

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 (Other Services/Agencies).



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

APT (formerly WAWF) er Government Property Transfer Documentation Lookup	Printer E
earch Criteria - LPO Reviewer Certification Folder	
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vacy Act Statement - This information is protected under the Privacy A	ct of 1974 and shall be handled as "FOR OFFICIAL USE ONLY." Violations may be punishable by fines, imprisonment, or both.
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	ents in the LPO Reviewer Certification Folder.
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icceptance Date (YYYY/MM/DD)	Acceptance Date End (YYYY/MM/DD)
woice Received Date (YYYY/MM/DD)	Invoice Received Date End (YYYY/MM/DD)

The Search Criteria page is displayed.

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

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		The DoDAAC field is the only mandatory field.	
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		2015/05/29	
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The DoDAAC field is the only mandatory field.

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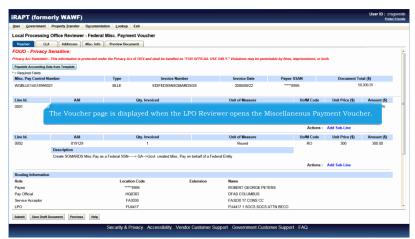
The LPO Reviewer clicks the Submit button after entering the select criteria.

er <u>G</u> or	overnment	Property Transfe	r Documentation	Lookup Exit								
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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.

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ser <u>G</u> overnment	Property Transfe	r Documentation Lookup	e Exit									
PO Reviewer Ce	rtification Fold	der for 'FU4417' (1 item	s, sorted by Invo	ice Received	Date Ascendin	ng)						
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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.

ser <u>G</u> overnment	Property Iransfer Documenta	tion Lookup Exit						
ocal Processing	g Office Reviewer - Federal	Misc. Payment Voucher						
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					Actions :	Add Sub-Line		
Routing Informatio	n 🦾							i.
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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.

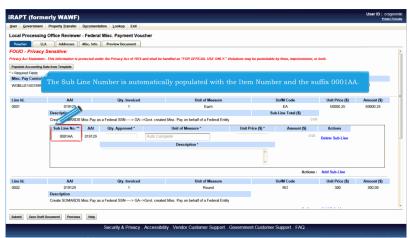
ser <u>Government</u>	Property Transfer Docur	mentation Lookup Exit				
ocal Processing	Office Reviewer - Fed	deral Misc. Payment Voucher				
Voucher LLA	Addresses Misc. I	Info Preview Document				
				Actions :	Add Sub-Line	
Line Id.	AAI	Qty. Invoiced	Unit of Measure	UofM Code	Unit Price (\$)	Amount (\$)
0002	019129	1	Round	RO	300	300.00
	Description	1				
	Create SOMARDS Misc.	The LPO Reviewer can Rec	ommend Document Certifie	ed. If the LPO		
		sees an error, the LPO has	the capability in iRAPT to r	make the Misc.	ub-Line	
			recall so that the Initiator (\			
Routing Information		Acceptor) can correct and				
Role		neceptory can concer and				
Payee						
Pay Official			ystems except IAPS-E, the I			
Service Acceptor			LA data when Recommendi	ng the		
LPO			ucher Available for Recall.			
Admin						
Issue By	•	10000	170000 11 00110 00			
ACTION BY: FA3030						
			Has been made	by me or under my supervision a noted herein or on support		ntract, except as
Acceptance		Date Received	Signature Date			
Reject		2014/05/01	2014/08/21	Norma Rice	2	
		10140301				
Reject unor				Signature Of Authorized Govern	ment Representative	
ACTION BY						
ACTION BY	ment Certified					
ACTION BY	ment Certified					

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.

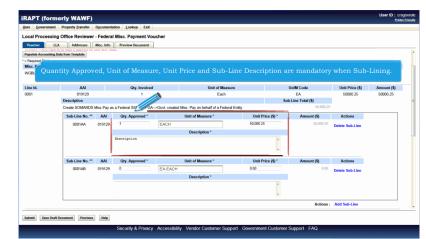
Note: For all Accounting Systems except IAPS-E, the LPOR must complete the mandatory LLA data when Recommending the Miscellaneous Payment Voucher Available for Recall.



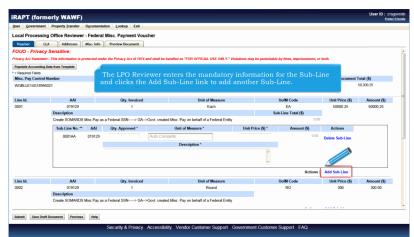
The LPO Reviewer can Sub-Line the Line Item by clicking the Add Sub-Line link.



The Sub Line Number is automatically populated with the Item Number and the suffix 0001AA.



