

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 Reviewer (LPOR) pre-certifying a Miscellaneous Payment Voucher (Marine Corps).

Government	Property	Transfer	Documentation	Lookup	Exit	
Acceptor				1		
Admin By					ome to Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT)!	
Cost Voucher Administrator					is application was formerly known as Wide Area Workflow (WAWF).	
Cost Voucher					Please start by selecting one of the links from the menu above.	
Approver						
Cost Voucher Reviewer						
Grant Approve	er		Comment	d Courses	ment Support Contractor Messages	
Inspector					VAWF Subject: Action Required! Critical! Message For: All Users	
Issue By				,		
Local Process	ing		AS of WAWF e-I	Business Si	uite Release 5.6.0, the WAWF name is now iRAPT.	
Local Process Office Review	ung	Certifical	ion Folder			
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The LPO Reviewer selects the Certification Folder from the Local Processing Office Reviewer menu option.

ser <u>Government</u> Property Iransfer Documentation Lookup	uit -
earch Criteria - LPO Reviewer Certification Folder	
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ivacy Act Statement - This information is protected under the Privacy Act o	1974 and shall be handled as "FOR OFFICIAL USE ONLY." Violations may be pumishable by fines, imprisonment, or both.
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The Search Criteria page is displayed.

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

ser Government Property Transfer Documentation Lookup E	Exit	
earch Criteria - LPO Reviewer Certification Folder		
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Create / Update Date (YYYY/MM/DD)	Create / Update Date End (YYYY/MM/DD)	
2015/04/29	2015/05/29	
Acceptance Date (YYYY/MM/DD)	Acceptance Date End (YYYY/MM/DD)	
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The DoDAAC field is the only mandatory field.

RAPT (formerly WAWF) ser Government Property Iransfer Documentation Lookup	Exit
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The LPO Reviewer can further limit the returned results by selecting Misc. Pay from the Type Document drop down.

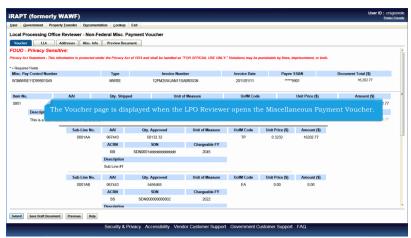
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The LPO Reviewer clicks the Submit button after entering the select criteria.

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The LPO Reviewer's Certification Folder page is displayed. This page contains a list of documents that match the selection criteria.

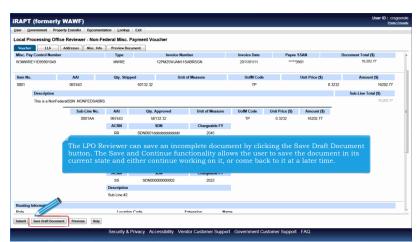
The LPO Reviewer can select a document to review by clicking the Invoice Number link for the appropriate document.



The Voucher page is displayed when the LPO Reviewer opens the Miscellaneous Payment Voucher.

	y Iransfer Documenta	Toornb	Exit					
Local Processing Office	Reviewer - Non-Fe	deral Misc.	Payment Voucher					
	ddresses Misc. Info	Preview Do	cument					
Misc. Pay Control Number		Туре	Invoice Numb		Invoice Date	Payee S		Document Total (\$)
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Item No.								
0001 The LPC	Reviewer o	annot e	nter or modify Sub	⊳_Line data o	n a Miscell	aneous Pa	vment Voi	tcher submitted
against	CAPS-W (Ma	arine Cc	orps). Sub-Lines a	ire added by i	ine Accepti	or auring A	cceptance	
	Sub-Line No.	AAI	Qty. Approved	Unit of Measure	UofM Code	Unit Price (\$)	Amount (\$)	
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		ACRN	SDN	Chargeable FY				
		RR	SDN0001dddddddddddddd	2045				
		Description						
		Sub Line #1						
	Sub-Line No.	AAI	Qty, Approved	Unit of Measure	UofM Code	Unit Price (\$)	Amount (\$)	
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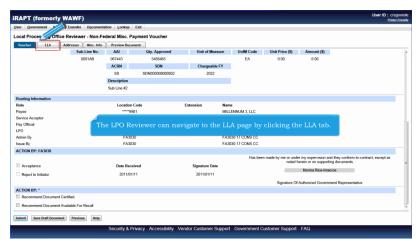
The LPO Reviewer cannot enter or modify Sub-Line data on a Miscellaneous Payment Voucher submitted against CAPS-W (Marine Corps). Sub-Lines are added by the Acceptor during Acceptance.



