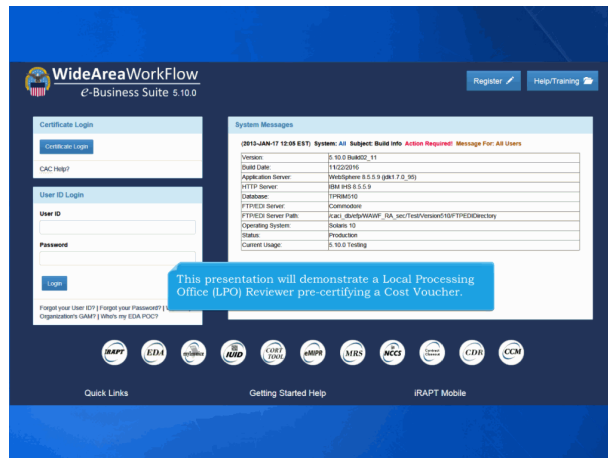
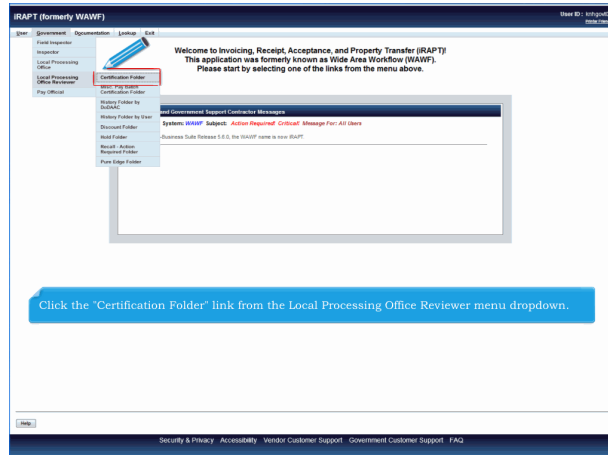


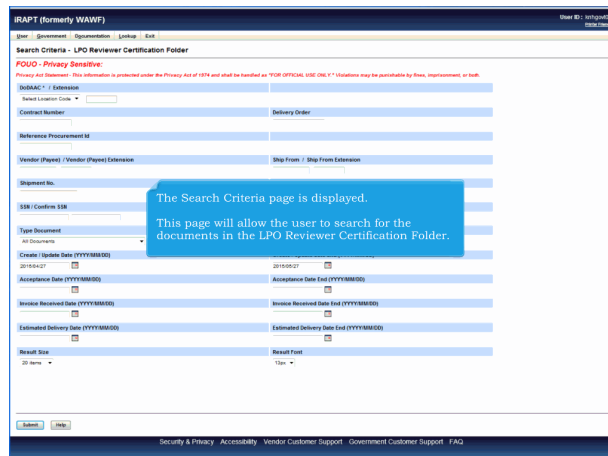
Welcome to Wide Area Workflow e-Business Suite.  
This demonstration contains audio narrative. Please adjust your volume accordingly.



This presentation will demonstrate a Local Processing Office (LPO) Reviewer pre-certifying a Cost Voucher.



Click the "Certification Folder" link from the Local Processing Office Reviewer menu dropdown.



The Search Criteria page is displayed.

This page will allow the user to search for the documents in the LPO Reviewer Certification Folder.

The DoDAAC field is the only mandatory field. After entering in the information in the search fields, click the "Submit" button to display the results.

The more information you enter, the more you can narrow your results to the specific documents you are looking for.

