

WAWF Document Level Report

Reference Guide

EDA Homepage

Analytics

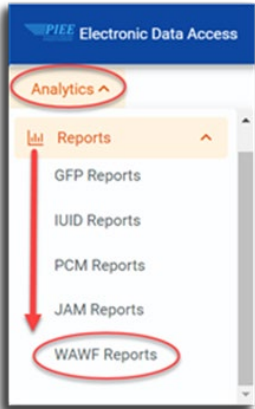
Reports

WAWF Reports

WAWF Document Level Report

Table of Contents

EDA Roles	1
Search Criteria.....	1
Example: Document Type	6
Example: Document Status	7
Sample Search Results	8
Exporting Search Results	8
*Additional Guide Information	10

EDA Roles	Roles with access to the WAWF Document Level Report in EDA <ul style="list-style-type: none">• 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.

Report	Description	Documentation
WAWF Aged Document Report	The WAWF Aged Document Report lists the documents that are past a specified date within the WAWF system.	VIEW REFERENCE GUIDE
WAWF Extract Report	The WAWF Extract Report provides extract information for documents within the WAWF system.	VIEW REFERENCE GUIDE
WAWF Document Level Report	The WAWF Document Level Report provides WAWF document level information, document statuses and historical information that includes, but not limited to roles taking action.	VIEW REFERENCE GUIDE
WAWF Line Level Report	The WAWF Line Level Report provides WAWF line level information, document statuses and historical information that includes, but not limited to roles taking action.	VIEW REFERENCE GUIDE
Vendor Document Level Information Report	The Vendor Document Level Information Report provides WAWF Vendor document level information, document statuses and historical information that includes, but not limited to roles taking action.	VIEW REFERENCE GUIDE

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
- 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
- Ship From
- Admin DoDAAC
- Inspect DoDAAC
- Issue DoDAAC
- Ship to DoDAAC
- Acceptor DoDAAC
- LPO DoDAAC
- Pay DoDAAC

Sample **Search Criteria** Page:

WAWF Document Level Report Search Criteria

Start Submitted Date ^①	End Submitted Date	Start Acceptance Date ^①	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 <input type="text"/>		Starts With <input type="text"/>	
Shipment Number		Invoice Number	
Starts With <input type="text"/>		Starts With <input type="text"/>	
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) ^①			
Contains	<input type="text"/>		

(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 ⓘ

Find Group

Include Sub-Groups?



LPO DoDAAC

Search by

- Organization Code
- Organizational Group

Organizational Group ⓘ

Find Group

Include Sub-Groups?



Pay DoDAAC

Search by

- Organization Code
- Organizational Group

Organizational Group ⓘ

Find Group

Include Sub-Groups?



Search

Bookmark Search

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

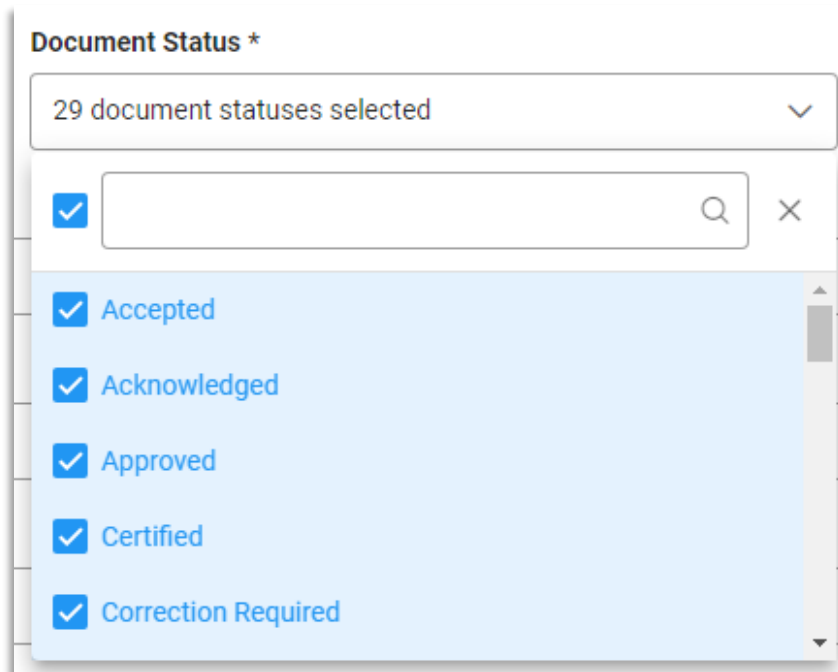
**Example:
Document
Type**

The screenshot shows a dropdown menu titled "Document Type *". The menu is open, displaying a search bar at the top with the text "23 document types selected" and a downward arrow. Below the search bar, there is a list of document types, each with a blue checkmark in a box to its left. The visible items are: Commercial Item Financing, Construction Invoice, Cost Voucher, Cost Voucher - Shipbuilding, and Credit Invoice. The list is scrollable, as indicated by a vertical scrollbar on the right side.

