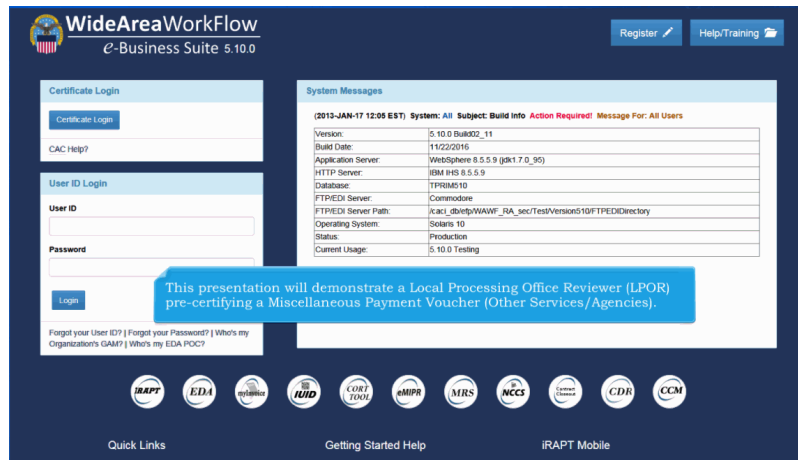
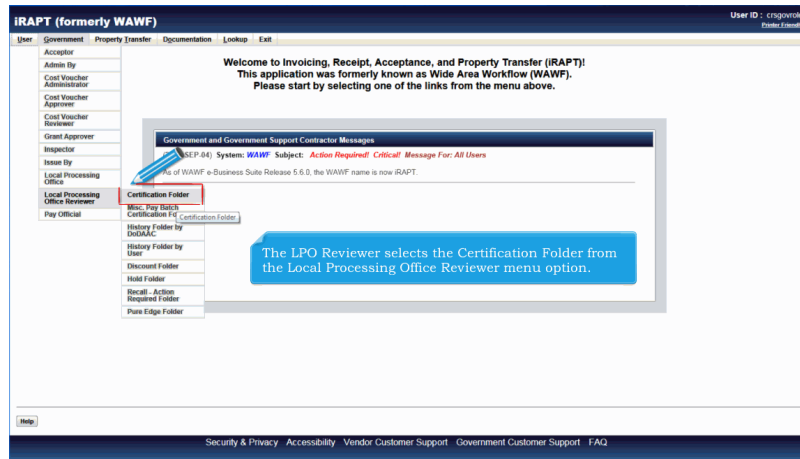


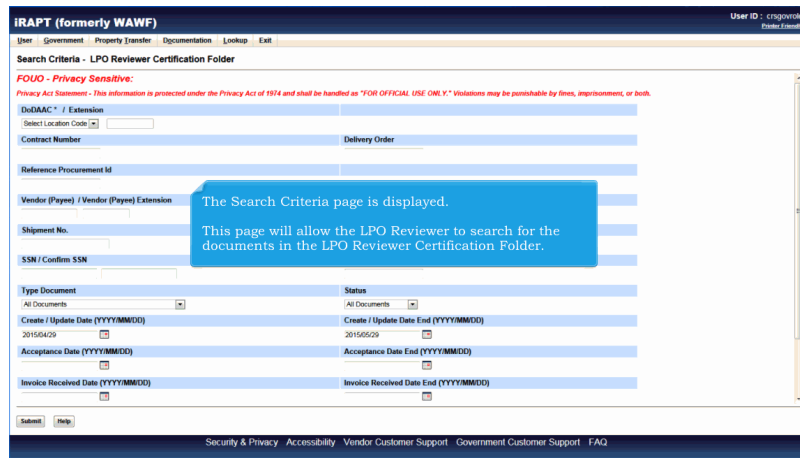
Welcome to Wide Area Workflow e-Business Suite.
This demonstration contains audio narrative. Please adjust your volume accordingly.



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.



The Search Criteria page is displayed.

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

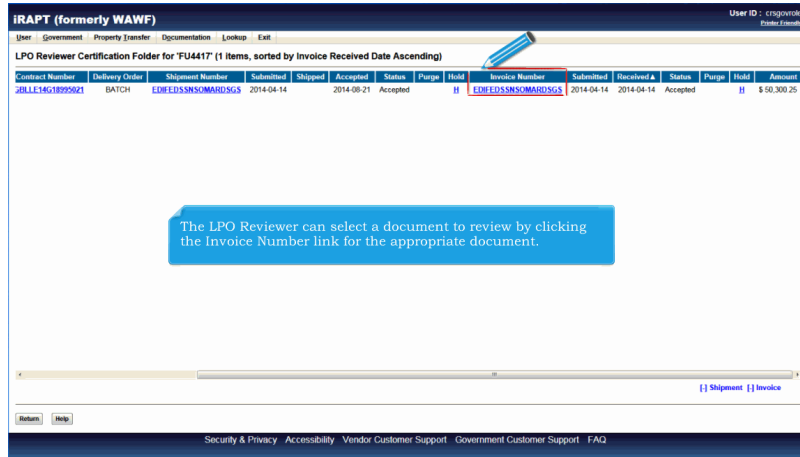
The DoDAAC field is the only mandatory field.