Item#	Type	Vendor	DUNS	BISIS4	E#	Contract Number	Delivery Order	Invoice Number	Submitted	Business	Status	Price	Unit	Amount
41	CV Direct Sublet	SHC11	14467658			8089515C/0039	11	2015-03-05	0210-03-05	Submitted	B			\$ 2,500.00
42	CV Direct Sublet	SHC11	14467658			8089515C/0039	36	2015-03-05	0210-03-05	Submitted	B			\$ 2,500.00
43	CV Direct Sublet	SHC11	14467658			8089515C/0039	67	2015-03-05	0210-03-05	Submitted	B			\$ 2,768.80
44	CV Direct Sublet	SHC11	14467658			8089515C/0039	20	2015-03-31	0210-03-31	Submitted	B			\$ 13,626.93
45	CV Direct Sublet	SHC11	14467658			8089515C/0039	22	2015-04-10	0210-04-10	Submitted	B			\$ 4,429.98
46	CV Direct Sublet	SHC11	14467658			8089515C/0039	33	2015-04-22	0210-04-22	Submitted	B			\$ 56,623.48
47	CV Direct Sublet	SHC11	14467658			8089515C/0039	25	2015-04-22	0210-04-22	Submitted	B			\$ 56,774.13

The LPO Reviewer Certification Folder results page is displayed. This page contains a list of documents that match the selection criteria. The user can click the "Shipment" link to hide the shipment columns, or click the "Invoice" link to hide the invoice columns.

**JRAPT (formerly WAWF)**

LPO Reviewer Certification Folder for NSACT? (47 items, sorted by Invoice Number Descending)

Item	Contract	Contract Number	Invoice Order	Invoice Number	Invoice Date	Invoice Amount	Invoice Status	Invoice Type	Invoice Date	Invoice Amount
41	CV-Awards Fee	30135	83304498	83304498	2015-01-29	00010-01-08	Approval	#		\$ 67,751.14
42	CV-Awards New Contractor	30135	83304498	83304498	2015-01-29	00010-01-08	Approval	#		\$ 13,422.26
43	CV-Contract Sustain	08C11	14478386	83304498	2015-01-29	00010-01-08	Approval	#		\$ 13,422.26
44	CV-Contract Sustain	08C11	14478386	83304498	2015-01-29	00010-01-08	Approval	#		\$ 13,422.26
45	CV-Awards New Contractor	30135	83304498	83304498	2015-01-29	00010-01-08	Approval	#		\$ 29,765.13
46	CV-Awards Fee	30135	83304498	83304498	2015-01-29	00010-01-08	Approval	#		\$ 67,751.14
47	CV-Awards New Contractor	08C11	14478386	83304498	2015-01-29	00010-01-08	Approval	#		\$ 13,422.26

Click on the "Invoice Number" link to work the voucher.

Click on the "Invoice Number" link to work the voucher.

**JRAPT (formerly WAWF)**

LOCAL PROGRAM: **Contract Reviewer - Cost Voucher (Contract Submittal)**

Contract Number: 889914102028  
Voucher Number: 47  
Vendor Service Number: PVA5DORNDGAS  
Task Order: T8000001  
Transaction: BLUPAC0000000000046

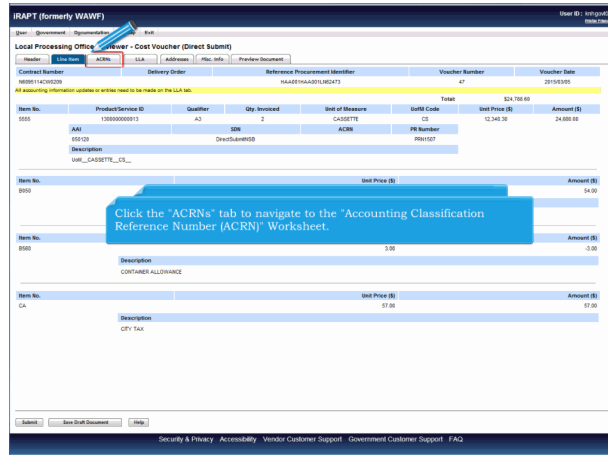
When the LPO Reviewer opens the Cost Voucher, five or seven tabs should be displayed: Header, Line Item, ACRNs (if One-Pay), LLA (if One-Pay), Addresses, Misc. Info and Preview Document. The LPO Reviewer will return to the Header page later to submit the pre-certification in the "Action By DoDAAC" section. To navigate to the Line Item page, click the "Line Item" tab.

