

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

WideAreaWorkFlow <i>e</i> -Business Suite 5.10.0		Register 🖍 Help/Training 🗁
Certificate Login	System Messages	
Certificate Login	(2013-JAN-17 12:05 EST) System: All Subject	ct: Build Info Action Required! Message For: All Users
	Version: 5.10.0 Patch0	1_01
CAC Help?	Build Date: 02/27/2017	
and the second s	Application Server: WebSphere 8.	5.5.9 (jdk1.7.0_95)
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Quick Links	Getting Started Help	iRAPT Mobile

This presentation will demonstrate a Grant Approver approving a Non Procurement Instruments (NPI) Voucher.

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To access the Grant Approver's "Approval Folder", cursor over the "Government" dropdown menu and select the link from the dropdown.



The Search Criteria screen is displayed.

The Search Criteria screen allows the Grant Approver to retrieve only documents that meet certain criteria. For example, if the Grant Approver enters a CAGE Code in the "Payee" field, only vouchers for that Payee (Vendor) will be retrieved. If the Grant Approver enters nothing in these fields, all NPI Voucher documents will be retrieved.

The Search results will call up documents that have been updated in the last 30 days unless the Grant Approver enters a specific date range into the date criterion. This permits offices with a large quantity of documents to more readily access their folders.

APT (formerly WAWF)		Printer
er Govern Property Transfer Documentation Lookup E	Exit	
eare meria - Approval Folder		
DDAAC * / Extension		
Select Location Code		
ontract Number	Delivery Order	
eference Procurement Id		
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The only required field is the DoDAAC field. The Grant Approver must select a Location Code to retrieve any document.

KAPT (IOTMENY WAWP)	User : Den	no Builde inter Friend
User Government Property Transfer Documentation Lookup	p Exit	
Search Criteria - Approval Folder		
DoDAAC* / Extension		
S0512A		í
Contract Number	Delivery Order	
Reference Procurement Id		
Vendor (Payee) / Vendor (Payee) Extension	Ship From / Ship From Extension	
Shipment No.	Voucher Number	
A Documents After entering in Create / Update Date (YYYY/MV 2017/0206	the information in the search fields, click the "Submit" button The more information you enter in the search fields, the more your results to the specific documents you are looking to review.	
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After entering in the information in the search fields, click the "Submit" button for the results. The more information you enter in the search fields, the more you can narrow your results to the specific documents you are looking to review.

Iser	Government	Property Transfer	Documentation	Lookup	Exit								
Appro	val Folder fo	or 'S0512A' (9 i	tems, sorted b	y Contract	Number Ascending)								
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2	NPI Voucher	06481	039134218			1234567890123							1
3	NPI Voucher	06481	039134218			1234567890123							1
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6	Grant Voucher	3G7Q9	135252950	072	1	HQ013117E0227	GR12ATTCH						
7	Grant Voucher	3G7Q9	135252950	072		HQ013117E0227	GR12ATTCH						
8	NPI Voucher	3G7Q9	135252950	072	REFPROCUREMENT	N6095117E0227	NPATTCH						
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9	NPI Voucher	367Q9	The Click	072 Grant : on the	Approval Fold	er" page is d Imber" link t	isplayed.	ntract doct	uments fi	rom EDA	λ.		
\$	NPI Voucher	36709	The Click	Grant on the	Approval Fold	er" page is d umber" link t	isplayed.	ntract doct	uments fi	rom EDA	λ.		

The "Grant Approval Folder" page is displayed.

Click on the "Contract Number" link to view contract documents from EDA.

iRAPT (formerly WAWF)								User : De	no Builder hinter Friendly
User Government Property Transfer	Documentation	Lookup Exit								
Electronic Document Access										
Item Contract Number	Delivery Order	Issue Date	Issue By Admin	By Payment Office	CAGE Code	DUNS	ACO Mod	PCO Mod	PDS XML	
121667890123					06481					
No documents available from EE	DA system.									
Document Type			Invoice N	umber			Shipment Num	ber		
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The "Electronic Document Access" page is displayed with links to the EDA documents. If no documents are found, a message is displayed to the user.

