

# Making a Document Available for Recall

**Overview** The Pay Official can make a document available for recall instead of rejecting the document if the error was made by a previous government role. This will allow the document to be recalled back so that the appropriate action can be taken to correct the issue.

**Procedure** Follow the steps below to make a document in WAWF available for recall.

Step	Action
1	After Logon, click on the Government link at the top of the screen. 
2	Select <b>Pay Official &gt; Acceptance/Review Folder</b> from the drop-down menu. 
3	Select the Pay Office DoDAAC in the drop down box.  <p><i><b>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.), more fields will narrow the search result</b></i></p> <p><i><b>For detail information on using the search screen refer to “Using the search criteria screen” section of the guide.</b></i></p>
4	Select the <b>Submit</b> button 

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(continued)

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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 and the current column used for sorting.</p> <ul style="list-style-type: none"> <li>Clicking on the contract number hyperlink will result in the contract being displayed from EDA if it's in EDA.</li> <li>Clicking on the invoice number hyperlink will result in the invoice being displayed.</li> <li>Clicking on the shipment number hyperlink will result in the receiving report being displayed.</li> </ul> <div data-bbox="402 751 1344 1024" style="border: 1px solid black; padding: 5px;"> <p>Pay Official Acceptance/Review Folder for 'F03000' (10 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> <th>Shipped</th> <th>Accepted</th> <th>Status</th> <th>Purge</th> <th>Hold</th> <th>Invoice Number</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Invoice 2in1</td> <td>0K1H8</td> <td><a href="#">7877878787866</a></td> <td></td> <td><a href="#">HE18888</a></td> <td>2007-01-18</td> <td>2007-01-18</td> <td>2010-07-23</td> <td>Accepted</td> <td></td> <td>H</td> <td><a href="#">HE18888</a></td> </tr> <tr> <td>2</td> <td>Combo S/S</td> <td>001G2</td> <td><a href="#">CAAX12125C111</a></td> <td>1111</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td><a href="#">SUE0008</a></td> </tr> <tr> <td>3</td> <td>Invoice</td> <td>001G2</td> <td><a href="#">DAA0099000608</a></td> <td>0001</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td><a href="#">SUE0089</a></td> </tr> <tr> <td>4</td> <td>R Combo D/D</td> <td>02602</td> <td><a href="#">DJK1001151325</a></td> <td>0836</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td><a href="#">9829</a></td> </tr> <tr> <td>5</td> <td>Misc. 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6	<p>Review the document to confirm that it requires a recall for corrections. Then scroll to the bottom of the header tab.</p> <div data-bbox="402 1430 1349 1717" style="border: 1px solid black; padding: 5px;"> <p>Pay Official - Misc. Payment</p> <p><input type="button" value="Voucher"/> <input type="button" value="LLA"/> <input type="button" value="Addresses"/> <input type="button" value="Misc. Info"/> <input type="button" value="Preview Document"/></p> <p>* = Required Fields</p> <table border="1"> <thead> <tr> <th>Misc. Pay Control Number</th> <th>Type</th> <th>Invoice Number</th> <th>Invoice Date</th> <th>Payee EIN</th> <th>Document Total (\$)</th> </tr> </thead> <tbody> <tr> <td>W5ANGM06J002M2001</td> <td>ANGM</td> <td>WAAS0280A</td> <td>2006/06/01</td> <td></td> <td>784.00</td> </tr> </tbody> </table>   <table border="1"> <thead> <tr> <th>Item No.</th> <th>AAI</th> <th>Qty. Shipped</th> <th>Unit</th> <th>Unit Price (\$)</th> <th>Amount (\$)</th> </tr> </thead> <tbody> <tr> <td>0001</td> <td></td> <td></td> <td>280</td> <td>EA</td> <td>2.8</td> </tr> <tr> <td colspan="6"><b>Description</b></td> </tr> <tr> <td colspan="6">retest waas0280a</td> </tr> </tbody> </table> </div>	Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee EIN	Document Total (\$)	W5ANGM06J002M2001	ANGM	WAAS0280A	2006/06/01		784.00	Item No.	AAI	Qty. Shipped	Unit	Unit Price (\$)	Amount (\$)	0001			280	EA	2.8	<b>Description</b>						retest waas0280a																																																																																																																
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9	<p>View the successful submission system message screen.</p> <p><b>Success</b></p> <hr/> <p><b>The Misc. Payment was successfully recalled and made available for recall.</b></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>W5ANGM06J002M2001</td> <td></td> <td>WAAS0280A</td> <td>WAAS0280A</td> </tr> </tbody> </table> <p>Email sent to Vendor: hq-wawf@dfas.mil            Email sent to Vendor: lynda.dickson.ctr@disa.mil            Email sent to Acceptor: hq-wawf@dfas.mil            Email sent to Local Processing Office: hq-wawf@dfas.mil</p> <p><a href="#">Send Additional Email Notifications</a></p> <p>Wed Oct 20 12:28:42 MST 2010</p>	Contract Number	Delivery Order	Shipment Number	Invoice Number	W5ANGM06J002M2001		WAAS0280A	WAAS0280A
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