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

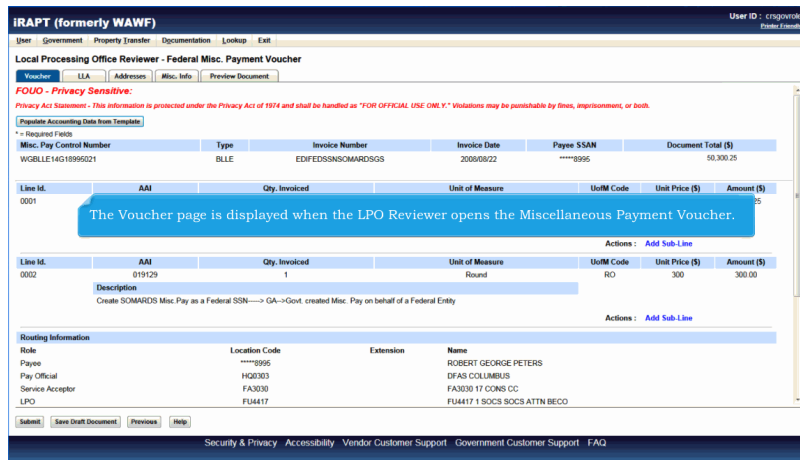
The LPO Reviewer clicks the Submit button after entering the select criteria.

Item	Type	Vendor (Payee)	DUNS	DUNS-4	Ext	Contract Number	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	Charge	Hold	Invoice Number
1	Misc Pay					WGILLE14G1895921	BATCH	EDBEDSSNSOMARD3GS	2014-04-14		2014-09-21	Accepted			EDBEDSSNSOMARD3GS 2

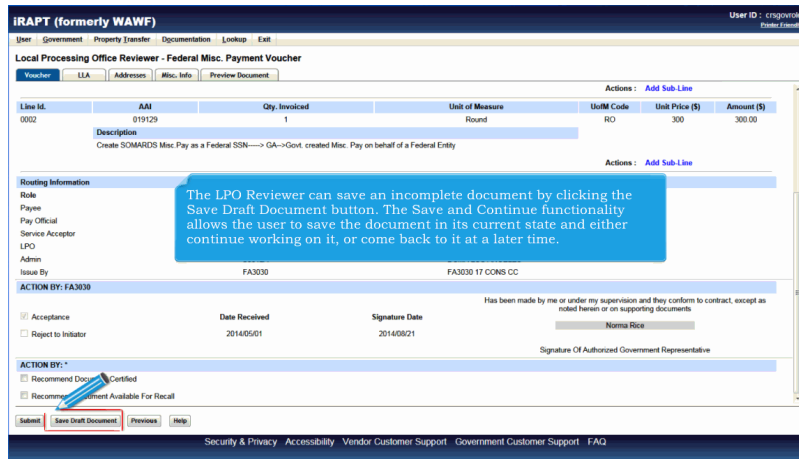
The LPO Reviewer's Certification Folder page is displayed. This page contains a list of documents that match the selection criteria.



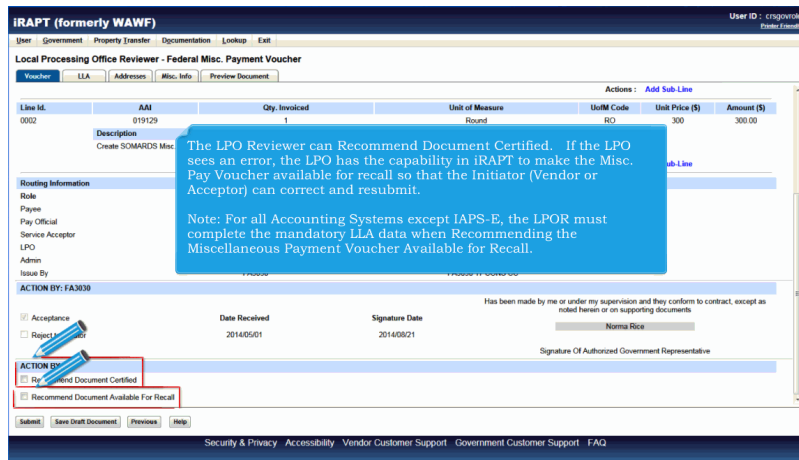
The LPO Reviewer can select a document to review by clicking the Invoice Number link for the appropriate document.



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



The 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.

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.

iRAPT (formerly WAWF) User ID: csg9v04e
 Local Processing Office Reviewer - Federal Misc. Payment Voucher

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.

Line Id.	AAI	Qty. Invoiced	Unit of Measure	UoM Code	Unit Price (\$)	Amount (\$)
0001	019129	1	Each	EA	50000.25	50000.25
Description: Create SCMARDS Misc Pay as a Federal SSN--> GA-->Govt. created Misc. Pay on behalf of a Federal Entity						
Actions: Add Sub-Line						
0002	019129	1	Round	RO	300	300.00
Description: Create SC...						
Actions: Add Sub-Line						

Routing Information

Role	Location Code	Extension	Name
Payee	****8995		ROBERT GEORGE PETERS
Pay Official	HQ20303		DFAS COLUMBUS
Service Acceptor	FA3030		FA3030 17 CONS CC
LPO	FU4417		FU4417 1 SOCS SOCS ATTN BECO

Buttons: [Submit](#) [Save Draft Document](#) [Previous](#) [Help](#)

Footer: Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

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

iRAPT (formerly WAWF) User ID: csg9v04e
 Local Processing Office Reviewer - Federal Misc. Payment Voucher

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.

