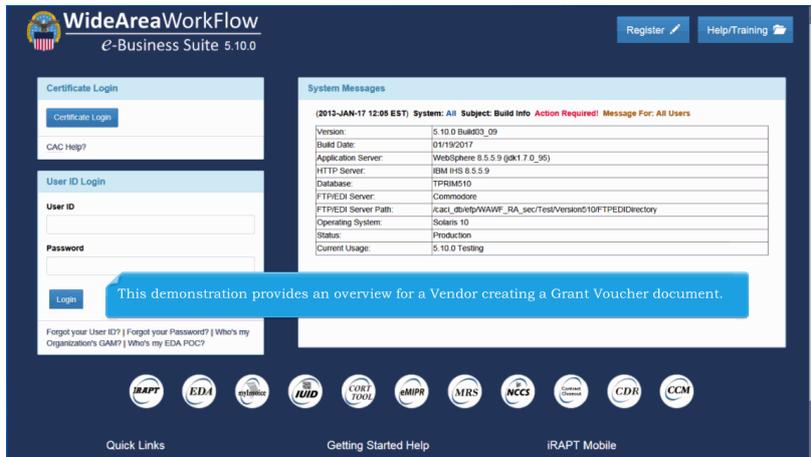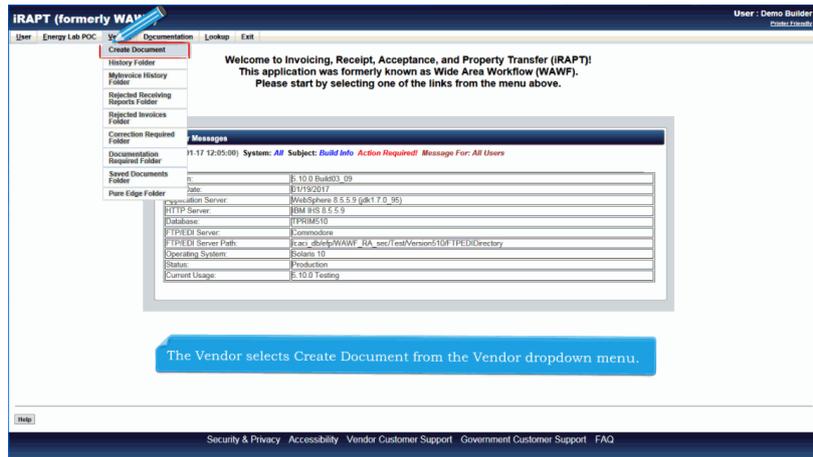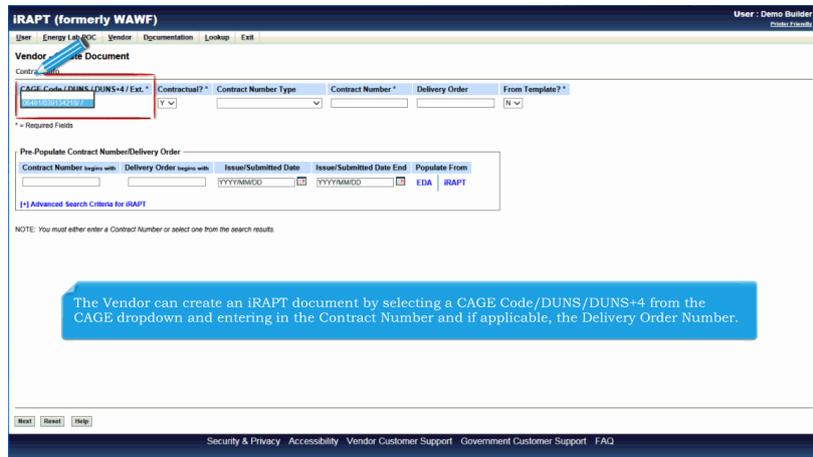Welcome to Wide Area Workflow e-Business Suite.
This demonstration contains audio narrative. Please adjust your volume accordingly.

This demonstration provides an overview for a Vendor creating a Grant Voucher document.

The Vendor selects Create Document from the Vendor dropdown menu.

The Vendor can create an iRAPT document by selecting a CAGE Code/DUNS/DUNS+4 from the CAGE dropdown and entering in the Contract Number and if applicable, the Delivery Order Number.

To retrieve a list of Contract Numbers and Delivery Order Numbers from EDA, the Vendor can select a CAGE Code from the dropdown list and click on the "EDA" link.

The system will permit the Vendor to filter the search result by entering a few characters in the Contract Number or Delivery Order fields as well as entering dates in the date range fields.

For additional information regarding pre-populating contract data from EDA, please refer to the EDA Pre-Pop Demonstration within the Other section of the iRAPT WBT.

The create From Template option is available on the Contract Information page.For additional information regarding creating a document from Template, please refer to the Vendor Create From Template Demonstration.

Once the required fields are entered, click the Next button to continue.

Note: The Delivery Order field is optional in iRAPT, however it may be required by your contract.

The Pay DoDAAC will be pre-populated from the EDA system if the contract number exists in the EDA system.

The Vendor has the option to use the pre-populated Pay DoDAAC or enter a Pay DoDAAC that is not in the EDA system.

Click the Next button to continue creating a document.

