Access the Suspended CEFT Folder

Introduction   All Miscellaneous Payment documents that do not use a CAGE code will now reference the CEFT prior to submission into WAWF. When documents have no match in the CEFT, WAWF will place them in the Suspended CEFT Transactions Folder. Then when the information has been loaded to the CEFT the document can be retrieved and reprocessed from the Suspended CEFT folder.

Procedure   Follow the steps below to access the Suspended CEFT Folder.

Step	Action
1	After Logon, click on the Government link at the top of the screen. **Wide Area Workflow 5.0.0** User Administration Console Government Property Transfer Documentation Lookup Logout
2	Click on the **Suspended CEFT Transactions Folder**. **Acceptor** Create Document Acceptance Folder History Folder by DoDAAC History Folder by User Hold Folder Recall - Action Required Folder Rejected Transactions Folder Post Payment Review Folder Suspended CEFT Transactions Folder Saved Documents Folder Pure Edge Folder Result: The search screen is displayed.
3	Select the Acceptor DoDAAC in the drop down box. **DoDAAC *** Select Location Code **Contract Number** *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.*
4	Click **Submit**. Submit Help Result: The Acceptor History Folder screen is displayed.

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

Step	Action
5	Select the appropriate **Document Number** from the *Reprocess Invoice?* Column. | Payee SSAN/EIN	Contract Number↑	Delivery Order	Reprocess Invoice?	Submitted	Received	Status	Purge	Void	Amount
---	---	---	---	---	---	---	---	---	---
*****8888	W2REIM10F68888018		W2REIM10F68888018	2010-03-23	2010-03-31	Suspended - CEFT		V	$50.00
*****8888	W5REIM10G08888002		W5REIM10G08888002	2010-04-01	2010-04-01	Suspended - CEFT		V	$50.00	 *Note: Documents can be voided from the Suspended CEFT folder by selecting the "V" and voiding the document.*
6	Review the information on the **Voucher** tab. **Acceptor - Federal Misc. Payment Voucher** Voucher | Addresses | Comments | Attachments | Preview Document **FOUO - Privacy Sensitive:** Privacy Act Statement - This information is protected under the Privacy Act of 1974 and shall be handled as "FOR OFFICIAL USE ONLY." Violations may be punishable by fines, imprisonment, or both. * = Required Fields 	Misc. Pay Control Number	Type	Invoice Number	Invoice Date	Payee SSAN	Document Total ($)
---	---	---	---	---	---
W2REIM10F68888018	REIM	W2REIM10F68888018	2010/03/23	*****8888	50.00 | | Item No.	AAI	Qty. Shipped	Unit	Unit Price ($)	Amount ($)
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0001	033186	1	EA	50	50.00	 **Description** Internet Fees for PRG
7	Select the **Attachment** tab and upload any files required to be submitted with the document. **Acceptor - Federal Misc. Payment Voucher** Voucher | Addresses | Comments | **Attachments** | Preview Document **WARNING: Wide Area Workflow (WAWF) is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.** There is an attachment size limit of 2MB, attachments over this size will be rejected. **Attachment** [Browse...] [Upload] **Attachments Name Actions**
8	Select the **Submit** button. [Submit] [Save Draft Document] [Help]

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

Step	Action
	Success

Inside the Action cell:

Success

Contract Number	Delivery Order	Shipment Number	Invoice Number
W2REIM10F68888018		W2REIM10F68888018	W2REIM10F68888018

Email sent to Acceptor: hq-wawf@dfas.mil

Send Additional Email Notifications

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