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

Line Id.	AAI	Qty. Invoiced	Unit of Measure	UoM Code	Unit Price (\$)	Amount (\$)																					
0001	019129	1	Each	EA	50000.25	50000.25																					
Description: Create SCMARDS Misc Pay as a Federal SSN--> GA-->Govt. created Misc. Pay on behalf of a Federal Entity																											
Sub-Line Total (\$): 0.00																											
<table border="1"> <thead> <tr> <th>Sub-Line No. *</th> <th>AAI</th> <th>Qty. Approved *</th> <th>Unit of Measure *</th> <th>Unit Price (\$) *</th> <th>Amount (\$)</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>0001AA</td> <td>019129</td> <td></td> <td>Auto Complete</td> <td></td> <td>0.00</td> <td>Delete Sub-Line</td> </tr> <tr> <td colspan="7">Description *</td> </tr> </tbody> </table>							Sub-Line No. *	AAI	Qty. Approved *	Unit of Measure *	Unit Price (\$) *	Amount (\$)	Actions	0001AA	019129		Auto Complete		0.00	Delete Sub-Line	Description *						
Sub-Line No. *	AAI	Qty. Approved *	Unit of Measure *	Unit Price (\$) *	Amount (\$)	Actions																					
0001AA	019129		Auto Complete		0.00	Delete Sub-Line																					
Description *																											
Actions: Add Sub-Line																											
0002	019129	1	Round	RO	300	300.00																					
Description: Create SC...																											
Actions: Add Sub-Line																											

Buttons: [Submit](#) [Save Draft Document](#) [Previous](#) [Help](#)

Footer: Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

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

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

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

Line Id	AAI	Qty. Invoiced	Unit of Measure	UoM Code	Unit Price (\$)	Amount (\$)	
0001	019129	1	Each	EA	50000.25	50000.25	
Description						Sub-Line Total (\$)	50,000.25
Create SOMARDS Misc Pay as a Federal SSN → GA → Govt. created Misc. Pay on behalf of a Federal Entity							
Sub-Line No. **	AAI	Qty. Approved *	Unit of Measure *	Unit Price (\$) *	Amount (\$)	Actions	
0001AA	019129	1	EACH	50,000.25	50,000.25	Delete Sub-Line	
Description *							
0001AB	019129	0	EA-EACH	0.00	0.00	Delete Sub-Line	
Description *							

Actions: Add Sub-Line

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

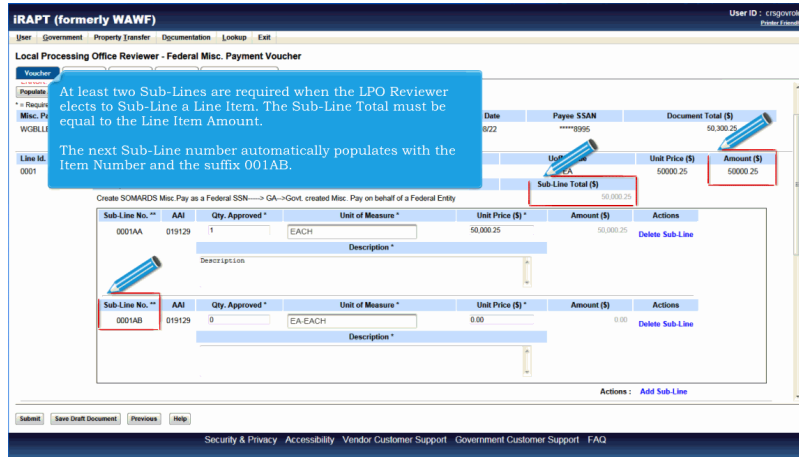
iRAPT (formerly WAWF) User ID: crsgovrole
 Local Processing Office Reviewer - Federal Misc. Payment Voucher

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.

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

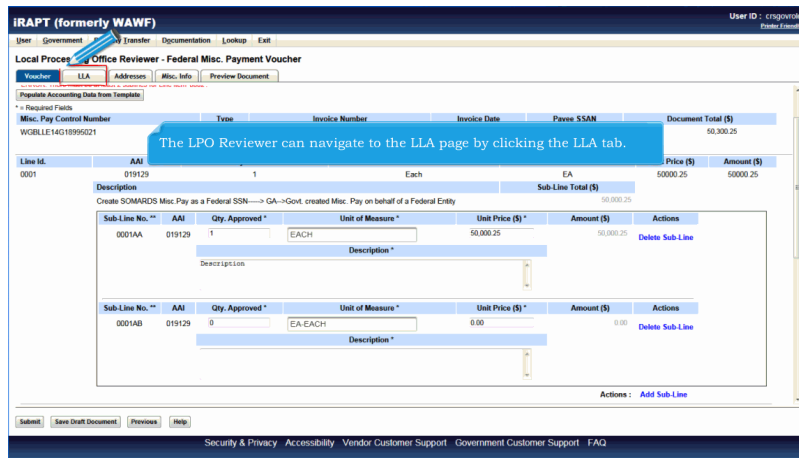
Line Id	AAI	Qty. Invoiced	Unit of Measure	UoM Code	Unit Price (\$)	Amount (\$)	
0001	019129	1	Each	EA	50000.25	50000.25	
Description						Sub-Line Total (\$)	50,000.25
Create SOMARDS Misc Pay as a Federal SSN → GA → Govt. created Misc. Pay on behalf of a Federal Entity							
Sub-Line No. **	AAI	Qty. Approved *	Unit of Measure *	Unit Price (\$) *	Amount (\$)	Actions	
0001AA	019129	1	Auto Complete		0.00	Delete Sub-Line	
Description *							
Actions: Add Sub-Line							
Line Id	AAI	Qty. Invoiced	Unit of Measure	UoM Code	Unit Price (\$)	Amount (\$)	
0002	019129	1	Round	RO	300	300.00	
Description							
Create SOMARDS Misc Pay as a Federal SSN → GA → Govt. created Misc. Pay on behalf of a Federal Entity							

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

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.