The Document page is displayed with a list of valid document types for the selected contract number and pay system.
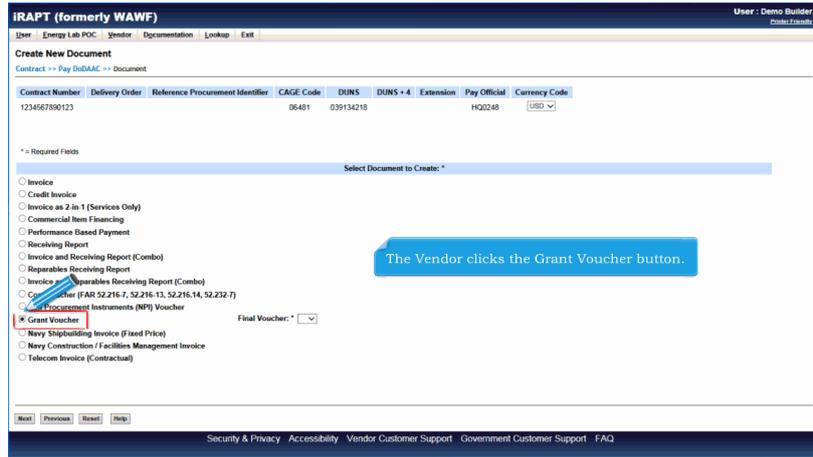
The Vendor clicks the Grant Voucher button.
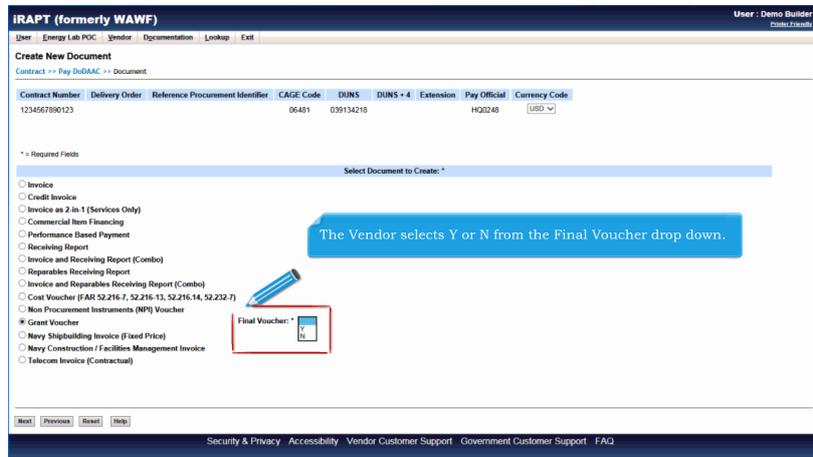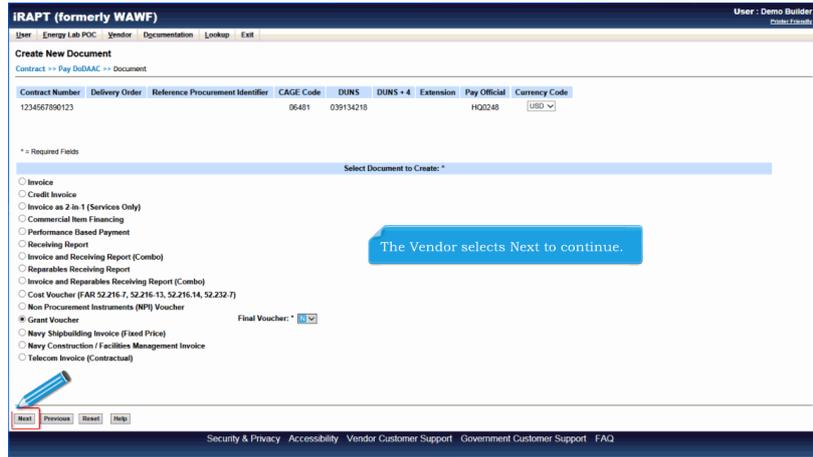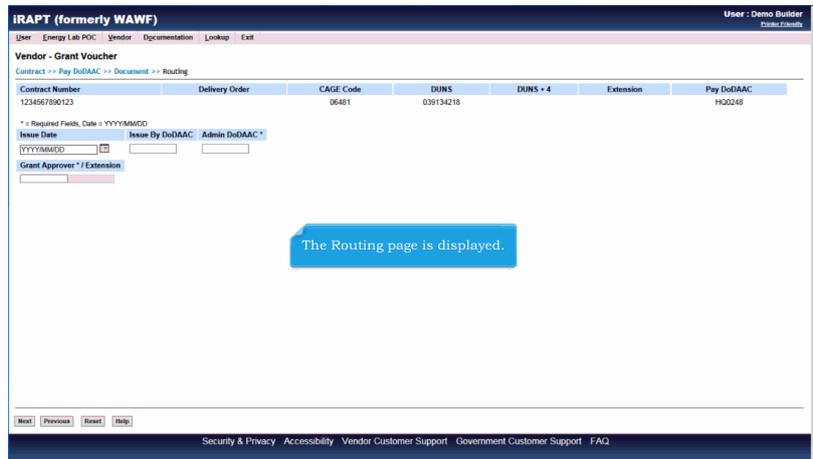

The Vendor selects Y or N from the Final Voucher drop down.

The Vendor selects Next to continue.

The Routing page is displayed.

The Vendor enters the Routing Code information and clicks the Next button to continue.

The Data Capture tabs are displayed with the Header tab as the Active tab.

The Employer Indentification Number is pre-populated from the CCR table.

