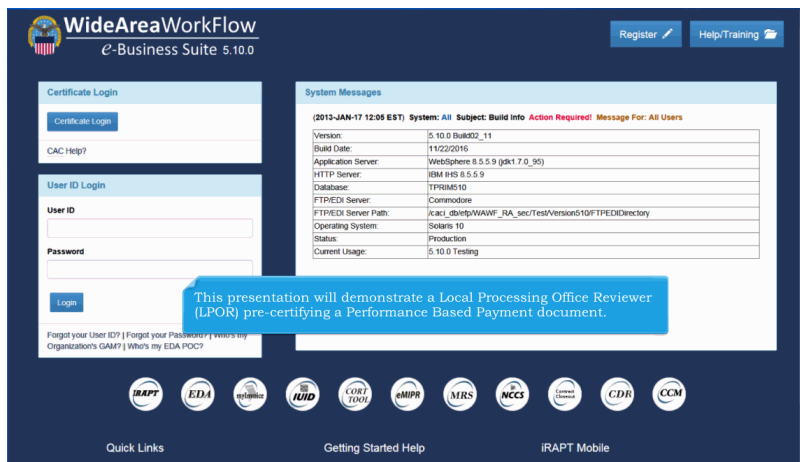
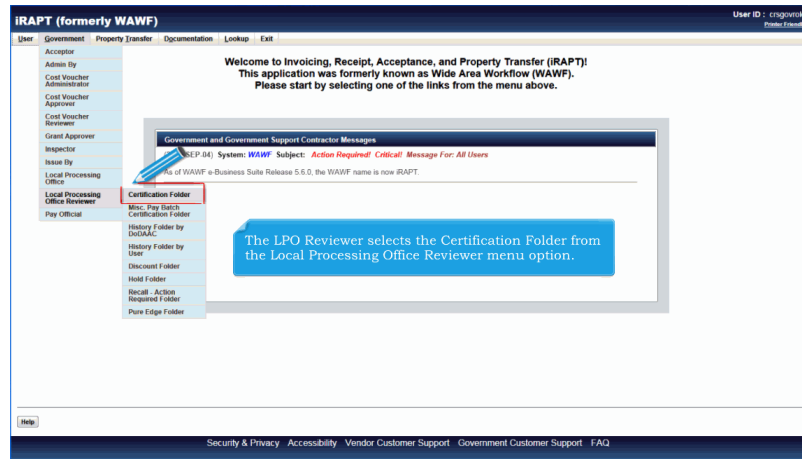


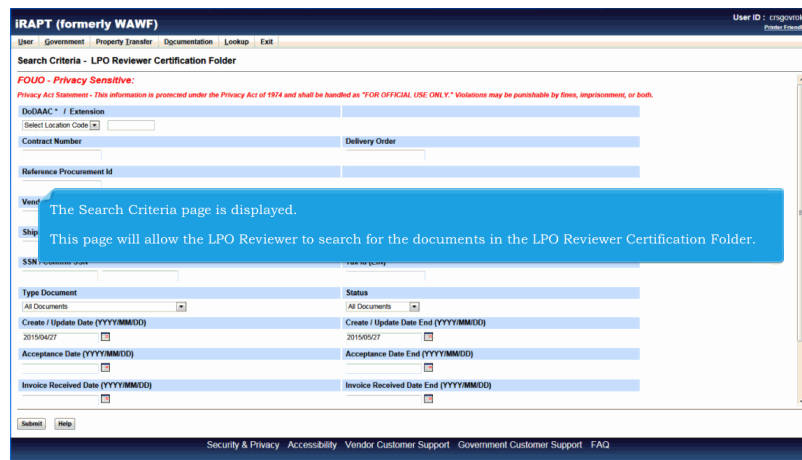
Welcome to Wide Area Workflow e-Business Suite.
This demonstration contains audio narrative. Please adjust your volume accordingly.



This presentation will demonstrate a Local Processing Office Reviewer (LPOR) pre-certifying a Performance Based Payment document.



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. A red box highlights the 'DoDAAC - / Extension' field, which contains the value 'FU4417'. A blue callout box with a pencil icon points to this field and contains 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, Shipment No., SSN / Confirm SSN, Tax Id (EIN), Type Document (set to 'All Documents'), Status (set to 'All Documents'), and various date filters for Create/Update, Acceptance, and Invoice Received.

The DoDAAC field is the only mandatory field.

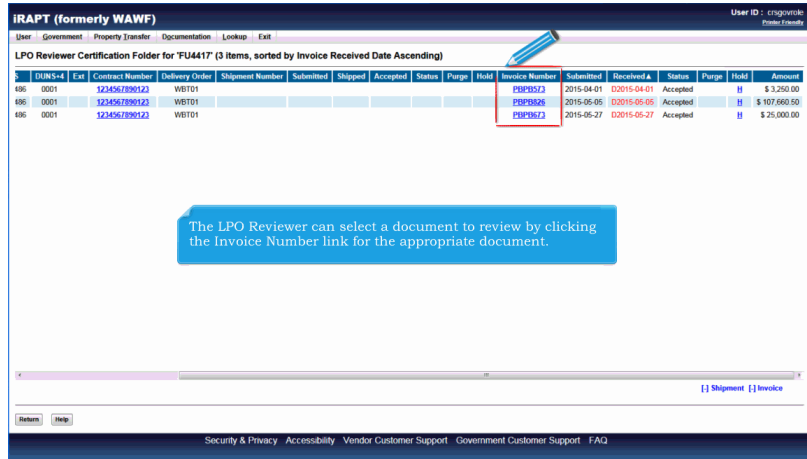
The screenshot shows the same search criteria form. A red box highlights the 'Type Document' dropdown menu, which is currently set to 'Performance Based Payment'. A blue callout box with a pencil icon points to this dropdown and contains the text: 'The LPO Reviewer can further limit the returned results by selecting Performance Based Payment from the Type Document drop down.' The 'DoDAAC' field is also visible and highlighted with a red box.

The LPO Reviewer can further limit the returned results by selecting Performance Based Payment from the Type Document drop down.

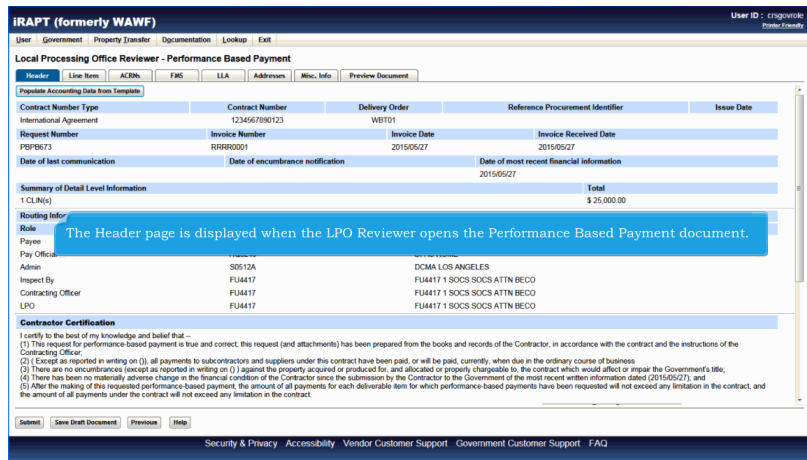
The LPO Reviewer clicks the Submit button after entering the select criteria.