The mandatory LLA fields are based on the Accounting System.

The screenshot shows the iRAPT (formerly WAWF) interface for a 'Local Processing Office Reviewer - Federal Misc. Payment Voucher'. The 'LLA Level' dropdown menu is open, showing options for 'Document Level' and 'Line Level'. A blue callout box with white text states: 'The LPO Reviewer can enter the LLA data at either the Document Level or Line Level.' The interface includes a table with columns for Misc. Pay Control Number, Type, Invoice Number, Invoice Date, Payee SSAN, and Document Total (\$). Below the table is a form with various fields for Agency Accounting ID, Agency Qualifier Code, Job/Work Order Code, Classification Code, Basic Symbol Number, Fund Code, and IF S Number, among others.

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

The screenshot shows the iRAPT (formerly WAWF) interface for a 'Local Processing Office Reviewer - Federal Misc. Payment Voucher'. The 'LLA Level' dropdown menu is open, showing options for 'Document Level' and 'Line Level'. A blue callout box with white text states: 'When pre-certifying the LLA at Line Level, the LPO Reviewer can enter LLA data specific to each Line Item or Sub-Line Item.' The interface includes a table with columns for Item Number, Document Record Reference ID, Agency Accounting ID, ACRN, and Amount. Below the table is a form with various fields for Agency Qualifier Code, Job/Work Order Code, Classification Code, Basic Symbol Number, Fund Code, and Customer Indicator/MPC, among others.

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

The screenshot shows the iRAPT (formerly WAWF) interface. At the top, there are navigation tabs: Voucher, LLA, Addresses, Misc. Info, and Preview Document. The 'Addresses' tab is highlighted in red. A blue callout box with a red arrow points to the 'Addresses' tab, containing the text: "The LPO Reviewer can navigate to the Addresses page by clicking the Addresses tab." Below the navigation tabs, there is a table with columns: Misc. Pay Control Number, Type, Invoice Number, Invoice Date, Payee SSAN, and Document Total (\$). The table contains one row of data. Below the table, there are various input fields for item details, including Item Number, Agency Accounting ID, ACRN, and others. At the bottom, there are buttons for Submit, Save Draft Document, and Help.

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

The screenshot shows the iRAPT (formerly WAWF) interface with the 'Addresses' page displayed. The 'Addresses' tab is highlighted in red. A blue callout box with a red arrow points to the form, containing the text: "The Addresses page is displayed. The LPO Reviewer can review the contents of the Addresses page." The form contains fields for Payee (SSAN, Payee Name), Administered By (DND/AC, SDC/DA), and multiple address entries (Address 1 through Address 4). Each address entry includes fields for City, State, and Zip. At the bottom, there are buttons for Submit, Save Draft Document, and Help.

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

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

Voucher: LLA Address 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 (\$)
WGBLLE14G18995021	BLLE	EDFEDSSNSCOMARDSDGS	2006/08/22	****8995	50,300.25

Payee

SSAN: ****8995
 Payee Name: ROBERT GEORGE PETERS
 Address 1: 2055 Mann St
 Address 2: 4th Floor
 Address 3: 4th Floor
 Address 4: On the Left
 City: Mickey Mouseland
 State: FL
 Zip: 32043
 Country: Military Location Description
 Phone: 5041234567
 Email: nrice@caci.com

Administered By

DoDMAC: SSISDA
 Activity Name 1: DCMA/LOS ANGELES
 Activity Name 2:

Address 1: 16111 PLUMMER STREET
 Address 2: BLDG 10 2ND FLOOR
 Address 3:
 Address 4: NORTH HILLS CA 91343
 City: State: Zip:

Submit Save Draft Document Help

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

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

Voucher: LLA Address Misc. Info Preview Document

FOUO - Privacy Sensitive:
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Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee SSAN	Document Total (\$)
WGBLLE14G18995021	BLLE	EDFEDSSNSCOMARDSDGS	2006/08/22	****8995	50,300.25

Initiator

Name: Norma Rice
 Email: nrice@caci.com
 Org Email: nrice@caci.com
 Attachments:
 Comments: Attachment is stored in an external system. These are the initiators document level comments. Doc Level LLA

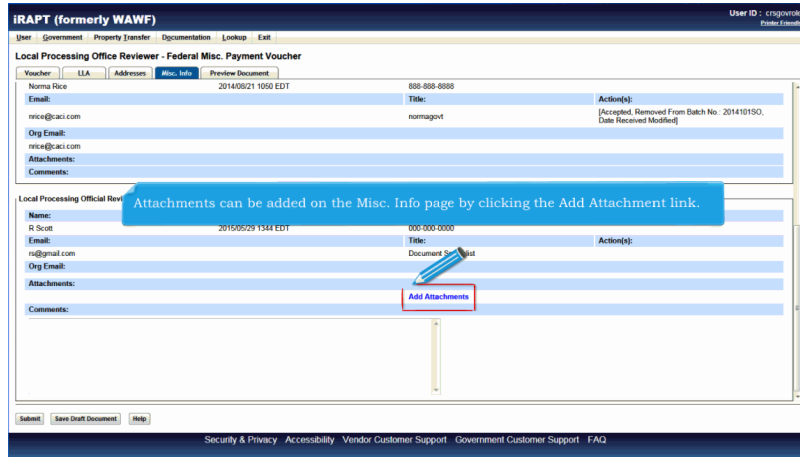
Acceptor

Name:	Date of Action:	Phone #:	DSN:
Norma Rice	2014/09/21 1050 EDT	888-888-8888	
Email: nrice@caci.com		Title: normagvt	Action(s): [Accepted, Removed From Batch No. 201410150, Date Received Modified]
Org Email: nrice@caci.com			

