

# Access the Approval 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 work a document that has been placed on Hold.

Step	Action
1	After Logon, click on the Government link at the top of the screen. 
2	Click on the <b>Hold Folder</b> .  <b>Grant Approver</b> <ul style="list-style-type: none"> <li><a href="#">Approval Folder</a></li> <li><a href="#">History Folder by DoDAAC</a></li> <li><a href="#">History Folder by User</a></li> <li><a href="#">Approval Hold Folder</a></li> <li><a href="#">Recall - Action Required Folder</a></li> </ul> Result: The search screen is displayed.
3	Select the Approver DoDAAC in the drop down box.   <i>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.</i>
4	Click <b>Submit</b> .  Result: The Acceptor Hold Folder screen is displayed.

*Continued on next page*

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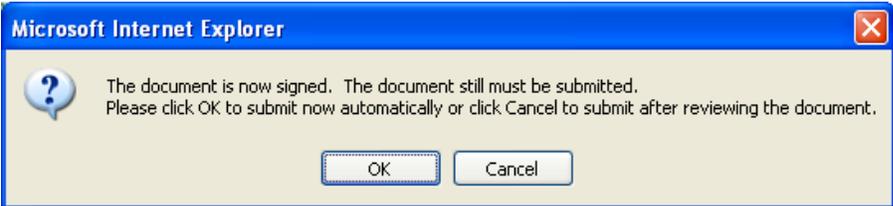
**Procedure** The steps below are continued from the previous page.  
(continued)

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5	<p>Below is an example of the document search results. Select the appropriate <b>Voucher Number</b></p> <table border="1" data-bbox="407 394 1312 506"> <thead> <tr> <th>Voucher Number</th> <th>Submitted</th> <th>Received</th> <th>Status</th> <th>Purge</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td><a href="#">CLS0007</a></td> <td>2009-10-16</td> <td>G2009-10-16</td> <td>Hold</td> <td></td> <td>\$100.00</td> </tr> </tbody> </table> <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>	Voucher Number	Submitted	Received	Status	Purge	Amount	<a href="#">CLS0007</a>	2009-10-16	G2009-10-16	Hold		\$100.00																																
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6	<p>Review the document by selecting the tabs.</p> <p>Grant Approver - Grant and Cooperative Agreement Voucher</p> <table border="1" data-bbox="407 764 1354 1066"> <thead> <tr> <th colspan="4">Header</th> </tr> <tr> <th>Contract Number</th> <th>Delivery Order</th> <th colspan="2">Issue Date</th> </tr> </thead> <tbody> <tr> <td>CLS101609C007</td> <td></td> <td colspan="2">2005/01/01</td> </tr> <tr> <th>Voucher Number</th> <th>Voucher Date</th> <th>Final Voucher</th> <th>Invoice Received Date</th> </tr> <tr> <td>CLS0007</td> <td>2007/04/01</td> <td>N</td> <td>2009/10/16</td> </tr> <tr> <th>Vendor Invoice Number</th> <th>Service Start Date</th> <th colspan="2">Service End Date</th> </tr> <tr> <td>CLS007</td> <td>2006/01/01</td> <td colspan="2">2006/12/31</td> </tr> <tr> <th colspan="3">Summary of Detail Level Information</th> <th>Total</th> </tr> <tr> <td colspan="3">1 CLIN/SLIN(s)</td> <td>\$ 100.00</td> </tr> <tr> <td colspan="3">0 Miscellaneous Amount(s)</td> <td>\$ 0.00</td> </tr> <tr> <td colspan="3" style="text-align: right;"><b>Document Total:</b></td> <td><b>\$ 100.00</b></td> </tr> </tbody> </table>	Header				Contract Number	Delivery Order	Issue Date		CLS101609C007		2005/01/01		Voucher Number	Voucher Date	Final Voucher	Invoice Received Date	CLS0007	2007/04/01	N	2009/10/16	Vendor Invoice Number	Service Start Date	Service End Date		CLS007	2006/01/01	2006/12/31		Summary of Detail Level Information			Total	1 CLIN/SLIN(s)			\$ 100.00	0 Miscellaneous Amount(s)			\$ 0.00	<b>Document Total:</b>			<b>\$ 100.00</b>
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7	<p>After reviewing the document return to the Header tab, scroll down and perform approval/rejection.</p> <p><b>ACTION BY: SUK12A *</b></p> <p><input type="checkbox"/> Approve and Certify</p> <p><input type="checkbox"/> Reject to Initiator</p> <p>Note: If the user selects the Previous button the document status will remain in the "Hold" status.</p>																																												
8	<p>Fill in any Date fields if accepting the document, if rejecting select the Submit button.</p> <p style="text-align: center;"><u>Approving</u> <span style="margin-left: 200px;"><u>Rejecting</u></span></p> <p style="text-align: center;"><b>Signature Date</b></p> <p>2011/02/22  or <input type="button" value="Submit"/> <input type="button" value="Save Draft Document"/> <input type="button" value="Previous"/></p> <p>Note: All remaining steps are for acceptance.</p>																																												

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**Procedure** The steps below are continued from the previous page.  
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Step	Action						
9	<p>Select the Signature button.</p> <p>I certify that the goods/services have been received, inspected, and accepted.</p> <p style="text-align: center;"><input type="button" value="Signature"/></p> <p style="text-align: center;">Signature Of Authorized Government Representative</p>						
10	<p>Enter the Password and click the Continue button.</p> <p><b>WAWF Password Confirmation</b></p> <p>User ID: DFASgovt</p> <p>Password * <input type="password"/></p> <p style="text-align: center;"><input type="button" value="Next"/> <input type="button" value="Previous"/> <input type="button" value="Help"/></p>						
11	<p>Click the OK button on the pop-up message to submit the document.</p> 						
12	<p>View the successful submission system message screen.</p> <p><b>Success</b></p> <p>The Grant and Cooperative Agreement Voucher was successfully approved. It has been processed via EDI.</p> <table border="1" data-bbox="418 1402 1010 1474"> <thead> <tr> <th>Contract Number</th> <th>Delivery Order</th> <th>Voucher Number</th> </tr> </thead> <tbody> <tr> <td>CLS101609C007</td> <td></td> <td>CLS0007</td> </tr> </tbody> </table> <p>Email sent to Vendor: carrie.spann.ctr@disa.mil            Email sent to Vendor: clspann@gmail.com            Email sent to Pay Official: WAWF.Team@wpafb.af.mil            Email sent to Pay Official: jerolyn.melendez.ctr@disa.mil</p> <p><a href="#">Send Additional Email Notifications</a></p> <p>Tue Feb 22 14:17:50 MST 2011</p>	Contract Number	Delivery Order	Voucher Number	CLS101609C007		CLS0007
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