Quantity Approved, Unit of Measure, Unit Price and Sub-Line Description are mandatory when Sub-Lining.

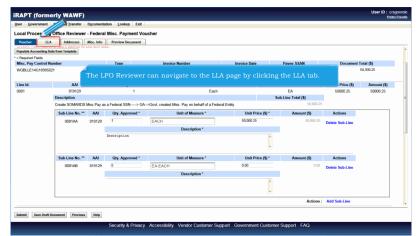


The LPO Reviewer enters the mandatory information for the Sub-Line and clicks the Add Sub-Line link to add another Sub-Line.

			ation Lookup Exit					
ocal Proce	ssing Office Reviewer	- Federa	I Misc. Payment Vol	Jcher				
Voucher			V V					
Populate	At least two Su	b-Lin	es are require	d when the LPO Reviewer				
= Require	lects to Sub-L	ine a	Line Item Th	e Sub-Line Total must be				
Misc. Pa	qual to the Lir	ne Iter	n Amount.		Date	Payee SSAN	Documen	
WGBLLE					8/22	*****8995		50,300.25
1	The next Sub-I	ine n	umber autor	natically populates with th				
Line Id.	tem Number a	nd th	suffix 001A	B		Uo ^p e	Unit Price (\$)	Amount (\$)
0001						Sub-Line Total (\$)	50000.25	50000.25
	0			->Govt. created Misc. Pay on behalf of a Federal Ent		50 000.25		
	Sub-Line No. **	AAI	Qty. Approved *	Unit of Measure *	Unit Price (S) *	Amount (\$)	Actions	
	0001AA	019129	1	EACH	50,000,25	50.000.25		
	0001744	019129		Description *			Delete Sub-Line	
			Description	Description -				
		•	Depertyperon		<u>^</u>			
	Sub-Line No. **	AAI	Qty. Approved *	Unit of Measure *	Unit Price (\$) *	Amount (\$)	Actions	
	0001AB	019129	0	EA-EACH	0.00	0.00	Delete Sub-Line	
				Description *				
			5 C		<u> </u>			
						Actions	Add Sub-Line	

At least two Sub-Lines are required when the LPO Reviewer elects to Sub-Line a Line Item. The Sub-Line Total must be equal to the Line Item Amount.

The next Sub-Line number automatically populates with the Item Number and the suffix 001AB.



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

ser Government Property Transfer	Decumentation Lookup Exit			
ocal Processing Office Reviewer	- Federal Misc. Payment Voucher			
	Misc. Info			
OUO - Privacy Sensitive:				
rivacy Act Statement - This information is pro			land The LDO Deviewer is	
Misc. Pay Control Number	The Long Line of Accou		layed. The LPO Reviewer is	_
Wisc. Pay Control Number WGBLLE14G18995021			e LLA page. The LLA page consists	
TOTALL NO 1000021	of fields for accounting	data that will be passed	l to the accounting systems.	
* = Required Fields				
LLA Level				
Document Level				
Document Record Reference ID *	Agency Accounting ID *	ACRN		-
SDN0000000014	D19129	ACRA		
00100000000	010120			
Agency Qualifier Code	Defense Agency Allocation Recipient	Cost Code	Department Indicator *	
DD			A1	
Job/Work Order Code *	Cost Allocation Code	Transfer from Department	Sub-Allotment Recipient	
12345678				
Classification Code	Fiscal Year Indicator *	Work Center Recipient *	DoD Budget Accounting Classification Code	
	2015	D77777		
Basic Symbol Number	Major Reimbursement Source Code	Limit/Sub Head *	Reimbursement Source Code	
		ASLI		
Fund Code	Customer Indicator/MPC	Fund Org Admin Code *	Object Class *	
		B1	F1GO	
		Government Public Sector ID	Transaction Type *	
IFS Number	Allotment Serial Number			

The Long Line of Accounting (LLA) page is displayed. The LPO Reviewer is responsible for entering accounting data on the LLA page. The LLA page consists of fields for accounting data that will be passed to the accounting systems.

	Documentation Lookup Exit			
ocal Processing Office Reviewer	- Federal Misc. Payment Voucher			
Voucher LLA Addresses	Misc. Info Preview Document			
OUO - Privacy Sensitive:				
rivacy Act Statement - This information is p	rotected under the Privacy Act of 1974 and shall be hand	led 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 (\$)
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* = Required Fields		A fields are based on the A	Accounting System.	
Document Record Reference ID *	Agency Accounting ID *	ACRN		
SDN00000000014	019129			
Agency Qualifier Code	Defense Agency Allocation Recipient	Cost Code	Department Indicator *	
DD			A1	
Job/Work Order Code *	Cost Allocation Code	Transfer from Department	Sub-Allotment Recipient	
12345678				
Classification Code	Fiscal Year Indicator *	Work Center Recipient *	DoD Budget Accounting Class	ification Code
	2015	D77777		
Basic Symbol Number	Major Reimbursement Source Code	Limit/Sub Head *	Reimbursement Source Code	
		ASLI		
Fund Code	Customer Indicator/MPC	Fund Org Admin Code *	Object Class *	
		B1	F1G0	
IFS Number	Allotment Serial Number	Government Public Sector ID	Transaction Type *	

The mandatory LLA fields are based on the Accounting System.