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Great Govern	ament Property Iran	ster Ogcumenta	ion Lookup Ent											
Approval Fo	older for 'S0512A'	(9 items, sorte	d by Contract Nu	mber Ascen	iding)									
curement Id	Contract Number A	Delivery Order	Shipment Number	Submitted 9	ihipped A	ccepted St	atus Purge	Hold	Voucher Number	Submitted	Received	Status	Purge Hold	Amo
	1234567890123							- 1	VCH9431	2017-03-07	G2017-03-07	Submitted	н	\$ 6,000
	1234567890123								VCH9435	2017-03-07	G2017-03-07	Submitted	н	\$ 2,525
	1234567890123								VCH9874	2017-03-07	G2017-03-07	Submitted	н	\$ 2,525
	HQ013117E0227	GR11							INV1716	2017-02-27	G2017-02-27	Submitted	н	\$ 3,900.
	HQ013117E0227	GR11							INV2143	2017-02-27	G2017-02-27	Submitted	H	\$ 3,900
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		the	Grant App	over ca	п спск	the Vo	oucher	Num	idei iiik.					

To open the Non Procurement Instruments (NPI) Voucher, the Grant Approver can click the Voucher Number link.

iRAPT (formerly WAWF)				User : Demo E	Builder Friendly
User Government Property Transfer Do	cumentation Lookup Exit				
Grant Approver - Non Procurement I	netrumente (NRI) Voucher (Einal)				
Grant Approver - Non Procurement	nau unienta (Hri) Voucher (Final)				
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Voucher Number	Voucher Date	Final Voucher	Invoice Received Date		
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Vendor Invoice Number	5	ervice Start Date	Service End Date		
	21	017/03/07	2017/03/07		
Summary of Detail Level Information			Total		
1 CLIN/SLIN(s)			\$ 6,000.00		
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Contractor Certification					
In submitting this request for payment to the G and that payment is due and has not been pre-	overnment, I certify to the best of my knowledge a viously requested.	and belief that the data in this request	are correct and all outlays were made in accordance with the grant condition	ons or other agreement	
		Signature Date	Demo Builder		
		2017/03/07	Signature of Contractor Representative		
- Required Fields					
ACTION BY: \$0512A *					Y
Submit Save Draft Document Previous H	leip				
	Security & Privacy Accessibil	ity Vendor Customer Support	Government Customer Support FAQ		

When the Grant Approver opens the Non Procurement Instruments (NPI) Voucher, five or six tabs should be displayed with the Header tab as the active tab:

Header, Line Item, ACRNs (if Mocas, One-Pay or Standard), Addresses, Misc. Info and Preview Document.

	cumentation Lookup Exit			
rant Approver - Non Procurement Ir	nstruments (NPI) Voucher (Final)			
Header Line Item ACRNs Add	dresses Misc. Info Preview Document			
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ternational Agreement	1234567890123			
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The Header page allows the Grant Approver to verify the contract information against the documentation.

Note that this document is a Non Procurement Instruments (NPI) Voucher Final, as indicated by the Y (for "Final") under the "Final Voucher" heading.

RAPT (formerly WAWI	F)					User : Demo Bu Printer Er	ilde
User Government Property Transfe	r Documentation Lookup Exit						
Grant Approver - Non Procuren	nent Instruments (NPI) Vouch	er (Final)					
Header Line Item ACRNs	Addresses Misc. Info Previ	iew Document					
		2017/03/07		2017/03/07			
Summary of Detail Level Information					Total		
1 CLIN/SLIN(s)					\$ 6,000.00		
0 Miscellaneous Amount(s)					\$ 0.00		
				Document Total:	\$ 6,000.00		
Routing Information							
Role	Location Code	Extension	Name				
Payee	06481		NORTHROP GRUMMA	IN SYSTEMS CORPORATION			
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Scroll down to review the Routing Information and the ACTION BY section at the bottom of the page. The Grant Approver will need to approve or reject this Non Procurement Instruments (NPI) Voucher in the ACTION BY section.



