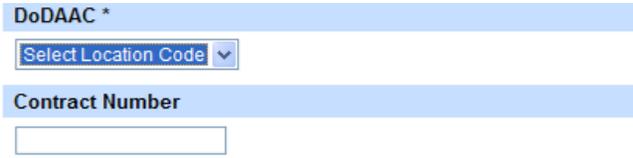
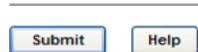


Access the Recall-Action Required Folder

Introduction This folder will contain all the documents where the user’s role and location code are on the document with a status of Recall Available and the document is available to that user for recall by that role and location.

Procedure Follow the steps below to access the Recall-Action Required Folder.

Step	Action
1	After Logon, click on the Government link at the top of the screen. 
2	Click on the Recall-Action Required Folder .  Result: The search screen is displayed.
3	Select the Cost Voucher DoDAAC in the drop down box.  <i>NOTE: The DoDAAC is the only required field. It is best that you search on other fields (contract number, shipment number or invoice number etc.), each additional field will help narrow the search results.</i>
4	Click Submit .  Result: The Acceptor History Folder screen is displayed.

Continued on next page

Access the Recall-Action Required Folder

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

Step	Action																																								
5	<p>Below is an example of the document search results.</p> <table border="1" data-bbox="407 363 1373 422"> <thead> <tr> <th>Contract Number</th> <th>Delivery Order</th> <th>Voucher 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>DAAB0705D0099</td> <td>0141</td> <td>BVNT141</td> <td>2011-01-17</td> <td>D2011-01-17</td> <td>Recall Available</td> <td></td> <td>R</td> <td>\$117,909.00</td> </tr> </tbody> </table> <p><i>Note: With the Release of WAWF 5.0.0 all columns within the search result screen can be selected to sort the values alphabetically (with the exception of the Item field which is always displayed in numerical ascending order.)</i></p>	Contract Number	Delivery Order	Voucher Number	Submitted	Received†	Status	Purge	Recall	Amount	DAAB0705D0099	0141	BVNT141	2011-01-17	D2011-01-17	Recall Available		R	\$117,909.00																						
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6	<p>Click on the R to Recall the document.</p> <table border="1" data-bbox="407 657 1373 737"> <thead> <tr> <th>Voucher 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>BVNT141</td> <td>2011-01-17</td> <td>D2011-01-17</td> <td>Recall Available</td> <td></td> <td>R</td> <td>\$117,909.00</td> </tr> </tbody> </table>	Voucher Number	Submitted	Received†	Status	Purge	Recall	Amount	BVNT141	2011-01-17	D2011-01-17	Recall Available		R	\$117,909.00																										
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7	<p>Select the Misc. Info tab.</p> <p>Cost Voucher Approver - Cost Voucher (Interim)</p> <table border="1" data-bbox="407 909 1373 951"> <tr> <td>Header</td> <td>Line Item</td> <td>ACRNs</td> <td>Addresses</td> <td>Misc. Info</td> <td>Preview Document</td> </tr> </table>	Header	Line Item	ACRNs	Addresses	Misc. Info	Preview Document																																		
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8	<p>Check the previous actions to determine if the document was rejected and the reasoning behind the rejection.</p> <table border="1" data-bbox="407 1104 1373 1367"> <thead> <tr> <th colspan="4">Payment Official</th> </tr> </thead> <tbody> <tr> <td>Name:</td> <td>Date of Action:</td> <td>Phone #:</td> <td>DSN:</td> </tr> <tr> <td></td> <td>2011/01/20 0944 MST</td> <td></td> <td></td> </tr> <tr> <td>Email:</td> <td>Title:</td> <td colspan="2">Action(s):</td> </tr> <tr> <td></td> <td></td> <td colspan="2">[Document is suspended within the payment system]</td> </tr> <tr> <td>Org Email:</td> <td colspan="3"></td> </tr> <tr> <td>hq-wawf@dfas.mil</td> <td colspan="3"></td> </tr> <tr> <td>Attachments:</td> <td colspan="3"></td> </tr> <tr> <td>Comments:</td> <td colspan="3"></td> </tr> <tr> <td colspan="4">Document was suspended by the payment system. It is currently being reviewed by the Pay Official to determine the next action required. E09D INVOICE TO BE RETURNED PER CONTRACTOR</td> </tr> </tbody> </table>	Payment Official				Name:	Date of Action:	Phone #:	DSN:		2011/01/20 0944 MST			Email:	Title:	Action(s):				[Document is suspended within the payment system]		Org Email:				hq-wawf@dfas.mil				Attachments:				Comments:				Document was suspended by the payment system. It is currently being reviewed by the Pay Official to determine the next action required. E09D INVOICE TO BE RETURNED PER CONTRACTOR			
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9	<p>From this point the user can make corrections to the document and perform acceptance again, or they can reject the document back to the Initiator.</p>																																								