WAWF Document Level Report

Reference Guide
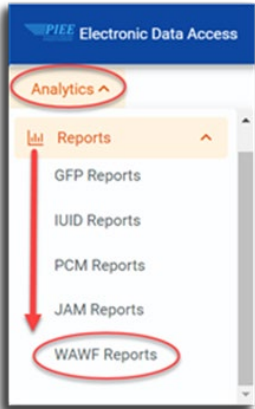
Table of Contents

EDA Roles	Roles with access to the WAWF Document Level Report in EDA • Acquisition Sensitive Reporting • Advanced Reporting • EDA Executive Reporting User
Search Criteria	The user will log into PIEE and select the EDA icon. From the EDA dashboard go to the Analytics tab and select **WAWF Reports** from the Reports dropdown.

After WAWF Reports is selected, select the link to **WAWF Document Level Report** from the WAWF Reports page.

When navigating to the WAWF Document Level Report page, enter criteria to retrieve desired data.

Search Criteria: (*See bottom of document for more detailed search criteria information)

- Start Submitted Date
- Start Last Status Change
- Active Archive Indicator
- Invoice Number
- Final Indicator
- Pack Indicator
- Inspect DoDAAC
- LPO DoDAAC

- End Submitted Date
- End Last Status Change Date
- Contract Number
- Inspect Point
- COC Indicator
- CAGE Code
- Issue DoDAAC
- Pay DoDAAC

- Start Acceptance Date
- Document Type
- Delivery Order
- Acceptance Point
- ARP Indicator
- Ship From
- Ship to DoDAAC

- End Acceptance Date
- Document Status
- Shipment Number
- Voucher Type
- UID Indicator
- Admin DoDAAC
- Acceptor DoDAAC

Sample **Search Criteria** Page:

WAWF Document Level Report Search Criteria

Start Submitted Date ⓘ	End Submitted Date	Start Acceptance Date ⓘ	End Acceptance Date
2022/05/05	2022/08/05		

Start Last Status Change Date	End Last Status Change Date

Document Type *	Document Status *	Active Archive Indicator *
23 document types selected	Select multiple...	Active, Archive

Contract Number		Delivery Order	
Starts With		Starts With	

Shipment Number		Invoice Number	
Starts With		Starts With	

Inspect Point	Acceptance Point
Select multiple...	Select multiple...

Voucher Type	Final Indicator
Select multiple...	Select multiple...

COC Indicator	ARP Indicator
Select multiple...	Select multiple...

UID Indicator	Pack Indicator
Select multiple...	Select multiple...

CAGE Code   —

CAGE Code(s) ⓘ

Contains	

(Sample Search Criteria page is continued on the next 2 pages.)

Ship From —

Ship From Code(s) ⓘ

| Contains ▼ | |

Admin DoDAAC —

Search by

○ Organization Code
◉ Organizational Group

Organizational Group ⓘ

[🔍 Find Group]

Include Sub-Groups?
⚪

Inspect DoDAAC —

Search by

○ Organization Code
◉ Organizational Group

Organizational Group ⓘ

[🔍 Find Group]

Include Sub-Groups?
⚪

Issue DoDAAC —

Search by

○ Organization Code
◉ Organizational Group

Organizational Group ⓘ

[🔍 Find Group]

Include Sub-Groups?
⚪

Ship To DoDAAC —

Search by

○ Organization Code
◉ Organizational Group

Organizational Group ⓘ

[🔍 Find Group]

Include Sub-Groups?
⚪

Acceptor DoDAAC —

Search by

○ Organization Code

◉ Organizational Group

Organizational Groupⓘ   **Include Sub-Groups?**

[🔍 Find Group]   ⬜◯

LPO DoDAAC —

Search by

○ Organization Code

◉ Organizational Group

Organizational Groupⓘ   **Include Sub-Groups?**

[🔍 Find Group]   ⬜◯

Pay DoDAAC —

Search by

○ Organization Code

◉ Organizational Group

Organizational Groupⓘ   **Include Sub-Groups?**

[🔍 Find Group]   ⬜◯

[🔍 Search] [🔖 Bookmark Search]   [⊗ Cancel]