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

**Example:
Document
Status**



Sample Search Results

WAWF Document Level Report Search Results

[Export](#) [Save Search](#) [Refine Search](#) [New Search](#)

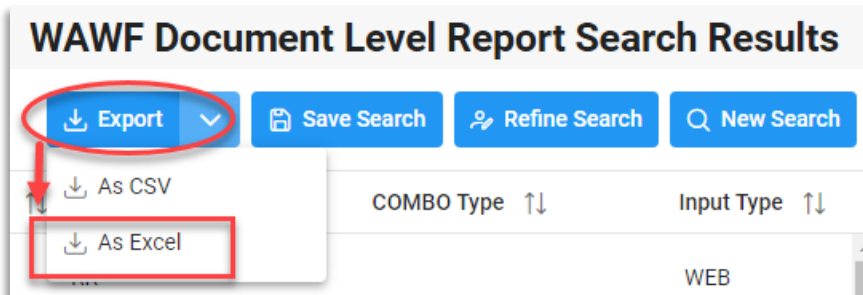
Contract Number	Delivery Order Num	Shipment Number	Invoice Number	Active Archive Indici	Document Status	Last Status Change	Document Type Cod	COMBO Type	Input Type
W56JG17G2022	0117	SHP0912		ACTIVE	Extracted	2022/05/02 13:17:29	RR		WEB
W3MISV22H064810		W3MISV22H064810	W3MISV22H064810	ACTIVE	Extracted	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

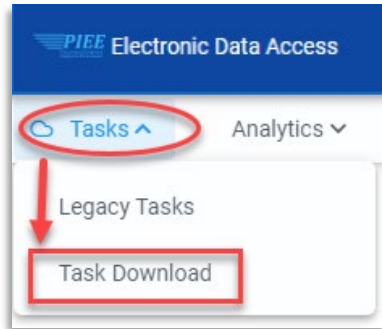
(*Detailed information for the WAWF Document Level Report Search Results criteria can be found at the bottom of the document)

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.







After selecting an export format, to retrieve either export, select the **Task Download** link in the Task dropdown of the EDA Dashboard.



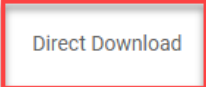

Find the requested download in the Job List and select the Jobs button in the Action column.

The screenshot shows a 'Job List' table with a search bar, 'Help', and 'Refresh' buttons. The table has columns for Job ID, Report Type, Start Date (UTC), Finish Date (UTC), Format, Status, Total Records, and Actions. The first row is highlighted with a red box, and a red arrow points to the 'Jobs' button in the Actions column.

Job ID	Report Type	Start Date (UTC)	Finish Date (UTC)	Format	Status	Total Records	Actions
> 43321	WAWF_Document_Level_Report	8/5/22, 7:07 PM	8/5/22, 7:07 PM	EXCEL	FINISHED	15	 
> 43209	Wawf_Summary_Extract_Report	8/4/22, 7:28 PM	8/4/22, 7:28 PM	EXCEL	FINISHED	150	 

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

The screenshot shows a 'Download Files' window with a table of download options. The table has columns for Job ID, Create Date (UTC), Package Name, Size, Part, Direct Download (faster download), and Download via EDA App (slower download). The 'Direct Download' button is highlighted with a red box, and a red arrow points to it.

Job ID	Create Date (UTC)	Package Name	Size	Part	Direct Download (faster download)	Download via EDA App (slower download)
43321	8/5/22, 7:07 PM	WAWF_Document_Level_Report_43321_1_1_20220805_190728_6bf34d29-7a31-49a5-85f3-ff222f733a37.zip	0.009514 MB	1 / 1		

Sample Export spreadsheet:

