

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	<p>After Logon, click on the Government link at the top of the screen.</p> 
2	<p>Click on the Recall-Action Required Folder.</p> <ul style="list-style-type: none"> Local Processing Office <ul style="list-style-type: none"> Certification Folder History Folder by DoDAAC History Folder by User Discount Folder Hold Folder Recall - Action Required Folder Pure Edge Folder View Only Folder View Only Pure Edge Folder <p>Result: The search screen is displayed.</p>
3	<p>Select the appropriate DoDAAC in the drop down box.</p>  <p><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></p>
4	<p>Click Submit.</p>  <p>Result: The LPO Recall Folder screen is displayed.</p>

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5	<p>Below is an example of the document search results.</p> <p>The information on the top of the screen displays the number of items in the folder.</p> <ul style="list-style-type: none"> Clicking on the contract number hyperlink will result in the contract being displayed in EDA if it's in EDA. Clicking on the invoice number hyperlink will result in the invoice being displayed. Clicking on the shipment number hyperlink will result in the receiving report being displayed. <p>LPO Recall - Action Required Folder for 'HQ0313' (5 items, sorted by Contract Number)</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Type</th> <th>Vendor (Payee)</th> <th>Contract Number↑</th> <th>Delivery Order</th> <th>Shipment Number</th> <th>Submitted</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Commercial Item Financing</td> <td>0T5L1</td> <td>DAAB0797DB608</td> <td>0014</td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>Performance Payment</td> <td>0T5L1</td> <td>DAAB0797DB608</td> <td>0014</td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>Telecom (Contractual)</td> <td>0T5L1</td> <td>DAAB0797DB608</td> <td>0014</td> <td>SER8855</td> <td>2010-03-01</td> </tr> <tr> <td>4</td> <td>Reparables RR D/D</td> <td>15090</td> <td>DAAB0797DB608</td> <td>0014</td> <td>RRR3110</td> <td>2010-03-02</td> </tr> <tr> <td>5</td> <td>Misc. Pay</td> <td>1DV75</td> <td>W2FERED10E1DV75002</td> <td></td> <td>PR1385</td> <td>2010-02-04</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>	Item	Type	Vendor (Payee)	Contract Number↑	Delivery Order	Shipment Number	Submitted	1	Commercial Item Financing	0T5L1	DAAB0797DB608	0014			2	Performance Payment	0T5L1	DAAB0797DB608	0014			3	Telecom (Contractual)	0T5L1	DAAB0797DB608	0014	SER8855	2010-03-01	4	Reparables RR D/D	15090	DAAB0797DB608	0014	RRR3110	2010-03-02	5	Misc. Pay	1DV75	W2FERED10E1DV75002		PR1385	2010-02-04																																				
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7	<p>Select the Misc. Info tab.</p> <p>Local Processing Office - Telecom Invoice (Contractual)</p> <p> <input type="button" value="Header"/> <input type="button" value="Line Item"/> <input type="button" value="Addresses"/> <input checked="" type="button" value="Misc. Info"/> <input type="button" value="Preview Document"/> </p>																																																																														

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Procedure The steps below are continued from the previous page.
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8	<p>Check the previous actions to determine if the document was rejected and the reasoning behind the rejection.</p>  <p>The screenshot shows a 'Payment Official' interface with the following fields:</p> <ul style="list-style-type: none"> Name: [Redacted] Date of Action: 2010/01/27 0933 MST Phone #: [Redacted] DSN: [Redacted] Email: [Redacted] Title: [Redacted] Action(s): [Redacted] Org Email: hq-wawf@dfas.mil Attachments: [Redacted] Comments: Document was suspended by the payment system. It is currently being reviewed by the Pay Official to determine the next action required. X465 SHIP NO PREVIOUSLY USED FOR CONTRACT/DELIVERY ORDER X477 PIIN TYPE S/B A,C,D,F,G,J,L,M,N,P,S,V OR W <p>[Document is suspended within the payment system]</p>
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>