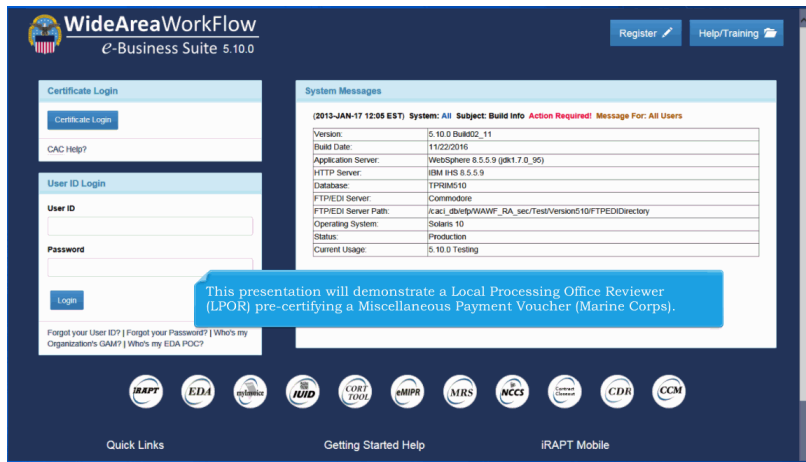
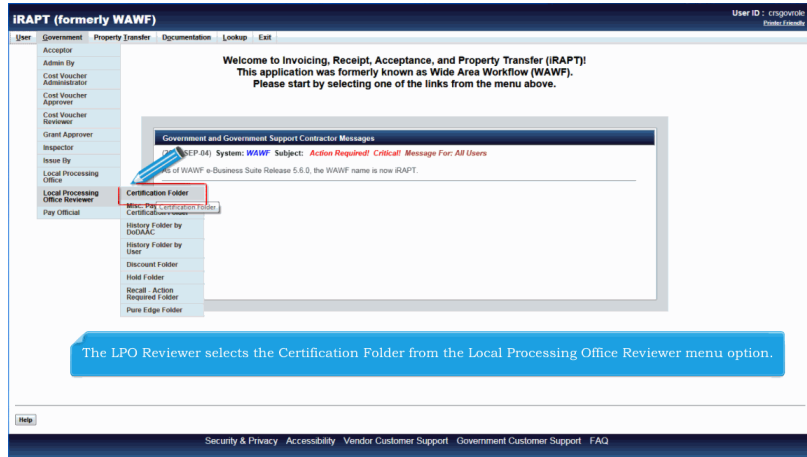


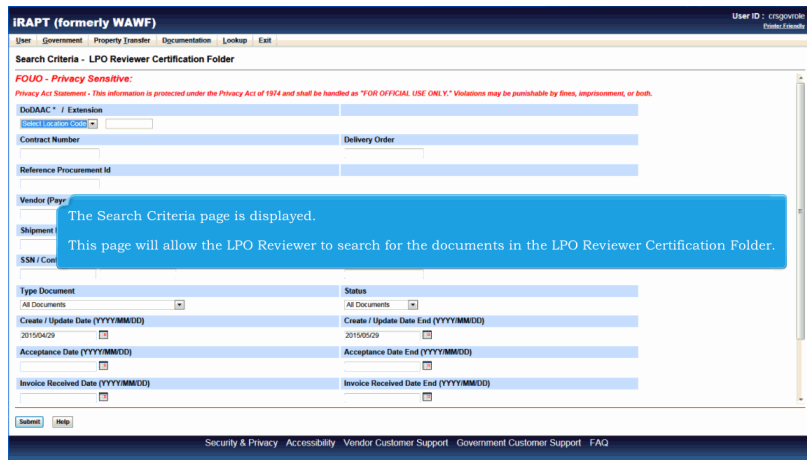
Welcome to Wide Area Workflow e-Business Suite.  
This demonstration contains audio narrative. Please adjust your volume accordingly.



This presentation will demonstrate a Local Processing Office Reviewer (LPOR) pre-certifying a Miscellaneous Payment Voucher (Marine Corps).



The LPO Reviewer selects the Certification Folder from the Local Processing Office Reviewer menu option.



The Search Criteria page is displayed.

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

The screenshot shows the 'Search Criteria - LPO Reviewer Certification Folder' page in the IRAPT system. A red box highlights the 'DoDAAC\* / Extension' field, which contains the value 'FA300'. A blue callout box points to this field with the text: 'The DoDAAC field is the only mandatory field.' Other fields include 'Contract Number', 'Delivery Order', 'Reference Procurement Id', 'Vendor (Payee) / Vendor (Payee) Extension', 'Ship From / Ship From Extension', 'Shipment No.', 'SSN / Confirm SSN', 'Type Document' (set to 'All Documents'), 'Status' (set to 'All Documents'), and several date filters for 'Create / Update Date', 'Acceptance Date', and 'Invoice Received Date'.

The DoDAAC field is the only mandatory field.

