

# Access Rejected Transactions Folder

**Overview** The Access Rejected Transaction Folder is where all receiving reports will flow if you created and they are rejected back. There are three options to choose from to take corrective action.

- Resubmit
- Change DoDAAC, or
- Void.

Under Resubmit you can change any information on the document, except contract number, shipment or shipment date.

**Procedure** Follow the steps below to access and resubmit rejected documents.

Step	Action
1	<p>After Logon, click on the Government link at the top of the screen.</p> 
2	<p>Click the <b>Rejected Transactions Folder</b> link.</p> <p>Acceptor</p> <ul style="list-style-type: none"> <li>Create Document</li> <li>Acceptance Folder</li> <li>History Folder by DoDAAC</li> <li>History Folder by User</li> <li>Hold Folder</li> <li>Recall - Action Required Folder</li> <li>Rejected Transactions Folder</li> </ul>
2	<p>Select a <u>D</u>oDAAC from the <b>DoDAAC</b> drop down menu.</p> <p><b>Important!</b> 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>

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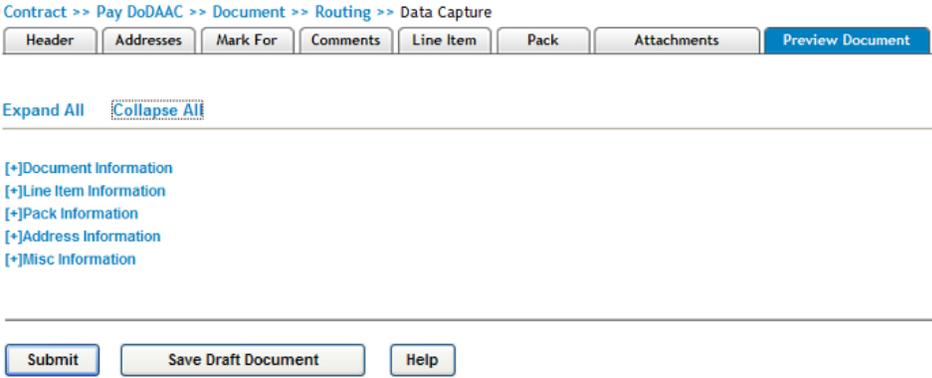
Procedure continued The steps below are continued from the previous page.

