

# Description of WAWF Document Status Codes

**Overview** In reviewing the folders, it is very important to understand the various Status Codes that may be associated with a document. By understanding these codes, the user can determine where the document is within the workflow.

## Descriptions

Link	Action
<p>Status</p> <p>Accepted</p>	<p>The Accepted Status is used to show when the document is ready for the Local Processing Office or Pay Official Role. One way a document is placed under the accepted status is if the Acceptor Role checks the Acceptance box and submits the document. On documents with a receiving report the Acceptor role can check both the Acceptance and CQA boxes when no inspector role is specified on Dest/Dest documents. Similarly the inspector can check the Acceptance and CQA boxes when handling a Source/Source Document.</p>
<p>Status</p> <p>Approved</p>	<p>The Approved Status is used on Cost Vouchers which have been approved for provisional payment by a DCAA Auditor but have not yet been examined by the Local Processing Office or the Pay Official.</p>
<p>Status</p> <p>Certified</p>	<p>The certified status is given to documents after they have been reviewed by the Local Processing Office role.</p>
<p>Status</p> <p>Correction Required</p>	<p>The Correction Required status applies to Receiving Reports that have been returned by the Inspector for correction.</p>
<p>Status</p> <p>Hold</p>	<p>Available to all government roles, the Hold Status is for when a user wants to perform research on a document and doesn't want another user to process or recall it.</p>
<p>Status</p> <p>In Process</p>	<p>The In Process Status is used only for Cost Vouchers when they have been Recommended by a Cost Voucher Reviewer but are awaiting action by the Cost Voucher Approver.</p>
<p>Status</p> <p>Inspected</p>	<p>An inspected document has been reviewed by the Inspector role and is awaiting action by the Acceptor role.</p>
<p>Status</p> <p>Invalid</p>	<p>A document with the Invalid status has the following issue: - Temporary interface problem with the hardware signing module. Unable to validate digital signature and no action is required by WAWF users.</p>
<p>Status</p> <p>myInvoice</p>	<p>If a document has the myInvoice Status then it has been processed and is currently in the works of being paid (if it hasn't already). Click on the myInvoice to go to the myInvoice Homepage where you can view the current payment status (must be registered in myInvoice to be able to access the site)</p>
<p>Status</p> <p>Navy-in Process</p>	<p>The Navy-in Process status is displayed upon submission from a vendor where the extracts are sent to the Navy Logistics systems.</p>
<p>Status</p> <p>Paid</p>	<p>The paid status is an active link to the Historical Payment Information. Clicking on this status displays the information relevant to the actual payment, i.e., Disbursing Station Symbol Number (DSSN), Amount of Payment, Voucher Number, Payment Date, and either the EFT Trace Number or the Check Number. In addition, by clicking the Voucher Number link a new window will open leading to the Voucher Processing System (VPS), but only for agencies that submit a copy of the Disbursement Voucher to VPS.</p>

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<p>Status</p> <p>Pre-Certified</p>	<p>The Pre-Certified status applies to documents that have been recommended by a Local Processing Office Reviewer, and are awaiting final decision by the Local Processing Officer.</p>
<p>Status</p> <p>Pre-Inspected</p>	<p>The Pre-Inspected Status is only found on Navy Construction and Facilities Management Invoice Documents. A NAVCON document goes into the pre-inspected status once the Field Inspector has checked that the work conforms to the Invoice.</p>
<p>Status</p> <p>Processed</p>	<p>The processed status is the final status for documents. It reflects a document that has gone through the routing and been accepted by the Pay Official. A document in the processed status can be recalled by the Pay Official if it is necessary to do so.</p>
<p>Status</p> <p>Recall Available</p>	<p>The recall available status is one of the options that a Pay Official can choose. Choosing to make a document available for recall allows the previous role to re-check the documents for the error that the pay official has found. When choosing to make the document available for recall a comment must be included to identify where and what the problem was.</p>
<p>Status</p> <p>Rejected</p>	<p>All government roles have the ability to reject a document if the invoice or receiving report contains errors. Rejecting a document requires a comment as to the issue of the rejection and sends the document directly back to the vendor, to make corrections.</p>
<p>Status</p> <p>Resubmitted</p>	<p>The Resubmitted status is given to a document that has been rejected by a government role, and the Vendor makes corrections and submits the document again.</p>
<p>Status</p> <p>Reviewed</p>	<p>A document has the reviewed status when the Pay Official has viewed and accepted the document, but has not yet processed the document.</p>
<p>Status</p> <p>Submitted</p>	<p>The submitted status is applied to documents upon the creation and submission by the creator. Most documents are created by a vendor role, but Receiving Reports and Miscellaneous Payments may be generated by an Acceptor or Inspector Role.</p>
<p>Status</p> <p>Suspended</p>	<p>The Pay Official can choose to suspend a document. The suspended status occurs when the document is at the entitlement/payment system and the document is not matching with what's in that system.</p>
<p>Status</p> <p>Suspended - CEFT</p>	<p>The Suspended – CEFT status will only appear on Government created Misc Pay documents with no Payee CAGE Code. A document will be placed into the Suspended – CEFT status when there is no matching record found in CEFT to what the user entered into WAWF.</p>
<p>Status</p> <p>Trans Doc Req</p>	<p>The Transportation Documentation Required status is only for the vendor role. Documents are automatically placed in the Documentation Required folder if they are submitted with Miscellaneous Transportation Fees greater than \$100.00, but don't have any supporting documentation attached.</p>
<p>Status</p> <p>Void</p>	<p>Documents can only be voided by the role that created them. With the exception of Receiving Reports created by Acceptors and Inspectors, and Misc Payments created by an Acceptor; all documents must be voided by the creating vendor. Even so these roles are not allowed to void the document until it has been rejected by a government role.</p>