Item	Type	Vendor (Payee)	DUNS	DUNS+4	Ext	Contract Number	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	Purge	Hold	Invoice Number	Submitted
1	Performance Payment	00C91	021799496	0001		1234567890123	WB101								PSP9837	2015-04-01
2	Performance Payment	00C91	021799496	0001		1234567890123	WB101								PSP9826	2015-05-05
3	Performance Payment	00C91	021799496	0001		1234567890123	WB101								PSP9873	2015-06-27

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 Header page is displayed when the LPO Reviewer opens the Performance Based Payment document.

IRAPT (formerly WAWF) User ID: crngw@wv.gov
Public Identity

User Government Property Transfer Documentation Lookup Exit

Local Processing Office Reviewer - Performance Based Payment

Header Line Item ACRN FMS LIA Address Misc. Info Preview Document

Populate Accounting Data from Template

Contract Number Type	Contract Number	Delivery Order	Reference Procurement Identifier	Issue Date
International Agreement	1234567890123	WBTD1		

Request Number	Invoice Number	Invoice Date	Invoice Received Date
PSBP673	RRRR0001	2015/05/27	2015/05/27

Date of last communication Date of escrowment notification Date of most recent financial information

Summary of Detail Level Information	Total
1 CLIN(s)	

Routing Information

Role

Pages

Pay Official

Admin

Inspect By FU4417 FU4417 1 SOCS SOCS ATTN BECO

Contracting Officer FU4417 FU4417 1 SOCS SOCS ATTN BECO

LPO FU4417 FU4417 1 SOCS SOCS ATTN BECO

Contractor Certification

I certify to the best of my knowledge and belief that --

- (1) This request for performance-based payment is true and correct, this request (and attachments) has been prepared from the books and records of the Contractor, in accordance with the contract and the instructions of the Contracting Officer.
- (2) Except as reported in writing on (1), all payments to subcontractors and suppliers under this contract have been paid, or will be paid, currently, when due in the ordinary course of business.
- (3) There are no encumbrances (except as reported in writing on (1)) against the property acquired or produced for, and allocated or properly chargeable to, the contract which would affect or impair the Government's title.
- (4) There has been no material adverse change in the financial condition of the Contractor since the submission by the Contractor to the Government of the most recent written information dated (2015/05/27), and
- (5) After the making of this requested performance-based payment, the amount of all payments for each deliverable item for which performance-based payments have been requested will not exceed any limitation in the contract, and the amount of all payments under the contract will not exceed any limitation in the contract.

Submit Save Draft Document Previous Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

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: crngw@wv.gov
Public Identity

User Government Property Transfer Documentation Lookup Exit

Local Processing Office Reviewer - Performance Based Payment

Header Line Item ACRN FMS LIA Address Misc. Info Preview Document

Inspect By FU4417 FU4417 1 SOCS SOCS ATTN BECO

Contracting Officer FU4417 FU4417 1 SOCS SOCS ATTN BECO

LPO FU4417 FU4417 1 SOCS SOCS ATTN BECO

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- (3) There are no encumbrances (except as reported in writing on (1)) against the property acquired or produced for, and allocated or properly chargeable to, the contract which would affect or impair the Government's title.
- (4) There has been no material adverse change in the financial condition of the Contractor since the submission by the Contractor to the Government of the most recent written information dated (2015/05/27), and
- (5) After the making of this requested performance-based payment, the amount of all payments for each deliverable item for which performance-based payments have been requested will not exceed any limitation in the contract, and the amount of all payments under the contract will not exceed any limitation in the contract.

Signature Date 2015/05/27 Review Score

Signature of Contractor Representative

ACTION BY: FU4417

Recommend Approval

Recommend Reduced Amount

Recommend Rejection

ACTION BY: FU4417 *

Approve

Approved Amount (\$) 25,000.00 Signature Date 2015/05/27

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

Signature Of Authorized Government Representative

ACTION BY: FU4417 *

Recommend Document Certified

Submit Save Draft Document Previous Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

The LPO Reviewer can Recommend Document Certified.

IRAPT (formerly WAWF) User ID: crsgovrole
 User Government Property Transfer Documentation Lookup Exit

Local Processing Office Reviewer - Performance Based Payment

Header Line Item ACRN FMS LIA Addresses Misc. Info Preview Document

Populate Accounting Data from Template

Contract Number Type	Contract Number	Delivery Order	Reference Procurement Identifier	Invoice Date
International Agreement	1234567890123	WBTD1		
Request Number	Invoice Number	Invoice Date	Invoice Received Date	
PEPB673	RRRR0001	20150527	20150527	
Date of last communication	Date of escrowance notification	Date of most recent financial information		
		20150527		
Summary of Detail Level Information				Total
1 CLIN(s)				\$ 25,000.00

Routing Information

Role

Pages

Pay Official

Admin

Inspect By

Contracting Officer

LPO

Contractor Certification

I certify to the best of my knowledge and belief that --

- (1) This request for performance-based payment is true and correct, this request (and attachments) has been prepared from the books and records of the Contractor, in accordance with the contract and the instructions of the Contracting Officer.
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- (4) There has been no materially adverse change in the financial condition of the Contractor since the submission by the Contractor to the Government of the most recent written information dated (2015/05/27); and
- (5) After the making of this requested performance based payment, the amount of all payments for each deliverable item for which performance-based payments have been requested will not exceed any limitation in the contract, and the amount of all payments under the contract will not exceed any limitation in the contract.