The Recipient's Account Number is optional and is entered by the Vendor.
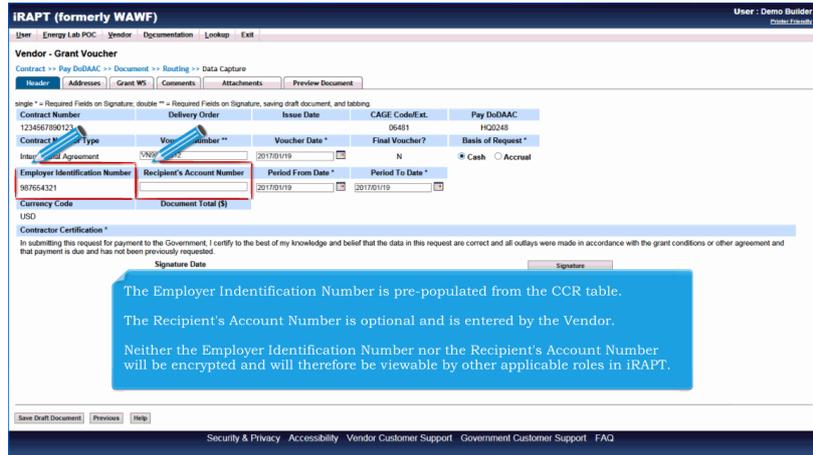
Neither the Employer Identification Number nor the Recipient's Account Number will be encrypted and will therefore be viewable by other applicable roles in iRAPT.
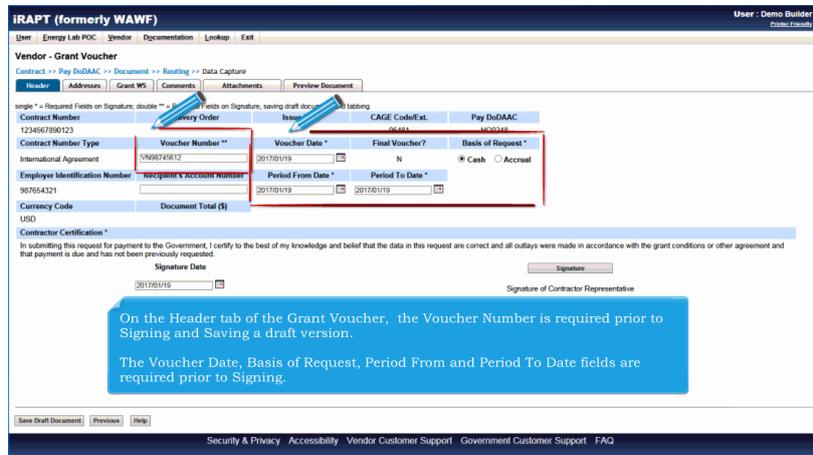
On the Header tab of the Grant Voucher, the Voucher Number is required prior to Signing and Saving a draft version.

The Voucher Date, Basis of Request, Period From and Period To Date fields are required prior to Signing.

When the Vendor has finished entering mandatory fields, the Vendor can navigate to the Addresses page by clicking the Addresses tab.

The Addresses tab is displayed.
The Vendor can use this tab to view or edit the address information.

Based on the routing location codes entered, iRAPT will pre-populate the address information for each of the location codes onto the document.
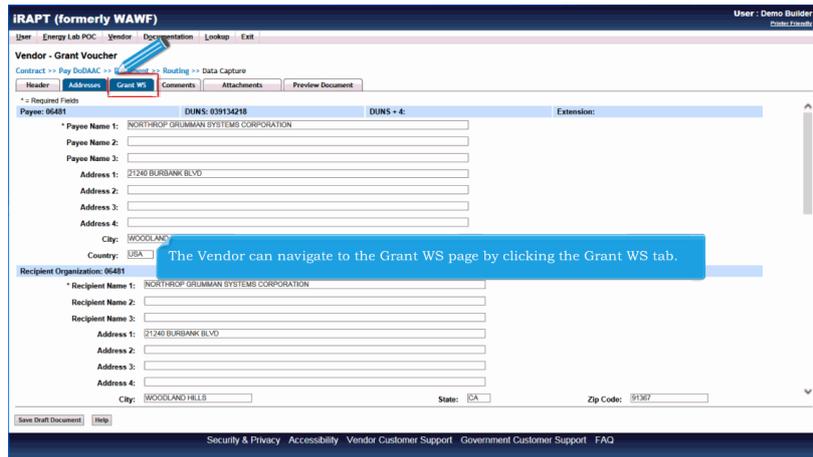
The Vendor can navigate to the Grant WS page by clicking the Grant WS tab.
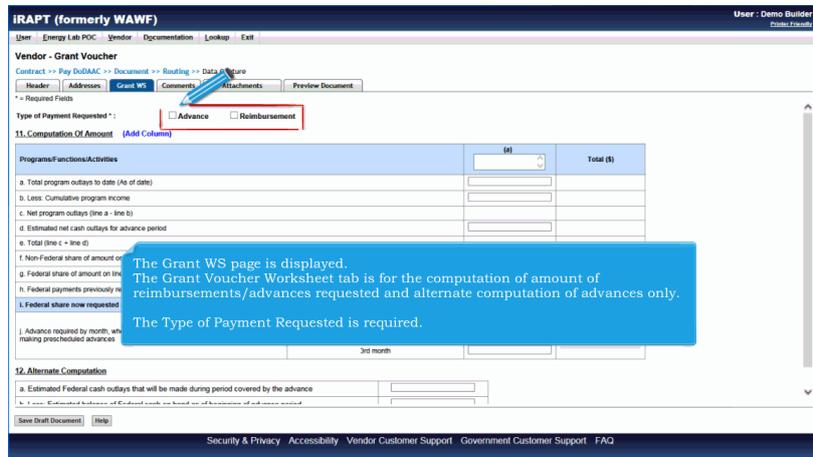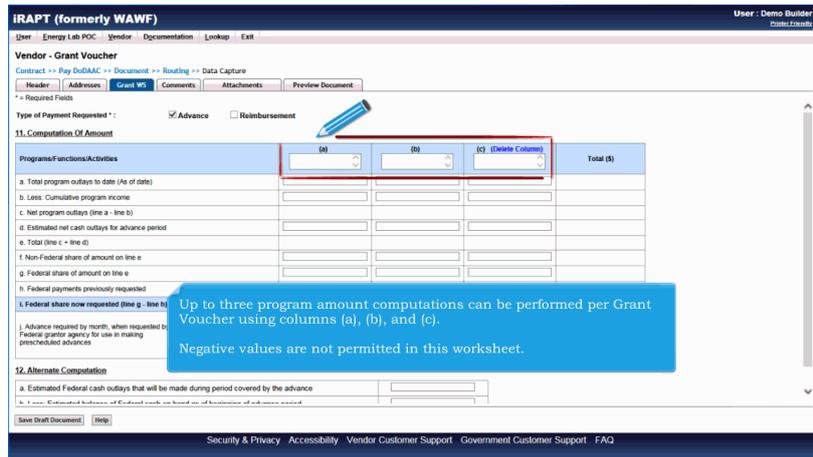

