

# WAWF Aged Document Report

## Reference Guide

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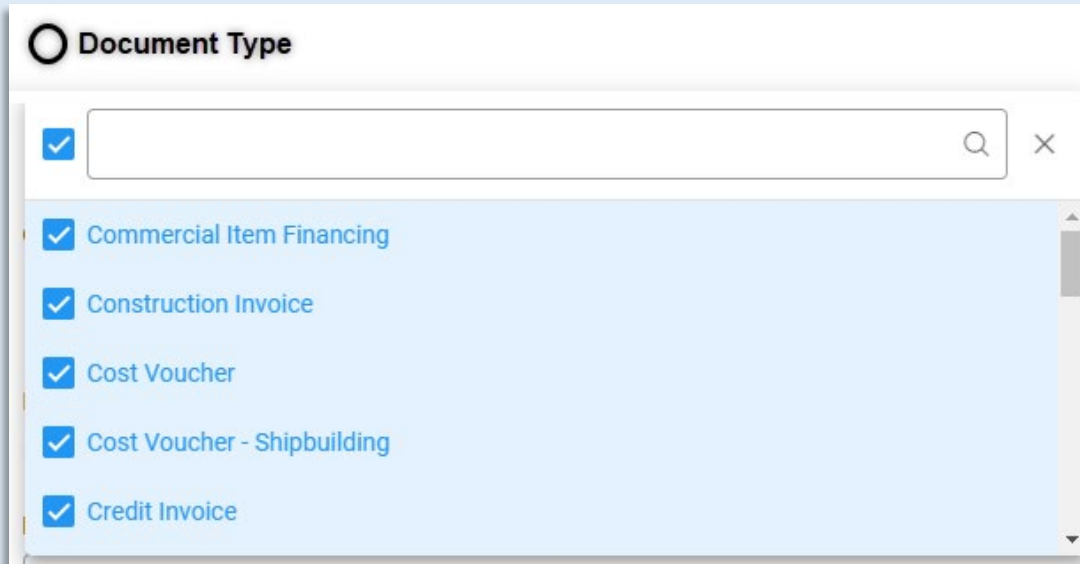
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<b>EDA Roles</b>	<p>Roles with the ability to access WAWF Aged Document Report in EDA</p> <ul style="list-style-type: none"><li>• Acquisition Sensitive Reporting</li><li>• Advanced Reporting</li><li>• EDA Executive Reporting User</li></ul>
<b>Search Criteria</b>	<p>The user will navigate to the WAWF Aged Document Report page and enter criteria to retrieve desired data. (*See bottom of document for more detailed information on Search Criteria)</p> <p>Search criteria includes:</p> <ul style="list-style-type: none"><li>• Aged [duration]</li><li>• Days from the (Submitted date or Invoice Received Date)</li><li>• Report Detail</li><li>• Location Code Type</li><li>• Search by<ul style="list-style-type: none"><li>○ Organization Code</li><li>○ Organizational Group</li></ul></li><li>• Search Organizational Group by selecting group name<ul style="list-style-type: none"><li>○ PIEE Level 2</li></ul></li><li>▪ Document Type</li><li>▪ Document Status</li></ul>

To return all results with a desired Document Type, the user will select one or more values 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 2in1
- 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" with a search bar and a list of selected items. The selected items are:

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

After the search criteria is entered and the search button has been selected, the system will return a list of records with the requested criteria.

