

# Navy LPO Recall Process

## (E-Coding)

WAWF V3.0.5 features a new invoice recall process for contracts that have not been e-coded. DFAS must receive the e-coding spreadsheet before invoices can be processed in WAWF. If invoices are submitted without e-coding, DFAS will now make the invoice available for recall by the LPO.

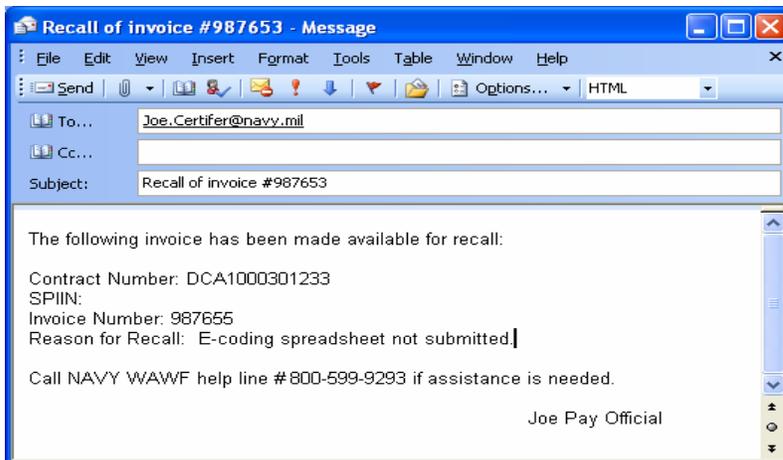
Invoices available for LPO recall will be found in the History folder. **It is imperative that LPOs search for recallable invoices in the History folder every day.** In addition, DFAS will send an email (through the DFAS Outlook account) to the LPO address listed on the invoice when an invoice has been made recallable. The email will include the following:

- Contract number
- Delivery Order number
- Invoice number
- Reason for recall
- Navy WAWF help line number

### Local Processing Official (LPO) Process

**\*\*Ensure DFAS has confirmed e-coding has been completed. If e-coding has not been completed and an invoice has been submitted against a contract, DFAS will make the invoice available for recall by the LPO.\*\***

1. Check for email from DFAS Pay Official. Make note of contract information and reason for recall



**Note:** If there are no messages from DFAS, login as LPO in WAWF to check for invoices available for recall.

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2. Login to WAWF as LPO.
3. Select the Access History by DoDAAC link. Enter search criteria to find invoice.

|  |  |
|--|--|
| <b>Search For</b>  |  |
| <input checked="" type="radio"/> <b>Active Documents</b> | <input type="radio"/> <b>Archived Documents</b>        |
| <b>Contract Number</b>                                   | <b>Delivery Order</b>                                  |
| <input type="text"/>                                     | <input type="text"/>                                   |
| <b>DoDAAC/CAGE *</b>                                     | <b>Vendor CAGE / Vendor CAGE E</b>                     |
| Select Location Code <input type="button" value="v"/>    | <input type="text"/> <input type="text"/>              |
| <b>Shipment No.</b>                                      | <b>Invoice Number</b>                                  |
| <input type="text"/>                                     | <input type="text"/>                                   |
| <b>Type Document</b>                                     | <b>Status</b>  |
| All Documents <input type="button" value="v"/>           | Certified <input type="button" value="v"/>             |
| <b>Create Date (YYYY/MM/DD)</b>                          | <b>Create Date End (YYYY/MM/DD)</b>                    |
| <input type="text"/> <input type="button" value="12"/>   | <input type="text"/> <input type="button" value="12"/> |

- Ensure that the Active Documents radio button is selected.
- Enter DoDAAC to search
- To search for ONLY recallable invoices, enter a status of ‘Certified.’
- The default search will only pull up documents within the last 30 days. To find an invoice older than 30 days, enter a beginning and end date range in the date fields.

4. Identify and make note of invoice that needs to be recalled from the LPO History Folder.
5. Complete e-coding spreadsheet. Send spreadsheet to your appropriate DFAS POC. Confirm with DFAS that they have received and e-coded the contract.
6. After DFAS confirms e-coding, login to WAWF and search for contract in question.
7. Click on ‘R’ to recall the invoice in the LPO History Folder.

| Recall Invoice | Void Invoice | <u>Amount</u> |
|----------------|--------------|---------------|
| <b>R</b>       |              | \$360.00      |

8. Certify invoice and resubmit.

**For questions or assistance please call the NAVY WAWF Assistance Line: 1-800-599-9293.**