Intro

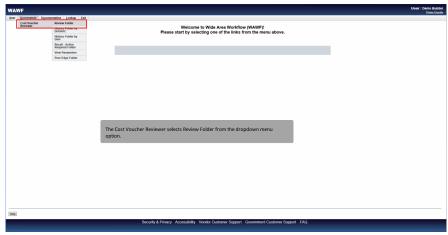


Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1



The user navigates to the WAWF module. This demonstration is an overview of a Cost Voucher Reviewer reviewing a Cost Voucher document.



The Cost Voucher Reviewer selects Review Folder from the dropdown menu option.

Step 3

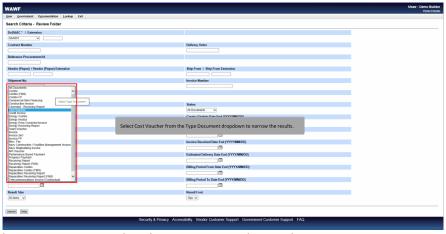


The Search Criteria page is displayed. This page will allow the Cost Voucher Reviewer to search for documents in the Review Folder.



The DoDAAC field is the only mandatory field on this page. Select a DoDAAC from the dropdown list.

Step 5

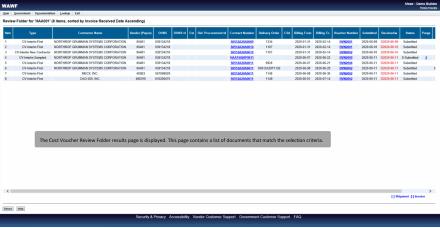


Select Cost Voucher from the Type Document dropdown to narrow the results.

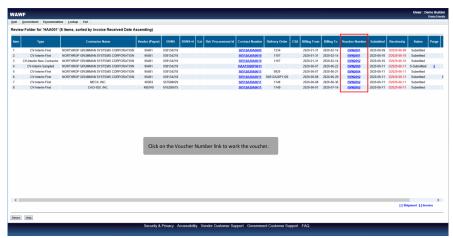


Enter in information in the search fields and click the Submit button to see the results. The more information entered, the more you can narrow your results to the specific records you are searching for.

Step 7

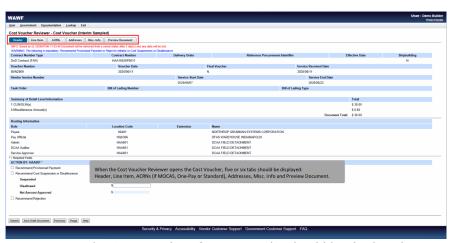


The Cost Voucher Review Folder results page is displayed. This page contains a list of documents that match the selection criteria.

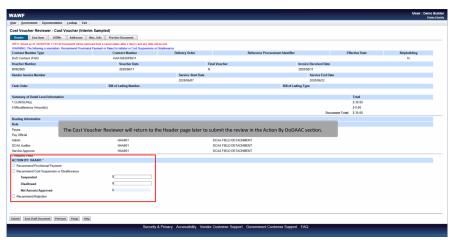


Click on the Voucher Number link to work the voucher.

Step 9

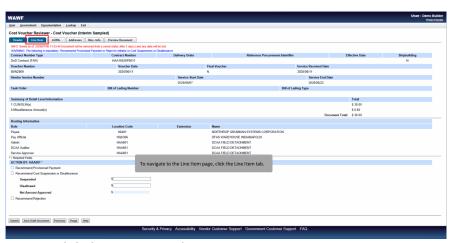


When the Cost Voucher Reviewer opens the Cost Voucher, five or six tabs should be displayed: Header, Line Item, ACRNs (if MOCAS, One-Pay or Standard), Addresses, Misc. Info and Preview Document.

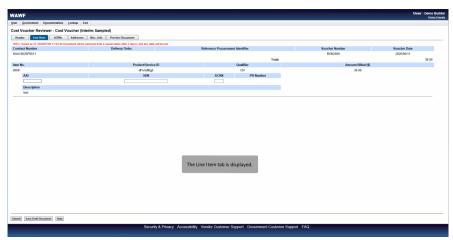


The Cost Voucher Reviewer will return to the Header page later to submit the review in the Action By DoDAAC section.

Step 11

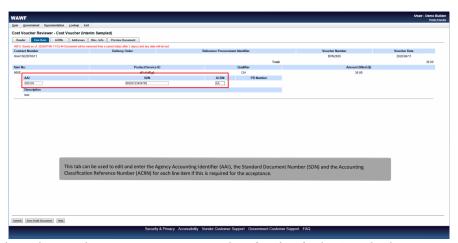


To navigate to the Line Item page, click the Line Item tab.