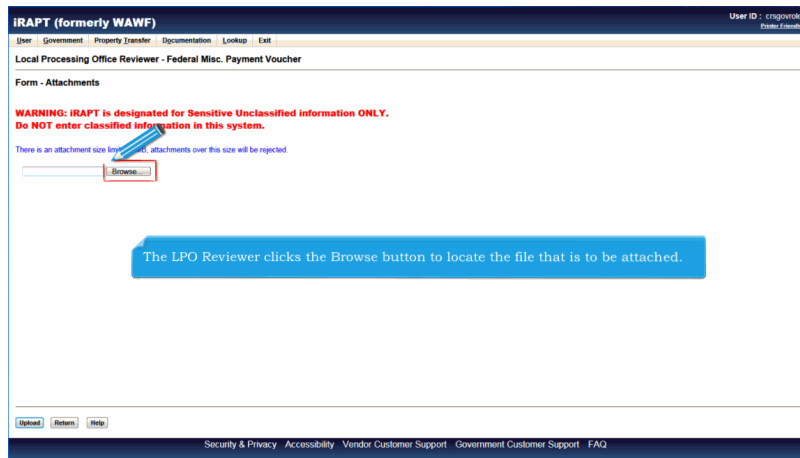
Submit Save Draft Document Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

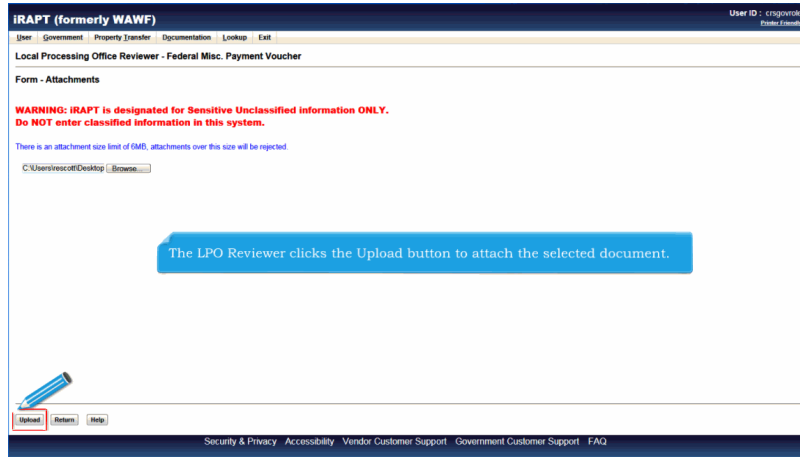
The Miscellaneous Information page is displayed.
 This tab can be used to add attachments and comments.



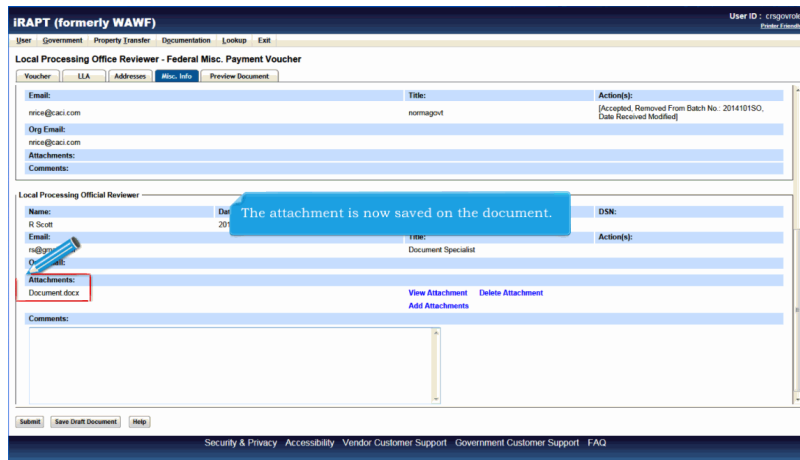
Attachments can be added on the Misc. Info page by clicking the Add Attachment link.



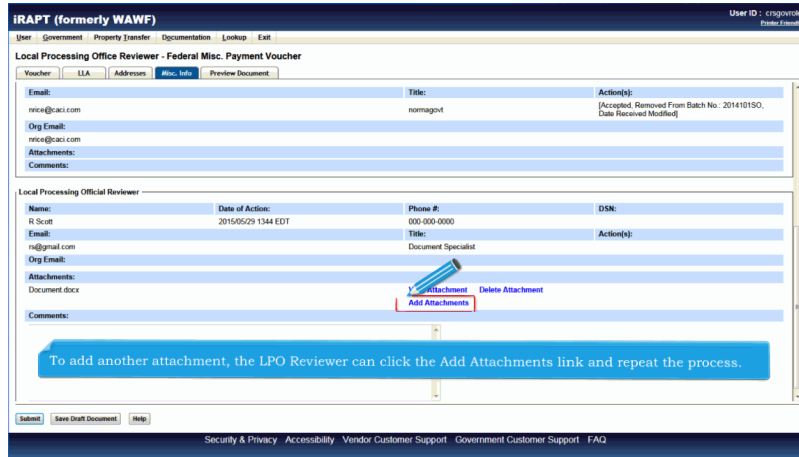
The LPO Reviewer clicks the Browse button to locate the file that is to be attached.