To return results with a specific Document Type, select a value from the **Document Type dropdown** menu. Document types include:

- Commercial Item Financing
- Construction Invoice
- Cost Voucher
- Cost Voucher – Shipbuilding
- Credit Invoice
- Energy Invoice
- Energy Receiving Report
- Fast Pay Invoice

- Grant Voucher
- Invoice
- Invoice 2-in-1
- Miscellaneous Payments
- Navy Construction/Facilities Management Invoice
- Navy Shipbuilding Invoice
- Non-Procurement Instruments (NPI) Voucher
- Performance Based Payment

- Progress Payment
- Receiving Report
- Reparables Receiving Report
- Summary Cost Voucher
- Telecommunications Invoice (Contractual)
- Telecommunications Invoice (Non-Contractual)
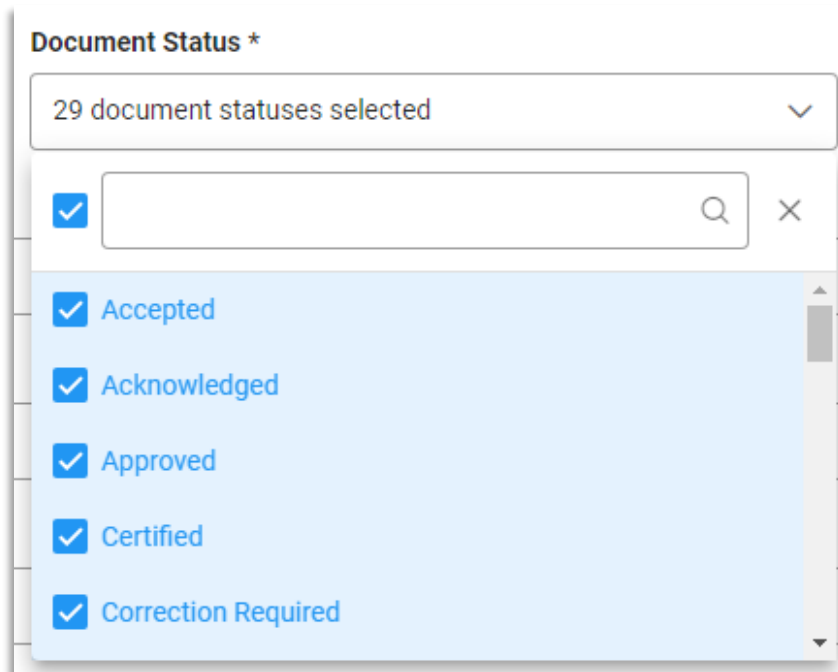- Transfer Performance Evidence Receiving Report

Example: Document Type

Document Type *

23 document types selected

- ☑ Commercial Item Financing
- ☑ Construction Invoice
- ☑ Cost Voucher
- ☑ Cost Voucher - Shipbuilding
- ☑ Credit Invoice

Example:
Document
Status

To return results with a specific Document Status, select a value from the **Document Status dropdown menu**. Document Statuses Include:

- Accepted
- Acknowledged
- Approved
- Certified
- Correction Required
- Credit
- Draft
- Extracted
- Hold
- In Process

- Inspected
- Invalid
- myInvoice
- Navy-in-Process
- Paid
- Partial
- Pre-Certified
- Pre-Inspected
- Processed
- Recall Available

- Received
- Rejected
- Resubmitted
- Reviewed
- Submitted
- Suspended
- Suspended - CEFT
- Trans Doc Required
- Void