WAWF Aged Document Report Search Results									
Contract Number	Delivery Order Number	Shipment Number	Invoice Number	Active Archive Indicator	Document Status	Document Type Code	Combo Type	Input Type	Document
HQ033921F1213	FMS3	CFIB067	INV0067	ACTIVE	Submitted	CIF		FTP	FINAL
HR001119C0511		CFIA048	INV1225	ACTIVE	Submitted	CIF		WEB	FINAL
T13020JAGGER	1105	CFIA111	ROCC001	ACTIVE	Submitted	CIF		WEB	FINAL
HQ041920E1118	CORA	CFIA025	INV0025	ACTIVE	Submitted	CIF		EDI	FINAL
N6873220F0811	FMS1	CFAB064	INV0064	ACTIVE	Submitted	CIF		FTP	FINAL
HQ041920E0811	CORA	CFIA025	INV0025	ACTIVE	Submitted	CIF		EDI	FINAL
N6873220F0810	ACRN	CFAA065	INV0065	ACTIVE	Submitted	CIF		FTP	FINAL
F0300020E0810	CIFA	CFIA084	SHFP084	ACTIVE	Submitted	CIF		EDI	FINAL
HQ041920E0810	CORA	CFIA025	INV0025	ACTIVE	Submitted	CIF		EDI	FINAL
N6873220F0810	FMS1	CFAB064	INV0064	ACTIVE	Submitted	CIF		FTP	FINAL

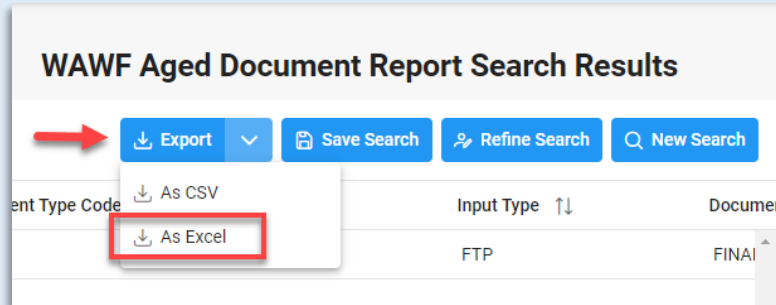
Records: 1 to 10      << < 1 2 3 4 5 > >>      10      Max Records Returned: 987

The requested criteria includes the following fields:

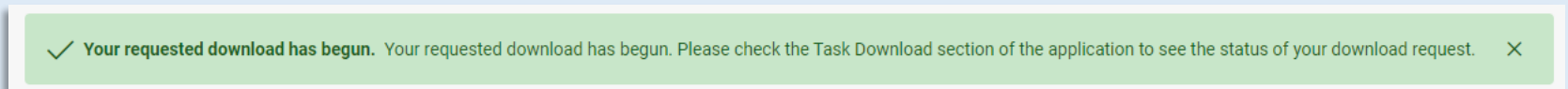
### Sample Search Results

- Contract Number
- Active Archive Indicator
- Input Type
- Inspect By Ext.
- Issue DoDAAC
- Pay DoDAAC
- Acceptance Date
- Final Shipment Indicator
- Action DoDAAC
- Acceptance Point
- Quick Sign
- Deliver Order Number
- Document Status
- Document Category
- CAGE Code
- Ship To DoDAAC
- Invoice Received Date
- LPO Reject Date
- Contract Type
- Ship From
- Certificate of Conformance (COC) Indicator
- UID Indicator
- Shipment Number
- Document Type Code
- Admin DoDAAC
- CAGE Ext.
- Ship To Ext.
- Receiver Date
- Shipment Date
- Submitted Date
- Originator Name
- Alternate Release Program (ARP) Indicator
- PACK Indicator
- Invoice Number
- Combo Type
- Inspect By DoDAAC
- Contractor Name
- LPO DoDAAC
- LPO Certified Date
- Document Total
- Days Between Submission and Today
- Inspection Point
- Attachment Indicator

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.

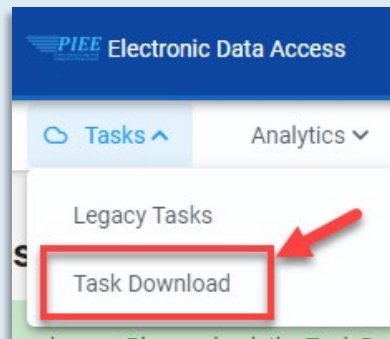


A pop-up message will display to check the TaskDownload section from the EDA dashboard for the status of the download.