The Grant WS page is displayed.
The Grant Voucher Worksheet tab is for the computation of amount of reimbursements/advances requested and alternate computation of advances only.

The Type of Payment Requested is required.

Up to three program amount computations can be performed per Grant Voucher using columns (a), (b), and (c).

Negative values are not permitted in this worksheet.
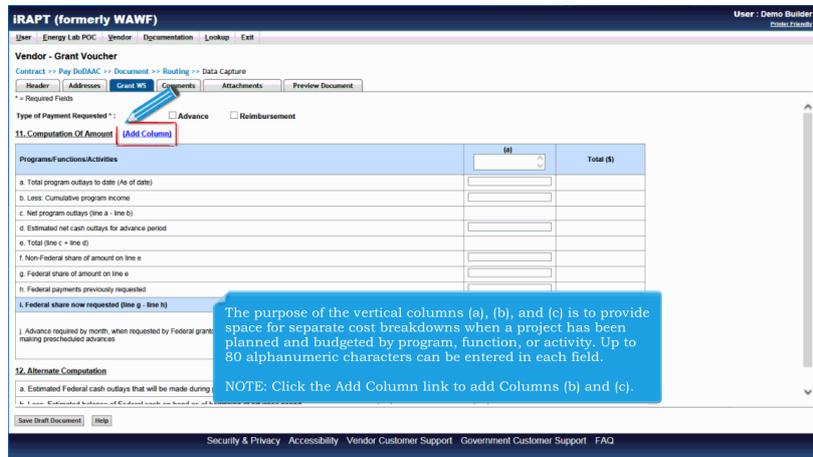
The purpose of the vertical columns (a), (b), and (c) is to provide space for separate cost breakdowns when a project has been planned and budgeted by program, function, or activity. Up to 80 alphanumeric characters can be entered in each field.

NOTE: Click the Add Column link to add Columns (b) and (c).
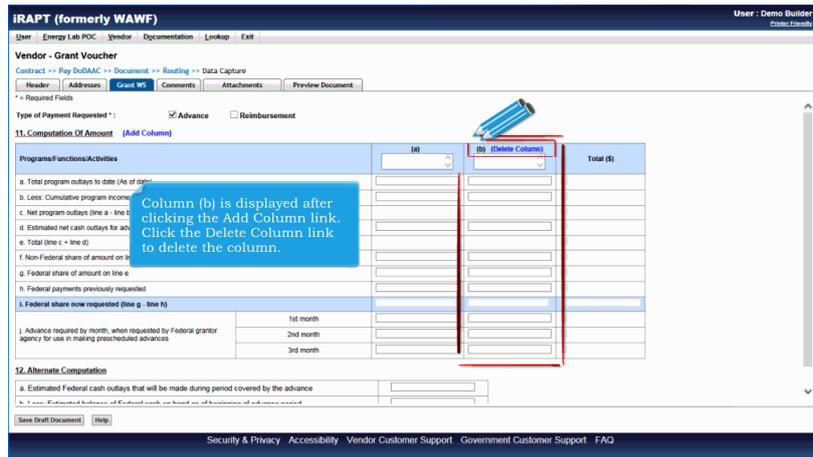
Column (b) is displayed after clicking the Add Column link.
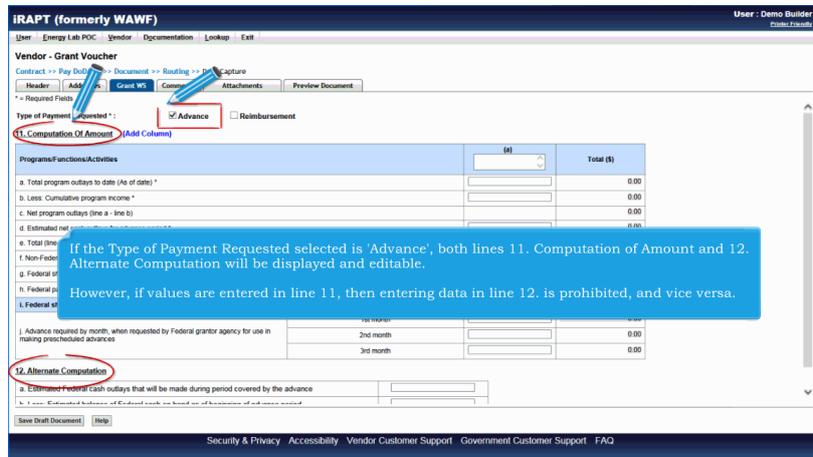Click the Delete Column link to delete the column.