Document Status *

29 document statuses selected ⌄

☑ 🔍 ✕

☑ Accepted

☑ Acknowledged

☑ Approved

☑ Certified

☑ Correction Required

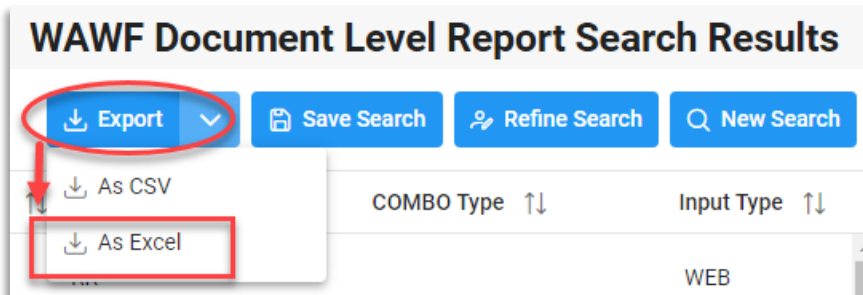|	
Sample Search Results	**WAWF Document Level Report Search Results** Export ⌄ Save Search Refine Search New Search | Contract Number ↑	Delivery Order Numb	Shipment Number	Invoice Number ↑↓	Active Archive Indica	Document Status ↑	Last Status Change	Document Type Cod	COMBO Type ↑↓	Input Type
---	---	---	---	---	---	---	---	---	---
W56JJG17G2022	0117	SHP0912		ACTIVE	Extracted	2022/05/02 13:17:29		RR	WEB
W3MISV22H064810		W3MISV22H064810	W3MISV22H064810	ACTIVE	Extracted	2022/05/02 20:05:36		3N1	WEB
W3MISV22H02LU70		W3MISV22H02LU70	W3MISV22H02LU70	ACTIVE	Extracted	2022/05/02 20:31:17		3N1	WEB
W3CONV22H89563(		INV1155	INV1155	ACTIVE	Extracted	2022/05/03 16:11:31		3N1	WEB
N6883614P1184	MK780	SHIP101		ACTIVE	Extracted	2022/05/09 18:38:02		RR	WEB
H9223921F0131		SHP0249	INV0249	ACTIVE	Correction Required	2022/05/09 17:34:05		RR	WEB	 Records: 1 to 10 « ‹ **1** 2 3 4 5 › » 10 ⌄ 55 Records Returned (*Detailed information for the WAWF Document Level Report Search Results criteria can be found at the bottom of the document)
Exporting Search Results	Once the search results are returned, the Export button will allow the user to export search results in CSV or Excel format for import to a spreadsheet. For this guide, Excel format is being used for export. Click the Excel link. **WAWF Document Level Report Search Results** ⌄ Export ⌄ Save Search Refine Search New Search ↓ As CSV COMBO Type ↑↓ Input Type ↑↓ ↓ As Excel WEB

After selecting an export format, to retrieve either export, select the **Task Download** link in the Task dropdown of the EDA Dashboard.
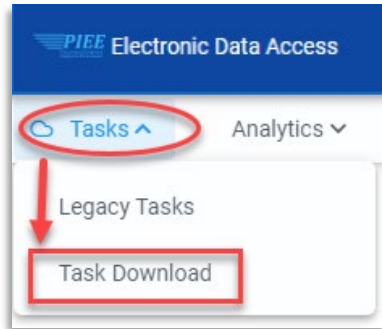
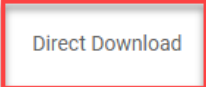Find the requested download in the Job List and select the Jobs button in the Action column.

In the Download Files window, select **Direct Download**

Sample Export spreadsheet:

Detailed Search Criteria:

- Start Submitted Date
- End Submitted Date
- Start Acceptance Date
- End Acceptance Date
- Start Last Status Change
- End Last Status Change Date
- Document Type
- Document Status
- Active Archive Indicator
- Contract Number
- Delivery Order
- Shipment Number
- Invoice Number
- Inspect Point
- Acceptance Point
- Voucher Type
- Final Indicator
- COC Indicator
- ARP Indicator
- UID Indicator
- Pack Indicator

- CAGE Code
  - CAGE Code(s)
- Ship From
  - Ship From Code(s)
- Admin DoDAAC
  - Search By
    - Organization Code
      - Location Code(s)
    - Organizational Group – Include Sub-Groups
      - Organizational Group
        - Find Group
          - Admin Organization Find Organizational Group by Group Name

