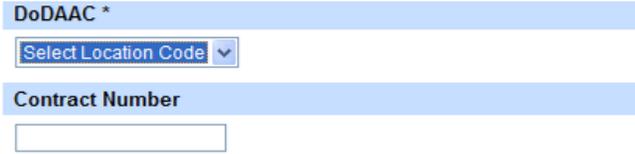


Access Hold Folder

Introduction Government users may elect to remove a document from the Work folder and place it into a Hold status. This action let's you place a receiving report, Invoice, or Finance document on hold when you are not ready to work 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.

Step	Action
1	After Logon, click on the Government link at the top of the screen. 
2	Click on the Hold Folder .  Result: The search screen is displayed.
3	Select the appropriate 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 LPO Reviewer Hold Folder screen is displayed.

Continued on next page

Access Hold Folder

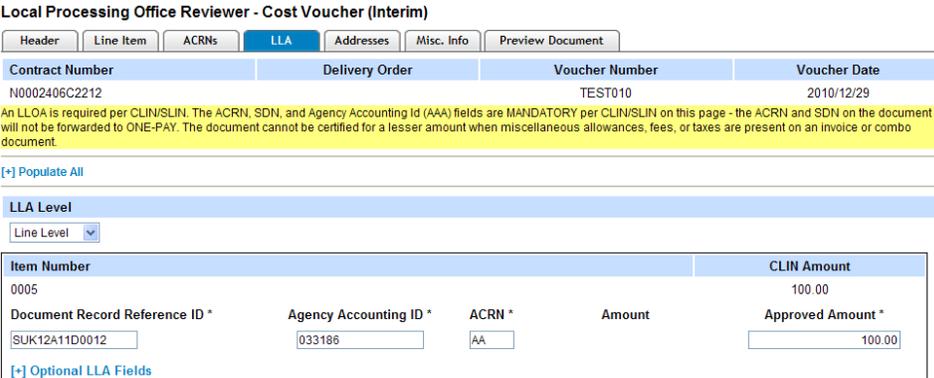
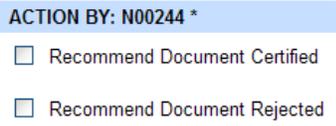
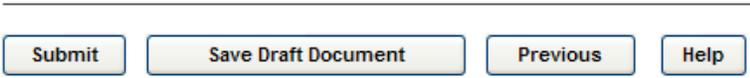
Procedure The steps below are continued from the previous page.
(continued)

Step	Action																																																																																											
5	<p>Below is an example of the document search results.</p> <p>The information on the top of the screen displays the number of items in the folder.</p> <ul style="list-style-type: none"> • Clicking on the contract number hyperlink will result in the contract being displayed in EDA if it's in EDA. • Clicking on the invoice number hyperlink will result in the invoice being displayed. • Clicking on the shipment number hyperlink will result in the receiving report being displayed. <p>LPO Reviewer Hold Folder for 'N00244' (3 items, sorted by Contract Number)</p> <table border="1" data-bbox="414 730 1360 829"> <thead> <tr> <th>Item</th> <th>Type</th> <th>Vendor (Payee)</th> <th>Contract Number†</th> <th>Delivery Order</th> <th>Shipment Number</th> <th>Submitted</th> <th>Shipped</th> <th>Accepted</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Combo</td> <td>00120</td> <td>5263592635263</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>CV-Interim</td> <td>3BU86</td> <td>N0002406C2212</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>Telecom (Non-Contractual)</td> <td>00120</td> <td>WXTELE11D001Z0004</td> <td></td> <td>INV6598</td> <td>2011-01-12</td> <td>2011-01-12</td> <td>2011-01-12</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>	Item	Type	Vendor (Payee)	Contract Number†	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	1	Combo	00120	5263592635263						2	CV-Interim	3BU86	N0002406C2212						3	Telecom (Non-Contractual)	00120	WXTELE11D001Z0004		INV6598	2011-01-12	2011-01-12	2011-01-12																																																							
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7	<p>Provide the required information by selecting desired tabs.</p> <p>Local Processing Office Reviewer - Cost Voucher (Interim)</p> <table border="1" data-bbox="414 1281 1360 1606"> <thead> <tr> <th>Header</th> <th>Line Item</th> <th>ACRNs</th> <th>LLA</th> <th>Addresses</th> <th>Misc. Info</th> <th>Preview Document</th> </tr> </thead> <tbody> <tr> <td>Contract Number</td> <td colspan="2">Delivery Order</td> <td colspan="2">Issue Date</td> <td colspan="2">Shipbuilding</td> </tr> <tr> <td>N0002406C2212</td> <td colspan="2"></td> <td colspan="2">2005/11/30</td> <td colspan="2">N</td> </tr> <tr> <td>Voucher Number</td> <td colspan="2">Voucher Date</td> <td colspan="2">Final Voucher</td> <td colspan="2">Invoice Received Date</td> </tr> <tr> <td>TEST010</td> <td colspan="2">2010/12/29</td> <td colspan="2">N</td> <td colspan="2">2010/12/29</td> </tr> <tr> <td>Vendor Invoice Number</td> <td colspan="2">Service Start Date</td> <td colspan="2">Service End Date</td> <td colspan="2"></td> </tr> <tr> <td></td> <td colspan="2">2010/12/29</td> <td colspan="2">2010/12/29</td> <td colspan="2"></td> </tr> <tr> <td>Task Order</td> <td colspan="2">Bill of Lading Number</td> <td colspan="2">Bill of Lading Type</td> <td colspan="2"></td> </tr> <tr> <td></td> <td colspan="2"></td> <td colspan="2"></td> <td colspan="2"></td> </tr> <tr> <td colspan="5">Summary of Detail Level Information</td> <td colspan="2">Total</td> </tr> <tr> <td colspan="5">1 CLIN/SLIN(s)</td> <td colspan="2">\$ 100.00</td> </tr> <tr> <td colspan="5">0 Miscellaneous Amount(s)</td> <td colspan="2">\$ 0.00</td> </tr> <tr> <td colspan="5">Document Total:</td> <td colspan="2">\$ 100.00</td> </tr> </tbody> </table> <p><i>Note: The tabs may be different depending on the document type, or Pay Office DoDAAC selected</i></p>	Header	Line Item	ACRNs	LLA	Addresses	Misc. Info	Preview Document	Contract Number	Delivery Order		Issue Date		Shipbuilding		N0002406C2212			2005/11/30		N		Voucher Number	Voucher Date		Final Voucher		Invoice Received Date		TEST010	2010/12/29		N		2010/12/29		Vendor Invoice Number	Service Start Date		Service End Date					2010/12/29		2010/12/29				Task Order	Bill of Lading Number		Bill of Lading Type											Summary of Detail Level Information					Total		1 CLIN/SLIN(s)					\$ 100.00		0 Miscellaneous Amount(s)					\$ 0.00		Document Total:					\$ 100.00	
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Access Hold Folder

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

Step	Action
8	<p>Add any Long Line of Accounting information on the LLA tab.</p> 
9	<p>After reviewing the document return to the Header tab, scroll down and provide the recommendation.</p>  <p>Note: If the user selects the Previous button the document status will remain in the “Hold” status.</p>
10	<p>Select the Submit button.</p> 
11	<p>View the successful submission system message screen.</p> 