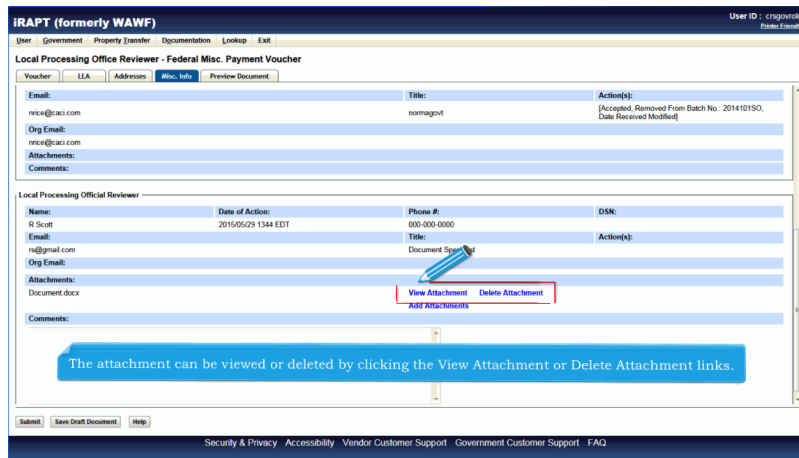
The LPO Reviewer clicks the Upload button to attach the selected document.



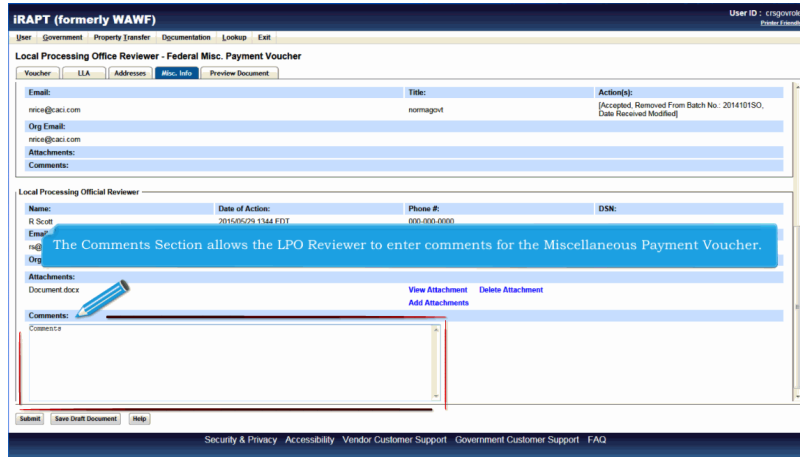
The attachment is now saved on the document.



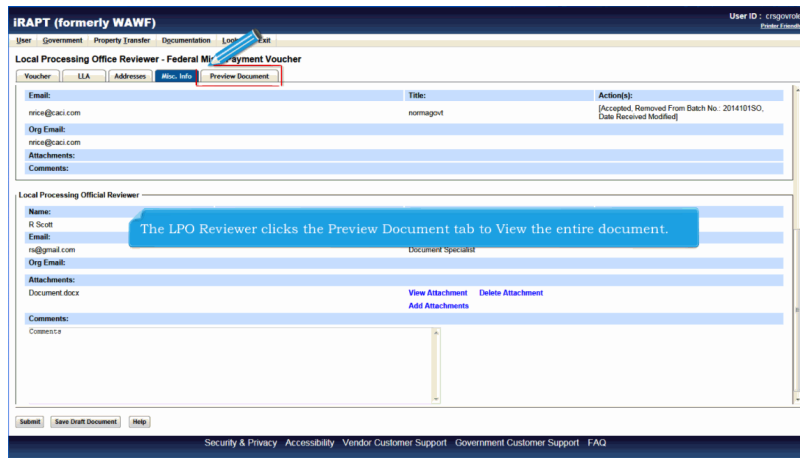
To add another attachment, the LPO Reviewer can click the Add Attachments link and repeat the process.



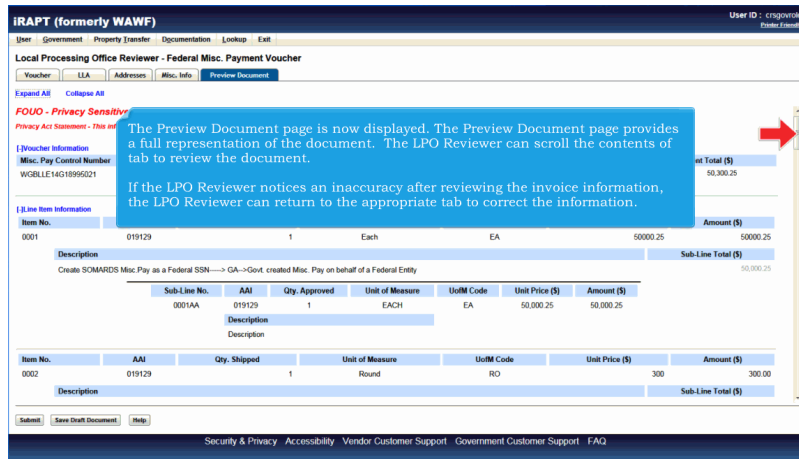
The attachment can be viewed or deleted by clicking the View Attachment or Delete Attachment links.



