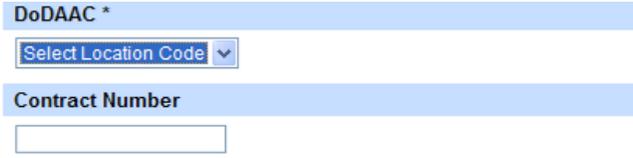


Un-Suspending a Document

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 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 .  <p>Result: The Pay Official History Folder screen is displayed.</p>

Continued on next page

Un-Suspending a Document

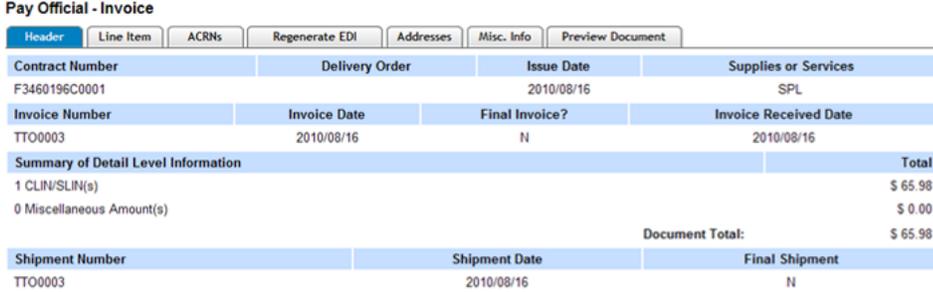
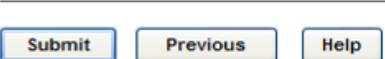
Procedure The steps below are continued from the previous page.
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Step	Action																																																																																																																																																																																																																																																																																																						
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>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 S/S</td> <td>34RB9</td> <td>DJK1525100219</td> <td>0946</td> <td>DJK0946</td> <td>2010-02-19</td> <td>2010-02-19</td> <td>2010-02-19</td> <td>Suspended</td> <td></td> <td>R</td> <td></td> <td>DJK0946</td> </tr> <tr> <td>22</td> <td>R Combo S/S</td> <td>34RB9</td> <td>DJK1525100219</td> <td>0947</td> <td>DJK0947</td> <td>2010-02-19</td> <td>2010-02-19</td> <td>2010-02-19</td> <td>Processed</td> <td></td> <td>R</td> <td></td> <td>DJK0947</td> </tr> <tr> <td>23</td> <td>R Combo S/S</td> <td>34RB9</td> <td>DJK1525100219</td> <td>0949</td> <td>DJK0949</td> <td>2010-02-19</td> <td>2010-02-19</td> <td>2010-02-19</td> <td>Processed</td> <td></td> <td>R</td> <td></td> <td>DJK0949</td> </tr> <tr> <td>24</td> <td>R Combo S/S</td> <td>34RB9</td> <td>DJK1525100219</td> <td>0950</td> <td>DJK0950</td> <td>2010-02-19</td> <td>2010-02-19</td> <td>2010-02-19</td> <td>Processed</td> <td></td> <td>R</td> <td></td> <td>DJK0950</td> </tr> <tr> <td>25</td> <td>R Combo S/S</td> <td>34RB9</td> <td>DJK1525100219</td> <td>0952</td> <td>DJK0952</td> <td>2010-02-19</td> <td>2010-02-19</td> <td>2010-02-19</td> <td>Processed</td> <td></td> <td>R</td> <td></td> <td>DJK0952</td> </tr> <tr> <td>26</td> <td>R Combo S/S</td> <td>34RB9</td> <td>DJK1525100219</td> <td>1010</td> <td>DJK1010</td> <td>2010-02-19</td> <td>2010-02-19</td> <td>2010-02-19</td> <td>Processed</td> <td></td> <td>R</td> <td></td> <td>DJK1010</td> </tr> <tr> <td>27</td> <td>R Combo S/S</td> 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</table> <p><i>Note: Each of the column heading has a title. Several titles are in blue hyperlink. These columns control the sort order of the documents. By clicking on the blue hyperlink column title, the document will resort alphanumerically based on the contents of that column.</i></p> <p><i>For detail information on column headings refer to “Column Heading” section of the guide.</i></p>	Item	Type	Vendor (Payee)	Contract Number	Delivery Order	Shipment Number	Submitted	Shipped	Accepted	Status	Purge	Recall	Void	Invoice Number	21	R Combo S/S	34RB9	DJK1525100219	0946	DJK0946	2010-02-19	2010-02-19	2010-02-19	Suspended		R		DJK0946	22	R 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 S/S	34RB9	DJK1525100219	1016	DJK1016	2010-02-19	2010-02-19	2010-02-19	Suspended		R		DJK1016	31	CV-Final	15090	E0862698C0018										E0862698C0018	32	CV-Interim	15090	E0862698C0018										E0862698C0018	33	CV-Final	15090	E0862698C0018										E0862698C0018	34	Combo D/D	13499	E3060610C0118		DCMT129	2010-02-02	2009-11-29	2010-02-03	Processed		R		DCMT129	35	R Combo D/D	13499	E3060610C0118		DCMT131	2010-02-01	2009-11-29		Resubmitted				DCMT131	36	Invoice	496A3	E3265701D0026	0053									E3265701D0026	37	Invoice	496A3	E3265701D0026	0053									E3265701D0026	38	Invoice	496A3	E3265701D0026	0053									E3265701D0026	39	Invoice	13499	E3460196C0001										E3460196C0001	40	Invoice 2in1	13499	E3460196C0001		SER0002	2010-08-16	2010-08-16	2010-08-16	Suspended		R		E3460196C0001
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6	<p>Click on the “R” for the selected document to recall.</p> <p>Recall</p> <p>R</p> <p>R</p> <p>R</p> <p>Result: Document is displayed</p>																																																																																																																																																																																																																																																																																																						

