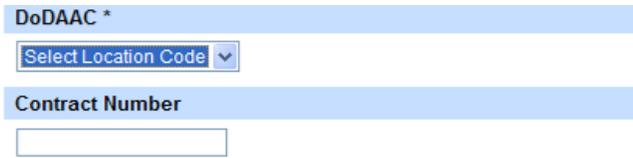


Rejecting a Document

Introduction You may reject a document in WAWF. The reject capability is available as long as the document is in an active status. You cannot reject receiving reports see recall procedures.

Procedure Follow the below steps to Reject a Document.

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

Rejecting a Document

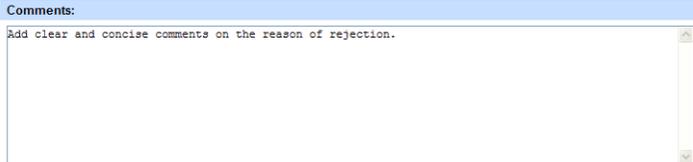
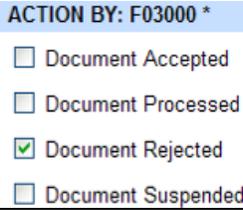
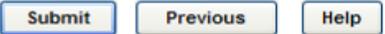
Procedure The steps below are continued from the previous page.
(continued)

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="370 745 1295 1186"> <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> 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</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>	Shipment Number	Submitted	Shipped	Accepted	Status	Purge	Recall	Void	Invoice Number	Submitted	Received	Status	Purge	Recall	QKT11303	2010-09-30			Processed		R		QKT11303	2010-09-30	D2010-09-30	Processed		R	QKT11302	2010-09-30			Processed		R		QKT11302	2010-09-30	D2010-09-30	Processed		R	QKT11301	2010-09-30	2010-09-30		Processed		R		QKT11301	2010-09-30	D2010-09-30	Processed		R	QKT11008	2010-10-06	2010-10-06	2010-10-06	Processed		R		QKT11008	2010-10-06	D2010-10-06	Processed		R	QKT10102	2010-09-24	2010-07-30	2010-09-24	Processed		R								QKT10101	2010-09-24	2010-07-30	2010-09-24	Processed		R								CSD6602	2010-10-11	2010-10-11	2010-10-11	Processed		R		CSD6602	2010-10-11	D2010-10-11	Processed		R	CSD6601	2010-09-21	2010-09-21	2010-09-21	Processed		R		CSD6601	2010-09-21	D2010-09-21	Processed		R	CSD16002	2010-10-11	2010-10-11	2010-10-11	Processed		R		CSD16002	2010-10-11	D2010-10-11	Processed		R	CSD16001	2010-09-20	2010-09-20	2010-09-20	Processed		R		CSD16001	2010-09-20	D2010-09-20	Processed		R	CDO6007	2010-10-11	2010-10-11	2010-10-11	Processed		R		CDO6007	2010-10-11	D2010-10-11	Processed		R	CDO6004	2010-09-20	2010-09-20	2010-09-20	Processed		R		CDO6004	2010-09-20	D2010-09-20	Processed		R	CDO6002	2010-09-20	2010-09-20	2010-09-20	Processed		R		CDO6002	2010-09-20	D2010-09-20	Processed		R	CDO6001	2010-09-20	2010-09-20	2010-09-20	Processed		R		CDO6001	2010-09-20	D2010-09-20	Processed		R	QKT5813	2010-09-14			Processed		R		QKT5813	2010-09-14	D2010-09-14	Processed		R	QKT5021	2010-09-14	2010-09-14		Processed		R								QKT5011	2010-09-14	2010-09-14		Processed		R								QKT8051	2010-09-14	2010-09-14	2010-09-14	Processed		R		QKT8051	2010-09-14	D2010-09-14	Processed		R	QKT8041	2010-09-14	2010-07-30	2010-09-14	Processed		R		QKT8041	2010-09-14	D2010-09-14	Processed		R
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6	<p>Click on the “R” under column heading Recall.</p> <table border="1" data-bbox="370 1528 1312 1759"> <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: Document 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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Rejecting a Document

Procedure The steps below are continued from the previous page.
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Step	Action
7	Click on the Misc. Info page Tab. Pay Official - Invoice 
8	Add clear concise comments in the comments block as for the reason for rejection. 
9	Scroll back up, and click on the page “Header” tab. Pay Official - Invoice 
10	Scroll down to the bottom of the page. Select “Document Reject” 
11	Click the “Submit” button. 

Continued on next page

Rejecting a Document

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

Step	Action								
12	<p>You will have received a system message that your document that the <i>Reject action</i> was successful.</p> <p>Success</p> <hr/> <p>The Invoice was successfully recalled and rejected.</p> <table border="1"><thead><tr><th data-bbox="375 604 613 636">Contract Number</th><th data-bbox="630 604 824 636">Delivery Order</th><th data-bbox="841 604 1084 636">Shipment Number</th><th data-bbox="1101 604 1312 636">Invoice Number</th></tr></thead><tbody><tr><td data-bbox="375 657 613 688">QKTEST50TESTS</td><td data-bbox="630 657 824 688"></td><td data-bbox="841 657 1084 688">CSD16001</td><td data-bbox="1101 657 1312 688">CSD16001</td></tr></tbody></table> <p>Email sent to Vendor: wawf_undel@ecedi.nit.disa.mil Email sent to QuickTest Vendor1: wawf_undel@ecedi.nit.disa.mil</p> <p>Send Additional Email Notifications</p> <p>Tue Oct 12 12:46:32 MST 2010</p>	Contract Number	Delivery Order	Shipment Number	Invoice Number	QKTEST50TESTS		CSD16001	CSD16001
Contract Number	Delivery Order	Shipment Number	Invoice Number						
QKTEST50TESTS		CSD16001	CSD16001						