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3	<p>Click the <b>Submit</b> button.</p> 																																																								
4	<p>There are three action options to choose from</p> <ul style="list-style-type: none"> <li>• Resubmit,</li> <li>• Change DoDAAC, or</li> <li>• Void.</li> </ul> <p>Review the reject reason to determine which action will need to be taken.</p> <table border="1" data-bbox="402 583 1263 898"> <thead> <tr> <th>Resubmit?</th> <th>Submitted</th> <th>Shipped</th> <th>Change DoDAAC</th> <th>Void</th> <th>Amount</th> <th>Reject Reason</th> </tr> </thead> <tbody> <tr> <td><a href="#">CL S0001</a></td> <td>2009-07-15</td> <td>2009-07-15</td> <td>Yes</td> <td><input checked="" type="checkbox"/></td> <td>\$912.00</td> <td>No comments for this document in comments table.</td> </tr> <tr> <td><a href="#">FU44170033WF001</a></td> <td>2010-02-02</td> <td>2010-02-02</td> <td>Yes</td> <td><input checked="" type="checkbox"/></td> <td>\$3,396.00</td> <td>No comments for this document in comments table.</td> </tr> <tr> <td><a href="#">FU44170089W0001</a></td> <td>2010-03-30</td> <td>2010-03-30</td> <td>Yes</td> <td><input checked="" type="checkbox"/></td> <td>\$225.00</td> <td>No comments for this document in comments table.</td> </tr> <tr> <td><a href="#">SAW1111</a></td> <td>2009-10-08</td> <td>2009-10-08</td> <td>Yes</td> <td><input checked="" type="checkbox"/></td> <td>\$555.00</td> <td>No comments for this document in comments table.</td> </tr> <tr> <td><a href="#">CL S0002</a></td> <td>2009-11-03</td> <td>2009-11-03</td> <td>Yes</td> <td><input checked="" type="checkbox"/></td> <td>\$300.00</td> <td>No comments for this document in comments table.</td> </tr> <tr> <td><a href="#">JIT0003</a></td> <td>2010-08-03</td> <td>2010-08-03</td> <td>Yes</td> <td><input checked="" type="checkbox"/></td> <td>\$350.00</td> <td>reject per test condition</td> </tr> <tr> <td><a href="#">SUE0002</a></td> <td>2010-02-22</td> <td>2010-02-22</td> <td></td> <td></td> <td>\$1.00</td> <td>No comments for this document in comments table.</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• If <b>Resubmitting</b> a document, proceed to steps 5 - 8</li> <li>• If <b>Changing DoDAAC</b> on the document, see steps 9 - 14</li> <li>• If <b>Voiding</b> the document, see steps 15 – 17</li> </ul>	Resubmit?	Submitted	Shipped	Change DoDAAC	Void	Amount	Reject Reason	<a href="#">CL S0001</a>	2009-07-15	2009-07-15	Yes	<input checked="" type="checkbox"/>	\$912.00	No comments for this document in comments table.	<a href="#">FU44170033WF001</a>	2010-02-02	2010-02-02	Yes	<input checked="" type="checkbox"/>	\$3,396.00	No comments for this document in comments table.	<a href="#">FU44170089W0001</a>	2010-03-30	2010-03-30	Yes	<input checked="" type="checkbox"/>	\$225.00	No comments for this document in comments table.	<a href="#">SAW1111</a>	2009-10-08	2009-10-08	Yes	<input checked="" type="checkbox"/>	\$555.00	No comments for this document in comments table.	<a href="#">CL S0002</a>	2009-11-03	2009-11-03	Yes	<input checked="" type="checkbox"/>	\$300.00	No comments for this document in comments table.	<a href="#">JIT0003</a>	2010-08-03	2010-08-03	Yes	<input checked="" type="checkbox"/>	\$350.00	reject per test condition	<a href="#">SUE0002</a>	2010-02-22	2010-02-22			\$1.00	No comments for this document in comments table.
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Procedure (continued) The steps below are continued from the previous page.