Submit Save Draft Document Previous Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

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

IRAPT (formerly WAWF) User ID: crsgovrole
 User Government Property Transfer Documentation Lookup Exit

Local Processing Office Reviewer - Performance Based Payment

Header Line Item ACRN FMS LIA Addresses Misc. Info Preview Document

Contract Number 1234567890123 Delivery Order WBTD1 Reference Procurement Identifier PEPB673 Invoice Number RRRR0001 Invoice Date 20150527

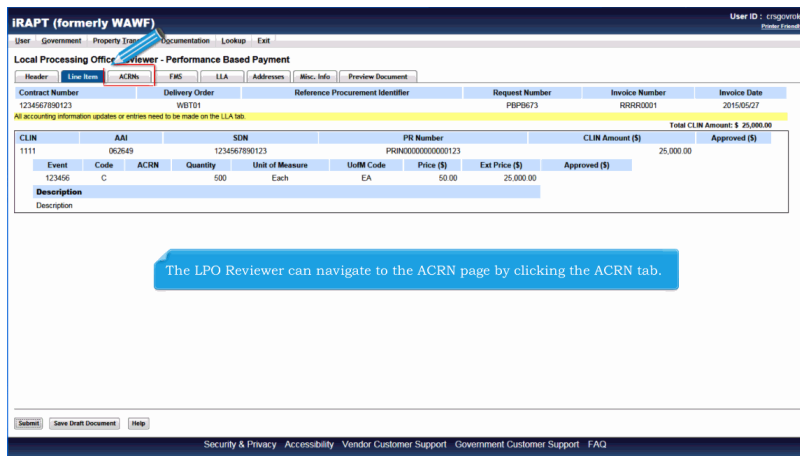
All accounting information updates or entries need to be made on the LIA tab.

CLIN	AAI	SDN	PR Number	CLIN Amount (\$)	Approved (\$)			
1111	062549	1234567890123	PRIN000000000123	25,000.00				
Event	Code	ACRN	Quantity	Unit of Measure	UnitM Code	Price (\$)	Ext Price (\$)	Approved (\$)
	123456	C	500	Each	EA	50.00	25,000.00	
Description								
Description								

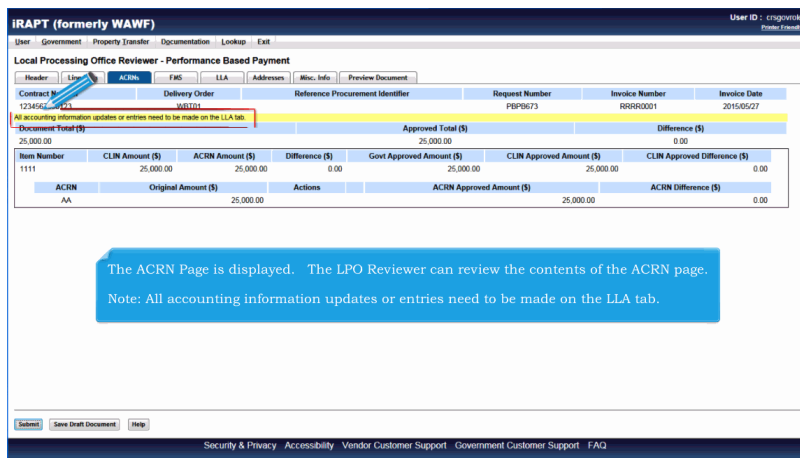
Submit Save Draft Document Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

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



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



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

Note: All accounting information updates or entries need to be made on the LLA tab.

The LPO Reviewer does not have the capability to adjust the Approved Amount. The LPO Reviewer must ensure the Worksheet Total Amount balances with the Approved Amount. The Difference amount must equal zero (0).

Contract Number	Delivery Order	Reference Procurement Identifier	Request Number	Invoice Number	Invoice Date	
1234567890123	WBT01		PEPB673	RRRR0001	2015-05-27	
Document Total (\$)		Approved Total (\$)	Difference (\$)			
25,000.00		25,000.00	0.00			
Item Number	CLIN Amount (\$)	ACRN Amount (\$)	Difference (\$)	Govt Approved Amount (\$)	CLIN Approved Amount (\$)	CLIN Approved Difference (\$)
1111	25,000.00	25,000.00	0.00	25,000.00	25,000.00	0.00
ACRN	Original Amount (\$)	Actions	ACRN Approved Amount (\$)	ACRN Difference (\$)		
AA	25,000.00		25,000.00	0.00		

The LPO Reviewer does not have the capability to adjust the Approved Amount. The LPO Reviewer must ensure the Worksheet Total Amount balances with the Approved Amount. The Difference amount must equal zero (0).

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

Contract Number	Delivery Order	Reference Procurement Identifier	Request Number	Invoice Number	Invoice Date	
1234567890123	WBT01		PEPB673	RRRR0001	2015-05-27	
Document Total (\$)		Approved Total (\$)	Difference (\$)			
25,000.00		25,000.00	0.00			
Item Number	CLIN Amount (\$)	ACRN Amount (\$)	Difference (\$)	Govt Approved Amount (\$)	CLIN Approved Amount (\$)	CLIN Approved Difference (\$)
1111	25,000.00	25,000.00	0.00	25,000.00	25,000.00	0.00
ACRN	Original Amount (\$)	Actions	ACRN Approved Amount (\$)	ACRN Difference (\$)		
AA	25,000.00		25,000.00	0.00		

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

The screenshot shows the IRAPT (formerly WAWF) interface. At the top, it says 'Local Processing Office Reviewer - Performance Based Payment'. Below this is a navigation bar with tabs for 'Header', 'Line Item', 'ACRN', 'FAC', 'LLA', 'Addresses', 'Misc. Info', and 'Preview Document'. The main content area displays a table with the following data:

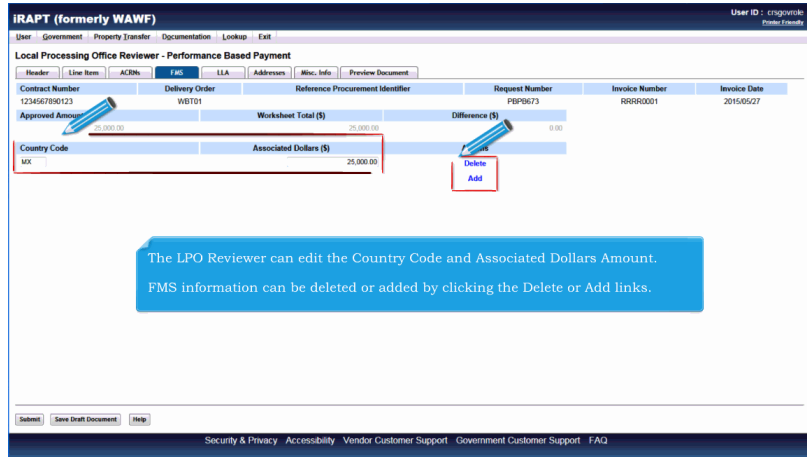
Contract Number	Delivery Order	Reference Procurement Identifier	Request Number	Invoice Number	Invoice Date
1234567890123	WBT01		PEP0673	RRRR0001	2015/05/27
Approved Amount (\$)	25,000.00	Worksheet Total (\$)	25,000.00	Difference (\$)	0.00
Country Code	MX	Associated Dollars (\$)	25,000.00	Actions	Delete Add

A blue callout box in the center of the page contains the text: "The FMS page is displayed. The LPO Reviewer can review the contents of the FMS page."