ACRNs: NSACT?

Recommend Document Certified  
 Recommend Document Rejected

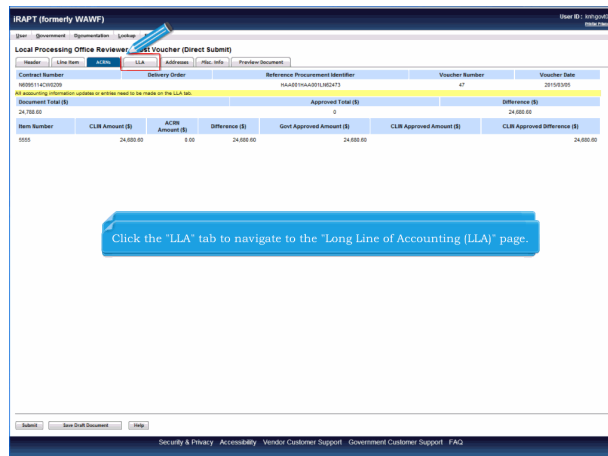
When the LPO Reviewer opens the Cost Voucher, five or seven tabs should be displayed:

Header, Line Item, ACRNs (if One-Pay), LLA (if One-Pay), Addresses, Misc. Info and Preview Document. The LPO Reviewer will return to the Header page later to submit the pre-certification in the "Action By DoDAAC" section. To navigate to the Line Item page, click the "Line Item" tab.



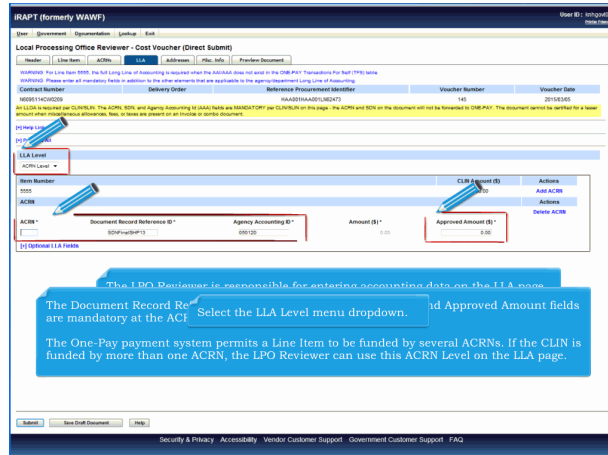
The Line Item page is displayed.

The LPO Reviewer can review contents of the Line Item page. Click the "ACRNs" tab to navigate to the "Accounting Classification Reference Number (ACRN)" Worksheet.



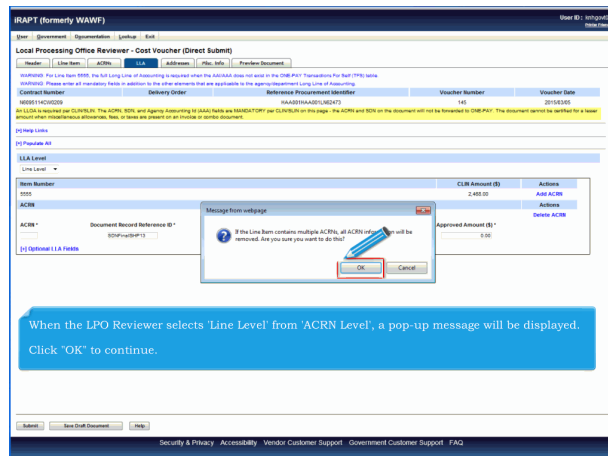
The ACRN Worksheet page is displayed.

The LPO Reviewer can review the contents of the ACRN Worksheet page. Click the "LLA" tab to navigate to the "Long Line of Accounting (LLA)" page.



