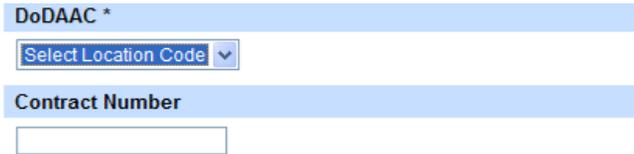


Access Recall – Action Required Folder

Overview If the Pay Official recalls a Receiving Report and the acceptor is the last one in the work flow, the receiving report will flow to this folder. The Pay Official will recall the Receiving Report if it is not correct. You will have two options for corrective action; (1) Reject back to Initiator (2) Correct quantity accepted and/or add ACRN(s) on the ACRN Tab if available.

Procedure Follow the steps below to take action on a receiving report that has been recalled.

Step	Action
1	<p>After Logon, click on the Government link at the top of the screen.</p> 
2	<p>Click the Recall – Action Required Folder link.</p> <p>Acceptor</p> <ul style="list-style-type: none"> Create Document Acceptance Folder History Folder by DoDAAC History Folder by User Hold Folder Recall - Action Required Folder Rejected Transactions Folder
3	<p>Select a <u>D</u>oDAAC from the DoDAAC drop down menu.</p> <p>Important! The DoDAAC is a required field. Select appropriate DoDAAC from the drop down menu.</p>  <p>All other fields in the Search screen are optional. Users can enter in as much or as little information as needed to narrow their search.</p> <p><u>Note:</u> See “Searching for Active, Archived, or Contract Review” section for more information on using the search screen.</p>
4	<p>Click the Submit button.</p> 

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Access Recall – Action Required Folder

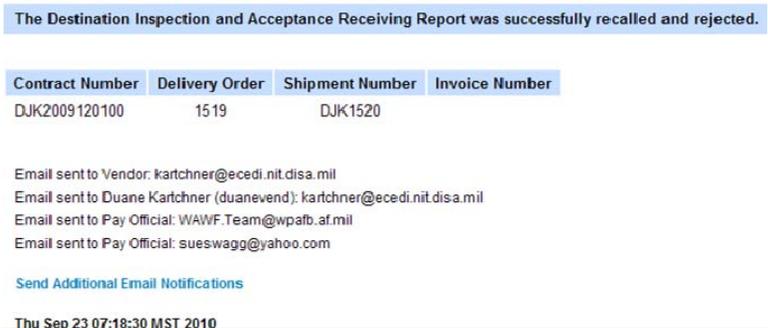
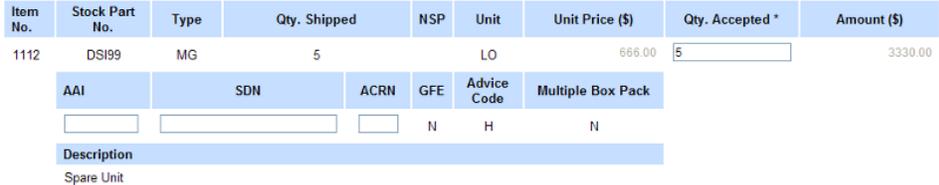
Procedure The steps below are continued from the previous page.
(continued)

Step	Action																																																																																
5	<p>Click on the R under the one of the column headings ‘Recall.’</p> <table border="1"> <thead> <tr> <th>Status</th> <th>Purge</th> <th>Recall</th> <th>Invoice Number</th> <th>Submitted</th> <th>Received</th> <th>Status</th> <th>Purge</th> <th>Recall</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Recall Available</td> <td></td> <td>R</td> <td>CLS0002</td> <td>2010-01-25</td> <td>2010-01-25</td> <td>Recall Available</td> <td></td> <td>R</td> <td>\$1,124.00</td> </tr> <tr> <td>Recall Available</td> <td></td> <td>R</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$1,520.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>QKT2221Z</td> <td>2010-03-03</td> <td>2010-03-03</td> <td>Recall Available</td> <td></td> <td>R</td> <td>\$400.00</td> </tr> <tr> <td>Recall Available</td> <td></td> <td>R</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$0.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>PPRA525</td> <td>2010-08-18</td> <td>D2010-08-18</td> <td>Recall Available</td> <td></td> <td>R</td> <td>\$8,050.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>PPRA123</td> <td>2010-08-16</td> <td>D2010-08-16</td> <td>Recall Available</td> <td></td> <td>R</td> <td>\$0.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>PBPA123</td> <td>2010-08-30</td> <td>D2010-08-30</td> <td>Recall Available</td> <td></td> <td>R</td> <td>\$500.00</td> </tr> </tbody> </table>	Status	Purge	Recall	Invoice Number	Submitted	Received	Status	Purge	Recall	Amount	Recall Available		R	CLS0002	2010-01-25	2010-01-25	Recall Available		R	\$1,124.00	Recall Available		R							\$1,520.00				QKT2221Z	2010-03-03	2010-03-03	Recall Available		R	\$400.00	Recall Available		R							\$0.00				PPRA525	2010-08-18	D2010-08-18	Recall Available		R	\$8,050.00				PPRA123	2010-08-16	D2010-08-16	Recall Available		R	\$0.00				PBPA123	2010-08-30	D2010-08-30	Recall Available		R	\$500.00
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6	<p>If choosing a Receiving Report or Invoice that were created as part of a COMBO a warning message will appear on the Header tab identifying it as part of a combo that may need to sync up with the associated document.</p> <p>Acceptor - Receiving Report</p> <p>Header Line Item Addresses Misc. Info Preview Document</p> <p><small>WARNING: This document was created as a COMBO. The associated document may also need to be recalled and/or rejected to keep the documents in sync. Contact your process partner(s) if necessary to alert them if any action/correction is needed on that half of the COMBO.</small></p>																																																																																
7	<ul style="list-style-type: none"> • If the receiving report needs to be rejected back to the Initiator for correction proceed to steps: 8-12 • If you are going to correct the quantity accepted and/or ACRN tab proceed to steps: 13 – 22. 																																																																																
8	<p>Click on the Misc. Info tab.</p> <p>Header Line Item Addresses Misc. Info Preview Document</p>																																																																																
9	<p>Scroll down to bottom of the document and enter comments for the reason of rejection.</p> <p><u>Note:</u> A comment is Mandatory to support the reject reason.</p> <p>Comments:</p> <div style="border: 1px solid gray; height: 100px; width: 100%;"></div>																																																																																