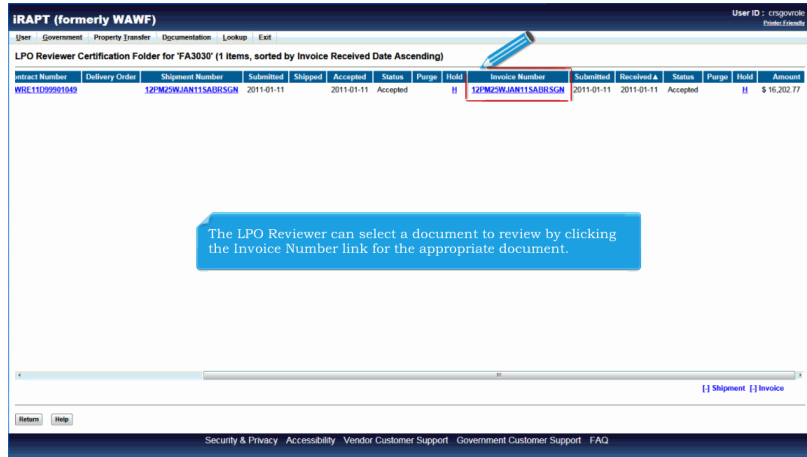
The screenshot shows the same 'Search Criteria - LPO Reviewer Certification Folder' page. A red box highlights the 'Type Document' dropdown menu, which is currently set to 'Misc. Pay'. A blue callout box points to this dropdown with the text: 'The LPO Reviewer can further limit the returned results by selecting Misc. Pay from the Type Document drop down.' The 'DoDAAC\* / Extension' field is now set to 'FA300'. Other fields include 'Contract Number', 'Delivery Order', 'Reference Procurement Id', 'Vendor (Payee) / Vendor (Payee) Extension', 'Shipment No.', 'SSN / Confir', 'Tax Id (EIN)', and the same date filters as in the previous screenshot.

The LPO Reviewer can further limit the returned results by selecting Misc. Pay from the Type Document drop down.

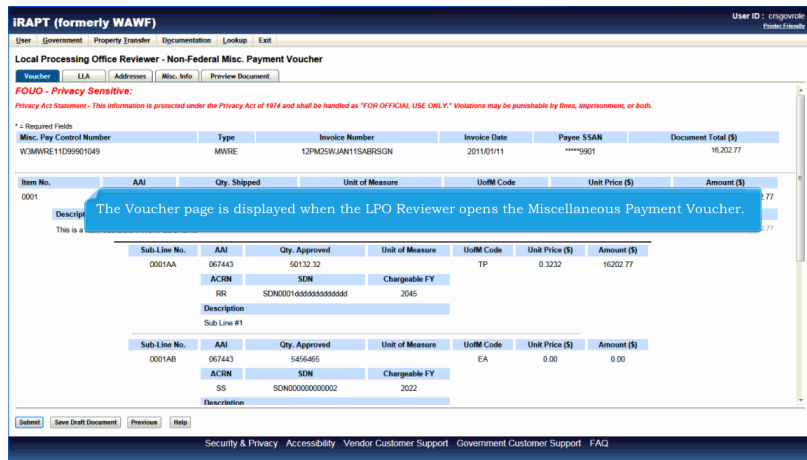
The LPO Reviewer clicks the Submit button after entering the select criteria.

Item	Type	Vendor (Payee)	DUNS	DUNS-4	Contract Number	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	Parge	Hold	Invoice Number
1	Misc Pay				W3MWSL11D9901843		12FM20WJAN11SABRSGN	2011-01-11		2011-01-11	Accepted			12FM20WJAN11SABRSGN

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.

The screenshot shows the iRAPT (formerly WAWF) interface for a 'Local Processing Office Reviewer - Non-Federal Misc. Payment Voucher'. The form includes fields for Voucher, LLA, Addresses, Misc. Info, and Preview Document. Key data points include: Misc. Pay Control Number: W3MWRE11D9991049; Type: MWRE; Invoice Number: 12PM25WJAN11SABRSQN; Invoice Date: 2011/01/11; Payee SSAN: \*\*\*\*\*901; Document Total (\$): 16,202.77. A blue callout box highlights that 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 form displays two sub-line items: Sub-Line #1 (0001AA) and Sub-Line #2 (0001AB), each with columns for Sub-Line No., AAI, Qty. Approved, Unit of Measure, UoM Code, Unit Price (\$), and Amount (\$). The 'Save Draft Document' button is visible at the bottom.

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 screenshot shows the same iRAPT (formerly WAWF) interface. A blue callout box highlights that 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 'Save Draft Document' button is highlighted with a red box and a blue arrow. The form displays the same data as the previous screenshot, but with a 'Qty. Shipped' column added to the sub-line items table.

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.