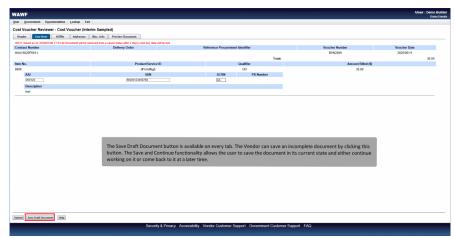


The Line Item tab is displayed.

Step 13

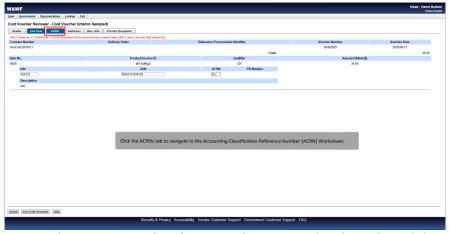


This tab can be used to edit and enter the Agency Accounting Identifier (AAI), the Standard Document Number (SDN) and the Accounting Classification Reference Number (ACRN) for each line item if this is required for the acceptance.

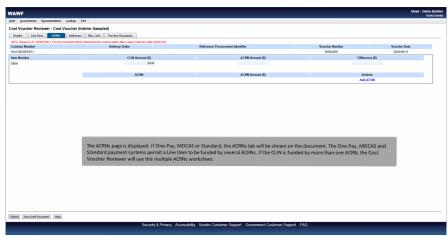


The Save Draft Document button is available on every tab. The Vendor can save an incomplete document by clicking this button. The Save and Continue functionality allows the user to save the document in its current state and either continue working on it or come back to it at a later time.

Step 15

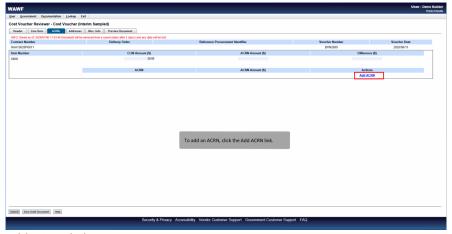


Click the ACRNs tab to navigate to the Accounting Classification Reference Number (ACRN) Worksheet.

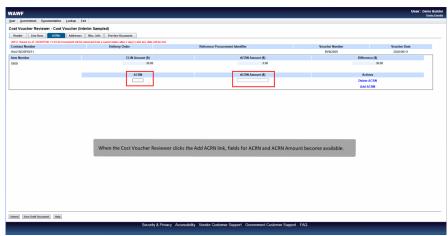


The ACRNs page is displayed. If One-Pay, MOCAS or Standard, the ACRNs tab will be shown on the document. The One-Pay, MOCAS and Standard payment systems permit a Line Item to be funded by several ACRNs. If the CLIN is funded by more than one ACRN, the Cost Voucher Reviewer will use this multiple ACRNs worksheet.

Step 17

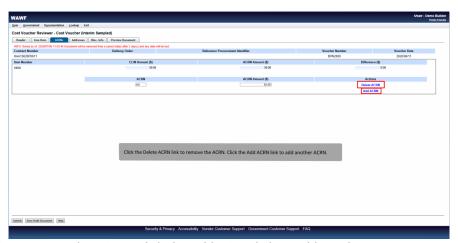


To add an ACRN, click the Add ACRN link.

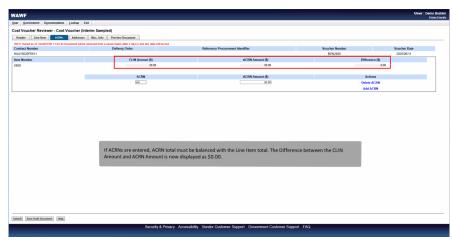


When the Cost Voucher Reviewer clicks the Add ACRN link, fields for ACRN and ACRN Amount become available.

Step 19

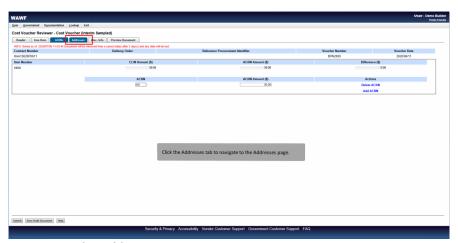


Click the Delete ACRN link to remove the ACRN. Click the Add ACRN link to add another ACRN.

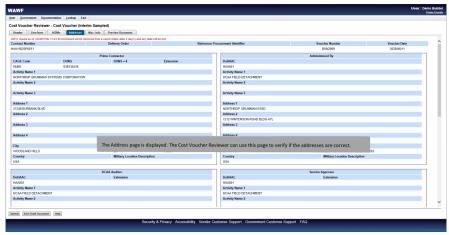


If ACRNs are entered, ACRN total must be balanced with the Line Item total. The Difference between the CLIN Amount and ACRN Amount is now displayed as \$0.00.