CONTRACT NUMBER	DELIVERY ORDER NUMBER	SHIPMENT NUMBER	INVOICE NUMBER	ACTIVE ARCHIVE INDICATOR	DOCUMENT STATUS	LAST STATUS CHANGE DATE	DOCUMENT TYPE CODE	COMBO TYPE	INPUT TYPE	DOCUMENT CATEGORY
1		SHIP327Z	INV0327	ARCHIVE	Processed	2022/06/02 14:42:08	CI	COMBO	EDI	INVOICE
2		SHIP327Z	INV0327	ARCHIVE	Processed	2022/06/02 15:23:40	RR	COMBO	EDI	RR
3		SHIP327Z	INV0327	ARCHIVE	Processed	2022/05/25 21:31:22	CI	COMBO	EDI	INVOICE
4		SHIP327Z	INV0327	ARCHIVE	Processed	2022/05/26 13:17:15	RR	COMBO	EDI	RR
5		SHIP327Z	INV0327	ARCHIVE	Processed	2022/05/25 17:09:12	CI	COMBO	EDI	INVOICE
6		SHIP327Z	INV0327	ARCHIVE	Processed	2022/05/25 17:49:59	RR	COMBO	EDI	RR
7		SHIP326Z	INV0326	ACTIVE	Processed	2022/05/25 14:50:45	CI	COMBO	EDI	INVOICE
8		SHIP326Z	INV0326	ACTIVE	Submitted	2022/05/25 14:50:44	RR	COMBO	EDI	RR
9		SHIP850	INV0850	ACTIVE	Submitted	2022/05/18 19:23:39	CI	COMBO	EDI	INVOICE
10		SHIP850	INV0850	ACTIVE	Submitted	2022/05/18 19:23:38	RR	COMBO	EDI	RR
11		SHIP1043	INV1043	ACTIVE	Submitted	2022/05/17 14:44:31	RRR		WEB	RR
12	HQ033822F0517	SHIP1032	INV1032	ACTIVE	Extracted	2022/05/17 14:34:50	RR		WEB	RR
13		SHIP123	INV112	ACTIVE	Submitted	2022/05/16 18:14:05	CI	COMBO	WEB	INVOICE
14		SHIP123	INV112	ACTIVE	Submitted	2022/05/16 18:14:04	RR	COMBO	WEB	RR
15		SHIP123	INV111	ACTIVE	Submitted	2022/05/16 18:04:43	CI	COMBO	WEB	INVOICE
16		SHIP123	INV111	ACTIVE	Submitted	2022/05/16 18:04:43	RR	COMBO	WEB	RR
17		SHIP123	INV111	ACTIVE	Submitted	2022/05/16 17:55:05	CI	COMBO	WEB	INVOICE
18		SHIP123	INV111	ACTIVE	Submitted	2022/05/16 17:55:04	RR	COMBO	WEB	RR
19		SHIP850	INV0850	ACTIVE	Submitted	2022/05/12 15:05:49	CI	COMBO	EDI	INVOICE
20		SHIP850	INV0850	ACTIVE	Submitted	2022/05/12 15:05:49	CI	COMBO	EDI	INVOICE

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

***Additional Guide Information**

- 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

- Admin Organization PIEE Level 2
- Inspect DoDAAC
 - Search By
 - Organization Code
 - Location Code(s)
 - Organizational Group – Include Sub-Groups
 - Organizational Group
 - Find Group
 - Inspect Organization Find Organizational Group by Group Name
 - Inspect Organization PIEE Level 2
- Issue DoDAAC
 - Search By
 - Organization Code
 - Location Code(s)
 - Organizational Group – Include Sub-Groups
 - Organizational Group
 - Find Group
 - Issue Organization Find Organizational Group by Group Name
 - Issue Organization PIEE Level 2
- Ship To DoDAAC
 - Search By
 - Organization Code
 - Location Code(s)
 - Organizational Group– Include Sub-Groups
 - Organizational Group
 - Find Group
 - Ship Organization Find Organizational Group by Group Name
 - Ship Organization PIEE Level 2
- Acceptor DoDAAC
 - Search By
 - Organization Code
 - Location Code(s)
 - Organizational Group – Include Sub-Groups
 - Organizational Group
 - Find Group
 - Acceptor Organization Find Organizational Group by Group Name
 - Acceptor Organization PIEE Level 2
- LPO DoDAAC
 - Search By
 - Organization Code
 - Location Code(s)
 - Organizational Group
 - Organizational Group – Include Sub-Groups
 - Find Group
 - LPO Organization Find Organizational Group by Group Name

- LPO Organization PIII 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 PIII Level 2

Detailed Search Result Criteria

Criteria for the WAWF Document Level Report Search Results include:

- | | | | |
|----------------------------|-------------------------|---------------------------|---------------------------------|
| • Contract Number | • Delivery Order Number | • Shipment Number | • Invoice Number |
| • Active Archive Indicator | • Document Status | • Last Status Change Date | • Document Type Code |
| • COMBO Type | • Input Type | • Document Category | • Admin DoDAAC |
| • Inspect By DoDAAC | • Inspect By Ext. | • Ship To DoDAAC | • Ship To Ext. |
| • Auditor DoDAAC | • CAGE Code | • CAGE Code Ext. | • DUNS |
| • Unique Entity Identifier | • Contractor Name | • Admin Name | • Inspect Name |
| • Ship To Name | • Inspector Name | • Inspector Email | • Acceptor Name |
| • Acceptor DoDAAC | • Acceptor Email | • Issue DoDAAC | • Issue Ext. |
| • LPO DoDAAC | • LPO Ext. | • LPO Name | • Pay DoDAAC |
| • Invoice Received Date | • Receiver Date | • Estimated Delivery Date | • Acceptance Date |
| • LPO Certified Date | • LPO Reject Date | • Shipment Date | • Document Total |
| • Final Shipment Indicator | • Contract Type | • Submitter Name | • Submitted Date |
| • Ship From | • Inspection Point | • Acceptance Point | • Voucher Type |
| • Voucher Document Type | • Final Indicator | • Currency | • COC Indicator |
| • ARP Indicator | • UID Indicator | • PACK Indicator | • Attachment Indicator |
| • Attachment Name | • Quick Sign | • Gaining Contract Number | • Gaining Delivery Order Number |
| • Gaining Contract Type | • Discount Flag | • Discount Percent | • Due By Day |
| • Net Number of Days | • Discount Amount | • Due by Date | • Service Period From |
| • Service Period To | • Interest Amount | • Construction Indicator | |