WAWF Extract Report

Reference Guide

EDA Homepage > Analytics > Reports > WAWF Report

Table of Contents

EDA Roles	Roles with access to the WAWF Extract Report in EDA • Acquisition Sensitive Reporting • Advanced Reporting • EDA Executive Reporting User

Search Criteria	The user will navigate to the WAWF Extract Report page and enter criteria to retrieve desired data.
	
	• Report Type (Radial buttons)
	   o Detail
	   o Summary
	• Extract Date From
	• Extract Date To
	• Document Type
	• Extract Response (All, Yes, No)
	• Pay Office Search By
	   o Pay Office Group
	   ▪ Find Group
	   o Pay Office Code
	      ▪ Pay Office Location Codes

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

- Commercial Item Financing
- Credit Invoice
- Grant Voucher
- Navy Construction/Facilities Management Invoice
- Progress Payment
- Telecommunications Invoice (Contractual)

- Contstuction Invoice
- Energy Invoice
- Invoice
- Navy Shipbuilding Invoice
- Receiving Report
- Telecommunications Invoice (Non-Contractual)

- Cost Voucher
- Energy Receiving Report
- Invoice 2in1
- Non-Procurement Instruments (NPI) Voucher
- Reparables Receiving Report
- Transfer Performance Evidence Receiving Report

- Cost Voucher – Shipbuilding
- Fast Pay Invoice
- Miscellaneous Payments
- Performance Based Payment
- Summary Cost Voucher

Example: Document Type

Document Type

Commercial Item Financing ⌄

☐ | [   ] 🔍 ✕

☑ Commercial Item Financing

☐ Construction Invoice

☐ Cost Voucher

☐ Cost Voucher - Shipbuilding

☐ Credit Invoice
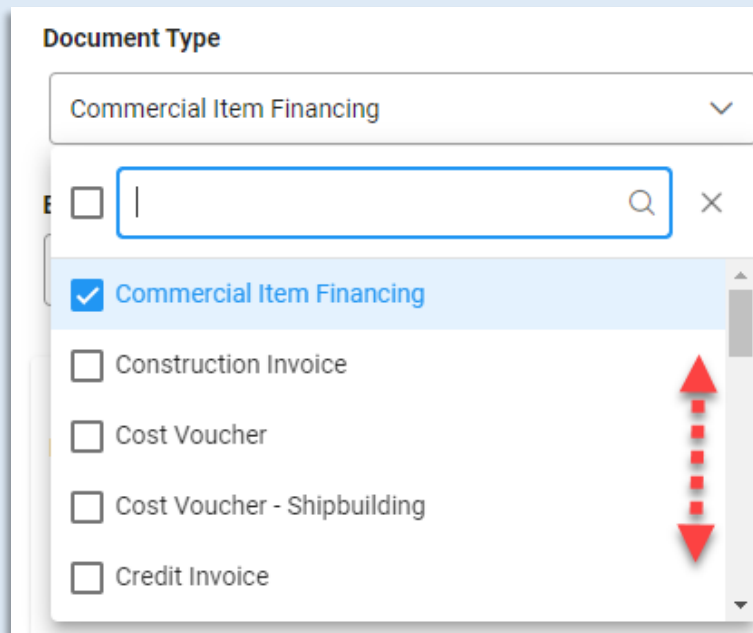
After the search criteria are entered, the system will return a list of results with the requested criteria.
WAWF Extract Report results detail will include:

- Extract Date
- Vendor
- Shipment Number
- Invoice Gross Amount
- Acceptance/Approval Date

- Pay Office
- Contract Number
- Currency Code
- Invoice Net Amount
- LPO DoDAAC

- Document Type
- Delivery Order Number
- Invoice Date
- Certified Amount
- LPO Signature Date

- CAGE
- Invoice Number
- Invoice Received Date
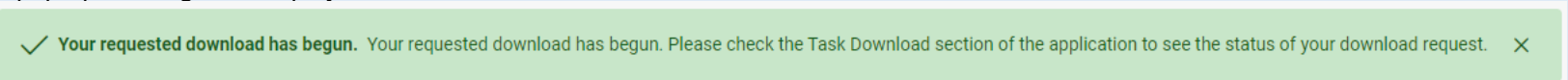- Acceptance/Approval DoDAAC