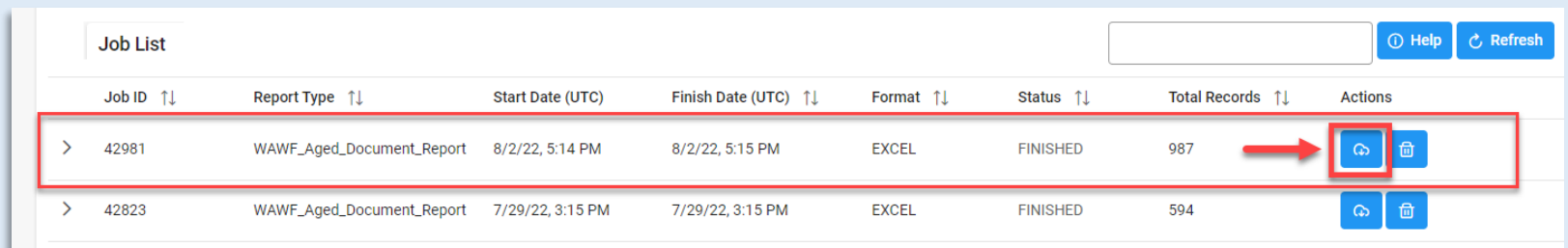


## Exporting Search Results

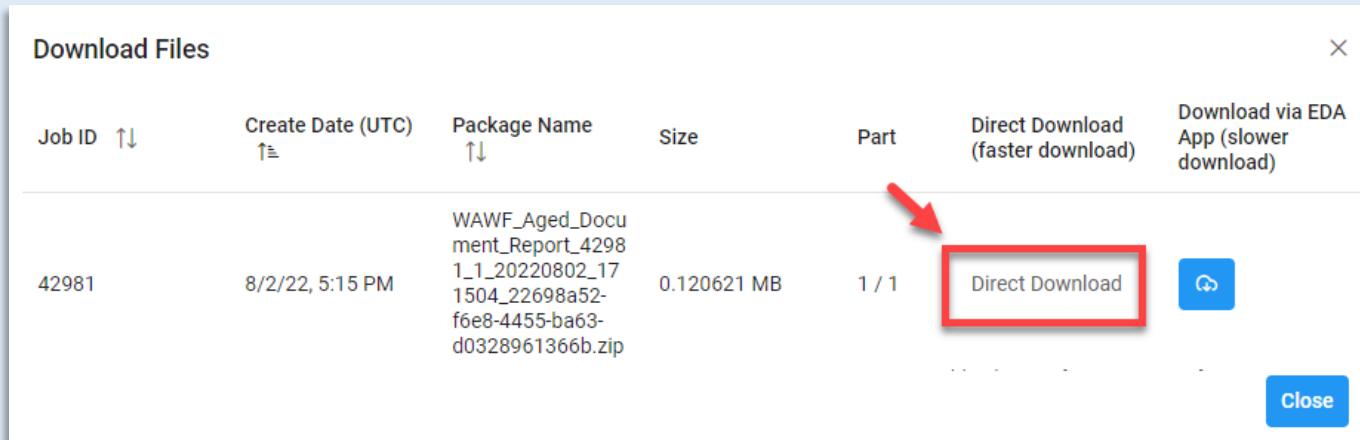
Select Task Download from the Tasks dropdown in the EDA Dashboard.



Find the requested job from the Job List and select the **Jobs** button.



Select the **Direct Download** link from the Download Files pop-up window.



