

Suspended Transactions Folder

Introduction Documents will suspend based on the EDI 824 process

Procedure Follow the Steps below to un-suspend a document.

Step	Action
1	After Logon, click on the Government link at the top of the screen. 
2	Select Pay Official > Suspended Transactions Folder by User from the drop-down menu. 
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.

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

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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>Pay Official Suspended Transactions Folder for 'HQ0339' (96 Items, sorted by Contract Number)</p> <table border="1"> <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>Recall</th> <th>Void</th> <th>Invoice Number</th> </tr> </thead> <tbody> <tr><td>21</td><td>R Combo 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Combo S/S	34RB9	DJK1525100219	0947	DJK0947	2010-02-19	2010-02-19	2010-02-19	Processed		R		DJK0947	23	R Combo S/S	34RB9	DJK1525100219	0949	DJK0949	2010-02-19	2010-02-19	2010-02-19	Processed		R		DJK0949	24	R Combo S/S	34RB9	DJK1525100219	0950	DJK0950	2010-02-19	2010-02-19	2010-02-19	Processed		R		DJK0950	25	R Combo S/S	34RB9	DJK1525100219	0952	DJK0952	2010-02-19	2010-02-19	2010-02-19	Processed		R		DJK0952	26	R Combo S/S	34RB9	DJK1525100219	1010	DJK1010	2010-02-19	2010-02-19	2010-02-19	Processed		R		DJK1010	27	R Combo S/S	34RB9	DJK1525100219	1012	DJK1012	2010-02-19	2010-02-19	2010-02-19	Suspended		R		DJK1012	28	R Combo S/S	34RB9	DJK1525100219	1013	DJK1013	2010-02-19	2010-02-19	2010-02-19	Processed		R		DJK1013	29	R Combo S/S	34RB9	DJK1525100219	1014	DJK1014	2010-02-19	2010-02-19	2010-02-19	Processed		R		DJK1014	30	R Combo 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Procedure The steps below are continued from the previous page.
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Step	Action																																								
7	<p>On the Header tab scroll to the bottom of the page</p>  <p>Pay Official - Invoice</p> <p>Header Line Item ACRNs Regenerate EDI Addresses Misc. Info Preview Document</p> <table border="1"> <tr> <td>Contract Number</td> <td>Delivery Order</td> <td>Issue Date</td> <td>Supplies or Services</td> </tr> <tr> <td>F3460196C0001</td> <td></td> <td>2010/08/16</td> <td>SPL</td> </tr> <tr> <td>Invoice Number</td> <td>Invoice Date</td> <td>Final Invoice?</td> <td>Invoice Received Date</td> </tr> <tr> <td>TTO0003</td> <td>2010/08/16</td> <td>N</td> <td>2010/08/16</td> </tr> <tr> <td colspan="3">Summary of Detail Level Information</td> <td>Total</td> </tr> <tr> <td colspan="3">1 CLIN/SLIN(s)</td> <td>\$ 65.98</td> </tr> <tr> <td colspan="3">0 Miscellaneous Amount(s)</td> <td>\$ 0.00</td> </tr> <tr> <td colspan="3"></td> <td>Document Total: \$ 65.98</td> </tr> <tr> <td>Shipment Number</td> <td>Shipment Date</td> <td colspan="2">Final Shipment</td> </tr> <tr> <td>TTO0003</td> <td>2010/08/16</td> <td colspan="2">N</td> </tr> </table>	Contract Number	Delivery Order	Issue Date	Supplies or Services	F3460196C0001		2010/08/16	SPL	Invoice Number	Invoice Date	Final Invoice?	Invoice Received Date	TTO0003	2010/08/16	N	2010/08/16	Summary of Detail Level Information			Total	1 CLIN/SLIN(s)			\$ 65.98	0 Miscellaneous Amount(s)			\$ 0.00				Document Total: \$ 65.98	Shipment Number	Shipment Date	Final Shipment		TTO0003	2010/08/16	N	
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Step	Action								
10	<p>You will have received a successful systems message.</p> <p>Success</p> <hr/> <p>The Invoice was successfully recalled and processed.</p> <table border="1"><thead><tr><th data-bbox="402 541 646 583">Contract Number</th><th data-bbox="654 541 865 583">Delivery Order</th><th data-bbox="873 541 1125 583">Shipment Number</th><th data-bbox="1133 541 1344 583">Invoice Number</th></tr></thead><tbody><tr><td data-bbox="402 594 646 636">F3460196C0001</td><td data-bbox="654 594 865 636"></td><td data-bbox="873 594 1125 636">TTO0003</td><td data-bbox="1133 594 1344 636">TTO0003</td></tr></tbody></table> <p>Email sent to Vendor: Kathgov304@yahoo.com Email sent to Vendor: dlawawf@hotmail.com Email sent to Vendor: wawfvend@dcma.mil</p> <p>Send Additional Email Notifications</p> <p>Tue Oct 12 07:52:22 MST 2010</p>	Contract Number	Delivery Order	Shipment Number	Invoice Number	F3460196C0001		TTO0003	TTO0003
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