The LPO Reviewer is responsible for entering accounting data on the LLA page if the document is being submitted to the Navy One-Pay Entitlement System. The Document Record Reference ID, Agency Accounting ID, ACRN and Approved Amount fields are mandatory at the ACRN Level.

The One-Pay payment system permits a Line Item to be funded by several ACRNs. If the CLIN is funded by more than one ACRN, the LPO Reviewer can use this ACRN Level on the LLA page. Select the LLA Level menu dropdown.



When the LPO Reviewer selects 'Line Level' from 'ACRN Level', a pop-up message will be displayed. Click "OK" to continue.

IRAPT (formerly WAWF)

User ID: 80094022  
User Name: [redacted]

Local Processing Office Reviewer - Cost Voucher (Direct Submit)

Contract Number: [redacted] Delivery Order: [redacted] Reference Procurement Identifier: [redacted] Voucher Number: 145 Voucher Date: 20160301

Item Number: 0001 Document Record Reference ID\*: 80094022 Agency Accounting ID\*: 000100 ACRN: Amount (\$)\*: 0.00 Approved Amount (\$)\*: 0.00

Back to the ACRN Level, click the "Populate All" link to enter all accounting data elements that will be used to fill or replace the LLA data fields for each Line Item or ACRN.

The Document Record Reference ID, Agency Accounting ID, ACRN and Approved Amount fields are mandatory at the Line Level. Each Line Item can have only one ACRN at the Line Level. Back to the ACRN Level, click the "Populate All" link to enter all accounting data elements that will be used to fill or replace the LLA data fields for each Line Item or ACRN.

IRAPT (formerly WAWF)

User ID: 80094022  
User Name: [redacted]

Local Processing Office Reviewer - Cost Voucher (Direct Submit)

Contract Number: [redacted] Delivery Order: [redacted] Reference Procurement Identifier: [redacted] Voucher Number: 145 Voucher Date: 20160301

LLA Level

Document Record Reference ID: Agency Accounting ID: Accounting Classification Reference Number

Agency Qualifier Code: Defense Agency Allocation Recipient: Cost Code: Department Indicator

Job/Work Order Code: Cost Allocation Code: Transfer from Department: Sub-Allotment Recipient

Classification Code: Fiscal Year Indicator: Work Center Recipient: DoD Budget Accounting Classification Code

Block Symbol Number: Major Reimbursment

Fund Code: Customer Indicator: Field ID: Admin Code: Object Class

FPI Number: Allotment Serial Number: Government Public Sector ID: Transaction Type

Activity Address Code: Foreign Currency Code: Program Planning Code: Program Element Code

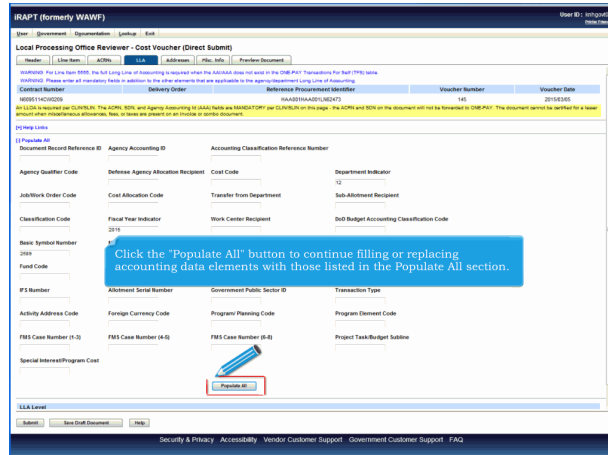
FMS Case Number (3-3): FMS Case Number (4-4): FMS Case Number (4-4): Project Task/Budget Subline