The 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.



The LPO Reviewer can Recommend Document Certified. If the LPO sees an error, the LPO has the capability in iRAPT to make the Misc. Pay Voucher available for recall so that the Initiator (Vendor or Acceptor) can correct and resubmit.



The LPO Reviewer can navigate to the LLA page by clicking the LLA tab.

	ocumentation Lookup Exit					
ocal Processing Office Reviewer - I						
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The Long Line of Accounting (LLA) page is displayed. The Accounting data for Miscellaneous Payment Vouchers submitted to the CAPS-W (Marine Corps) payment system will be pre-populated by the SABRS system. The LPO Reviewer cannot add or modify the LLA data.

Voucher LLA Addresses	r - Non-Federal Misc. Payme Misc. Info Preview Document	ent Voucher				
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vacy Act Statement - This information is	protected under the Privacy Act of 19	74 and shall be handled as "FOR OFFICIAL USE	ONLY." Violations may be punish	able by fines, imprisonment, or	r both.	
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The LPO Reviewer can navigate to the Addresses page by clicking the Addresses tab.

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The Addresses page is displayed. The LPO Reviewer can review the contents of the Addresses page.

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The Miscellaneous Information page is displayed. This tab can be used to add attachments and comments.

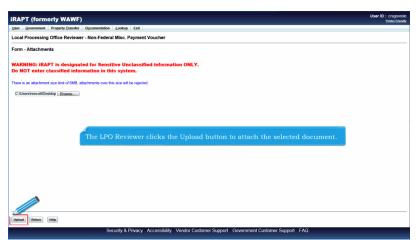
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Attachments can be added on the Misc. Info page by clicking the Add Attachments link.

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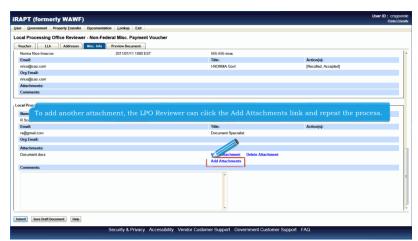
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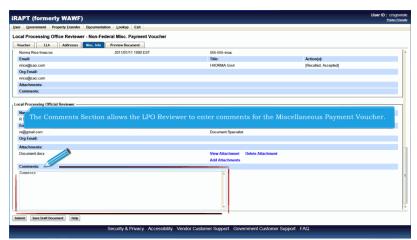
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To add another attachment, the LPO Reviewer can click the Add Attachments link and repeat the process.

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



The Comments Section allows the LPO Reviewer to enter comments for the Miscellaneous Payment Voucher.

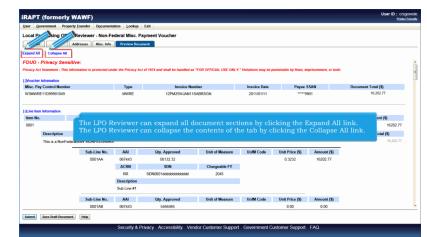
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The LPO Reviewer clicks the Preview Document tab to View the entire document.



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

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



The LPO Reviewer can expand all document sections by clicking the Expand All link. The LPO Reviewer can collapse the contents of the tab by clicking the Collapse All link.

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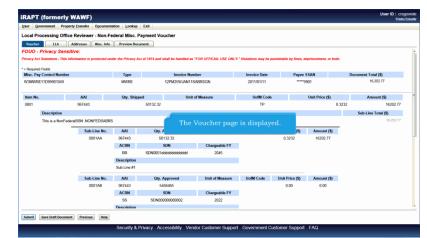
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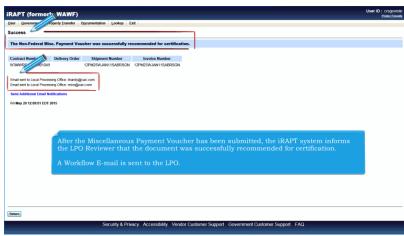
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The LPO Reviewer clicks the Submit button to continue submitting the document.



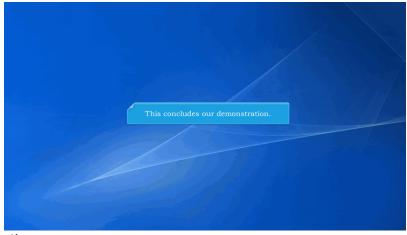
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A Workflow E-mail is sent to the LPO.

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This concludes our demonstration.