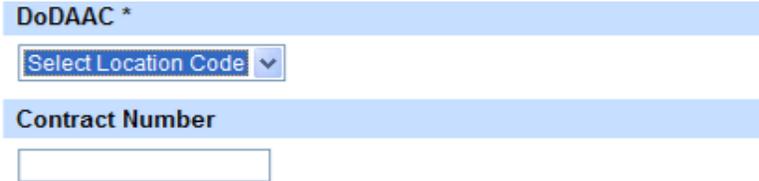


Access the Recall-Action Required Folder

Introduction This folder will contain all the documents where the user's role and location code are on the document with a status of Recall Available and the document is available to that user for recall by that role and location.

Procedure Follow the steps below to access the Recall-Action Required Folder.

Step	Action
1	After Logon, click on the Government link at the top of the screen. 
2	Click on the Recall-Action Required Folder .  Result: The search screen is displayed.
3	Select the Acceptor 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 Submit .  Result: The Recall-Action Required Folder screen is displayed.

Continued on next page

Access the Recall-Action Required Folder

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

Step	Action																
5	<p>Below is an example of the document search results. Select the R link under the <i>Recall</i> column.</p> <table border="1" data-bbox="407 407 1333 489"> <thead> <tr> <th>Voucher Number</th> <th>Submitted</th> <th>Received</th> <th>Status</th> <th>Purge</th> <th>Recall</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>TAU5155</td> <td>2011-01-27</td> <td>G2011-01-27</td> <td>Recall Available</td> <td></td> <td>R</td> <td>\$150.00</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	Recall	Amount	TAU5155	2011-01-27	G2011-01-27	Recall Available		R	\$150.00		
Voucher Number	Submitted	Received	Status	Purge	Recall	Amount											
TAU5155	2011-01-27	G2011-01-27	Recall Available		R	\$150.00											
6	<p>Select the Misc. Info tab.</p> <p style="text-align: center;">Grant Approver - Grant and Cooperative Agreement Voucher</p> <p style="text-align: center;"> <input type="button" value="Header"/> <input type="button" value="Line Item"/> <input type="button" value="Addresses"/> <input checked="" type="button" value="Misc. Info"/> <input type="button" value="Preview Document"/> </p>																
7	<p>Check the previous actions to determine the reasoning behind the returned document.</p> <p>Payment Official</p> <table border="1" data-bbox="407 1003 1360 1121"> <tr> <td>Name:</td> <td>Date of Action:</td> <td>Phone #:</td> <td>DSN:</td> </tr> <tr> <td></td> <td>2010/01/27 0933 MST</td> <td></td> <td></td> </tr> <tr> <td>Email:</td> <td>Title:</td> <td colspan="2">Action(s):</td> </tr> <tr> <td></td> <td></td> <td colspan="2">[Document is suspended within the payment system]</td> </tr> </table> <p>Org Email: hq-wawf@dfas.mil</p> <p>Attachments:</p> <p>Comments: Document was suspended by the payment system. It is currently being reviewed by the Pay Official to determine the next action required. X465 SHIP NO PREVIOUSLY USED FOR CONTRACT/DELIVERY ORDER X477 PIIN TYPE S/B A,C,D,F,G,J,L,M,N,P,S,V OR W</p>	Name:	Date of Action:	Phone #:	DSN:		2010/01/27 0933 MST			Email:	Title:	Action(s):				[Document is suspended within the payment system]	
Name:	Date of Action:	Phone #:	DSN:														
	2010/01/27 0933 MST																
Email:	Title:	Action(s):															
		[Document is suspended within the payment system]															
8	<p>From this point the user can make corrections to the document and resubmit the approval, or reject the document back to the Initiator.</p>																