Special Interest/Program Cost

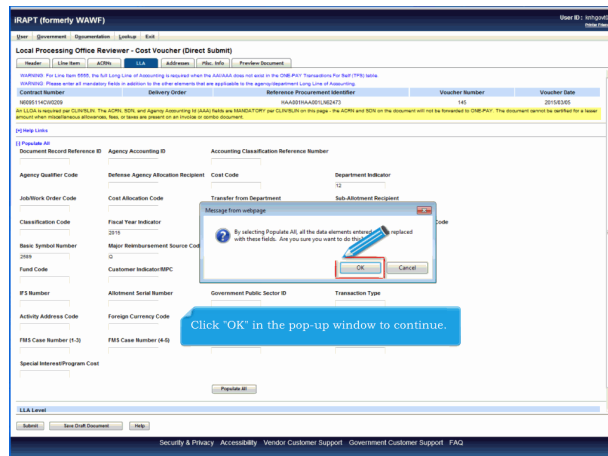
Populate All

Enter the Accounting data required by the contract.

Enter the Accounting data required by the contract.

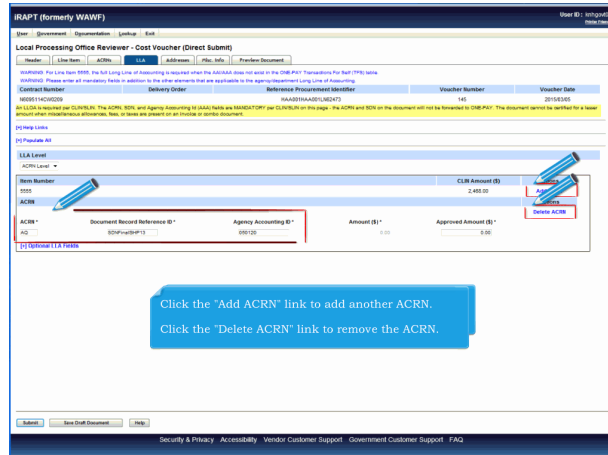


Click the "Populate All" button to continue filling or replacing accounting data elements with those listed in the Populate All section.



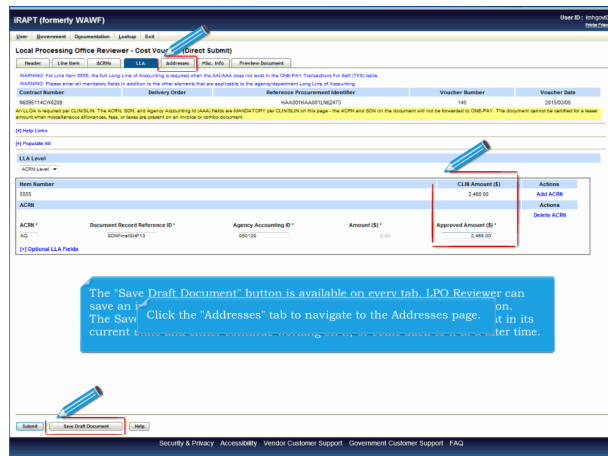
Click "OK" in the pop-up window to continue.





The data elements entered in the Populate All section of the LLA tab are now displayed for each Line Item. Click the "Add ACRN" link to add another ACRN.

Click the "Delete ACRN" link to remove the ACRN.



ACRN Approved Amounts must be balanced with the CLIN Amount. The "Save Draft Document" button is available on every tab. LPO Reviewer 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. Click the "Addresses" tab to navigate to the Addresses page.

IRAPT (formerly WAWF)

Local Processing Office Reviewer - Cost Voucher (Direct Submit)

Contract Number: M000114C00209 | Delivery Order: | Reference Procurement Identifier: HLA001HA001LN02473 | Voucher Number: 47 | Voucher Date: 20150305

Prime Contractor: BWS | Extension: | Administered By: |

Activity Name 1: Captain Jack Sparrow | Activity Name 2: The Doctor who crashed 'Ya Bitches' Party in Denver | Activity Name 3: | Activity Name 4: |

Address 1: The Black Pearl | Address 2: | Address 3: | Address 4: |

City: NORTH HILLS CA 91343-2036 | State: | Zip: |

Country: USA | Military Location Description: |

DCIA Auditor: | Extension: | Service Approver: | Extension: |

Comments: |

Submit | Save Draft Document | Help

The Addresses page is displayed.