**iRAPT (formerly WAWF)** User ID : criggovide  
Local Processing Office Reviewer - Non-Federal Misc. Payment Voucher

Sub-Line No.	AAI	Qty. Approved	Unit of Measure	UoM Code	Unit Price (\$)	Amount (\$)
0001AB	067443	5456465		EA	0.00	0.00
	ACRN	SDN	Chargeable FY			
	SS	SDN000000000002	2022			

Routing Information  
Role: Payee  
Service Acceptor: Pay Official  
LPO: FA3030  
Admin By: FA3030  
Issue By: FA3030

**ACTION BY: FA3030**

Acceptance  
 Reject to Initiator

Date Received: 2011/01/11  
Signature Date: 2011/01/11

Recommend Document Certified  
 Recommend Document Available For Recall

Submit Save Draft Document Previous Help

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.

**iRAPT (formerly WAWF)** User ID : criggovide  
Local Processing Office Reviewer - Non-Federal Misc. Payment Voucher

Voucher LLA Addresses Misc. Info Preview Document

Sub-Line No.	AAI	Qty. Approved	Unit of Measure	UoM Code	Unit Price (\$)	Amount (\$)
0001AB	067443	5456465		EA	0.00	0.00
	ACRN	SDN	Chargeable FY			
	SS	SDN000000000002	2022			

Routing Information  
Role: Payee  
Service Acceptor: Pay Official  
LPO: FA3030  
Admin By: FA3030  
Issue By: FA3030

**ACTION BY: FA3030**

Acceptance  
 Reject to Initiator

Date Received: 2011/01/11  
Signature Date: 2011/01/11

Recommend Document Certified  
 Recommend Document Available For Recall

Submit Save Draft Document Previous Help

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

**IRAPT (formerly WAWF)** User ID : crg09w04e  
 User Government Property Transfer Documentation Lookup Exit  
 Local Processing Office Reviewer - Non-Federal Misc. Payment Voucher  
 Voucher LLA Addresses Misc. Info Preview Document  
**FOUO - Privacy Sensitive:**  
 Privacy Act Statement - This information is protected under the Privacy Act of 1974 and shall be handled as "FOR OFFICIAL USE ONLY." Violations may be punishable by fines, imprisonment, or both.

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee SSAN	Document Total (\$)
W3MWRE11D99901049	MWRE	12PM25WJAN11SABRSIGN	2011/01/11	*****901	16,202.77

\* - Required Fields

Item Number	0001AA	CLIN Amount	16202.77
Document Record Reference ID	1236547896541	Agency Accounting ID	ACRN
Agency Qualifier Code	DD		
Job/Work Order Code	M0169		
Classification Code			
Basic Symbol Number	1106	Major Reimbursement Source Code	27A0
Fund Code		Customer Indicator/MPC	Fund Org Admin Code
IFS Number		Allotment Serial Number	60169
Activity Address Code		Foreign Currency Code	
FMS Case Number (1-3)		FMS Case Number (4-5)	

Submit Save Draft Document Help  
 Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

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.

**IRAPT (formerly WAWF)** User ID : crg09w04e  
 User Government Property Transfer Documentation Lookup Exit  
 Local Processing Office Reviewer - Non-Federal Misc. Payment Voucher  
 Voucher LLA Addresses Misc. Info Preview Document  
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Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee SSAN	Document Total (\$)
W3MWRE11D99901049	MWRE	12PM25WJAN11SABRSIGN	2011/01/11	*****901	16,202.77

\* - Required Fields

Item Number	0001AA	CLIN Amount	16202.77
Document Record Reference ID	1236547896541	Agency Accounting ID	ACRN
Agency Qualifier Code	DD		
Job/Work Order Code	M0169		
Classification Code			
Basic Symbol Number	1106	Major Reimbursement Source Code	27A0
Fund Code		Customer Indicator/MPC	Fund Org Admin Code
IFS Number		Allotment Serial Number	60169
Activity Address Code		Foreign Currency Code	
FMS Case Number (1-3)		FMS Case Number (4-5)	

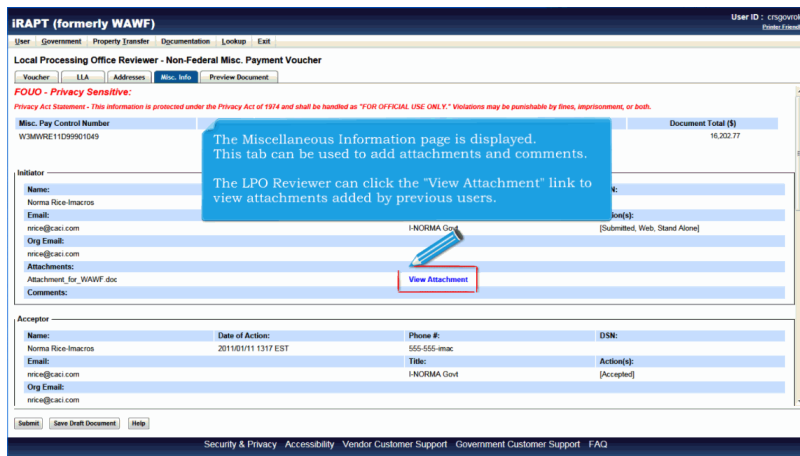
Submit Save Draft Document Help  
 Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