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

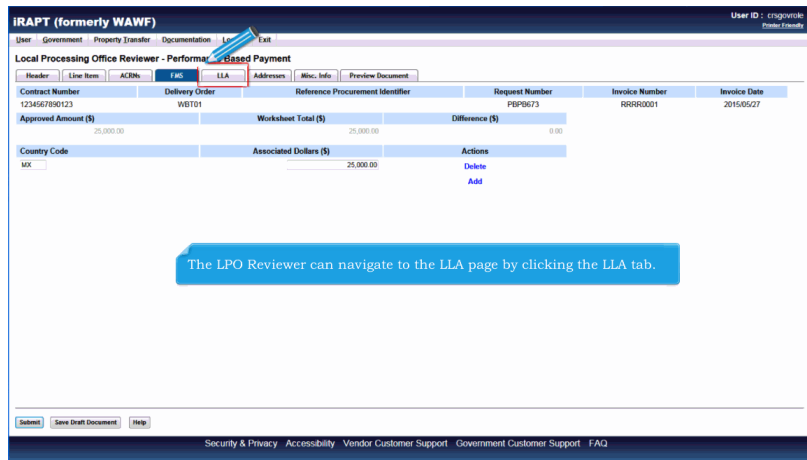
This screenshot is similar to the first one but highlights a specific requirement. A red box is drawn around the 'Difference (\$)' field in the summary table, which shows a value of 0.00. A blue callout box at the bottom of the page states: "The LPO Reviewer must ensure the FMS information balances with the Approved Amount. The Difference amount must equal zero (0).". A pencil icon is also visible over the 'Request Number' field in the table above.

The LPO Reviewer must ensure the FMS information balances with the Approved Amount. The Difference amount must equal zero (0).



The LPO Reviewer can edit the Country Code and Associated Dollars Amount.

FMS information can be deleted or added by clicking the Delete or Add links.



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

IRAPT (formerly WAWF) User ID: crsgovrole
 Local Processing Office Reviewer - Performance Based Payment

Contract Number: 1234567890123 Delivery Order: WBT01 Reference Procurement Identifier: PEP9673 Invoice Number: RRRR0001 Invoice Date: 2015-05-27

Item Number: 1111
 Document Record Reference ID: 1234567890123 Agency Accounting ID: 902649 ACRN: AA Amount (\$): 25,000.00 Approved Amount (\$): 25,000.00

The LPO Reviewer is responsible for entering accounting data on the Long Line of Accounting (LLA) tab 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.

The LPO Reviewer is responsible for entering accounting data on the Long Line of Accounting (LLA) tab 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.

IRAPT (formerly WAWF) User ID: crsgovrole
 Local Processing Office Reviewer - Performance Based Payment

Contract Number: 1234567890123 Delivery Order: WBT01 Reference Procurement Identifier: PEP9673 Invoice Number: RRRR0001 Invoice Date: 2015-05-27

Item Number: 1111
 Document Record Reference ID: 1234567890123 Agency Accounting ID: 902649 ACRN: AA Amount (\$): 25,000.00 Approved Amount (\$): 25,000.00

The LPO Reviewer can enter the LLA data at either the Line Level or the ACRN Level.
 Each Line Item can have only one ACRN when LLA data is entered at the Line Level.

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

Each Line Item can have only one ACRN when LLA data is entered at the Line Level.

IRAPT (formerly WAWF) User ID: csgovrole
 Local Processing Office Reviewer - Performance Based Payment

Contract Number: 1234567890123 Delivery Order: WBT01 Reference Procurement Identifier: PEP0673 Invoice Number: RRRR0001 Invoice Date: 2015-05-27

Item Number: 1111 Amount (\$): 25,000.00

Item Number	Document Record Reference ID *	Agency Accounting ID *	ACRN *	Amount (\$)	Approved Amount (\$) *
1111	1234567890123	062649	AA	25,000.00	25,000.00

[Optional LLA Fields](#)

The LPO Reviewer can click the Optional LLA Fields link to enter the optional LLA data at the Line Level.

The LPO Reviewer can click the Optional LLA Fields link to enter the optional LLA data at the Line Level.

IRAPT (formerly WAWF) User ID: csgovrole
 Local Processing Office Reviewer - Performance Based Payment

Contract Number: 1234567890123 Delivery Order: WBT01 Reference Procurement Identifier: PEP0673 Invoice Number: RRRR0001 Invoice Date: 2015-05-27

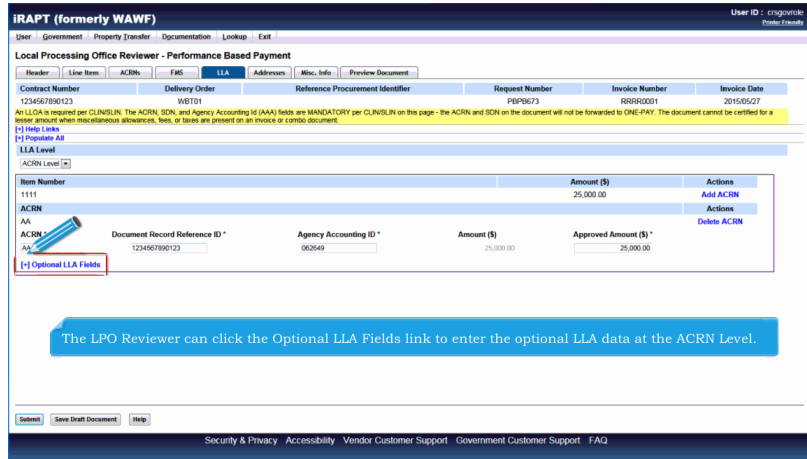
Item Number: 1111 Amount (\$): 25,000.00

Item Number	ACRN *	Document Record Reference ID *	Agency Accounting ID *	Amount (\$)	Approved Amount (\$) *	Actions
1111	AA	1234567890123	062649	25,000.00	25,000.00	Add ACRN Delete ACRN

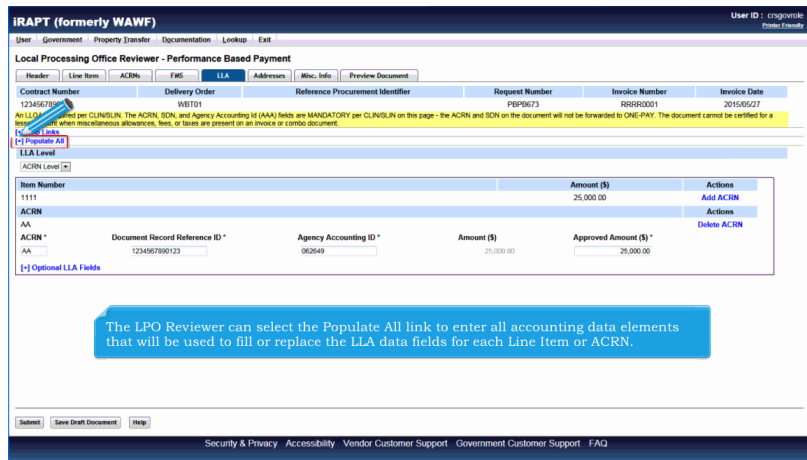
[Optional LLA Fields](#)

ACRN Level will present a Long Line of Accounting information for each ACRN.