If the Type of Payment Requested selected is 'Advance', both lines 11. Computation of Amount and 12. Alternate Computation will be displayed and editable.

However, if values are entered in line 11, then entering data in line 12. is prohibited, and vice versa.

If the Type of Payment Requested selected is 'Advance' and 'Reimbursement', only Line 11. Computation of Amount will be displayed and editable.

If the Type of Payment Requested selected is 'Reimbursement', only Line 11 items a. through i. will be displayed and editable.
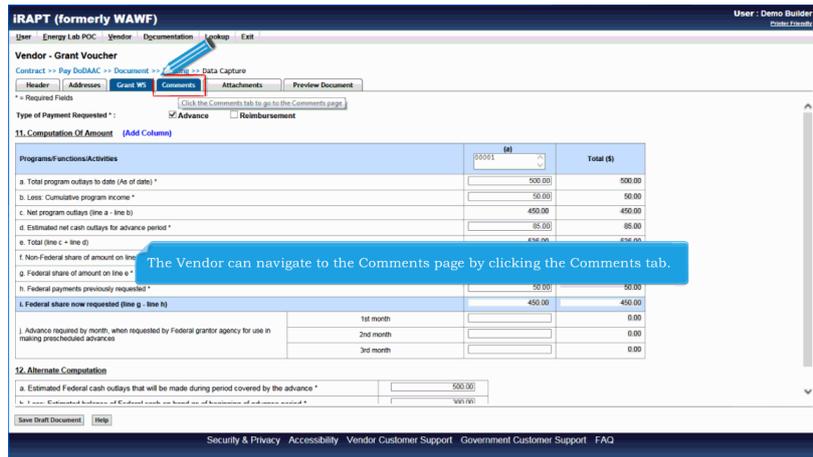
The Vendor can navigate to the Comments page by clicking the Comments tab.
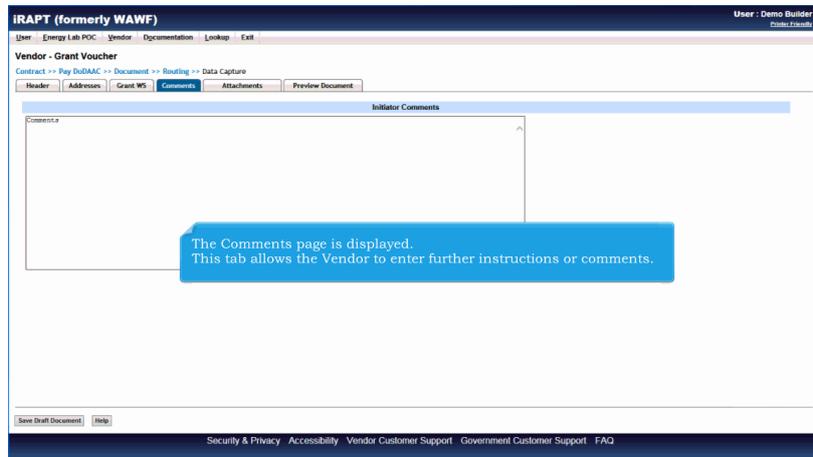
The Comments page is displayed.
This tab allows the Vendor to enter further instructions or comments.