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Access Recall – Action Required Folder

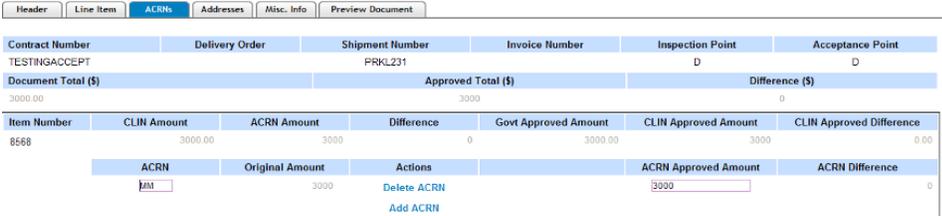
Procedure The steps below are continued from the previous page.
(continued)

Step	Action
10	Return to the Header tab and scroll to the bottom of the page. Acceptor - Receiving Report 
11	Check the Reject to Initiator box, and then click the Submit button. Note: When rejecting a document the date fields can be left blank and the signature button is not used. 
12	View verification screen Success 
13	Click the Line Item tab. 
14	<ul style="list-style-type: none"> • Correct the Qty Accepted field. • Enter ACRN, SDN and or AAA if data is required. 

Continued on next page

Access Recall – Action Required Folder

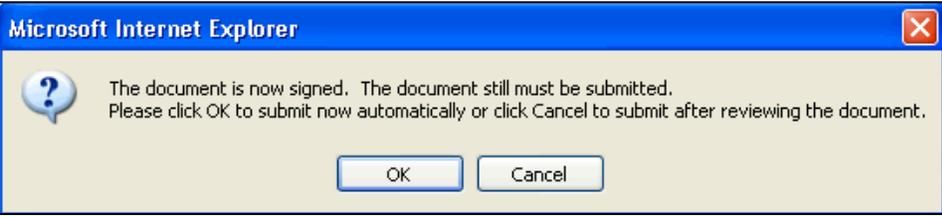
Procedure The steps below are continued from the previous page.
(continued)

Step	Action
15	<p>If you are adding ACRN(s), click the ACRN tab.</p> 
16	<p>Verify the entries on the ACRN Worksheet.</p> <ul style="list-style-type: none"> • The acceptor may need to modify or add ACRNs. • This can be done by using several links identified with each ACRN <p>Currently displayed ACRNs can be modified by changing gtheir ACRN or ACRN Approved Amount fields.</p> 
17	<p>Return to the Header tab, and scroll to the bottom of the page.</p> 
18	<p>Confirm that the CQA and Acceptance boxes are checked, and that the Date Received is correct.</p> <p>ACTION BY: W62G2T *</p> <p><input checked="" type="checkbox"/> CQA</p> <p><input checked="" type="checkbox"/> Acceptance</p> <p><input type="checkbox"/> Reject to Initiator</p> <p>Date Received</p> <p>2010/02/01</p>
19	<p>Enter the Signature Date, and then click the Signature button.</p> <p>I certify that the services have been received and were accepted.</p> <p>Signature Date</p> <p>2010/09/17</p> <p>Signature</p> <p>Signature Of Authorized Government Representative</p>

Continued on next page

Access Recall – Action Required Folder

Procedure The steps below are continued from the previous page.
(continued)

Step	Action								
20	<p>Enter the Password, and then click the Next button.</p> <p>WAWF Password Confirmation</p> <p>User ID DFASgovt</p> <p>Password * [REDACTED]</p> <p>Next Previous Help</p>								
21	<p>View the message box and click the OK button.</p> 								
22	<p>View the verification screen.</p> <p>Success</p> <p>The Destination Inspection and Acceptance Receiving Report was successfully recalled and accepted. It has been processed via EDI.</p> <table border="1"> <thead> <tr> <th>Contract Number</th> <th>Delivery Order</th> <th>Shipment Number</th> <th>Invoice Number</th> </tr> </thead> <tbody> <tr> <td>SPM70004D9755</td> <td>0001</td> <td>SWAG001</td> <td></td> </tr> </tbody> </table> <p>Email sent to Vendor: wawf_undel@ecedi.nit.disa.mil Email sent to Pay Official: dlawawf@hotmail.com Email sent to Pay Official: hq-wawf@dfas.mil</p> <p>Send Additional Email Notifications</p> <p>Thu Sep 23 08:02:22 MST 2010</p>	Contract Number	Delivery Order	Shipment Number	Invoice Number	SPM70004D9755	0001	SWAG001	
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