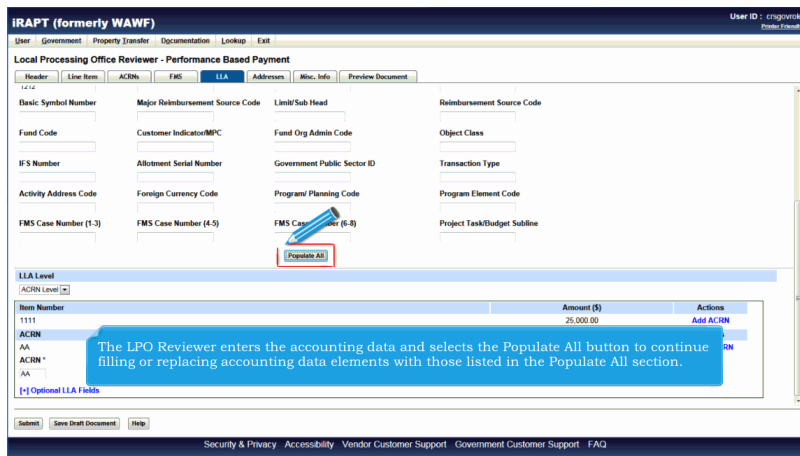
ACRN Level will present a Long Line of Accounting information for each ACRN.



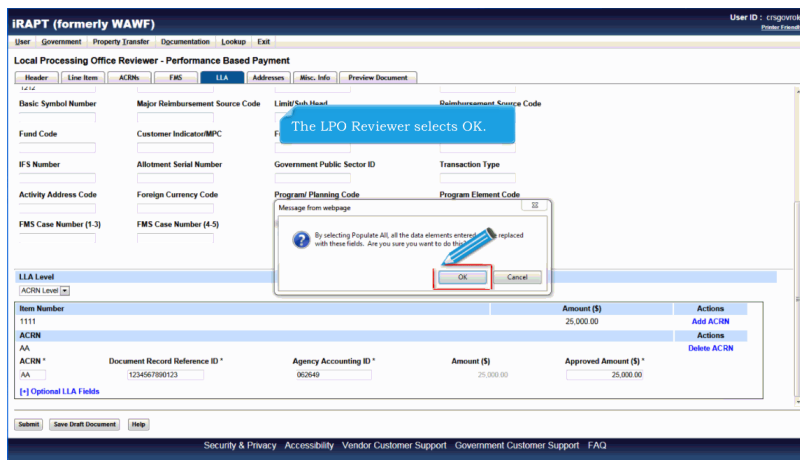
The LPO Reviewer can click the Optional LLA Fields link to enter the optional LLA data at the ACRN Level.



The LPO Reviewer can select 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 LPO Reviewer enters the accounting data and selects the Populate All button to continue filling or replacing accounting data elements with those listed in the Populate All section.



The LPO Reviewer selects OK.

The data elements entered in the Populate All section of the LLA tab is now displayed for the Line Item or ACRN.

Item Number	Amount (\$)	Actions
1111	25,000.00	Add ACRN
ACRN		Delete ACRN
ACRN *	Document Record Reference ID *	Agency Accounting ID *
AA	1234567890123	90249
		Amount (\$)
		Approved Amount (\$) *
		25,000.00
		25,000.00

The data elements entered in the Populate All section of the LLA tab is now displayed for the Line Item or ACRN.

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

Contract Number	Delivery Order	Reference Procurement Identifier	Request Number	Invoice Number	Invoice Date
1234567890123	WBTD1		PBF0673	RRR00001	2015/05/27

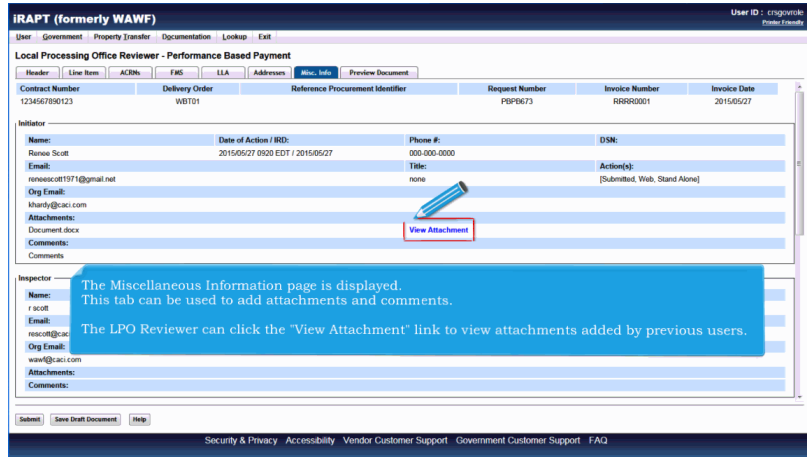
The LPO Reviewer can navigate to the Addresses page by clicking the Addresses tab.

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

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

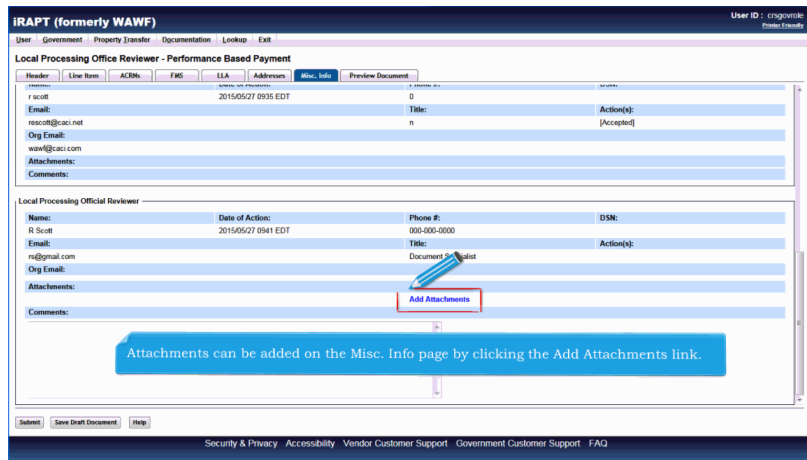
The LPO Reviewer can navigate to the Misc. Info page by clicking the Misc. Info tab.