The LPO Reviewer can review the contents of the Addresses page. Click the "Misc. Info" tab to navigate to the Miscellaneous Information page.

IRAPT (formerly WAWF)

Local Processing Office Reviewer - Cost Voucher (Direct Submit)

Contract Number: M000114C00209 | Delivery Order: | Reference Procurement Identifier: HLA001HA001LN02473 | Voucher Number: 47 | Voucher Date: 20150305

Contractor Contact Information:

Name: | Date of Action: 09/ | Phone #: | DSN: |

Email: | Title: | ActKeyID: |

City Email: | View Attachment: |

Comments: |

Local Processing Office Reviewer:

Name: | Date of Action: 07/15/18 EDT | Phone #: | DSN: |

Email: | Title: | ActKeyID: |

City Email: |

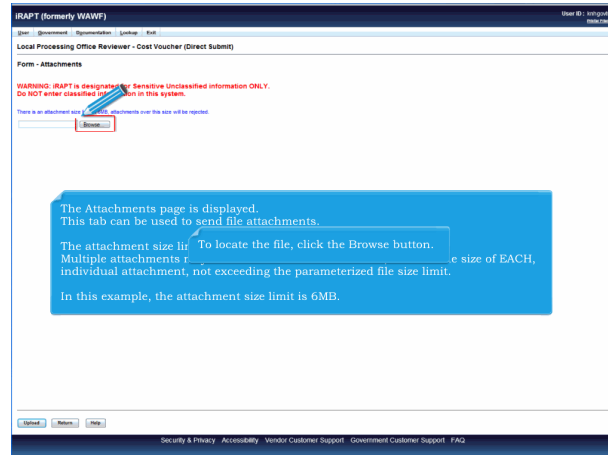
Attachments: |

Comments: |

Submit | Save Draft Document | Help

The Miscellaneous Information page is displayed.

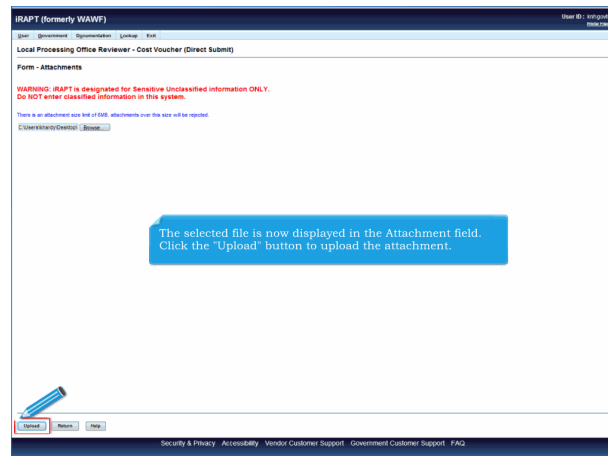
The LPO Reviewer can review the contents of the Misc. Info page. Click the "Add Attachments" link to add attachment.



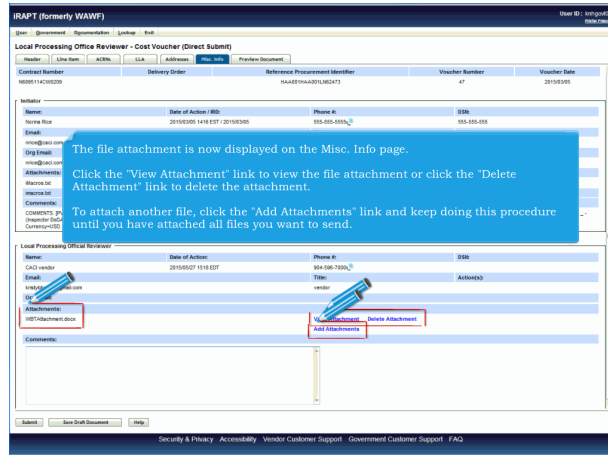
The Attachments page is displayed.  
This tab can be used to send file attachments.