The Vendor clicks the Attachments tab to navigate to the Attachments page.
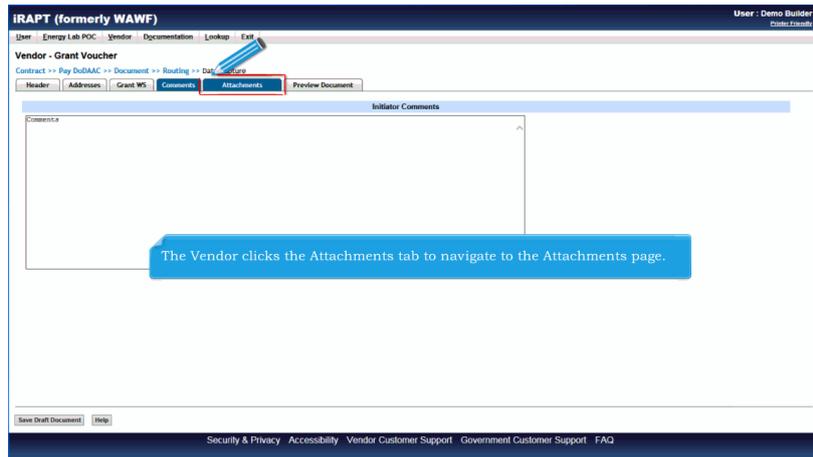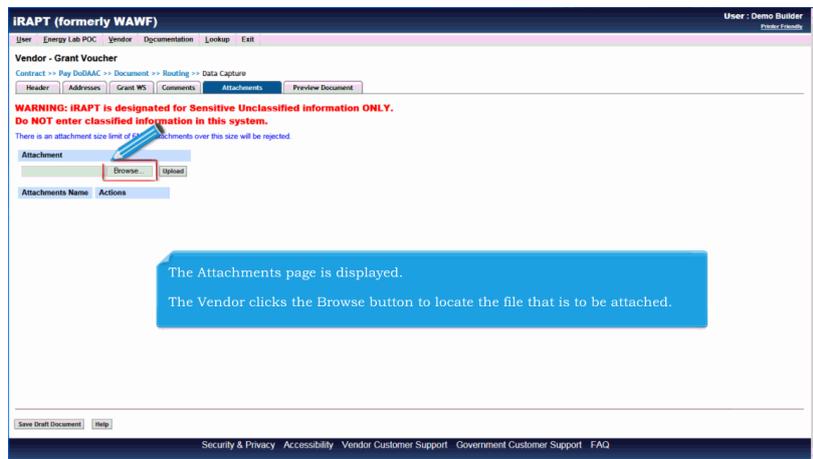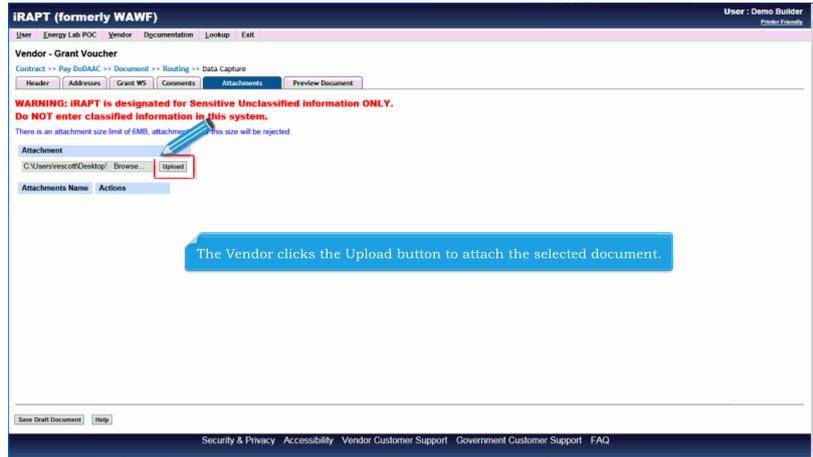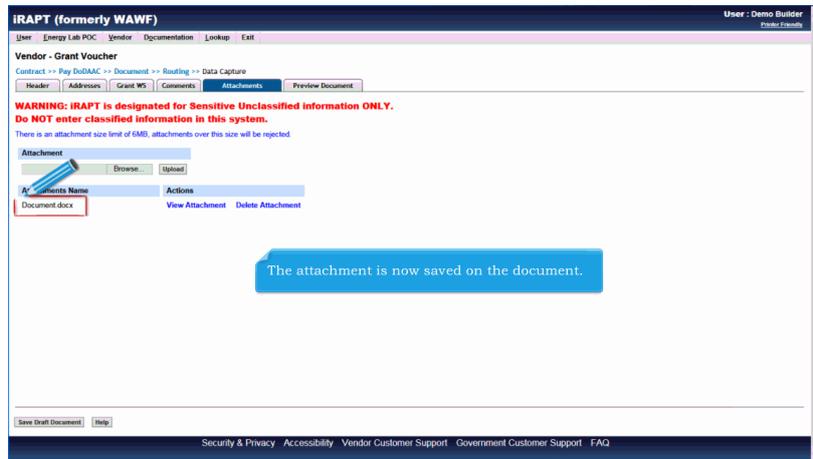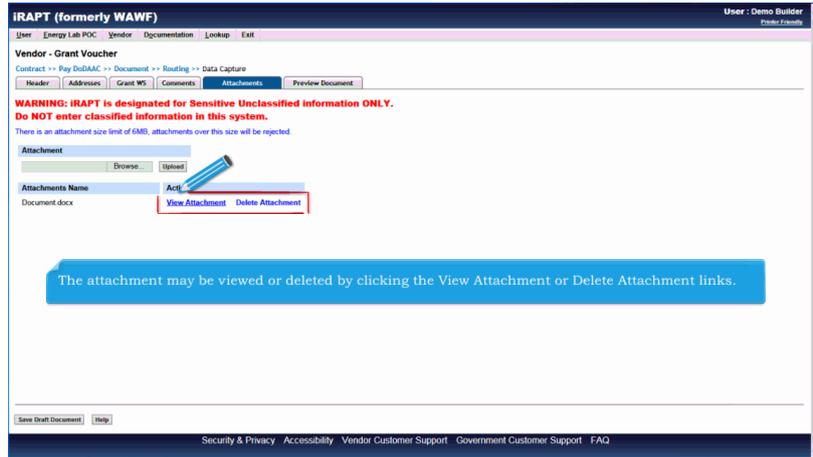

The Attachments page is displayed.

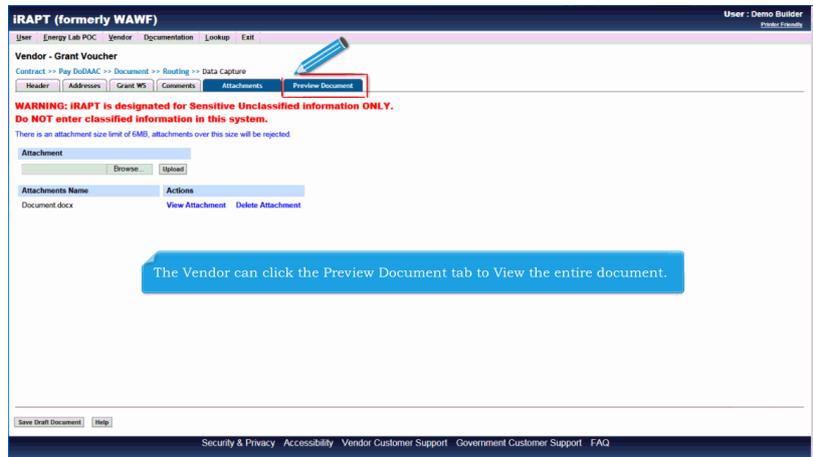The Vendor clicks the Browse button to locate the file that is to be attached.