*Additional Guide Information

- ▪ Admin Organization PIEE Level 2

- Inspect DoDAAC
  - o Search By
    - ▪ Organization Code
      - ‣ Location Code(s)
    - ▪ Organizational Group – Include Sub-Groups
      - ‣ Organizational Group
        - o Find Group
          - ▪ Inspect Organization Find Organizational Group by Group Name
          - ▪ Inspect Organization PIEE Level 2

- Issue DoDAAC
  - o Search By
    - ▪ Organization Code
      - ‣ Location Code(s)
    - ▪ Organizational Group – Include Sub-Groups
      - ‣ Organizational Group
        - o Find Group
          - ▪ Issue Organization Find Organizational Group by Group Name
          - ▪ Issue Organization PIEE Level 2

- Ship To DoDAAC
  - o Search By
    - ▪ Organization Code
      - ‣ Location Code(s)
    - ▪ Organizational Group– Include Sub-Groups
      - ‣ Organizational Group
        - o Find Group
          - ▪ Ship Organization Find Organizational Group by Group Name
          - ▪ Ship Organization PIEE Level 2

- Acceptor DoDAAC
  - o Search By
    - ▪ Organization Code
      - ‣ Location Code(s)
    - ▪ Organizational Group – Include Sub-Groups
      - ‣ Organizational Group
        - o Find Group
          - ▪ Acceptor Organization Find Organizational Group by Group Name
          - ▪ Acceptor Organization PIEE Level 2
- LPO DoDAAC
  - o Search By
    - ▪ Organization Code
      - ‣ Location Code(s)
    - ▪ Organizational Group
      - ‣ Organizational Group – Include Sub-Groups
        - o Find Group
          - ▪ LPO Organization Find Organizational Group by Group Name

- LPO Organization PIEE Level 2
- Pay DoDAAC
  - Search By
    - Organization Code
      ‣ Location Code(s)
    - Organizational Group
      ‣ Organizational Group – Include Sub-Groups
        - Find Group
          - Pay Organization Find Organizational Group by Group Name
          - Pay Organization PIEE Level 2

Detailed Search Result Criteria

Criteria for the WAWF Document Level Report Search Results include:

- Contract Number
- Active Archive Indicator
- COMBO Type
- Inspect By DoDAAC
- Auditor DoDAAC
- Unique Entity Identifier
- Ship To Name
- Acceptor DoDAAC
- LPO DoDAAC
- Invoice Received Date
- LPO Certified Date
- Final Shipment Indicator
- Ship From
- Voucher Document Type
- ARP Indicator
- Attachment Name
- Gaining Contract Type
- Net Number of Days
- Service Period To

- Delivery Order Number
- Document Status
- Input Type
- Inspect By Ext.
- CAGE Code
- Contractor Name
- Inspector Name
- Acceptor Email
- LPO Ext.
- Receiver Date
- LPO Reject Date
- Contract Type
- Inspection Point
- Final Indicator
- UID Indicator
- Quick Sign
- Discount Flag
- Discount Amount
- Interest Amount

- Shipment Number
- Last Status Change Date
- Document Category
- Ship To DoDAAC
- CAGE Code Ext.
- Admin Name
- Inspector Email
- Issue DoDAAC
- LPO Name
- Estimated Delivery Date
- Shipment Date
- Submitter Name
- Acceptance Point
- Currency
- PACK Indicator
- Gaining Contract Number
- Discount Percent
- Due by Date
- Construction Indicator

- Invoice Number
- Document Type Code
- Admin DoDAAC
- Ship To Ext.
- DUNS
- Inspect Name
- Acceptor Name
- Issue Ext.
- Pay DoDAAC
- Acceptance Date
- Document Total
- Submitted Date
- Voucher Type
- COC Indicator
- Attachment Indicator
- Gaining Delivery Order Number
- Due By Day
- Service Period From