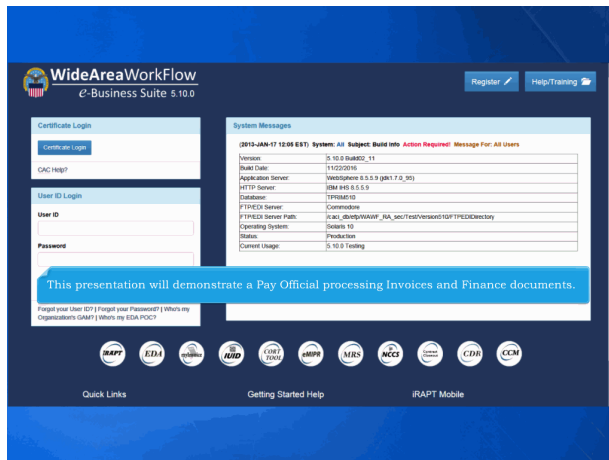
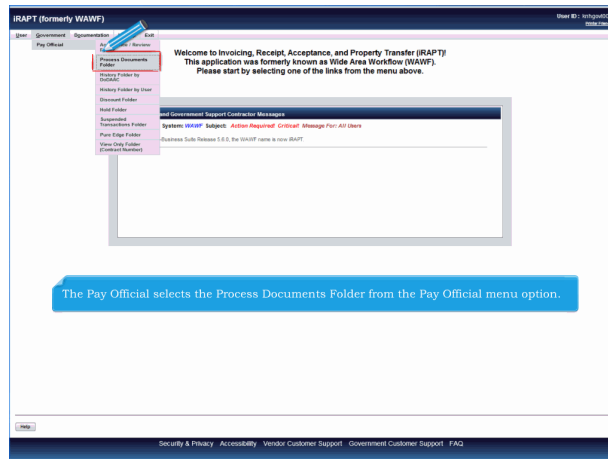


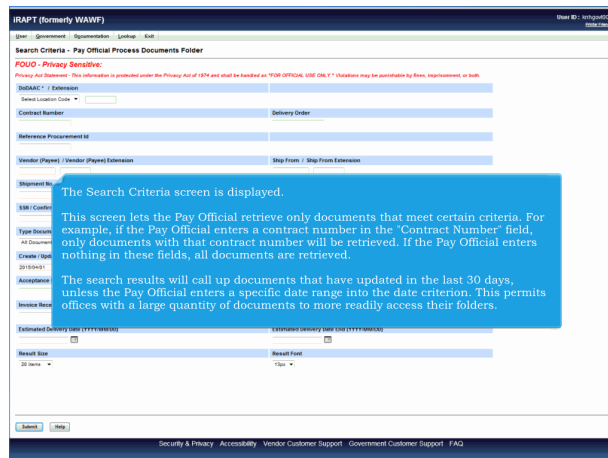
Welcome to Wide Area Workflow e-Business Suite.  
This demonstration contains audio narrative. Please adjust your volume accordingly.



This presentation will demonstrate a Pay Official processing Invoices and Finance documents.



The Pay Official selects the Process Documents Folder from the Pay Official menu option.



The Search Criteria screen is displayed.

This screen lets the Pay Official retrieve only documents that meet certain criteria. For example, if the Pay Official enters a contract number in the "Contract Number" field, only documents with that contract number will be retrieved. If the Pay Official enters nothing in these fields, all documents are retrieved.

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

The only required field on the Search Criteria page is the DoDAAC field. The Pay Official selects a DoDAAC from the DoDAAC drop-down. The Pay Official clicks the 'Submit' button to continue.