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



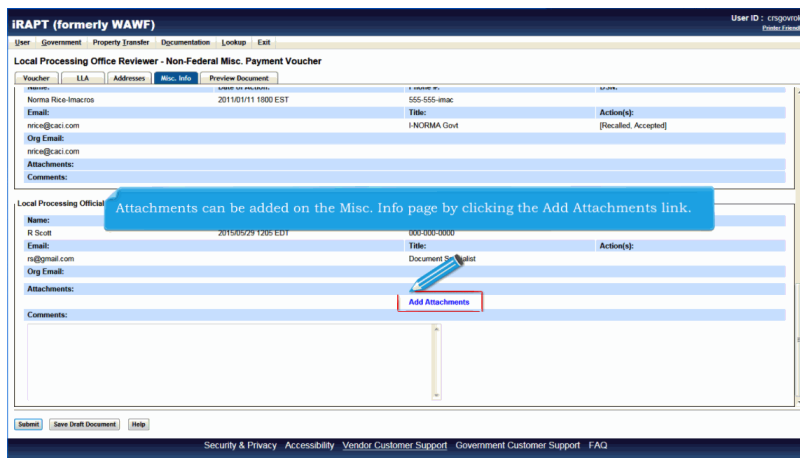
The Addresses page is displayed. The LPO Reviewer can review the contents of the Addresses page.

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

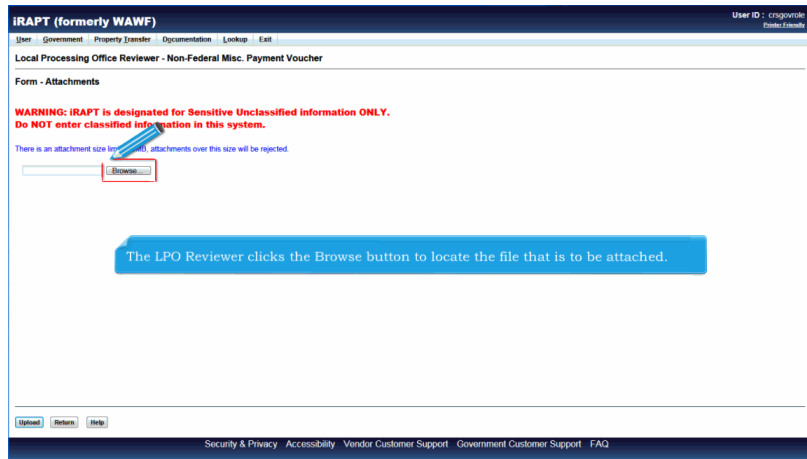


The Miscellaneous Information page is displayed.  
This tab can be used to add attachments and comments.

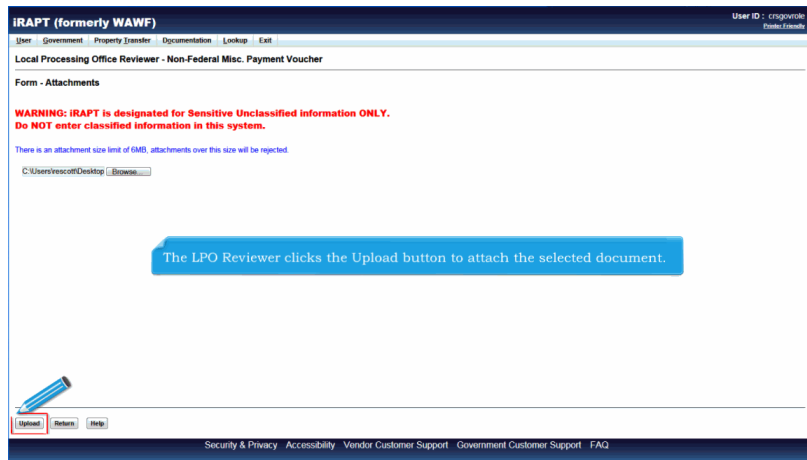
The LPO Reviewer can click the "View Attachment" link to view attachments added by previous users.



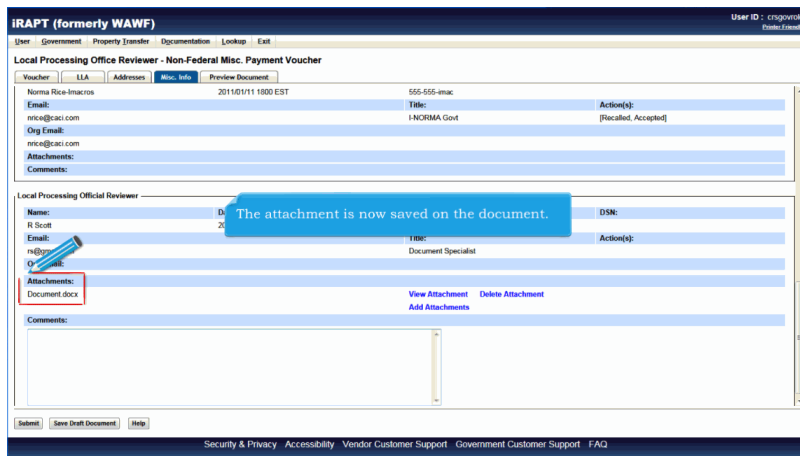
Attachments can be added on the Misc. Info page by clicking the Add Attachments link.