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7	<p>Review the document by selecting the <b>Preview Document</b> tab.</p> <p>Attachments can be added on the Attachments Tab.</p> <p><u>Note:</u> Re-submitted documents will have all attachments removed when recalled. Be sure to reattach the attachments.</p>  <p>Contract &gt;&gt; Pay DoDAAC &gt;&gt; Document &gt;&gt; Routing &gt;&gt; Data Capture</p> <p>Header   Addresses   Mark For   Comments   Line Item   Pack   Attachments   <b>Preview Document</b></p> <p>Expand All   Collapse All</p> <p>[+]Document Information          [+]Line Item Information          [+]Pack Information          [+]Address Information          [+]Misc Information</p> <p>Submit   Save Draft Document   Help</p> <p>When you have finished reviewing the document click the <b>Submit</b> button.</p>								
8	<p>View verification screen.</p> <p><b>Success</b></p> <p>The Destination Inspection and Acceptance Receiving Report was successfully resubmitted.</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>CLS092810C002</td> <td></td> <td>CLS0002</td> <td></td> </tr> </tbody> </table> <p>Email sent to Vendor: carrie.spann.ctr@disa.mil          Email sent to Vendor: clspann@gmail.com          Email sent to Acceptor: hq-wawf@dfas.mil          Email sent to Acceptor: sueswagg@yahoo.com          Notification sent for CAGE code 0M986 to FTP Directory: /cacj_db/efp/WAWF_RA_sec/FTPEDIDirectory/ftp_working/JITC/responses</p> <p><a href="#">Send Additional Email Notifications</a></p> <p>Thu Sep 30 08:17:46 MST 2010</p>	Contract Number	Delivery Order	Shipment Number	Invoice Number	CLS092810C002		CLS0002	
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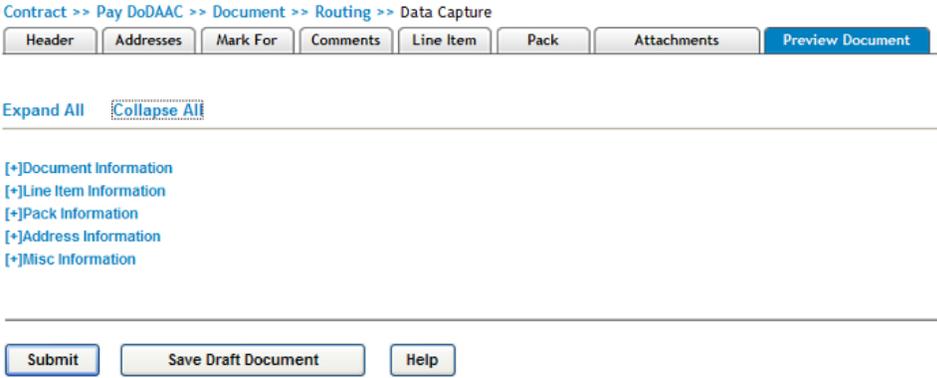
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9	<p>Identify the document to <b>Change DoDAAC</b> and click <b>Yes</b> in the Change DoDAAC column</p> <table border="1" data-bbox="402 405 808 716"> <thead> <tr> <th>Shipped</th> <th>Change DoDAAC</th> <th>Void</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>2009-07-15</td> <td><a href="#">Yes</a></td> <td><a href="#">V</a></td> <td>\$912.00</td> </tr> <tr> <td>2010-02-02</td> <td><a href="#">Yes</a></td> <td><a href="#">V</a></td> <td>\$3,396.00</td> </tr> <tr> <td>2010-03-30</td> <td><a href="#">Yes</a></td> <td><a href="#">V</a></td> <td>\$225.00</td> </tr> <tr> <td>2009-10-08</td> <td><a href="#">Yes</a></td> <td><a href="#">V</a></td> <td>\$555.00</td> </tr> <tr> <td>2009-11-03</td> <td><a href="#">Yes</a></td> <td><a href="#">V</a></td> <td>\$300.00</td> </tr> <tr> <td>2010-08-03</td> <td><a href="#">Yes</a></td> <td><a href="#">V</a></td> <td>\$350.00</td> </tr> </tbody> </table> <p>Results: Change Routing Information screen appears</p>	Shipped	Change DoDAAC	Void	Amount	2009-07-15	<a href="#">Yes</a>	<a href="#">V</a>	\$912.00	2010-02-02	<a href="#">Yes</a>	<a href="#">V</a>	\$3,396.00	2010-03-30	<a href="#">Yes</a>	<a href="#">V</a>	\$225.00	2009-10-08	<a href="#">Yes</a>	<a href="#">V</a>	\$555.00	2009-11-03	<a href="#">Yes</a>	<a href="#">V</a>	\$300.00	2010-08-03	<a href="#">Yes</a>	<a href="#">V</a>	\$350.00																								
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11	<p>Click the <b>Next</b> button.</p> <div data-bbox="402 1119 816 1150" style="border: 1px solid gray; padding: 5px; display: flex; justify-content: space-around;"> <span>Next</span> <span>Previous</span> <span>Reset</span> <span>Help</span> </div> <p>Result: Data Capture screen is displayed.</p>																																																				