Sample exported report:

CONTRACT NUMBER	DELIVERY ORDER NUMBER	SHIPMENT NUMBER	INVOICE NUMBER	ACTIVE ARCHIVE INDICATOR	DOCUMENT STATUS	DOCUMENT TYPE CODE	COMBO TYPE	INPUT TYPE	DOCUMENT CATEGORY	ADMIN DODAAC	INSPECT BY DODAA
HQ033921F1213	FMS3	CFIB067	INV0067	ACTIVE	Submitted	CIF		FTP	FINANCING	S0512A	S0512A
HR001119C0511		CFIA048	INV1225	ACTIVE	Submitted	CIF		WEB	FINANCING	S0512A	S0512A
113020JAGGER		1105 CFIA111	ROCC001	ACTIVE	Submitted	CIF		WEB	FINANCING	FU4417	FU4417
HQ041920E1118	CORA	CFIA025	INV0025	ACTIVE	Submitted	CIF		EDI	FINANCING	S0512A	S0512A
N6873220F0811	FMS1	CFAB064	INV0064	ACTIVE	Submitted	CIF		FTP	FINANCING	S0512A	FU4417
HQ041920E0811	CORA	CFIA025	INV0025	ACTIVE	Submitted	CIF		EDI	FINANCING	S0512A	S0512A
N6873220F0810	ACRN	CFAA065	INV0065	ACTIVE	Submitted	CIF		FTP	FINANCING	S0512A	FU4417
F0300020E0810	CIFA	CFIA084	SHP0084	ACTIVE	Submitted	CIF		EDI	FINANCING	S0512A	S0512A
HQ041920E0810	CORA	CFIA025	INV0025	ACTIVE	Submitted	CIF		EDI	FINANCING	S0512A	S0512A
N6873220F0810	FMS1	CFAB064	INV0064	ACTIVE	Submitted	CIF		FTP	FINANCING	S0512A	FU4417
HQ041920E0808	CORA	CFIA025	INV0025	ACTIVE	Submitted	CIF		EDI	FINANCING	S0512A	S0512A
SP450007D9988	MK780	CFIA123	INV109	ACTIVE	Submitted	CIF		WEB	FINANCING	S0512A	FU4417
F0300018W1119		CFIA999	1231231	ACTIVE	Submitted	CIF		WEB	FINANCING	HQ0347	FU4417
AIMEEIV012345	0520	CFIA001	ARB0001	ACTIVE	Submitted	CIF		WEB	FINANCING	FU4417	FU4417

Data on the exported spreadsheet includes:

- Contract Number
- Active Archive Indicator
- Input Type
- Inspect by EXT
- Issue DoDAAC
- Pay DoDAAC
- Acceptance Date
- Delivery Order Number
- Document Status
- Document Category
- CAGE Code
- Ship to DoDAAC
- Invoice Received Date
- LPO Reject Date
- Shipment Number
- Document Type Code
- Admin DoDAAC
- CAGE Code EXT
- Ship to EXT
- Receiver Date
- Shipment Date
- Invoice Number
- Combo Type
- Inspect by DoDAAC
- Contractor Name
- LPO DoDAAC
- LPO Certified Rate
- Document Total

- Final Shipment Indicator
- Action DoDAAC
- Acceptance Point
- Quick Sign
- COR Last Name
- COR Supervisor First Name
- Contract Type
- Ship from
- Certificate of Conformance (COC) Indicator
- UID Indicator
- COR Email
- COR Supervisor Last Name
- Submitted Date
- Originator Name
- Alternate Reslease Program (ARP) Indicator
- Pack Indicator
- COR Phone
- COR Supervisor Email
- Days Between Submission and Today
- Inspection Point
- Attachment Indicator
- COR First Name
- COR Active Indicator
- COR Supervisor Phone

Detailed Search Criteria:

Search criteria includes:

- Aged [duration]
- Days from the
  - Submitted Date
  - Invoice Received Date
- Report Detail
  - Document Level
  - Line Item level
- Location Code Type
  - Acceptor
  - Admin By
  - Inspect By
  - Issue By
  - LPO
  - Pay
  - Ship To
- Search by
  - Organization Code
    - Location Code
    - Document Type
    - Document Status (Accepted or Submitted)
  - Organizational Group
    - Search Organizational Group by entering group name
      - Organizational Group
      - Include Sub-Groups
- Search Organizational Group by selecting group name
  - PIEE Level 2

**\*Additional  
Guide  
Information**