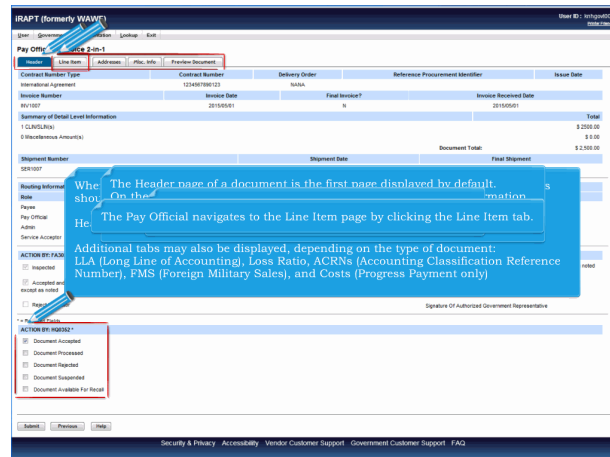
Vendor	Type	Vendor (Agency)	EORI	DUNS	CAC	Contract Number	Delivery Order	Shipment Number	Submitted	Upload	Accepted	Status	Invoice Number	Submitted	Accepted	
Invoice 2-in-1	00291	021799486	0001			021482996123	NAAA	0001000	2015-05-01	2015-05-01	2015-05-01	Reviewed	0	0000000	2015-05-01	2015-05-01

The Pay Official's Process Documents Folder is displayed.

This page contains a list of documents that match the selection criteria. The payment procedures for all the invoices and finance documents are the same.

The invoices and finance documents included are: Commercial Invoice, Fast Pay Invoice, Invoice as 2-in-1, Construction Payment Invoice, Commercial Item Financing Invoice, Performance Based Payment, Progress Payment, Cost Voucher, Navy Construction/Facilities Management Invoice, Navy Shipbuilding Invoice, Miscellaneous Payment Voucher, Telecom, and Grant and Cooperative Agreement Voucher.

When we refer to "Invoice" in this training, we will be referring to all documents accessed by the Invoice Number link. We are going to use an Invoice 2-in-1 as an example. To open the document, the Pay Official clicks the Invoice Number link.



When the Pay Official has opened an invoice or finance document, the following tabs should be displayed:

Header, Line Item, Addresses, Misc. Info and Preview Document

Additional tabs may also be displayed, depending on the type of document:

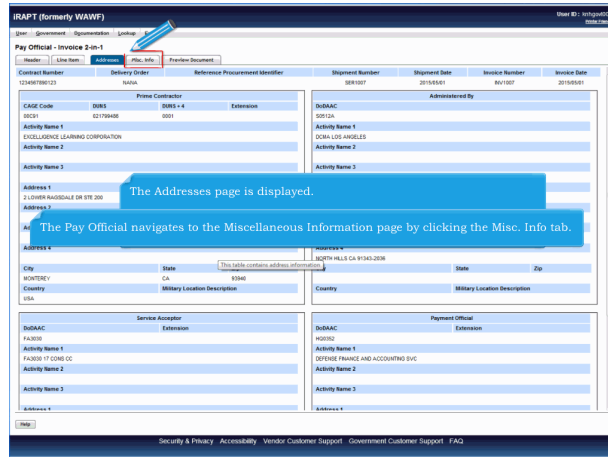
LLA (Long Line of Accounting), Loss Ratio, ACRNs (Accounting Classification Reference Number), FMS (Foreign Military Sales), and Costs (Progress Payment only). The Header page of a document is the first page displayed by default. On the Header page, verify the Contract, Invoice, and Routing Information.

The Pay Official will have to scroll to view the whole page. The Pay Official will return to the Header page later to mark acceptance in the "Action By Pay DoDAAC" section. The Pay Official navigates to the Line Item page by clicking the Line Item tab.



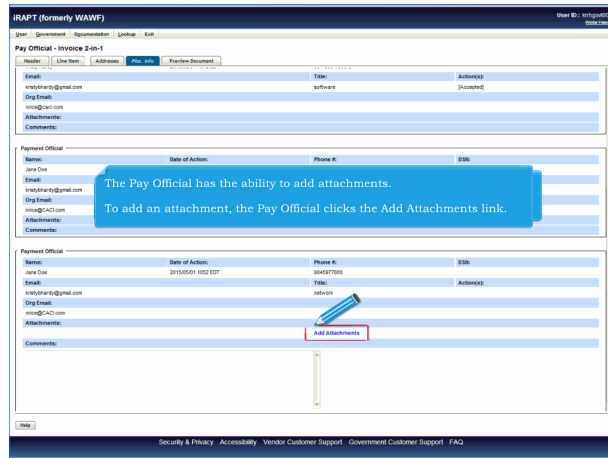
The Line Item page is displayed.