The attachment size limit is based on the parameter.  
Multiple attachments may be associated with a document, with the file size of EACH, individual attachment, not exceeding the parameterized file size limit.

In this example, the attachment size limit is 6MB. To locate the file, click the Browse button.



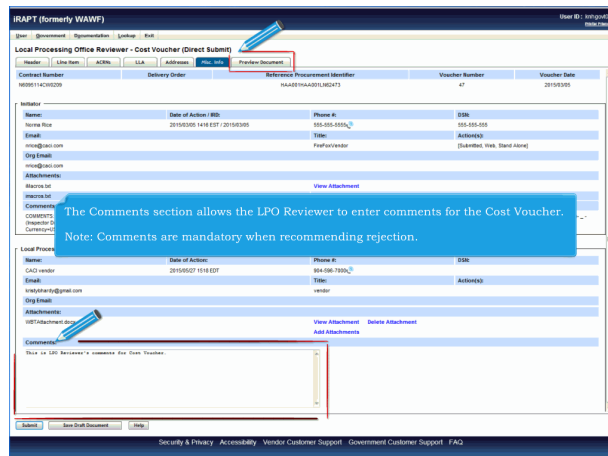
The selected file is now displayed in the Attachment field.  
Click the "Upload" button to upload the attachment.



The file attachment is now displayed on the Misc. Info page.

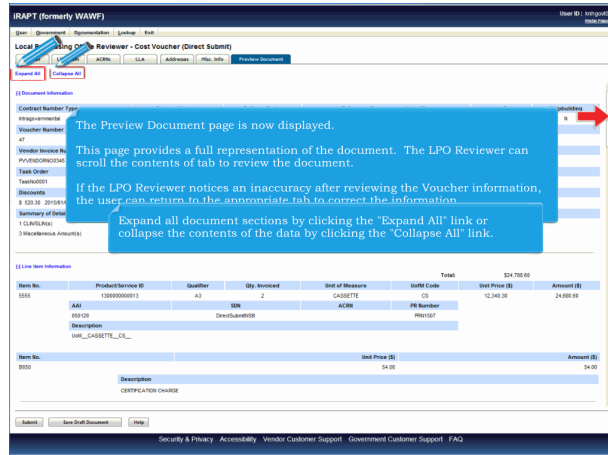
Click the "View Attachment" link to view the file attachment or click the "Delete Attachment" link to delete the attachment.

To attach another file, click the "Add Attachments" link and keep doing this procedure until you have attached all files you want to send.



The Comments section allows the LPO Reviewer to enter comments for the Cost Voucher.

Note: Comments are mandatory when recommending rejection. Click the "Preview Document" tab to navigate to the Preview Document page.

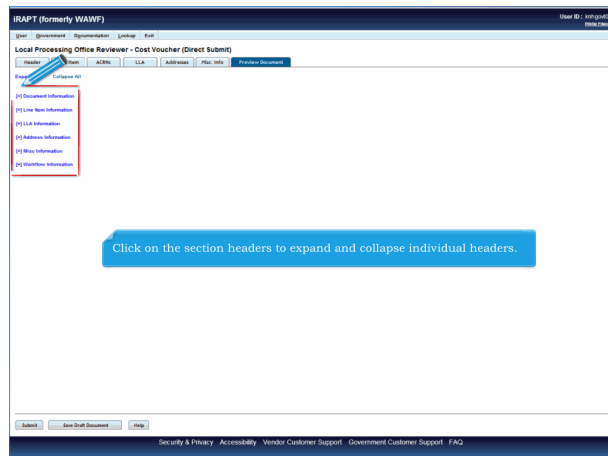


The Preview Document page is now displayed.

This page provides a full representation of the document. The LPO Reviewer can scroll the contents of tab to review the document.

If the LPO Reviewer notices an inaccuracy after reviewing the Voucher information, the user can return to the appropriate tab to correct the information.