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

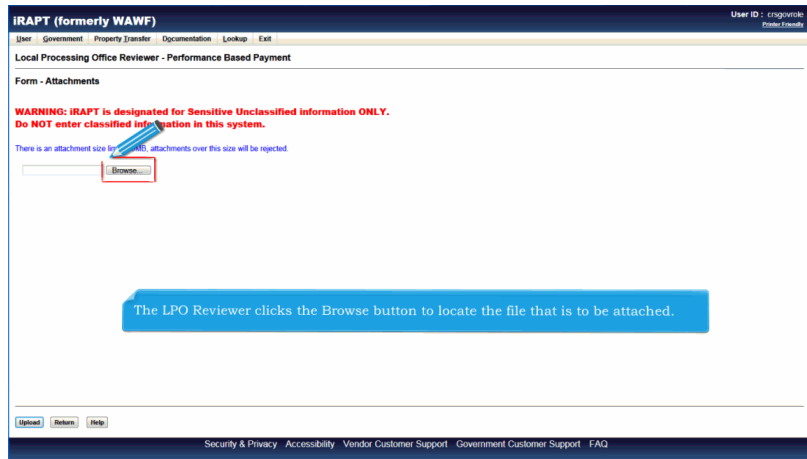


The Miscellaneous Information page is displayed.
 This tab can be used to add attachments and comments.

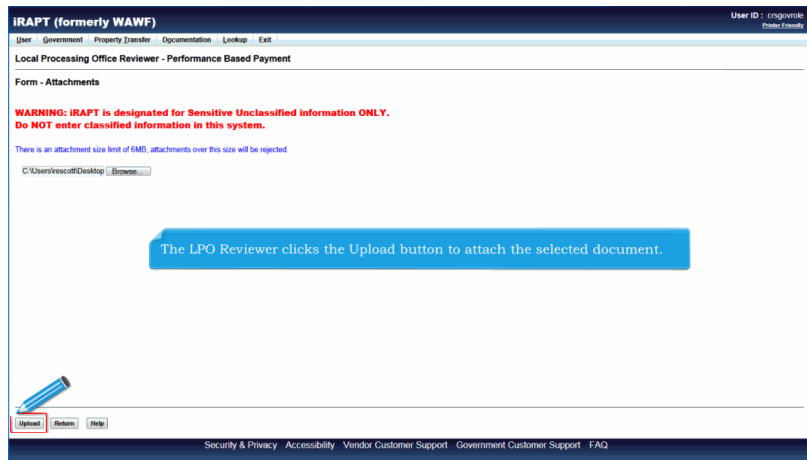
The LPO Reviewer can click the "View Attachment" link to view attachments added by previous users.



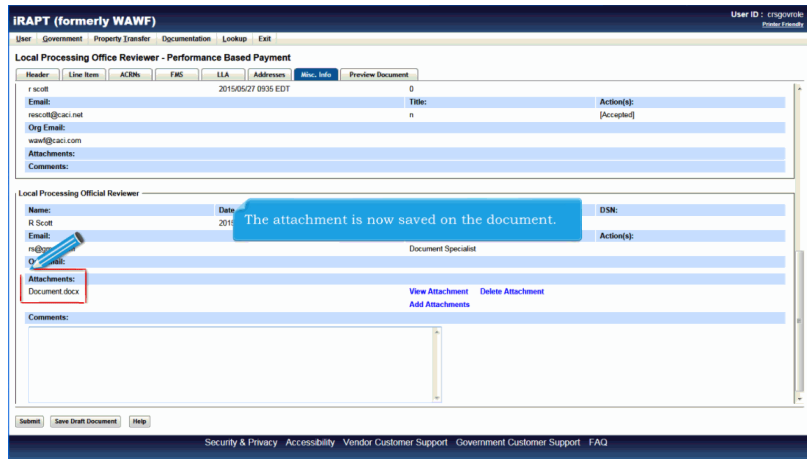
Attachments can be added on the Misc. Info page by clicking the Add Attachments link.



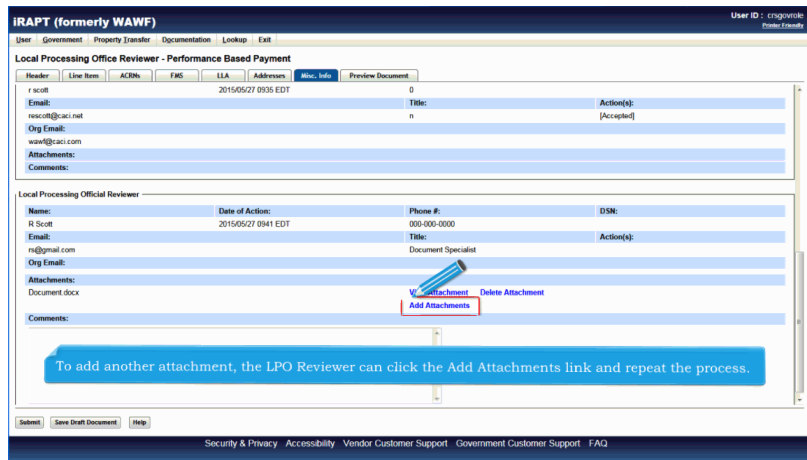
The LPO Reviewer clicks the Browse button to locate the file that is to be attached.



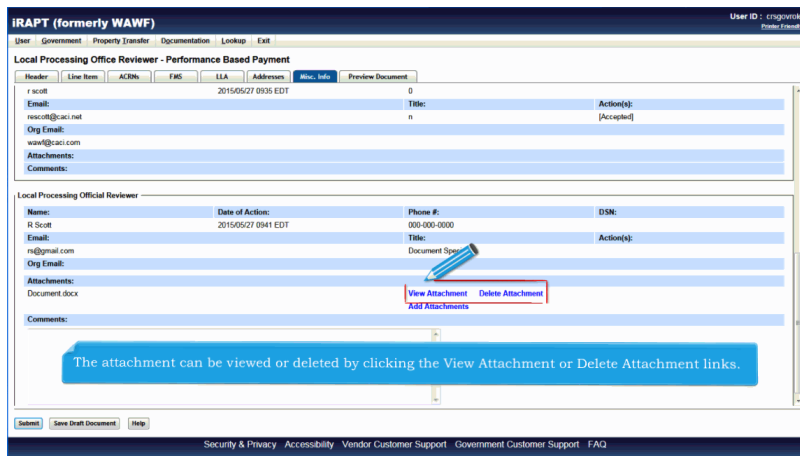
The LPO Reviewer clicks the Upload button to attach the selected document.