This page allows the Pay Official to verify the information for each line item. There may or may not be an ACRN or SDN entry. The Pay Official navigates to the Addresses page by clicking the Addresses tab.



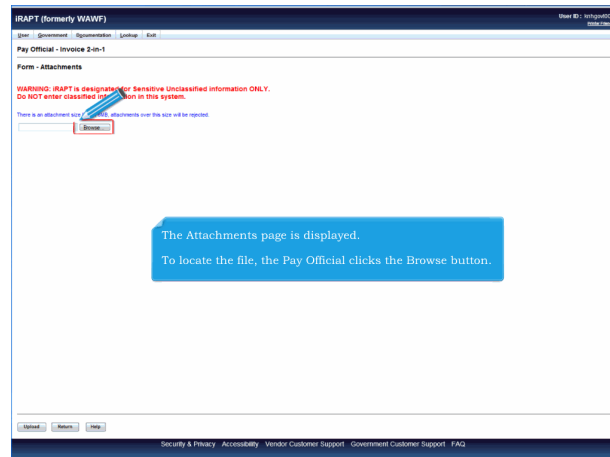
The Addresses page is displayed.

This page contains the mailing addresses of the Vendor CAGE Codes and Government DoDAACs involved in processing this document. The Pay Official navigates to the Miscellaneous Information page by clicking the Misc. Info tab.



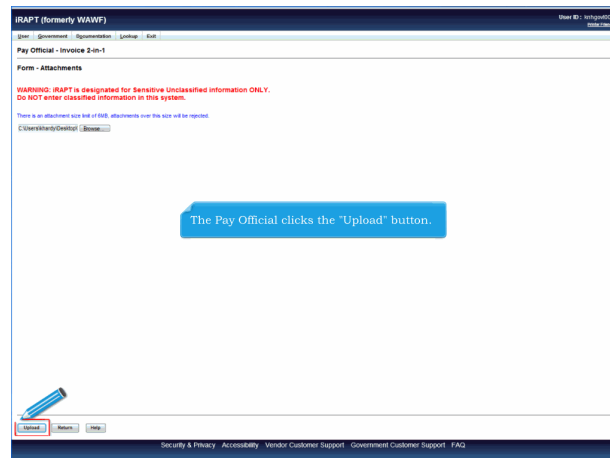
The Miscellaneous Information found on this page includes the initiator (Vendor) and government contact information, attachments and comments. The Pay Official has the ability to add attachments.

To add an attachment, the Pay Official clicks the Add Attachments link.

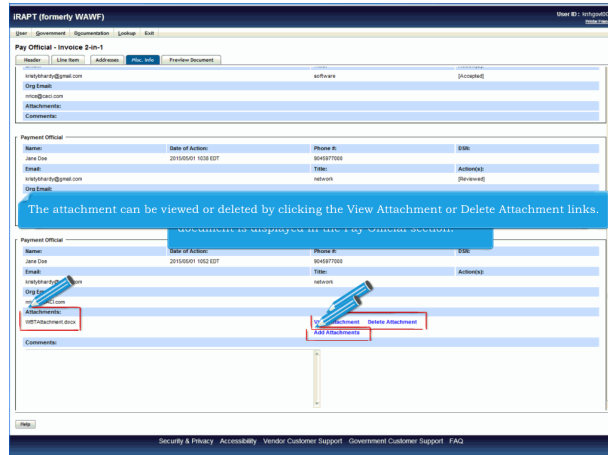


The Attachments page is displayed.