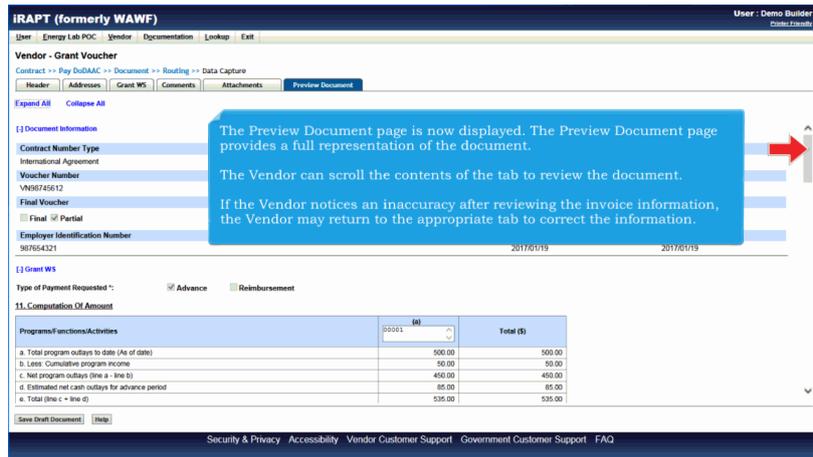The Vendor clicks the Upload button to attach the selected document.

The attachment is now saved on the document.

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


The Vendor can click 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 Vendor can scroll the contents of the tab to review the document.

If the Vendor notices an inaccuracy after reviewing the invoice information, the Vendor may return to the appropriate tab to correct the information.
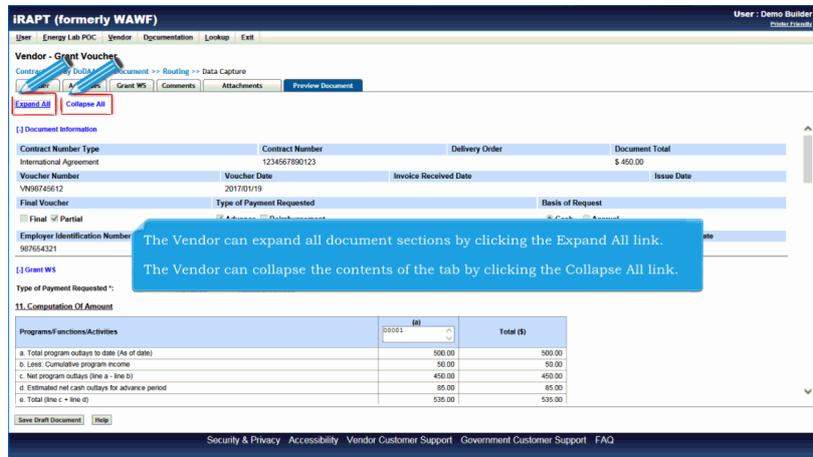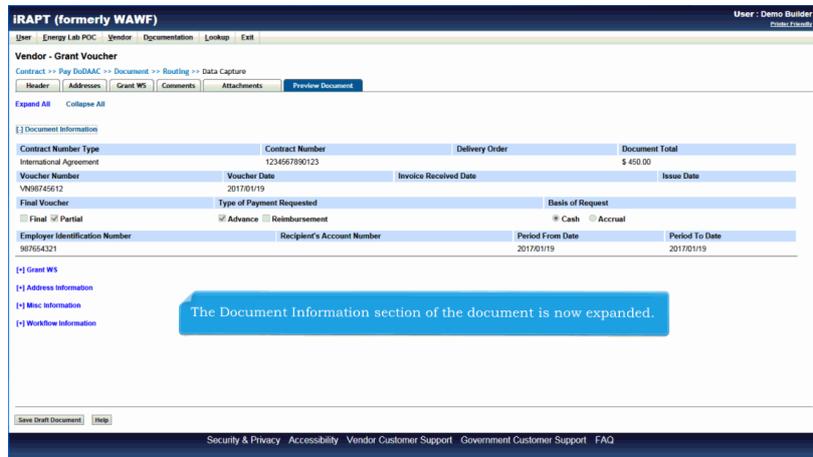

The Vendor can expand all document sections by clicking the Expand All link.