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

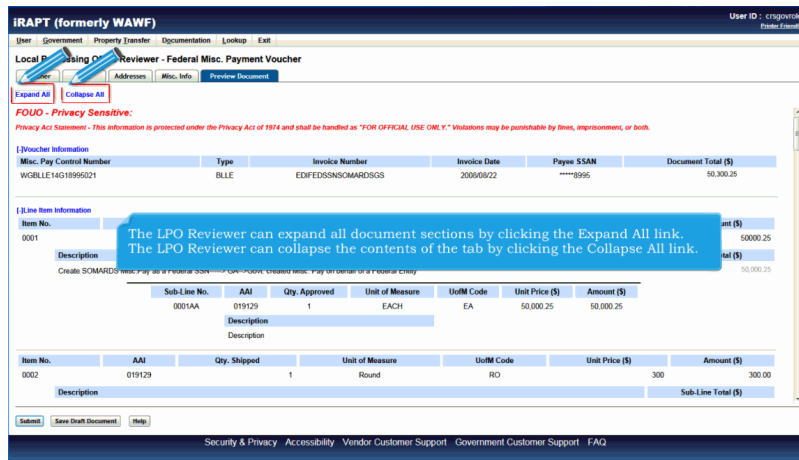


The LPO Reviewer clicks the Preview Document tab to View the entire document.

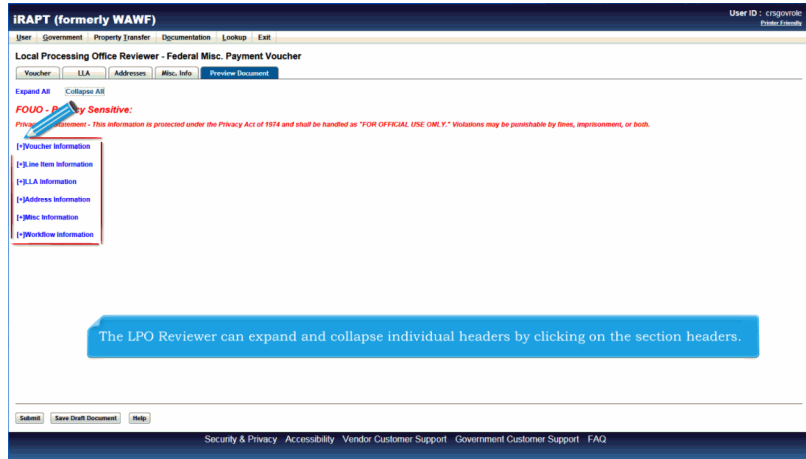


The Preview Document page is now displayed. The Preview Document page provides a full representation of the document. The LPO Reviewer can scroll the contents of tab to review the document.

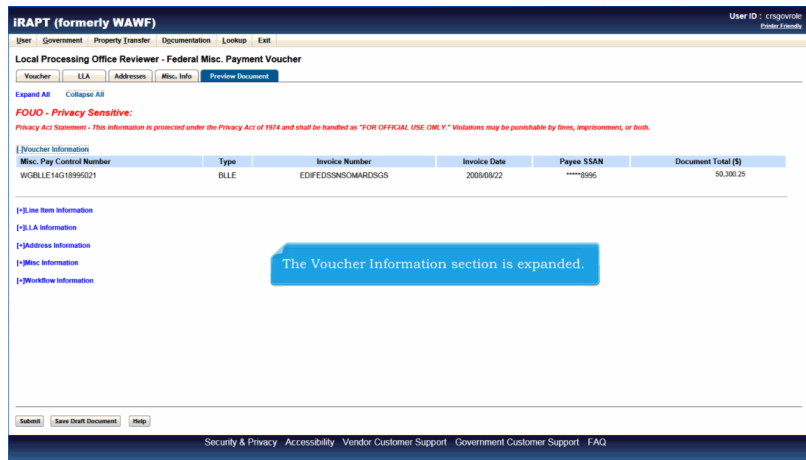
If the LPO Reviewer notices an inaccuracy after reviewing the invoice information, the LPO Reviewer can return to the appropriate tab to correct the information.



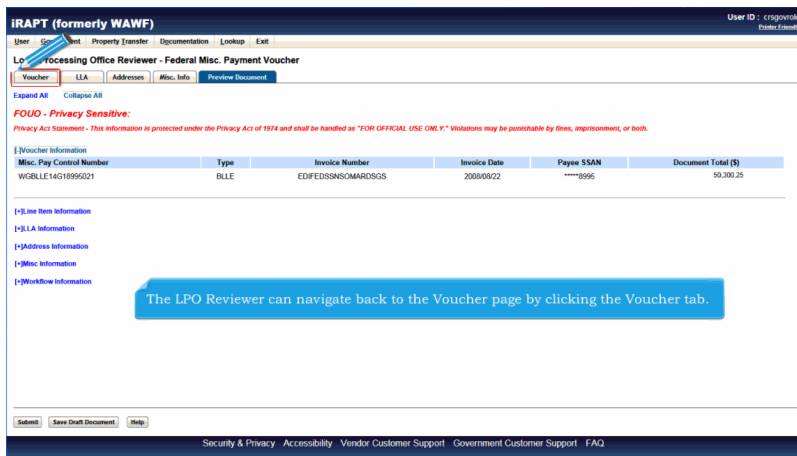
The LPO Reviewer can expand all document sections by clicking the Expand All link. The LPO Reviewer can collapse the contents of the tab by clicking the Collapse All link.