User Government Property Transfer				
-	r - Federal Misc. Payment Voucher			
Voucher LLA Addresses	Misc. Info Preview Document			
FOUO - Privacy Sensitive:				
Privacy Act Statement - This information is p	protected under the Privacy Act of 1974 and shal	be handled as "FOR OFFICIAL USE ONLY." Violation	is may be punishable by fines, imprisonment,	or both.
Misc. Pay Control Number	Туре	Invoice Number Invoice	e Date Payee SSAN	Document Total (\$)
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Lind Fields	-Contractor			
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Document Level				
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Agency Qualifier Code	Defense Agency Allocation Recipie	nt Cost Code	Department Indicator *	
DD			A1	
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12345678	cost nuocation code	Talifier Holl Department	Substationality Recipient	
Classification Code	Fiscal Year Indicator *	Work Center Recipient *	DoD Budget Accounting Cla	
Classification Code	2015	D77777	Dob Budget Accounting Cla	ssincation Code
Basic Symbol Number	Major Reimbursement Source Cod		Reimbursement Source Cod	•
		ASLI		
Fund Code	Customer Indicator/MPC	Fund Org Admin Code *	Object Class *	
		B1	F1GO	
IFS Number	Allotment Serial Number	Government Public Sector ID		

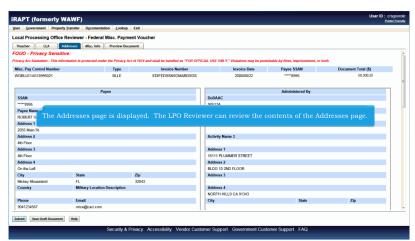
The LPO Reviewer can enter the LLA data at either the Document Level or Line Level.

er <u>G</u> overnment Property <u>I</u> ransfer	Dgcumentation Lookup Exit			
cal Processing Office Reviewer	- Federal Misc. Payment Voucher			
Youcher LLA Addresses	Misc. Info Preview Document			
OUO - Privacy Sensitive:				
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234567				
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	2015	123456		
asic Symbol Number	Major Reimbursement Source Code	Limit/Sub Head *	Reimbursement Source Code	
		28		
	Customer Indicator/MPC	Fund Org Admin Code *	Object Class *	
und Code			12345	

When pre-certifying the LLA at Line Level, the LPO Reviewer can enter LLA data specific to each Line Item or Sub-Line Item.

User Government Property Trans	ocumentation Lookup Exit			
	r - Federal Misc. Payment Voucher			
Voucher LLA Addresses	Misc. Info Preview Document			
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Privacy Act Statement - This information is p	protected under the Privacy Act of 1974 and shall be handle	ed as "FOR OFFICIAL USE ONLY." Violations may	be punishable by fines, imprisonment, or	r both.
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Job/Work Order Code *	Cost Allocation Code	Transfer from Department	Sub-Allotment Recipient	
1234567				
1234007	Fiscal Year Indicator *	Work Center Recipient *	DoD Budget Accounting Clas	sification Code
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Classification Code		Limit/Sub Head *	Reimbursement Source Code	

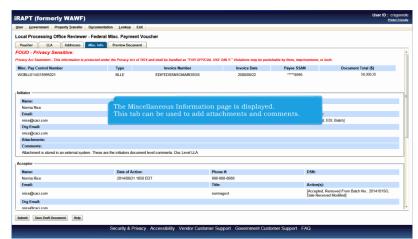
The LPO Reviewer can navigate to the Addresses page by clicking the Addresses tab.



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

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ROBERT GEORGE PETER	S		0.0	A LOS ANGELES		
Address 1			Act	vity Name 2		
2055 Main St.						
Address 2	The LPO Review	er can navigate to	the Misc. I	nfo page by click	cing the Misc. Ir	ifo tab.
4th Floor						
				ress 1		
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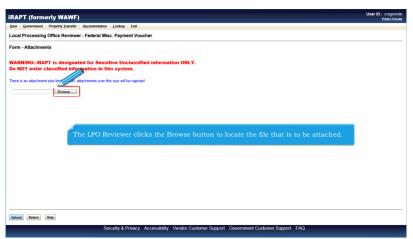
The LPO Reviewer can navigate to the Misc. Info page by clicking the Misc. Info tab.