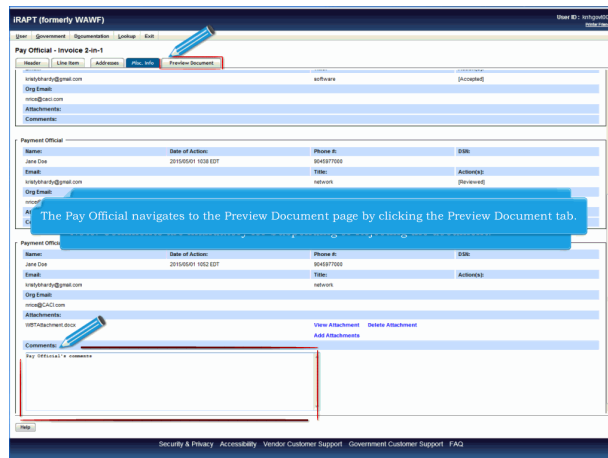
To locate the file, the Pay Official clicks the Browse button.



The Pay Official clicks the "Upload" button.

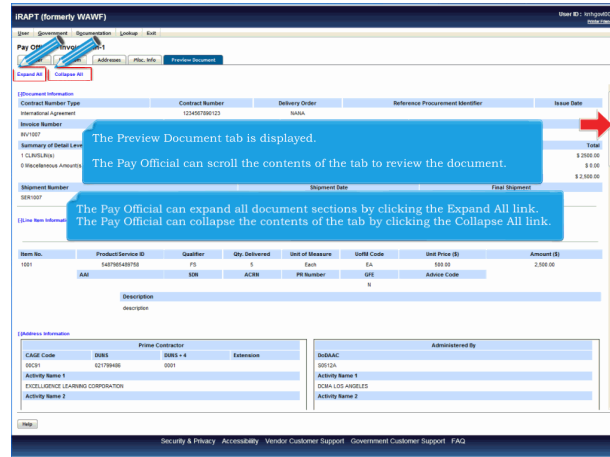


The attachment that the Pay Official just added to the document is displayed in the Pay Official section. The attachment can be viewed or deleted by clicking the View Attachment or Delete Attachment links. To add another attachment, the Pay Official can click the Add Attachments link and repeat the process.



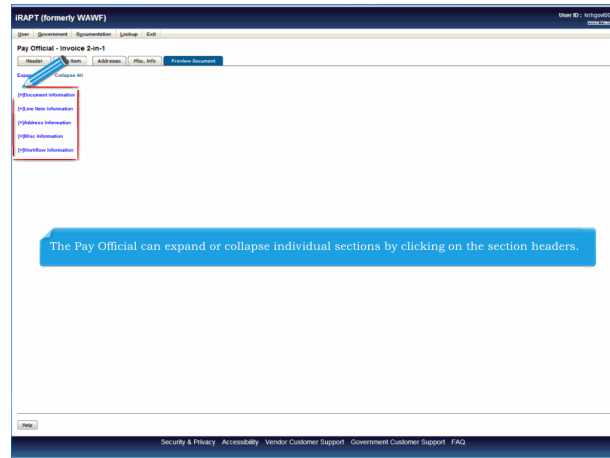
The Comments Section allows Pay Official to enter comments for the Receiving Report.

Note: Comments are mandatory for Suspending or Rejecting the document. The Pay Official navigates to the Preview Document page by clicking the Preview Document tab.



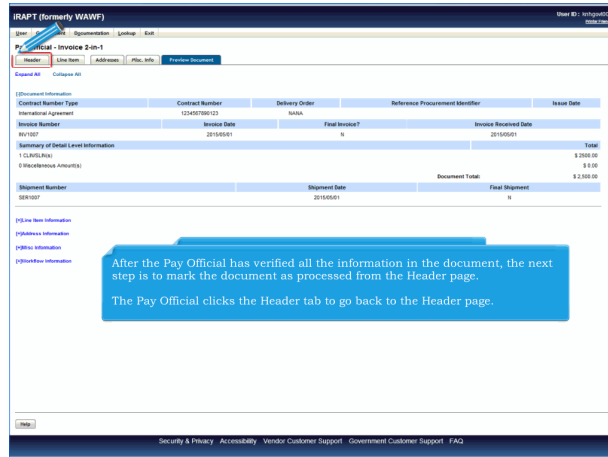
The Preview Document tab is displayed.