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13	<p>Review the document by selecting the <b>Preview Document</b> tab.</p> <p>Attachments can be added on the Attachments Tab.</p> <p><u>Note:</u> Re-submitted documents will have all attachments removed when recalled. Be sure to reattach the attachments.</p>  <p>When you have finished reviewing the document click the <b>Submit</b> button.</p>																												
14	<p>View verification screen.</p> <p><b>Success</b></p> <p>The Destination Inspection and Acceptance Receiving Report was successfully resubmitted.</p> <table border="1" data-bbox="412 1140 1027 1199"> <thead> <tr> <th>Contract Number</th> <th>Delivery Order</th> <th>Shipment Number</th> <th>Invoice Number</th> </tr> </thead> <tbody> <tr> <td>CLS092810C002</td> <td></td> <td>CLS0002</td> <td></td> </tr> </tbody> </table> <p>Email sent to Vendor: carrie.spann.ctr@disa.mil            Email sent to Vendor: clspann@gmail.com            Email sent to Acceptor: hq-wawf@dfas.mil            Email sent to Acceptor: sueswagg@yahoo.com            Notification sent for CAGE code 0M986 to FTP Directory: /caci_db/efp/WAWF_RA_sec/FTPEDIDirectory/ftp_working/JITC/responses</p> <p><a href="#">Send Additional Email Notifications</a></p> <p>Thu Sep 30 08:17:46 MST 2010</p>	Contract Number	Delivery Order	Shipment Number	Invoice Number	CLS092810C002		CLS0002																					
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17	<p>Identify document to <b>Void</b> and click the <b>V</b> in the <b>Void RR</b> column.</p> <table border="1" data-bbox="406 1570 776 1860"> <thead> <tr> <th>Shipped</th> <th>Change DoDAAC</th> <th>Void</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>2009-07-15</td> <td><a href="#">Yes</a></td> <td><a href="#">V</a></td> <td>\$912.00</td> </tr> <tr> <td>2010-02-02</td> <td><a href="#">Yes</a></td> <td><a href="#">V</a></td> <td>\$3,396.00</td> </tr> <tr> <td>2010-03-30</td> <td><a href="#">Yes</a></td> <td><a href="#">V</a></td> <td>\$225.00</td> </tr> <tr> <td>2009-10-08</td> <td><a href="#">Yes</a></td> <td><a href="#">V</a></td> <td>\$555.00</td> </tr> <tr> <td>2009-11-03</td> <td><a href="#">Yes</a></td> <td><a href="#">V</a></td> <td>\$300.00</td> </tr> <tr> <td>2010-08-03</td> <td><a href="#">Yes</a></td> <td><a href="#">V</a></td> <td>\$350.00</td> </tr> </tbody> </table>	Shipped	Change DoDAAC	Void	Amount	2009-07-15	<a href="#">Yes</a>	<a href="#">V</a>	\$912.00	2010-02-02	<a href="#">Yes</a>	<a href="#">V</a>	\$3,396.00	2010-03-30	<a href="#">Yes</a>	<a href="#">V</a>	\$225.00	2009-10-08	<a href="#">Yes</a>	<a href="#">V</a>	\$555.00	2009-11-03	<a href="#">Yes</a>	<a href="#">V</a>	\$300.00	2010-08-03	<a href="#">Yes</a>	<a href="#">V</a>	\$350.00
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Continued on next page

# Access Rejected Transactions Folder

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

Step	Action								
18	<p>Read the warning message.</p> <p><b>Acceptor - Micro-Purchase Receiving Report</b>  <small>WARNING: You are about to void this Micro-Purchase Receiving Report. Please click Void to permanently VOID this document.</small></p> <p>Scroll to the bottom of the page and click the <b>Void</b> button to complete the void procedure.</p> 								
19	<p>View verification screen.</p> <p><b>Success</b></p> <p><b>The Destination Inspection and Acceptance Receiving Report was successfully Voided.</b></p> <table border="1" data-bbox="427 976 1182 1045"> <thead> <tr> <th>Contract Number</th> <th>Delivery Order</th> <th>Shipment Number</th> <th>Invoice Number</th> </tr> </thead> <tbody> <tr> <td>PCFU441709281</td> <td>0001</td> <td>SAW1111</td> <td></td> </tr> </tbody> </table> <p>Result: The status of the document is now Void.</p>	Contract Number	Delivery Order	Shipment Number	Invoice Number	PCFU441709281	0001	SAW1111	
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