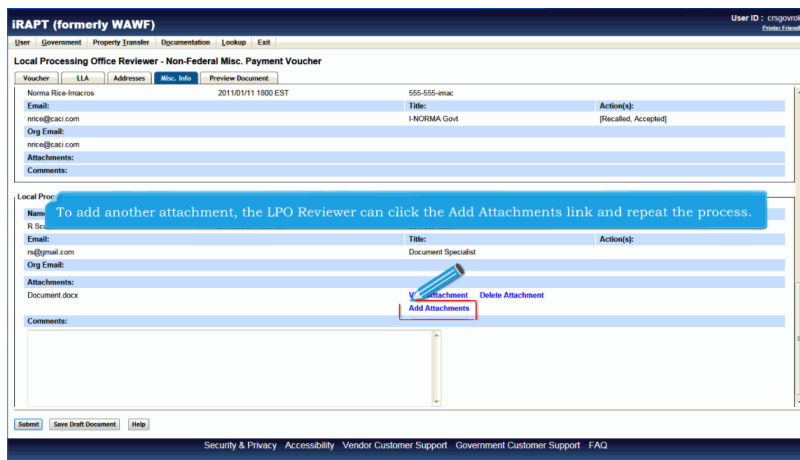
The LPO Reviewer clicks the Browse button to locate the file that is to be attached.



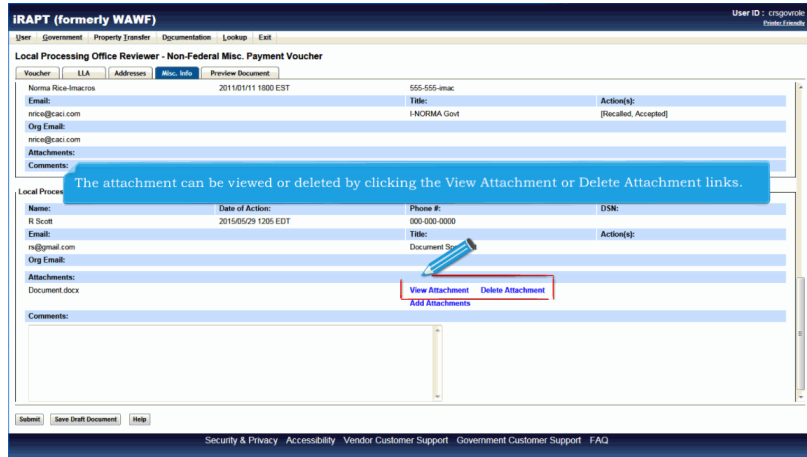
The LPO Reviewer clicks the Upload button to attach the selected document.



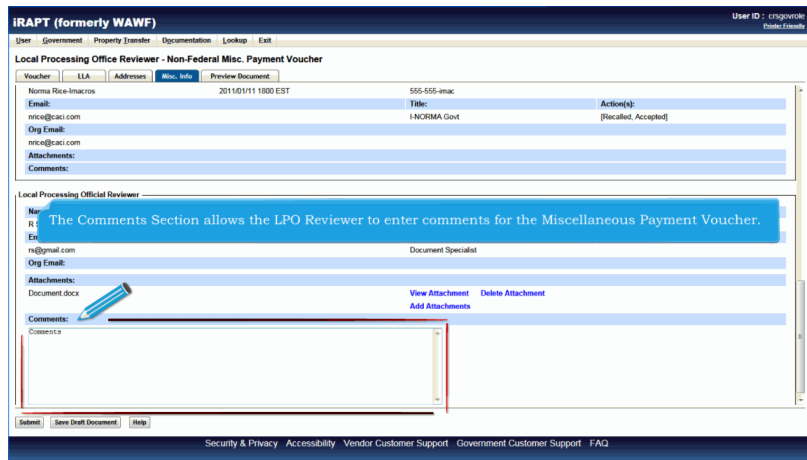
The attachment is now saved on the document.