The Grant Approver can navigate to the Line Item page by clicking the Line Item tab.



The Line Item page is displayed.

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

Mocas, One-Pay and Standard: If this Line Item is being funded by several ACRNs, the single ACRN field on this page can not have an entry.



The Save Draft Document button is available on each tab. The Grant Approver 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.



If payment is by Mocas, One-Pay or Standard, the ACRN tab will be displayed. The Mocas, One-Pay and Standard payment systems permit a Line Item to be funded by several ACRNs.

If this CLIN is funded by only one ACRN, the Grant Approver can enter the ACRN on this Line Item page.

If this CLIN is funded by more than one ACRN, the Grant Approver can use the Multiple ACRNs page.

The Grant Approver navigates to the Multiple ACRNs page by clicking the ACRNs tab.

Voucher Date 2017/03/07	Voucher Number VCH9431 Difference (\$	rement Identifier	Reference Procur	ivery Order		Contract Number
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The ACRNs page is displayed.

The CLIN Amount from the Line Item page, in this case \$6,000.00, is brought forward.

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The Grant Approver has the ability to enter the ACRNs and balance them. The CLIN Amount and the ACRN Amount must balance with a Difference of \$0.00.



The Grant Approver can click the Add ACRN link to add an ACRN and an ACRN Amount. The Delete ACRN link is clicked to delete an ACRN.



When the ACRNs page is completed, the Grant Approver can continue reviewing the other tabbed pages. The Grant Approver navigates to the Addresses page by clicking the Addresses tab.

Header Line Item ACR	k Addresses Misc. Info Pr	eview Document				
ontract Number	Delivery Order	R	erence Procurement Identifier	Voucher Number	Voucher Date	
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The Addresses page is displayed.

This tab contains the mailing addresses of the Prime Contractor (Vendor/Grantee) CAGE Codes and Government DoDAACs involved in processing this document in the iRAPT system.

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ontract Number	De	livery Order	Refere	nce Procurement Identifier	Voucher Number	Voucher Date
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Activity Name 2				Activity Name 2		
Activity Name 3				Activity Name 3		
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21240 BURBANK BLVD				BLDG 90609 CP 850 884 6118		
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				HURLBURT FIELD FL 32544-570	6	
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The Grant Approver can navigate to the Misc. Info page by clicking the Misc. Info tab.

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The Miscellaneous Information page is displayed.

The Grant Approver can use this tab to add comments and attachments.

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		n attachment by clicking the	e Add Attachments link.	
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The Grant Approver adds an attachment by clicking the Add Attachments link.

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WARNING: IRAPT is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.	
There is an attachment size limit of 6MB, attachments over this size will be rejected.	
Browse	
The Attachments page is displayed.	
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To select an attachment, the Grant Approver clicks the Bro	wse button.

The Attachments page is displayed.

To select an attachment, the Grant Approver clicks the Browse button.



The Grant Approver then clicks the Upload button.

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The Grant Approver may add comments in this field.

This is a conditional item if approving. If the Grant Approver is rejecting the Non Procurement Instruments (NPI) Voucher, a comment is mandatory.

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The Grant Approver can scroll the contents of the tab to review the document.

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The Grant Approver can expand all document sections by clicking the Expand All link.

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Click the Header tab to go back to the Header page.



To submit the approval, the Grant Approver must scroll down to the bottom of the Header page to access the ACTION BY section.

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		Document Total: \$ 6,000.00	
Routing Information			
Role Location Code	Extension Name		
² ayee 06481	NORTHROP GRUMMA	SYSTEMS CORPORATION	
a submitting this request for payment to the Government, I certify to the best of my known of that payment is due and has not been previously requested.	wledge and belief that the data in this request a	e correct and all outlays were made in accordance with the grant conditions or other agree	ment
	Signature Date	Demo Builder	
	2017/03/07	Signature of Contractor Representative	
Required Fields			
ACTION BT: STIZA		Pursuant to authority vasilari in mall nantify that this your har is noment and room	ar for
and Castle	Signature Date	payment.	
and contry		Signature	
Reject to Initiator			
		Signature Of Authorized Government Representative	
iubmit Save Draft Document Previous Help			

If the Grant Approver had decided to reject the voucher, a comment on the Misc. Info page would be mandatory.