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Un-Suspending a Document

Procedure The steps below are continued from the previous page.
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Step	Action																																								
8	<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">Document Total:</td> <td>\$ 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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9	<p>Decide which next action to take:</p> <table border="1"> <thead> <tr> <th data-bbox="370 762 586 800">If</th> <th data-bbox="586 762 1325 800">Then</th> </tr> </thead> <tbody> <tr> <td data-bbox="370 800 586 1087">The document is correct</td> <td data-bbox="586 800 1325 1087"> <p>Click “Document Accepted” and “Document Processed”</p> <p>ACTION BY: HQ0339 *</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="370 1087 586 1423">The document is incorrect</td> <td data-bbox="586 1087 1325 1423"> <p>Add clear and concise comments as why the document is being rejected on the MISC tab,</p> <p>Return to “Header” tab and click “Document Rejected”</p> <p>ACTION BY: HQ0339 *</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> </tbody> </table>	If	Then	The document is correct	<p>Click “Document Accepted” and “Document Processed”</p> <p>ACTION BY: HQ0339 *</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>	The document is incorrect	<p>Add clear and concise comments as why the document is being rejected on the MISC tab,</p> <p>Return to “Header” tab and click “Document Rejected”</p> <p>ACTION BY: HQ0339 *</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>																																		
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Un-Suspending a Document

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

Step	Action								
11	<p data-bbox="370 308 1062 342">You will have received a successful systems message.</p> <p data-bbox="370 380 505 413">Success</p> <hr data-bbox="370 432 1317 436"/> <p data-bbox="370 443 1317 495" style="background-color: #e1eef6;">The Invoice was successfully recalled and processed.</p> <table border="1" data-bbox="370 562 1317 646"><thead><tr><th data-bbox="375 562 613 596">Contract Number</th><th data-bbox="630 562 829 596">Delivery Order</th><th data-bbox="846 562 1089 596">Shipment Number</th><th data-bbox="1105 562 1312 596">Invoice Number</th></tr></thead><tbody><tr><td data-bbox="375 611 578 644">F3460196C0001</td><td data-bbox="630 611 829 644"></td><td data-bbox="846 611 1016 644">TTO0003</td><td data-bbox="1105 611 1260 644">TTO0003</td></tr></tbody></table> <p data-bbox="386 722 906 751">Email sent to Vendor: Kathgov304@yahoo.com</p> <p data-bbox="386 762 881 791">Email sent to Vendor: dlawawf@hotmail.com</p> <p data-bbox="386 802 865 831">Email sent to Vendor: wawfvend@dcma.mil</p> <p data-bbox="386 871 784 900">Send Additional Email Notifications</p> <p data-bbox="386 940 735 970">Tue Oct 12 07:52:22 MST 2010</p>	Contract Number	Delivery Order	Shipment Number	Invoice Number	F3460196C0001		TTO0003	TTO0003
Contract Number	Delivery Order	Shipment Number	Invoice Number						
F3460196C0001		TTO0003	TTO0003						