The Vendor can collapse the contents of the tab by clicking the Collapse All link.
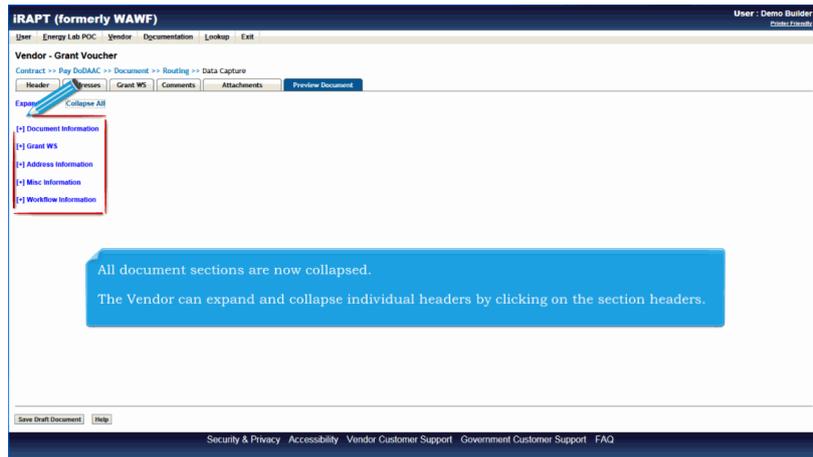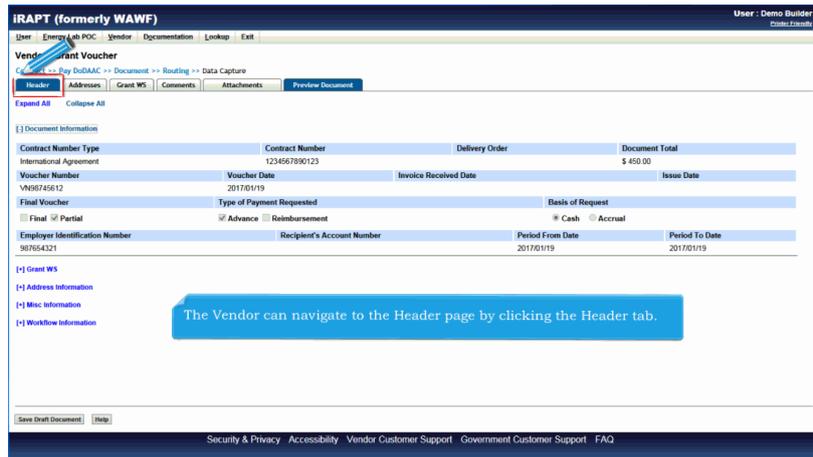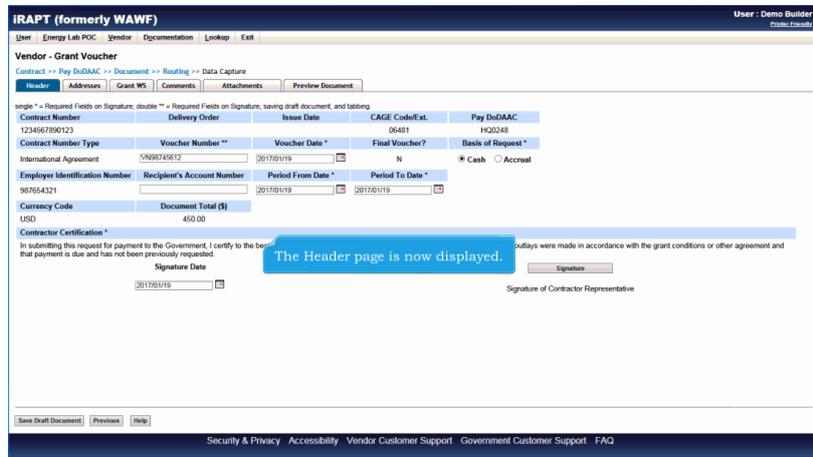
All document sections are now collapsed.

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

The Document Information section of the document is now expanded.

The Vendor can navigate to the Header page by clicking the Header tab.

The Header page is now displayed.

The Vendor enters the Signature Date and then clicks the Signature button to start submitting the document.
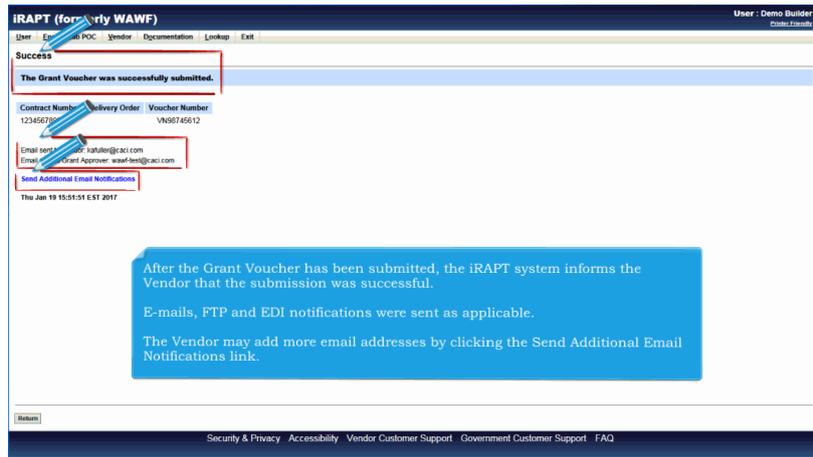

The Password Confirmation page is displayed and the Vendor enters their password.

When the Vendor has finished entering the user password, the Vendor can click the Next button.

After the Grant Voucher has been submitted, the iRAPT system informs the Vendor that the submission was successful.

E-mails, FTP and EDI notifications were sent as applicable.

The Vendor may add more email addresses by clicking the Send Additional Email Notifications link.
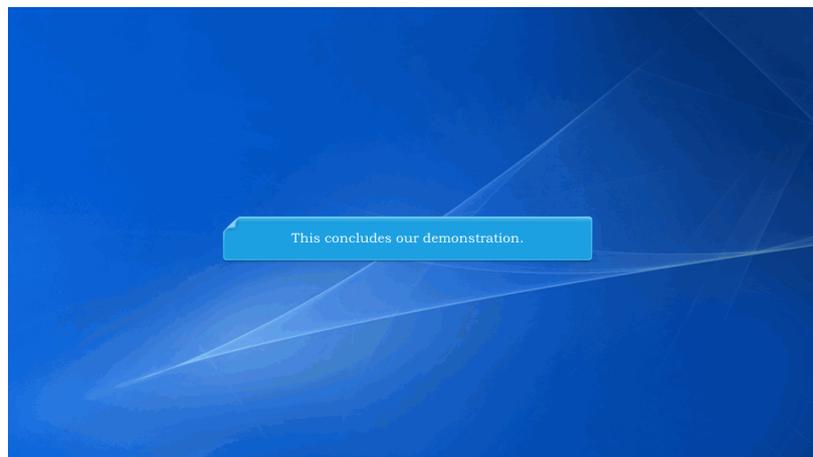
This concludes our demonstration.