Step 21

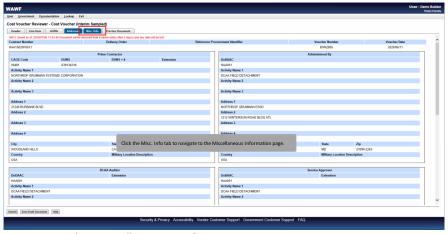


Click the Addresses tab to navigate to the Addresses page.



The Address page is displayed. The Cost Voucher Reviewer can use this page to verify if the addresses are correct.

Step 23

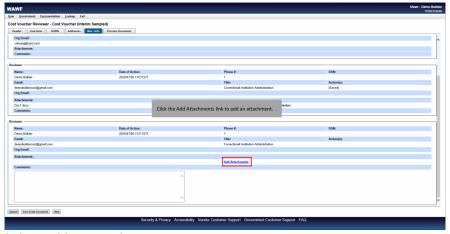


Click the Misc. Info tab to navigate to the Miscellaneous Information page.

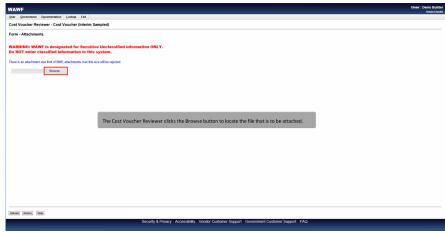


The Misc. Info page is displayed. This page contains information about the different users who have worked the document. The user may add comments and attachments on the Reviewer section.

Step 25

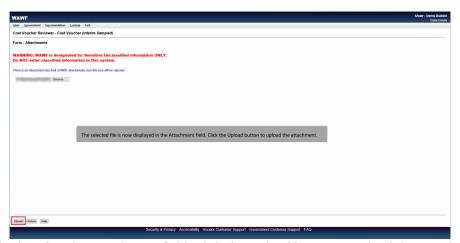


Click the Add Attachments link to add an attachment.



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

Step 27

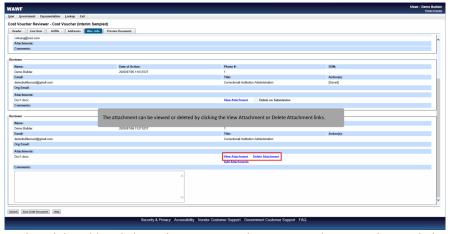


The selected file is now displayed in the Attachment field. Click the Upload button to upload the attachment.

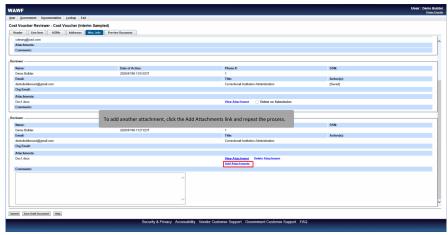


The attachment is now saved on the document.

Step 29

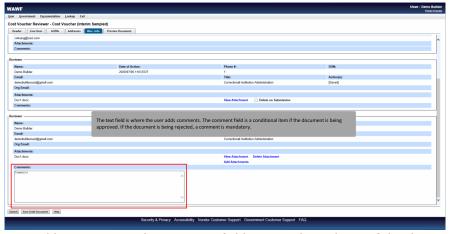


The attachment can be viewed or deleted by clicking the View Attachment or Delete Attachment links.

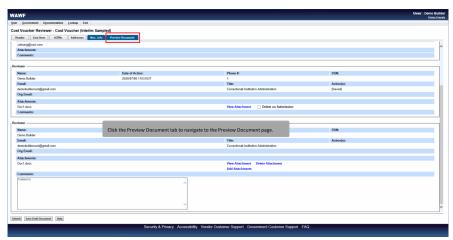


To add another attachment, click the Add Attachments link and repeat the process.

Step 31

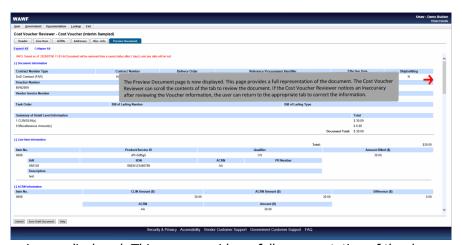


The text field is where the user adds comments. The comment field is a conditional item if the document is being approved. If the document is being rejected, a comment is mandatory.



Click the Preview Document tab to navigate to the Preview Document page.