The Pay Official can scroll the contents of the tab to review the document. The Pay Official can expand all document sections by clicking the Expand All link. The Pay Official can collapse the contents of the tab by clicking the Collapse All link.



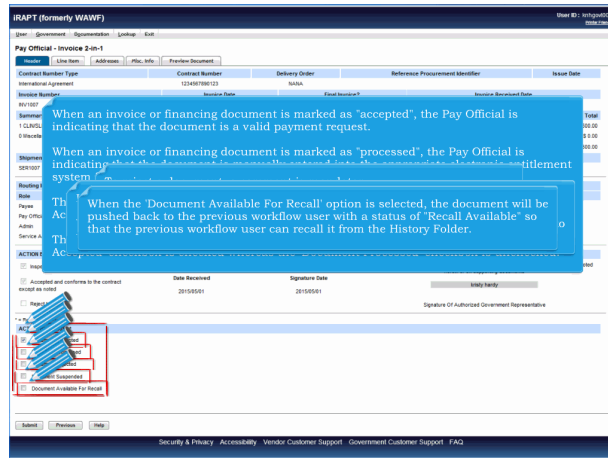
The Pay Official can expand or collapse individual sections by clicking on the section headers.





The Document Information section is now expanded. After the Pay Official has verified all the information in the document, the next step is to mark the document as processed from the Header page.

The Pay Official clicks the Header tab to go back to the Header page.



The Header page is displayed.

To mark the document, the Pay Official must access the Action By: DoDAAC section. When an invoice or financing document is marked as "accepted", the Pay Official is indicating that the document is a valid payment request.

When an invoice or financing document is marked as "processed", the Pay Official is indicating that the document is manually entered into the appropriate electronic entitlement system for payment.

The document will be moved back into the Acceptance/Review Folder if both 'Document Accepted' and 'Document Processed' checkboxes are unchecked.

The document will be moved back into the Process Documents Folder if the 'Document Accepted' checkbox is checked whereas the 'Document Processed' checkbox is unchecked. To reject a document, a comment is mandatory.

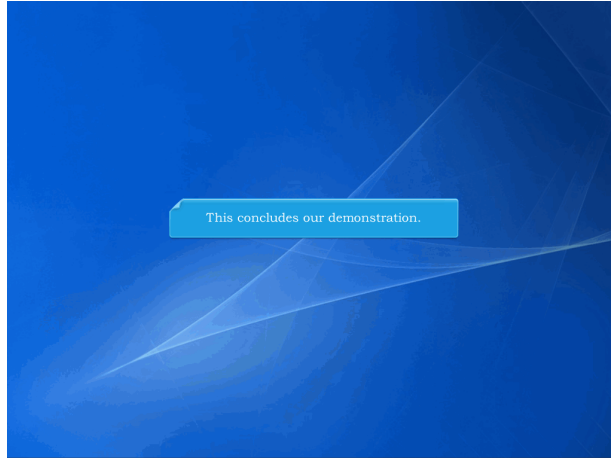
The screenshot shows the 'Pay Official - Invoice 2-in-1' form in the iRAPT system. The form includes sections for Contract Information, Summary of Detail Level Information, and Routing Information. At the bottom, there is an 'ACTION REQUIRED' section with several checkboxes. A blue callout box with a pencil icon points to the 'Submit' button at the bottom left of the form, with the text: "And clicks the 'Submit' button to process the document."

The Pay Official clicks the "Document Processed" checkbox. And clicks the "Submit" button to process the document.

The screenshot shows the 'Success' page in the iRAPT system. A blue callout box with a pencil icon points to the 'Send Additional Email Notifications' link in the email notification details section. The text in the callout box reads: "After the system informs the Pay Official that the document was successfully processed, the Pay Official can add more email addresses by clicking the Send Additional Email Notifications link."

After the Invoice 2-in-1 document has been submitted, the iRAPT system informs the Pay Official that the document was successfully processed.

E-mails, FTP, and EDI notifications were sent as applicable. The Pay Official can add more email addresses by clicking the Send Additional Email Notifications link.



This concludes our demonstration.