The Grant Approver selects the "Approve and Certify" checkbox.

RAPT (formerly)	WAWF)							User : Den	to Builde
Iser Government Proper	ty <u>T</u> ransfer	Documentat	ion Lookup	Exit						_
ant Approver - Non P	rocureme	ent Instrum	ents (NPI) V	oucher (Final)						
Header Line Item	ACRNs	Addresses	Misc, Info	Preview Document)					
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tole		Loca	tion Code	Exte	nsion Na	ne				
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ay Official		E F	Q0248		DF	AS ROME				
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Srant Approver		5	0512A		DC	MA LOS ANGELES				
ontractor Certification										
n submitting this request for p	payment to t	the Governmer	it, I certify						dance with the grant conditions or other agreement	- 1
nd that payment is due and I	has not been	n previously re-	quester.							
			En	ter the Sign	ature Dat	e using the cale	ndar i		imo Builder	
			<u> </u>				_	Signature of 0	Contractor Representative	
Required Fields										
ACTION BY: \$0512A *							_			
							Pursuant to	authority vested in r	ne, I certify that this voucher is correct and proper for	
Approve and Certify					Signature Date	at The March W 2017 W	X		payment	
Reject to Initiator						Wk Sun Mon Tue Wed Thu	Fri Sat		Signature	
						9 1 2	3 4	Sonature Of Au	thorized Government Representative	
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ubmit Save Draft Document	Previous	meth				13 20 27 28 29 30	31			
Submit Save Draft Document	Previous	nep				13 26 27 28 29 30 Today is 2017/03/08	n .			_

Enter the Signature Date using the calendar feature.

User Government Property Transl	er Documentation Lookup Exit					
Grant Approver - Non Procure	ment Instruments (NPI) Vouche	r (Final)				
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1 CLIN/SLIN(s)						\$ 6,000.00
0 Miscellaneous Amount(s)						\$ 0.00
				Docume	nt Total:	\$ 6,000.00
Routing Information						
Role	Location Code	Extension	Name			
Payee	06481		NORTHROP GRUM	IMAN SYSTEMS CORPORATION		
Pay Official	HQ0248		DFAS ROME			
Admin	FU4417		FU4417 1 SOCS SC	CS ATTN BECO		
Grant Approver	S0512A		DCMA LOS ANGEL	ES		
Contractor Certification						
In submitting this request for payment and that payment is due and has not b	to the Government, I certify to The	Grant Appro		e Signature buttor	1. ³⁰	rdance with the grant conditions or other agreement
			Elementure Date		o	erno Builder
			2017/03/07	Sim	nature of C	ontractor Representative
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ACTION BY: \$0512A *						
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Approve and Certify		Signature	Date		. 4	payment
Reject to Initiator		2017/03/08				Signature
				Signat	ture Of Aut	horized Government Representative

The Grant Approver clicks the Signature button.



The Password Confirmation page is displayed.

	(WAWF)				Printer Frie
ser <u>G</u> overnment Pro	perty <u>T</u> ransfer Do	umentation	Lookup	Exit	
AWF Password Cor	firmation				
User ID	demohuildernour				
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Submit Without Preview	2				
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		The	Front	Approver enters a password and clicks the Next button to our	ntinue
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		The C	irant	Approver enters a password and clicks the Next button to co	ntinue.

The Grant Approver enters a password and clicks the Next button to continue.



The Success page is displayed with Email, FTP and EDI notifications as applicable.

The Grant Approver may send more email notifications by clicking the Send Additional Email Notifications link.



This concludes our demonstration.

Built with Tanida Demo Builder www.demo-builder.com