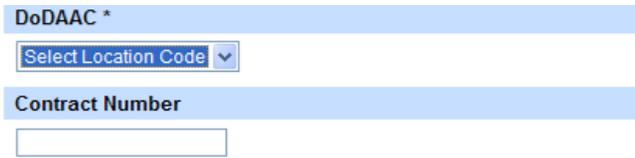


# Hold Folder

**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 on Hold.

Step	Action
1	After Logon, click on the Government link at the top of the screen. 
2	Select <b>Pay Official</b> > <b>Hold Folder</b> from the drop-down menu.  Result: The search screen is displayed.
3	Select the Pay Office DoDAAC in the drop down box.  <p><b>NOTE:</b> <i>The DoDAAC is the only required field. It is best that you search on other fields (contract number, shipment number or invoice number etc.); more fields will narrow the search result.</i></p> <p><i>For detail information on using the search screen refer to “Using the search criteria screen” section of the guide.</i></p>

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# Hold Folder

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

Step	Action																																																
4	<p>Click <b>Submit</b>.</p>  <p>Result: The Pay Official Hold Folder screen is displayed.</p>																																																
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"> <li>• Clicking on the contract number hyperlink will result in the contract being displayed in EDA if it's in EDA,</li> <li>• Clicking on the invoice number hyperlink will result in the invoice being displayed</li> <li>• Clicking on the shipment number hyperlink will result in the receiving report being displayed.</li> </ul> <p>Pay Official Hold Folder for 'HQ0339' (3 items, sorted by Contract Number)</p> <table border="1" data-bbox="402 894 1344 972"> <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> <th>Status</th> <th>Purge</th> <th>Invoice Number</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Invoice</td> <td>76301</td> <td><a href="#">N0038308CPH01</a></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td><a href="#">123456</a></td> </tr> <tr> <td>2</td> <td>Invoice</td> <td>H1632</td> <td><a href="#">W17G7010C0005</a></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td><a href="#">PAV1003</a></td> </tr> <tr> <td>3</td> <td>Combo S/S</td> <td>H1632</td> <td><a href="#">W17G7010C0007</a></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td><a href="#">PAV0006</a></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> <p><i>For detail information on column headings refer to “Column Heading” section of the guide</i></p> <p>Result: The Invoice screen is displayed.</p>	Item	Type	Vendor (Payee)	Contract Number	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	Purge	Invoice Number	1	Invoice	76301	<a href="#">N0038308CPH01</a>								<a href="#">123456</a>	2	Invoice	H1632	<a href="#">W17G7010C0005</a>								<a href="#">PAV1003</a>	3	Combo S/S	H1632	<a href="#">W17G7010C0007</a>								<a href="#">PAV0006</a>
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6	<p>Click on the Invoice number.</p> <table border="1" data-bbox="402 1392 1268 1562"> <thead> <tr> <th>Invoice Number</th> <th>Submitted</th> <th>Received</th> <th>Status</th> <th>Purge</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td><a href="#">123456</a></td> <td>2010-01-20</td> <td>2010-01-20</td> <td>Hold</td> <td></td> <td>\$2.00</td> </tr> <tr> <td><a href="#">PAV1003</a></td> <td>2009-06-01</td> <td>2009-06-01</td> <td>Hold</td> <td></td> <td>\$4,000.00</td> </tr> <tr> <td><a href="#">PAV0006</a></td> <td>2009-06-01</td> <td>2009-06-01</td> <td>Hold</td> <td></td> <td>\$7,000.00</td> </tr> </tbody> </table> <p>Result: The Invoice screen is displayed</p>	Invoice Number	Submitted	Received	Status	Purge	Amount	<a href="#">123456</a>	2010-01-20	2010-01-20	Hold		\$2.00	<a href="#">PAV1003</a>	2009-06-01	2009-06-01	Hold		\$4,000.00	<a href="#">PAV0006</a>	2009-06-01	2009-06-01	Hold		\$7,000.00																								
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# Hold Folder

