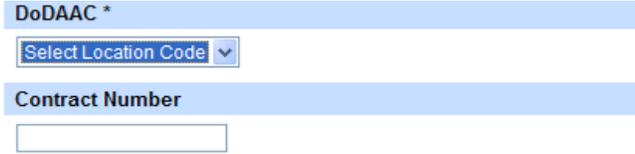


Recall a Document

Introduction The Payment Official can not reject a Receiving Report in WAWF but you may Recall the Receiving Report from the History Folder to make available to the previous user in the workflow. Once the receiving report is recalled it moves to the Access Acceptance/Review Folder. This step also includes 2-N-1 invoices.

Procedure Follow the steps below to Recall the Receiving Report.

Step	Action
1	After Logon, click on the Government link at the top of the screen. 
2	Select Pay Official > History Folder by DoDAAC from the drop-down menu.  Result: The search screen is displayed.
3	Select the Pay Office DoDAAC in the drop down box.  <p><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.), 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>
4	Click Submit .  Result: The Pay Official History Folder screen is displayed.

Continued on next page

Recall a Document

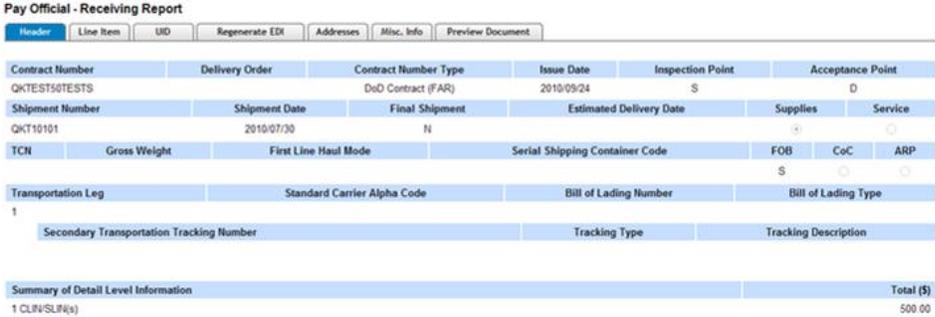
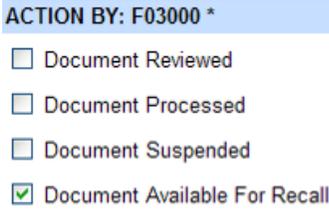
Procedure The steps below are continued from the previous page.
(continued)

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. <table border="1" data-bbox="370 730 1295 1171"> <thead> <tr> <th>Shipment Number</th> <th>Submitted</th> <th>Shipped</th> <th>Accepted</th> <th>Status</th> <th>Purge</th> <th>Recall</th> <th>Void</th> <th>Invoice Number</th> <th>Submitted</th> <th>Received</th> <th>Status</th> <th>Purge</th> <th>Recall</th> </tr> </thead> <tbody> <tr> <td>QKT11303</td> <td>2010-09-30</td> <td></td> <td></td> <td>Processed</td> <td></td> <td>R</td> <td></td> <td>QKT11303</td> <td>2010-09-30</td> <td>D2010-09-30</td> <td>Processed</td> <td></td> <td>R</td> </tr> <tr> <td>QKT11302</td> <td>2010-09-30</td> <td></td> <td></td> <td>Processed</td> <td></td> <td>R</td> <td></td> <td>QKT11302</td> <td>2010-09-30</td> <td>D2010-09-30</td> <td>Processed</td> <td></td> <td>R</td> </tr> <tr> <td>QKT11301</td> <td>2010-09-30</td> <td>2010-09-30</td> <td></td> <td>Processed</td> <td></td> <td>R</td> <td></td> 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information on column headings refer to “Column Heading” section of the guide.</i></p>	Shipment Number	Submitted	Shipped	Accepted	Status	Purge	Recall	Void	Invoice 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6	<p>Click on the “R” under column heading Recall</p> <table border="1" data-bbox="370 1514 1312 1703"> <thead> <tr> <th>Recall ↓</th> <th>Void</th> <th>Invoice Number</th> <th>Submitted</th> <th>Received</th> <th>Status</th> <th>Purge</th> <th>Recall</th> </tr> </thead> <tbody> <tr> <td>R</td> <td></td> <td>QKT11303</td> <td>2010-09-30</td> <td>D2010-09-30</td> <td>Processed</td> <td></td> <td>R</td> </tr> <tr> <td>R</td> <td></td> <td>QKT11302</td> <td>2010-09-30</td> <td>D2010-09-30</td> <td>Processed</td> <td></td> <td>R</td> </tr> <tr> <td>R</td> <td></td> <td>QKT11301</td> <td>2010-09-30</td> <td>D2010-09-30</td> <td>Processed</td> <td></td> <td>R</td> </tr> <tr> <td>R</td> <td></td> <td>QKT11008</td> <td>2010-10-06</td> <td>D2010-10-06</td> <td>Processed</td> <td></td> <td>R</td> </tr> <tr> <td>R</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Result: Receiving report is displayed</p>	Recall ↓	Void	Invoice Number	Submitted	Received	Status	Purge	Recall	R		QKT11303	2010-09-30	D2010-09-30	Processed		R	R		QKT11302	2010-09-30	D2010-09-30	Processed		R	R		QKT11301	2010-09-30	D2010-09-30	Processed		R	R		QKT11008	2010-10-06	D2010-10-06	Processed		R	R																																																																																																																																																																																																																																															
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Recall a Document

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

Step	Action
7	<p>Scroll down to the bottom of the page on the Header Tab page.</p> 
8	<p>Click the check box next to “Document Available for Recall</p>  <p><i>Note: Comment are not mandatory but are suggested</i></p>
9	<p>Click the Submit.</p> 
10	<p>You will have received a systems message that your document has been recalled successfully.</p> 