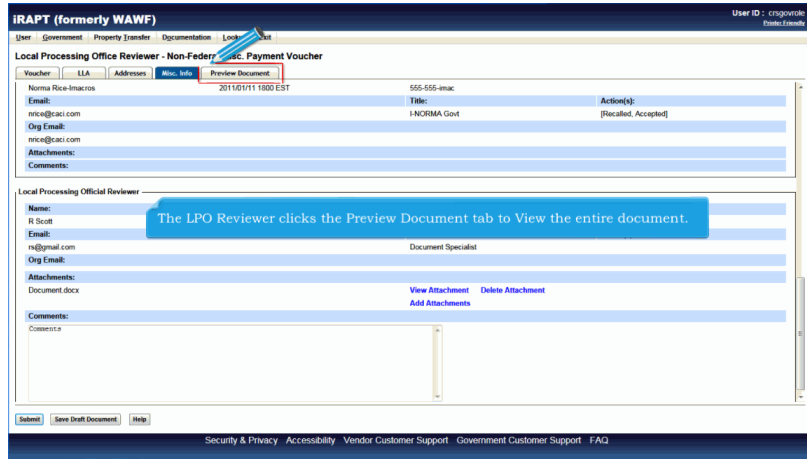
To add another attachment, the LPO Reviewer can click the Add Attachments link and repeat the process.



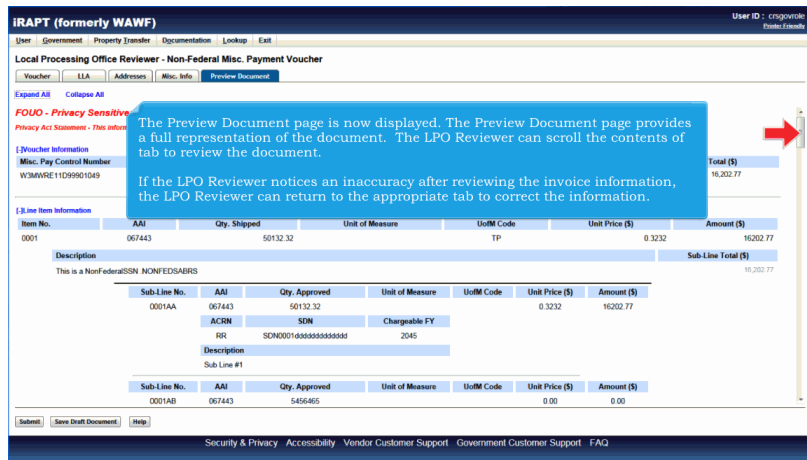
The attachment can be viewed or deleted by clicking the View Attachment or Delete Attachment links.



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

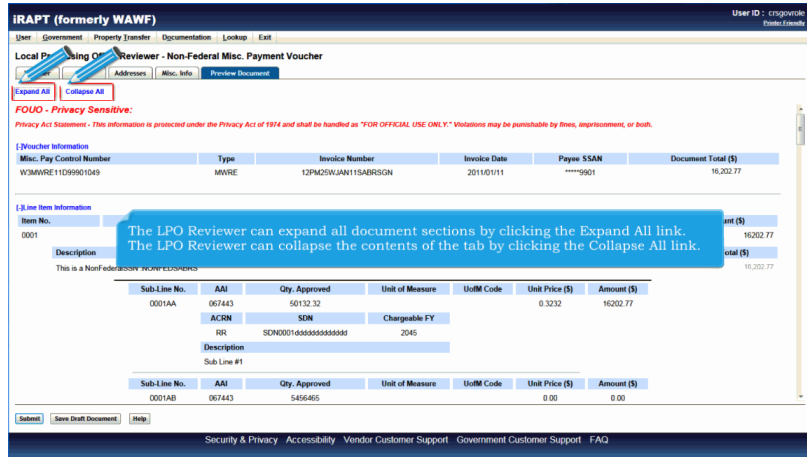


The LPO Reviewer clicks the Preview Document tab to View the entire document.

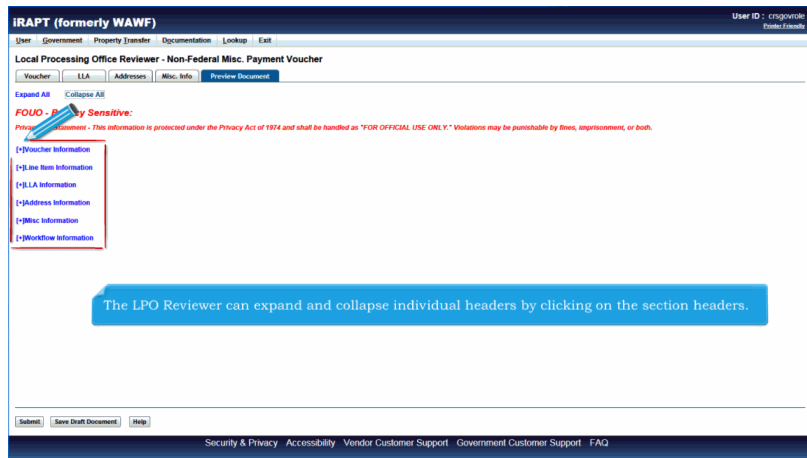


The Preview Document page is now displayed. The Preview Document page provides a full representation of the document. The LPO Reviewer can scroll the contents of tab to review the document.