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

Step	Action																																								
7	<p>Review information by selecting desired tabs.</p> <p><b>Pay Official - Invoice</b></p> <p>Header   Line Item   ACRNs   Addresses   Misc. Info   Preview Document</p> <table border="1"> <thead> <tr> <th>Contract Number</th> <th>Delivery Order</th> <th>Issue Date</th> <th>Supplies or Services</th> </tr> </thead> <tbody> <tr> <td>W17G7010C0005</td> <td></td> <td></td> <td>SPL</td> </tr> <tr> <th>Invoice Number</th> <th>Invoice Date</th> <th>Final Invoice?</th> <th>Invoice Received Date</th> </tr> <tr> <td>PAV1003</td> <td>2009/06/01</td> <td>N</td> <td>2009/06/01</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>\$ 4,000.00</td> </tr> <tr> <td colspan="3">0 Miscellaneous Amount(s)</td> <td>\$ 0.00</td> </tr> <tr> <td colspan="3"></td> <td>Document Total: \$ 4,000.00</td> </tr> <tr> <th>Shipment Number</th> <th>Shipment Date</th> <th>Final Shipment</th> <td></td> </tr> <tr> <td>PAV1003</td> <td>2009/06/01</td> <td>N</td> <td></td> </tr> </tbody> </table> <p><i>Note: For detail information on the tab refer to the “Description of WAWF tabs” section of the guide.</i></p>	Contract Number	Delivery Order	Issue Date	Supplies or Services	W17G7010C0005			SPL	Invoice Number	Invoice Date	Final Invoice?	Invoice Received Date	PAV1003	2009/06/01	N	2009/06/01	Summary of Detail Level Information			Total	1 CLIN/SLIN(s)			\$ 4,000.00	0 Miscellaneous Amount(s)			\$ 0.00				Document Total: \$ 4,000.00	Shipment Number	Shipment Date	Final Shipment		PAV1003	2009/06/01	N	
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8	<p>After reviewing the document return to the Header tab scroll down and take 1 of the following actions below.</p> <table border="1"> <thead> <tr> <th data-bbox="402 806 667 842">If</th> <th data-bbox="667 806 1360 842">Then</th> </tr> </thead> <tbody> <tr> <td data-bbox="402 842 667 1129"> <p>the document is correct</p> <p><b>Processing</b></p> </td> <td data-bbox="667 842 1360 1129"> <p>click “Document Accepted and “Document Processed”.</p> <p><b>ACTION BY: HQ0339 *</b></p> <p><input checked="" type="checkbox"/> Document Accepted</p> <p><input checked="" type="checkbox"/> Document Processed</p> <p><input type="checkbox"/> Document Rejected</p> <p><input type="checkbox"/> Document Suspended</p> </td> </tr> <tr> <td data-bbox="402 1129 667 1497"> <p>The Invoice document is incorrect</p> <p><b>Reject Invoice type of documents</b></p> </td> <td data-bbox="667 1129 1360 1497"> <ul style="list-style-type: none"> <li>on the “Misc Info” tab, add clear and concise comments as to why the document is being rejected</li> <li>return to “Header” tab</li> <li>click “Document Rejected”</li> </ul> <p><b>ACTION BY: HQ0339 *</b></p> <p><input type="checkbox"/> Document Accepted</p> <p><input type="checkbox"/> Document Processed</p> <p><input checked="" type="checkbox"/> Document Rejected</p> <p><input type="checkbox"/> Document Suspended</p> </td> </tr> <tr> <td data-bbox="402 1497 667 1885"> <p>The RR document is incorrect</p> <p><b>Recall receiving report</b></p> </td> <td data-bbox="667 1497 1360 1885"> <ul style="list-style-type: none"> <li>on the MISC Info tab add clear and concise comments as to why the document is being rejected</li> <li>return to Header tab</li> <li>click “Document Available for Recall”</li> </ul> <p><b>ACTION BY: F03000 *</b></p> <p><input type="checkbox"/> Document Reviewed</p> <p><input type="checkbox"/> Document Processed</p> <p><input type="checkbox"/> Document Suspended</p> <p><input checked="" type="checkbox"/> Document Available For Recall</p> </td> </tr> </tbody> </table>	If	Then	<p>the document is correct</p> <p><b>Processing</b></p>	<p>click “Document Accepted and “Document Processed”.</p> <p><b>ACTION BY: HQ0339 *</b></p> <p><input checked="" type="checkbox"/> Document Accepted</p> <p><input checked="" type="checkbox"/> Document Processed</p> <p><input type="checkbox"/> Document Rejected</p> <p><input type="checkbox"/> Document Suspended</p>	<p>The Invoice document is incorrect</p> <p><b>Reject Invoice type of documents</b></p>	<ul style="list-style-type: none"> <li>on the “Misc Info” tab, add clear and concise comments as to why the document is being rejected</li> <li>return to “Header” tab</li> <li>click “Document Rejected”</li> </ul> <p><b>ACTION BY: HQ0339 *</b></p> <p><input type="checkbox"/> Document Accepted</p> <p><input type="checkbox"/> Document Processed</p> <p><input checked="" type="checkbox"/> Document Rejected</p> <p><input type="checkbox"/> Document Suspended</p>	<p>The RR document is incorrect</p> <p><b>Recall receiving report</b></p>	<ul style="list-style-type: none"> <li>on the MISC Info tab add clear and concise comments as to why the document is being rejected</li> <li>return to Header tab</li> <li>click “Document Available for Recall”</li> </ul> <p><b>ACTION BY: F03000 *</b></p> <p><input type="checkbox"/> Document Reviewed</p> <p><input type="checkbox"/> Document Processed</p> <p><input type="checkbox"/> Document Suspended</p> <p><input checked="" type="checkbox"/> Document Available For Recall</p>																																
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# Hold Folder

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

<b>Step</b>	<b>Action</b>
9	Click <b>Submit</b> . <hr/>    <i>Note: Receive message action was taken successfully</i>

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