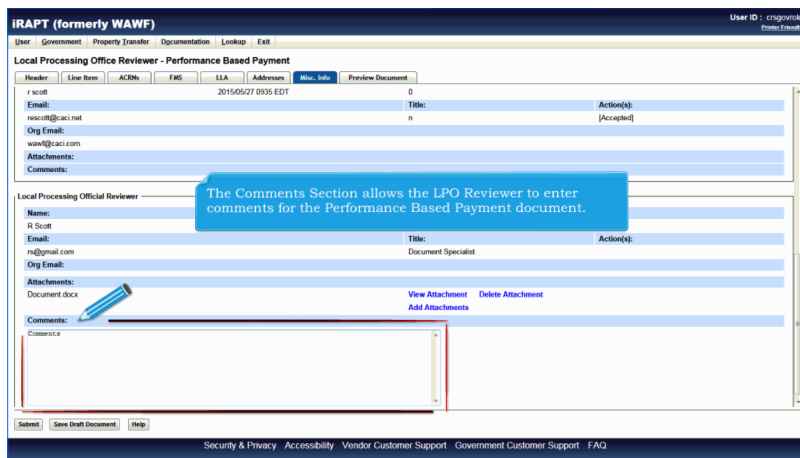
The attachment is now saved on the document.



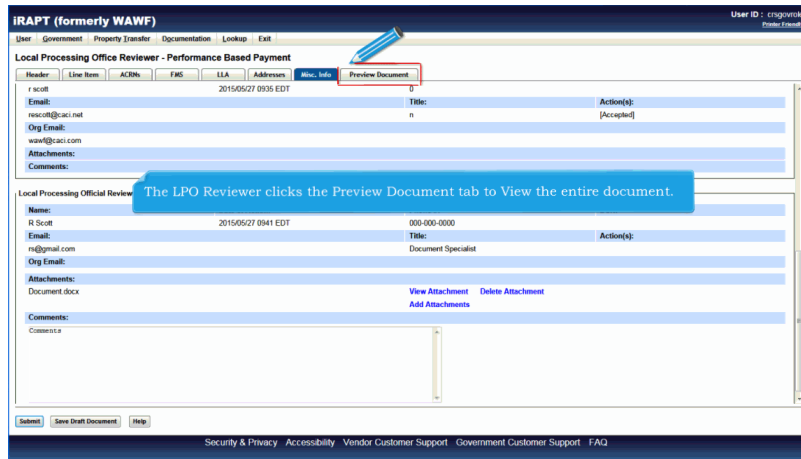
To add another attachment, the LPO Reviewer can click the Add Attachments link and repeat the process.



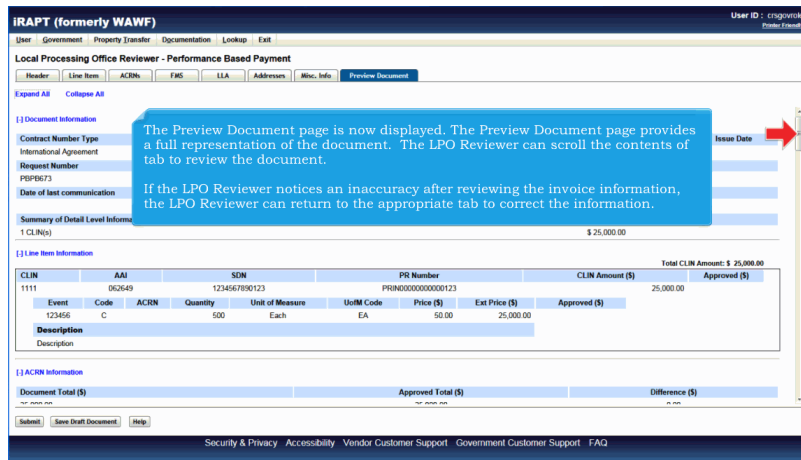
The attachment can be viewed or deleted by clicking the View Attachment or Delete Attachment links.



The Comments Section allows the LPO Reviewer to enter comments for the Performance Based Payment document.

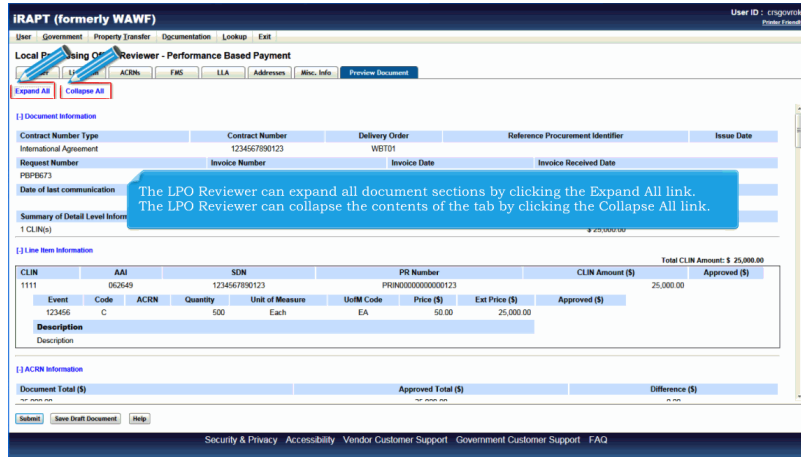


The LPO Reviewer clicks the Preview Document tab to View the entire document.

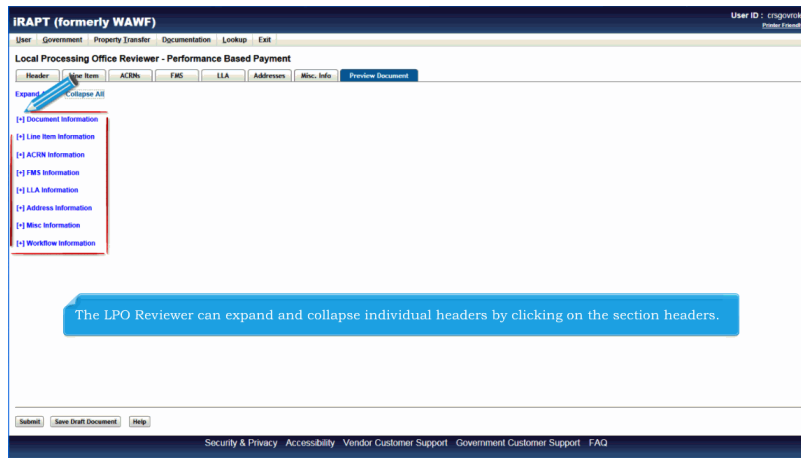


The Preview Document page is now displayed. The Preview Document page provides a full representation of the document. The LPO Reviewer can scroll the contents of tab to review the document.