Step 33

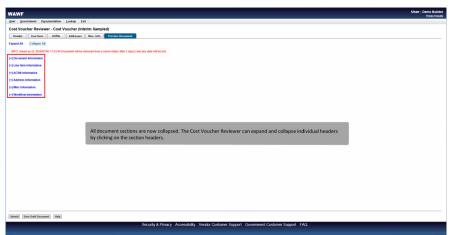


The Preview Document page is now displayed. This page provides a full representation of the document. The Cost Voucher Reviewer can scroll the contents of the tab to review the document. If the Cost Voucher Reviewer notices an inaccuracy after reviewing the Voucher information, the user can return to the appropriate tab to correct the information.

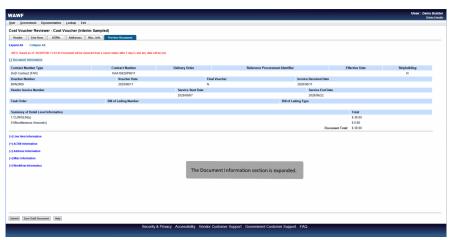


The Cost Voucher Reviewer can expand all document sections by clicking the Expand All link. The Cost Voucher Reviewer can collapse the contents of the tab by clicking the Collapse All link.

Step 35

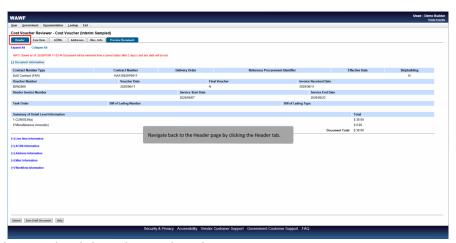


All document sections are now collapsed. The Cost Voucher Reviewer can expand and collapse individual headers by clicking on the section headers.

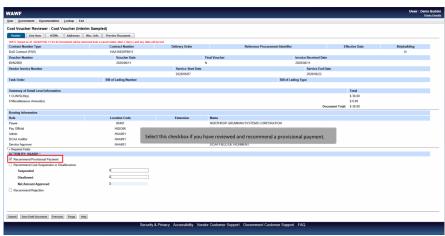


The Document Information section is expanded.

Step 37

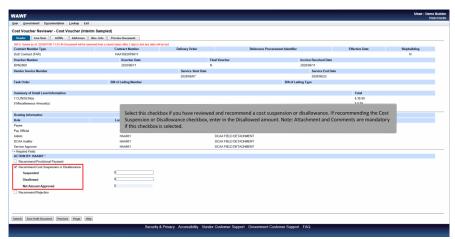


Navigate back to the Header page by clicking the Header tab.

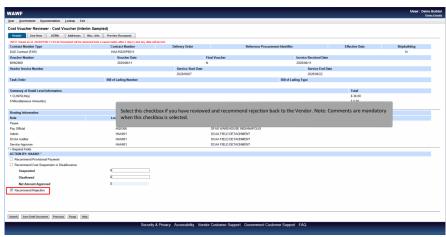


Select this checkbox if you have reviewed and recommend a provisional payment.

Step 39

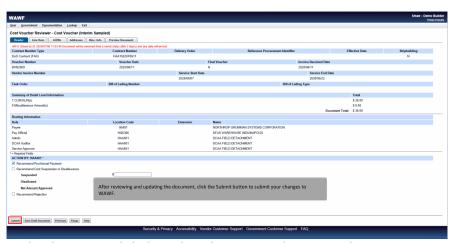


Select this checkbox if you have reviewed and recommend a cost suspension or disallowance. If recommending the Cost Suspension or Disallowance checkbox, enter in the Disallowed amount. Note: Attachment and Comments are mandatory if this checkbox is selected.

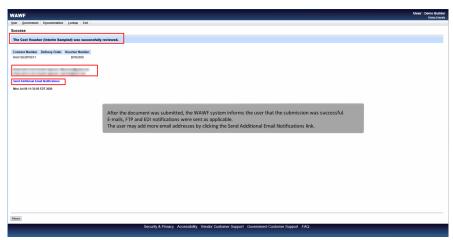


Select this checkbox if you have reviewed and recommend rejection back to the Vendor. Note: Comments are mandatory when this checkbox is selected.

Step 41



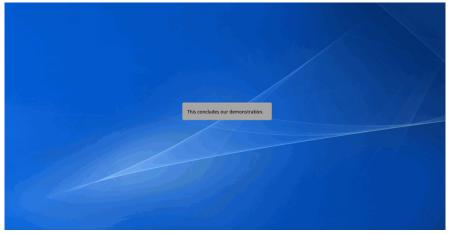
After reviewing and updating the document, click the Submit button to submit your changes to WAWF.



After the document was submitted, the WAWF system informs the user that the submission was successful. E-mails, FTP and EDI notifications were sent as applicable.

The user may add more email addresses by clicking the Send Additional Email Notifications link.

End



This concludes our demonstration.