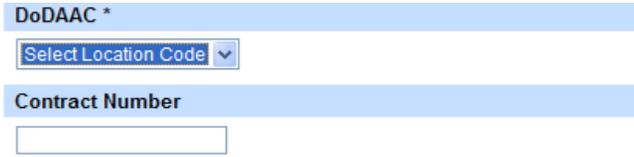
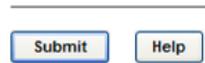


# Suspending a Document

**Overview** The pay office can suspend a document when additional research is required before making a final decision on payment or rejection. While in a suspended status the document is only workable by the Pay Office.

**Procedure** Follow the steps below to suspend a document in WAWF.

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 

Continued on next page

# Suspending a Document

**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> <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>  <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> <p><i>For detail information on column headings refer to “Column Heading” section of the guide.</i></p>
6	<p>Go to the <b>Misc Info</b> tab, and add comments on the reason for rejecting the document.</p> 

Continued on next page

# Suspending a Document

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

Step	Action																								
7	<p>Return to the <b>Header</b> tab.</p> <p>Pay Official - Misc. Payment</p> <p>Voucher LLA Addresses Misc. Info 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> </tbody> </table> <p>Description retest waas0280a</p>	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
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8	<p>Scroll down and check the <b>Document Suspended</b> box. Then click the <b>Submit</b> button.</p> <p>ACTION BY: HQ0347 *</p> <p><input type="checkbox"/> Document Accepted</p> <p><input type="checkbox"/> Document Processed</p> <p><input type="checkbox"/> Document Rejected</p> <p><input checked="" type="checkbox"/> Document Suspended</p> <p><input type="checkbox"/> Document Available For Recall</p> <p>Submit Previous Help</p>																								
9	<p>View the successful submission system message screen.</p> <p><b>Success</b></p> <p>The Misc. Payment was successfully suspended.</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</p> <p><a href="#">Send Additional Email Notifications</a></p> <p>Wed Oct 20 11:50:53 MST 2010</p>	Contract Number	Delivery Order	Shipment Number	Invoice Number	W5ANGM06J002M2001		WAAS0280A	WAAS0280A																
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