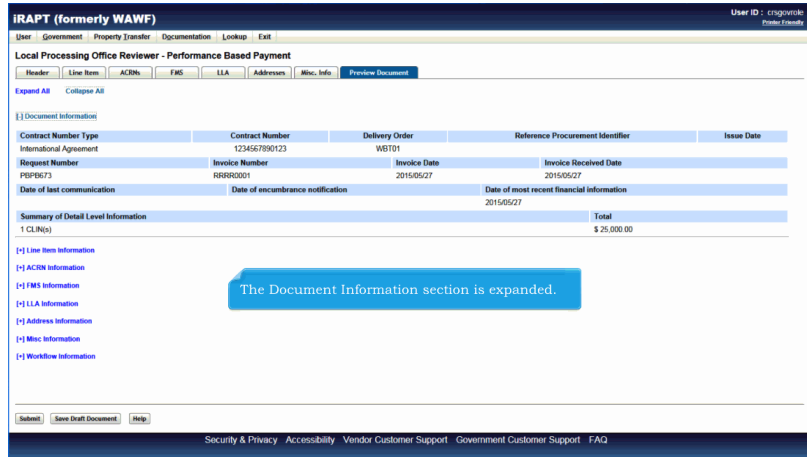
If the LPO Reviewer notices an inaccuracy after reviewing the invoice information, the LPO Reviewer can return to the appropriate tab to correct the information.



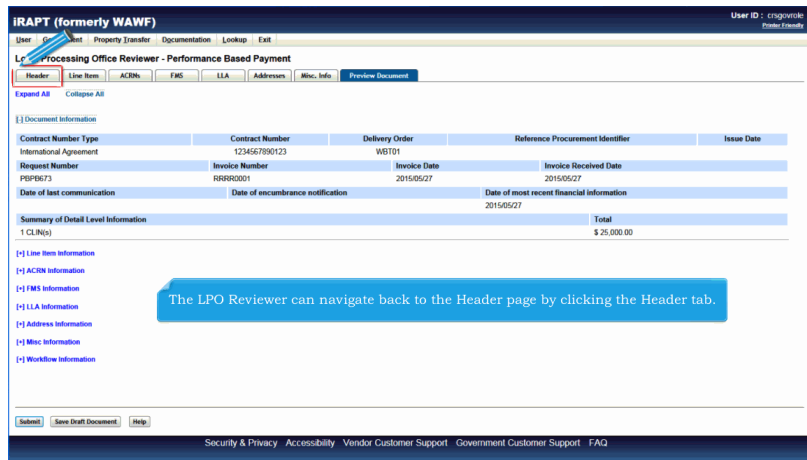
The LPO Reviewer can expand all document sections by clicking the Expand All link. The LPO Reviewer can collapse the contents of the tab by clicking the Collapse All link.



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



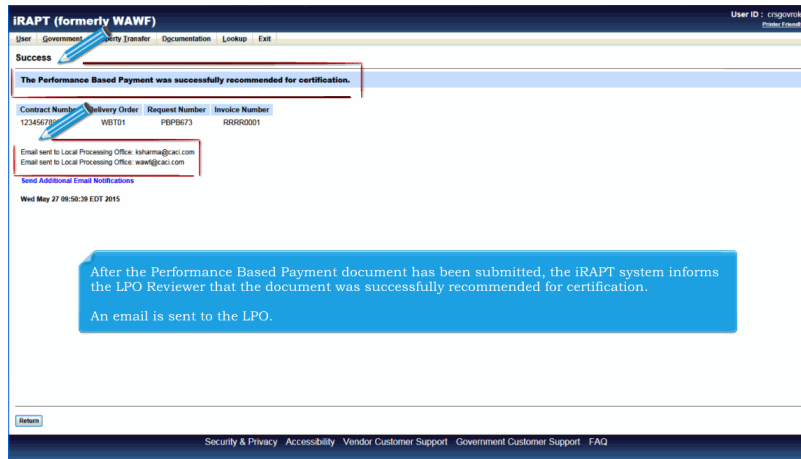
The Document Information section is expanded.



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

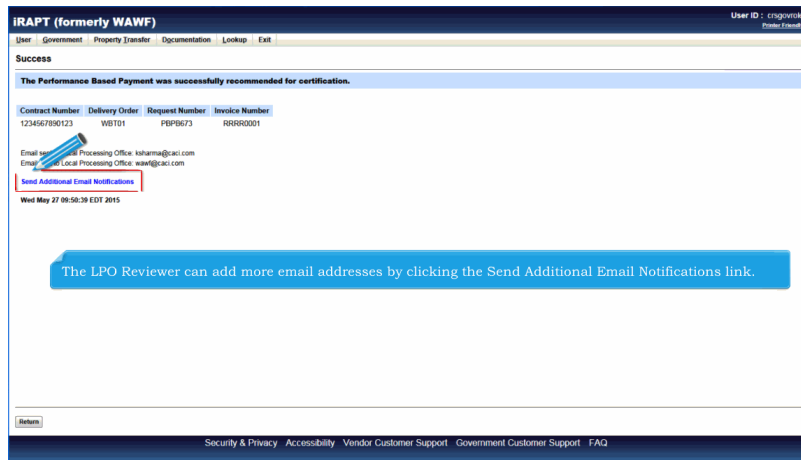
The Header page is displayed.

The LPO Reviewer selects Recommend Document Certified and clicks the Submit button to continue pre-certifying the document.

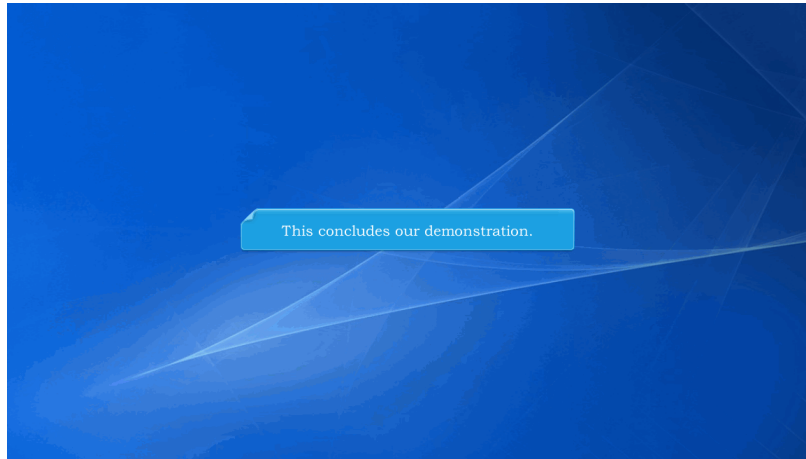


After the Performance Based Payment document has been submitted, the iRAPT system informs the LPO Reviewer that the document was successfully recommended for certification.

An email 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.