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

ser Government Property Transfer	Dgcumentation Lookup Exit		
ocal Processing Office Reviewer	- Federal Misc. Payment Voucher		
-	Misc. Info Preview Document		
Norma Rice	2014/08/21 1050 EDT	888-888-8888	
Email:	201400211000201	Title:	Action(s):
nrice@caci.com		normagovt	[Accepted, Removed From Batch No.: 2014101SO, Date Received Modified]
Org Email:			
nrice@caci.com			
Attachments:			
Comments:			
	achments can be added on th 2015/05/29 1344 EDT	ne Misc. Info page by clicking	the Add Attachment link.
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Attachments can be added on the Misc. Info page by clicking the Add Attachment link.



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

RAPT (formerly WAWF)	User ID : crsgovro Printer Friend
Iser Government Property_Transfer Dgcumentation Lookup Exit	
.ocal Processing Office Reviewer - Federal Misc. Payment Voucher	
Form - Attachments	
NARNING: IRAPT is designated for Sensitive Unclassified information ONLY. So NOT enter classified information in this system.	
There is an attachment size limit of 6MB, attachments over this size will be rejected.	
C:NUsers/rescott/Desktop Browse	
The LPO Reviewer clicks the Upload button to attach the selected document.	
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Upload Return Help	

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

APT (formerly WAWF)	ocumentation Lookup Fxit		Printer
-	Federal Misc. Payment Voucher		
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nrice@caci.com			
Attachments:			
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Email: rs@grp		Title: Document Specialist	Action(s):
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The attachment is now saved on the document.

oucher LLA Addresses	Misc. Info Preview Document		
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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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nrice@caci.com			
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The attachment can be viewed or deleted by clicking the View Attachment or Delete Attachment links.

Government Property Transfer	Documentation Lookup Exit		
al Processing Office Reviewer	Federal Misc. Payment Voucher		
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The Comments Section allows the LPO Reviewer to enter comments for the Miscellaneous Payment Voucher.

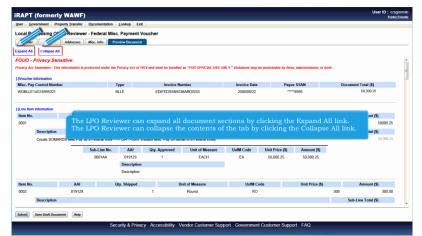
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The LPO Reviewer clicks the Preview Document tab to View the entire document.

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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.

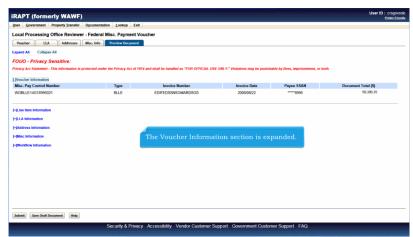
If the LPO Reviewer notices an inaccuracy after reviewing the invoice information, the LPO Reviewer can return to the appropriate tab to correct the information.



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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(+)Address information	
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(*)Workflow Information	
The LPO Reviewer can expand and collapse individual headers by clicking on the section	on headers.
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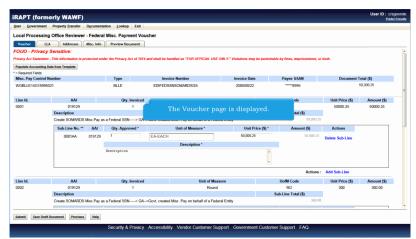
The LPO Reviewer can expand and collapse individual headers by clicking on the section headers.



The Voucher Information section is expanded.

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



The Voucher page is displayed.

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The LPO Reviewer selects the Recommend Document Certified checkbox.

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Acceptance		Date Received	Signature Date	Has been made by	me or under my supervision and they conform to contract, exc noted herein or on supporting documents	ept as
 Reject to Initiator 		2014/05/01	2014/08/21		Norma Rice	
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The LPO Reviewer clicks the Submit button to continue submitting the document.

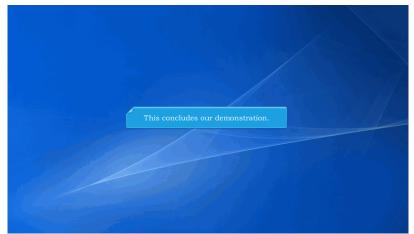
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				er has been submitted, the iRAPT system informs the	
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	A 117-11-01-	ow E-mail is ser	the the LDO		
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After the Miscellaneous Payment Voucher 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.

iRAPT (former	ly WAWF)			User ID : crsgowole Printer Friender
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The L	PO Reviev	wer can add mo	ore email addre	sses by clicking the Send Additional Email Notifications link.
Return				
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The LPO Reviewer can add more email addresses by clicking the Send Additional Email Notifications link.



This concludes our demonstration.