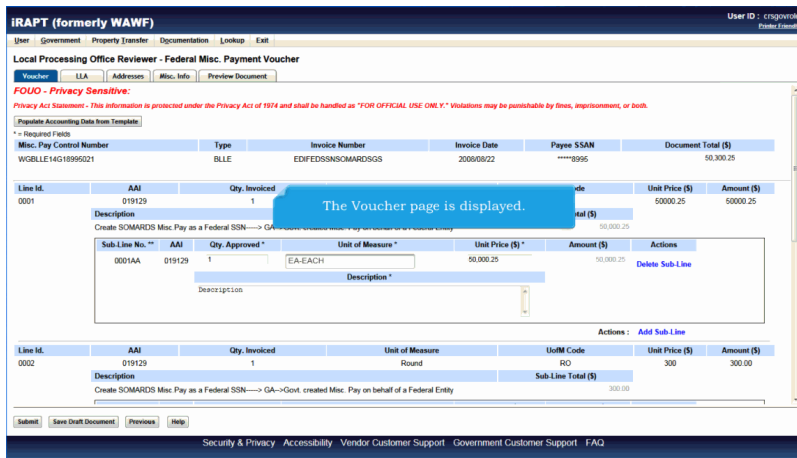
The LPO Reviewer can expand and collapse individual headers by clicking on the section headers.



The Voucher Information section is expanded.



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



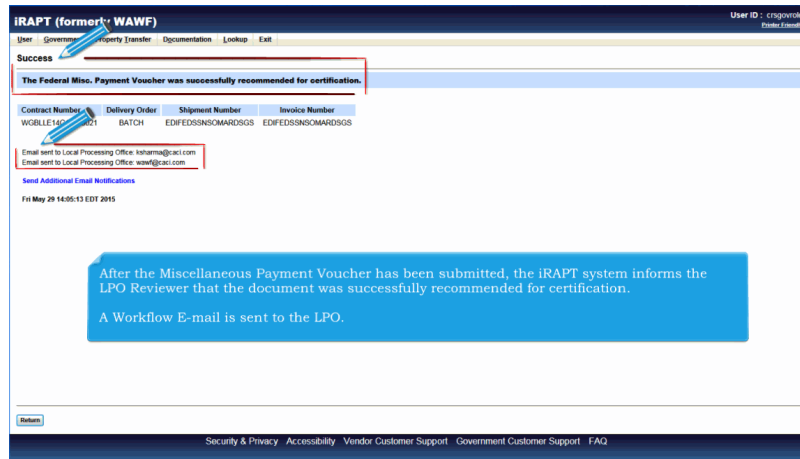
The Voucher page is displayed.

The LPO Reviewer selects the Recommend Document Certified checkbox.

The LPO Reviewer selects the Recommend Document Certified checkbox.

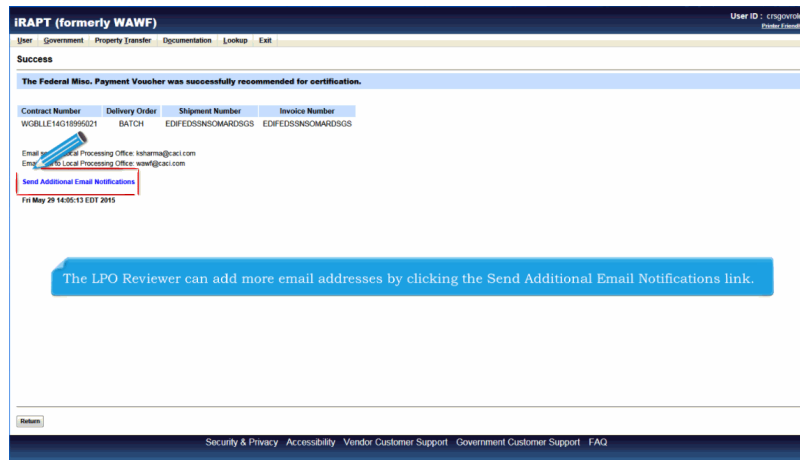
The LPO Reviewer clicks the Submit button to continue submitting the document.

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

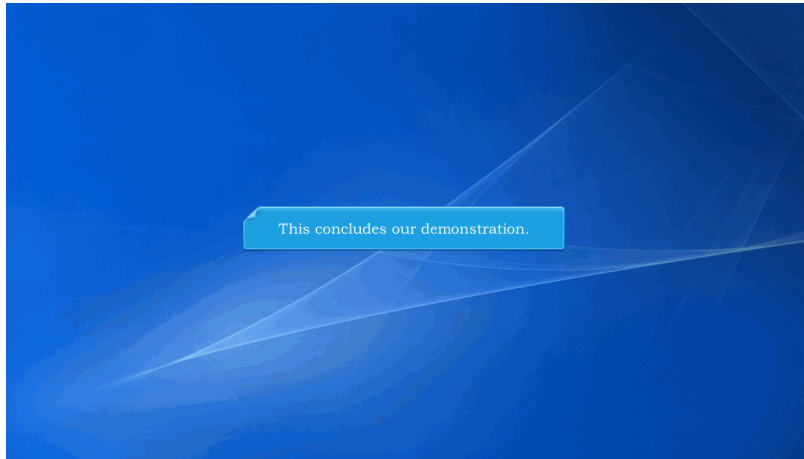


After the Miscellaneous Payment Voucher has been submitted, the iRAPT system informs the LPO Reviewer that the document was successfully recommended for certification.

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.