Expand all document sections by clicking the "Expand All" link or collapse the contents of the data by clicking the "Collapse All" link.



Click on the section headers to expand and collapse individual headers.

The Address Information section is expanded. Navigate back to the Header page by clicking the "Header" tab.

The Header page is displayed. Select this checkbox if you have reviewed and recommend the voucher to be certified. Select this checkbox if you have reviewed and recommend rejection back to the initiator.

Note. If the "Recommend Document Rejected" checkbox is selected, comments will be mandatory.

**iRAPT (formerly WAWF)**

Local Processing Office Reviewer - Cost Voucher (Direct Submit)

Contract Number: 889914240028 | Delivery Order: HAASPHANDEL0002 | Invoice Date: 20160202

Voucher Number: 47 | Voucher Date: 20160306 | Final Voucher: N | Invoice Received Date: 20160306

Vendor Invoice Number: PV58080048 | Service Start Date: 20161201 | Service End Date: 20160306

Task Order: 88 of Lading Number: | Bill of Lading Type: Commerce

Task Order ID: 88LPLA000000000000

Summary of Total Cost Information

Category	Amount	Total
1 CLAIMS	00.00	00.00
3 Miscellaneous Amounts	00.00	00.00
<b>LPO</b>	<b>00.00</b>	<b>00.00</b>

Role Information

Role	Location Code	Extension	Name
Phone	88C11		CALLER JAKS SHERWIN
Pay Office	88B81		DEFENSE FINANCE AND ACCOUNTING SERV
Issue By	88I1A		DCMA LOS ANGELES
Admin	88I1A		DCMA LOS ANGELES
DCMA Auditor	HAAS01		DCMA FIELD DETACHMENT
Service Approver	HAAS01		DCMA FIELD DETACHMENT
LPO	88C73		NAVFAC SOUTHWEST

**ACTION REQUIRED:**

Recommend Document Certified

Recommend Document Rejected

**Submit** | [See Draft Document](#) | [Previous](#) | [Help](#)

After reviewing and updating the document, click the "Submit" button to submit your changes to iRAPT.

**iRAPT (formerly WAWF)**

Success

The Cost Voucher (Direct Submit) was successfully recommended for certification.

Contract Number	Delivery Order	Voucher Number
889914240028	HAASPHANDEL0002	47

Email: [LocalProcessingOffice\\_88a@dcma.com](mailto:LocalProcessingOffice_88a@dcma.com)

Email: [LocalProcessingOffice\\_88a@dcma.com](mailto:LocalProcessingOffice_88a@dcma.com)

[Send Additional Email Notifications](#)

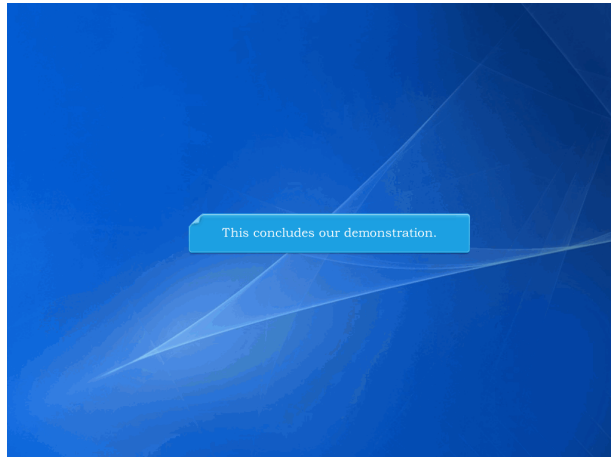
Issued May 07 10:28:30 EDT 2016

**Click the "Send Additional Email Notifications" link to add more email addresses.**

An email will be sent to the LPO.

[Return](#)

The iRAPT system will inform the LPO Reviewer that the document was successfully recommended for certification/rejection. An email will be sent to the LPO. Click the "Send Additional Email Notifications" link to add more email addresses.



This concludes our demonstration.