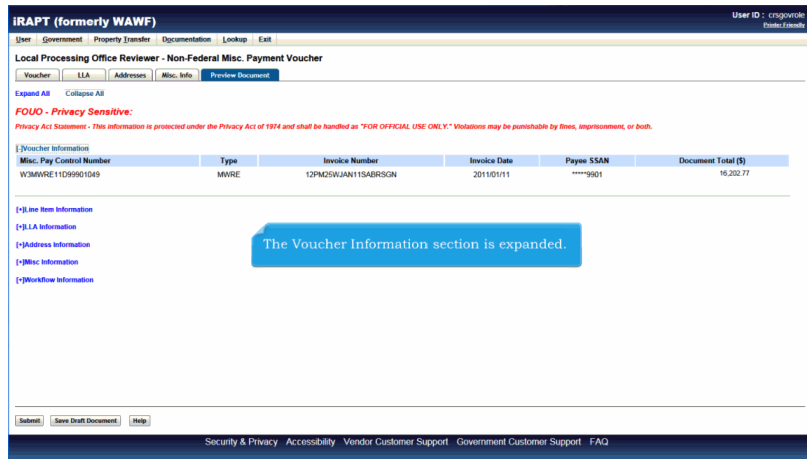
If the LPO Reviewer notices an inaccuracy after reviewing the invoice information, the LPO Reviewer can return to the appropriate tab to correct the information.



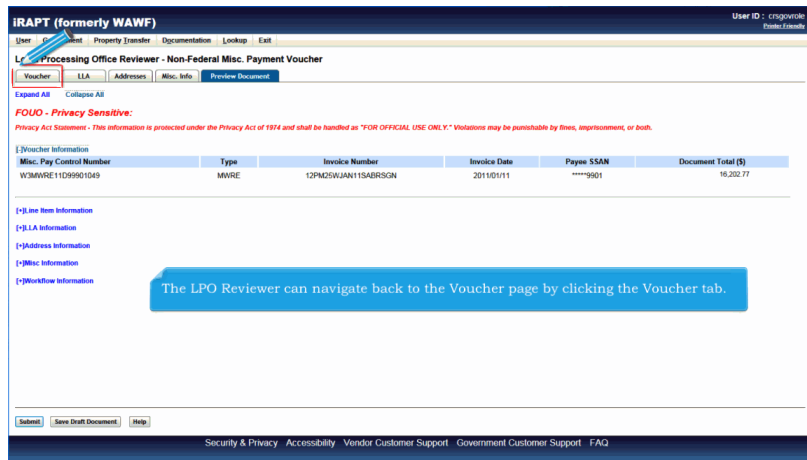
The LPO Reviewer can expand all document sections by clicking the Expand All link. The LPO Reviewer can collapse the contents of the tab by clicking the Collapse All link.



The LPO Reviewer can expand and collapse individual headers by clicking on the section headers.



The Voucher Information section is expanded.



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



IRAPT (formerly WAWF) User ID : criggw@waf  
User Government Property Transfer Documentation Lookup Exit

Local Processing Office Reviewer - Non-Federal Misc. Payment Voucher

Voucher LLA Addresses Misc. Info Preview Document

**FOUO - Privacy Sensitive:**  
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\* = Required Fields

Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee SSAN	Document Total (\$)
WMMWRE11D9901049	MWRE	12PMZSJUAN11SABRSGN	2011/01/11	*****901	16,202.77

Item No.	AAI	Qty. Shipped	Unit of Measure	UoM Code	Unit Price (\$)	Amount (\$)
0001	067443	50132.32		TP	0.3232	16202.77

Description  
This is a NonFederalSSN NONFEDSABRS

Sub-Line No.	AAI	Qty. #	Unit of Measure	UoM Code	Unit Price (\$)	Amount (\$)
0001AA	067443	50132.32			0.3232	16202.77

ACRN	SDN	Chargeable FY
RR	SDN000146855555555555	2045

Description  
Sub Line #1

Sub-Line No.	AAI	Qty. Approved	Unit of Measure	UoM Code	Unit Price (\$)	Amount (\$)
0001AB	067443	5456465			0.00	0.00

ACRN	SDN	Chargeable FY
SS	SON0000000000002	2022

Description  
Sub Line #2

Submit Save Draft Document Previous Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

The Voucher page is displayed.

IRAPT (formerly WAWF) User ID : criggw@waf  
User Government Property Transfer Documentation Lookup Exit

Local Processing Office Reviewer - Non-Federal Misc. Payment Voucher

Voucher LLA Addresses Misc. Info Preview Document

Sub-Line No.	AAI	Qty. Approved	Unit of Measure	UoM Code	Unit Price (\$)	Amount (\$)
0001AB	067443	5456465			0.00	0.00

ACRN	SDN	Chargeable FY
SS	SON0000000000002	2022

Description  
Sub Line #2

Routing Information

Role	Payee
Service Acceptor	
Pay Official	M67443 DEFENSE FIN ACCT SERVICE M67443
LPO	FA3030 FA3030 17 CONS CC
Admin By	FA3030 FA3030 17 CONS CC
Issue By	FA3030 FA3030 17 CONS CC

ACTION BY: FA3030

Acceptance Date Received 2011/01/11 Signature Date 2011/01/11  
 Reject to

Has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents

Norma Rice-Imanias  
Signature Of Authorized Government Representative

ACTION BY: \*  
 Recommend Document Certified  
 Recommend Document Available For Recall

Submit Save Draft Document Previous Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

The LPO Reviewer selects the Recommend Document Certified checkbox.

