Access Hold Folder

Introduction  Government users may elect to remove a document from the Work folder and place it into a Hold status. Let's you place the receiving report, Invoice, or Finance document on hold if you are not ready to work on it (and do not want the previous workflow user to void or recall it). When a document is placed on hold, it is placed in the Hold Folder. We highly recommend the hold folder not be used by users. Whoever places the document on hold is the only one who can take it off of hold.

Procedure  Follow the steps to place a document of Hold.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>After Logon, click on the Government link at the top of the screen.</td>
</tr>
</tbody>
</table>
| 2    | Click on the **Hold 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**.  

Result: The Acceptor Hold Folder screen is displayed.
Access Hold Folder

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Below is an example of the document search results. The information on the top of the screen displays the number of items in the folder.</td>
</tr>
<tr>
<td></td>
<td>• Clicking on the contract number hyperlink will result in the contract being displayed in EDA if it’s in EDA.</td>
</tr>
<tr>
<td></td>
<td>• Clicking on the invoice number hyperlink will result in the invoice being displayed.</td>
</tr>
<tr>
<td></td>
<td>• Clicking on the shipment number hyperlink will result in the receiving report being displayed.</td>
</tr>
<tr>
<td></td>
<td>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.)</td>
</tr>
<tr>
<td>6</td>
<td>Click on the Shipment or Invoice number.</td>
</tr>
<tr>
<td></td>
<td>Result: The Invoice screen is displayed</td>
</tr>
<tr>
<td>7</td>
<td>Review information by selecting desired tabs.</td>
</tr>
</tbody>
</table>

Note: For detail information on the tab refer to the “Description of WAWF tabs” section of the guide.

Continued on next page
**Access Hold Folder**

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 8    | After reviewing the document return to the Header tab, scroll down and perform acceptance/rejection.  
The check boxes may differ depending on the document type being viewed.  
ACTION BY: SUK12A  
☐ CQA  
☐ Acceptance  
☐ Reject to initiator  
Note: If the user selects the Previous button the document status will remain in the “Hold” status. |
| 9    | Fill in any Date fields if accepting the document, if rejecting select the Submit button.  
**Accepting**  
Date Received: 2011/02/04  
Acceptance Date: 2011/02/11  
**Rejecting**  
Submit  
Save Draft Document  
Previous  
Note: All remaining steps are for acceptance. |
| 10   | Select the Signature button.  
Has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents  
Signature  
Signature Of Authorized Government Representative |
| 11   | Enter the Password and click the Continue button.  
**WAWF Password Confirmation**  
| User ID | DFA Govt  
| Password |  |

*Continued on next page*
### Access Hold Folder

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Click the OK button on the pop-up message to submit the document.</td>
</tr>
<tr>
<td>13</td>
<td>View the successful submission system message screen.</td>
</tr>
</tbody>
</table>

---

**Success**

The Destination Inspection and Acceptance Receiving Report was successfully accepted.

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Delivery Order</th>
<th>Shipment Number</th>
<th>Invoice Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAAB0797DB608</td>
<td></td>
<td>ACPRR500</td>
<td></td>
</tr>
</tbody>
</table>

Email sent to Vendor: hq-wawf@dfas.mil
Email sent to Vendor: katrin.dill@universal-inc.net
Email sent to Vendor: mech_navis_abawf_test@navy.mil
Email sent to Vendor: wawfend@dcma.mil
Email sent to Local Processing Office: hq-wawf@dfas.mil

Send Additional Email Notifications

Wed Oct 20 08:57:07 MST 2010