**iRAPT (formerly WAWF)** User ID : criggw@state.pa.gov

Local Processing Office Reviewer - Non-Federal Misc. Payment Voucher

Sub-Line No.	AAI	Qty. Approved	Unit of Measure	UoM Code	Unit Price (\$)	Amount (\$)
0001AB	067443	5456465			0.00	0.00

ACRN: SDN Chargeable FY: 2022  
SS: SDN00000000002

Routing Information

Role: Payee  
Service Acceptor: Pay Official: M67443 DEFENSE FIN ACCT SERVICE M67443  
LPO: FA3030 FA3030 17 CONS CC  
Admin By: FA3030 FA3030 17 CONS CC  
Issue By: FA3030 FA3030 17 CONS CC

ACTION BY: FA3030

Has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents

Acceptance:  Date Received: 2011/01/11 Signature Date: 2011/01/11

ACTION BY: \*  
 Recommend Document Certified  
 Recommend Document Available For Recall

**Submit** Save Draft Document Previous Help

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

**iRAPT (formerly WAWF)** User ID : criggw@state.pa.gov

Success

The Non-Federal Misc. Payment Voucher was successfully recommended for certification.

Contract Number	Delivery Order	Shipment Number	Invoice Number
W3MWN00001049		12PM25WJAN11SABRSGN	12PM25WJAN11SABRSGN

Email sent to Local Processing Office: shandy@cas.com  
Email sent to Local Processing Office: nitig@cas.com

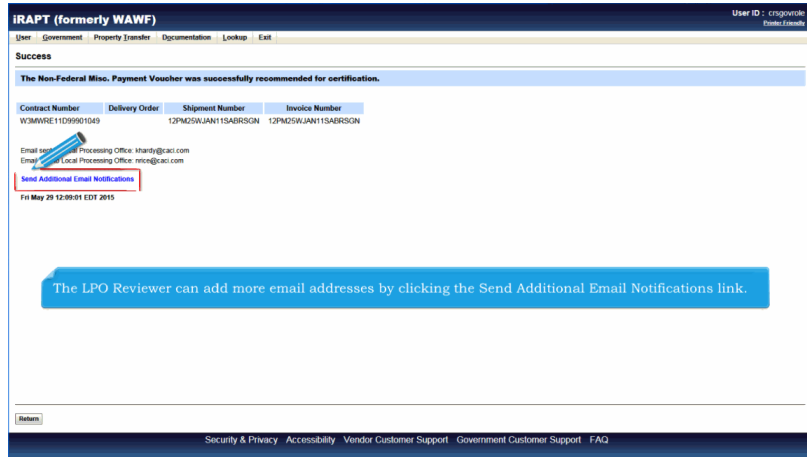
Send Additional Email Notifications

Fri May 29 12:09:01 EDT 2015

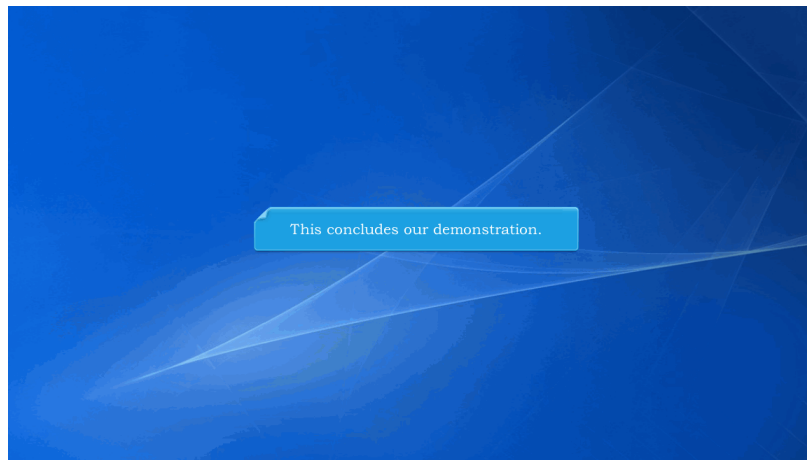
**Return**

After the Miscellaneous Payment Voucher has been submitted, the iRAPT system informs the LPO Reviewer that the document was successfully recommended for certification.

A Workflow E-mail is sent to the LPO.



The LPO Reviewer can add more email addresses by clicking the Send Additional Email Notifications link.



This concludes our demonstration.