Sample Search Results

WAWF Extract Report Results									
Extract Date ⇅	Pay Office ⇅	Document Type ⇅	CAGE ⇅	Vendor ⇅	Contract Number ⇅	Delivery Order Number ⇅	Invoice Number ⇅	Shipment Number ⇅	Currency
2021-03-26	HQ0339	RR	06481	NORTHROP GRUMMAN SYSTEMS CORPORATION	RRSS032620210934			SHIP111	USD
2022-05-10	HQ0337	RR	06481	NORTHROP GRUMMAN SYSTEMS CORPORATION	H9223921F0131			SHIP942	USD
2020-10-06	HQ0337	RR	06481	NORTHROP GRUMMAN SYSTEMS CORPORATION	W911KF12P0040			SHP1103	USD
2020-10-06	HQ0303	RR	06481	NORTHROP GRUMMAN SYSTEMS CORPORATION	W911KF12P0040			SHP1055	USD
2021-03-23	HQ0339	CI	02LU7	HONEYWELL INTERNATIONAL INC.	AIMEEIV012345	0323	INV01	AIM0003	USD
2020-10-06	HQ0303	RR	06481	NORTHROP GRUMMAN SYSTEMS CORPORATION	W911KF12P0040			SHP1055	USD
2020-10-06	HQ0339	RR	06481	NORTHROP GRUMMAN SYSTEMS CORPORATION	HR001116C0006			SHP1046	USD
2021-04-10	F03000	RR	02LU7	HONEYWELL INTERNATIONAL INC.	AIMEEIV012345	0324		AIM0005	USD
2021-03-23	HQ0339	RR	02LU7	HONEYWELL INTERNATIONAL INC.	AIMEEIV012345	0323	INV01	AIM0003	USD

Export Save Search Refine Search New Search

Results: 1 to 10   « ‹ 1 2 3 4 5 › »   10 ▾   1134 Results Returned

Exporting Search Results

Once the search results are returned, the Export Results button will allow the user to export search results in CSV or Excel format for import to a spreadsheet. Select the desired output from the Export dropdown menu. For this guide, Excel format is being selected.
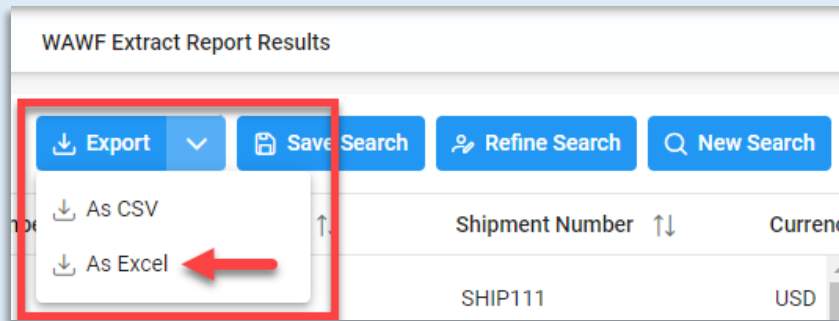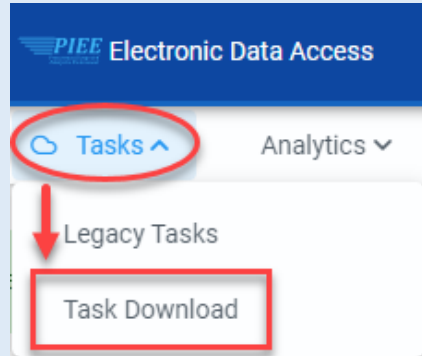

A pop-up message will display to check the TaskDownload section from the EDA dashboard for the status of the download.

✓ **Your requested download has begun.** Your requested download has begun. Please check the Task Download section of the application to see the status of your download request. ✕

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 export:

Data on the exported Spreadsheet includes:

- Extract Date
- Pay Office
- Document Type
- CAGE

- Vendor
- Contract Number
- Delivery Order Number
- Invoice Number

- Shipment Number
- Currency Code
- Invoice Date
- Invoice Received Date

- Invoice Gross Amount
- Invoice Net Amount
- Certified Amount
- Acceptance/Approval DoDAAC

- Acceptance/Approval Date
- LPO DoDAAC
- LPO Signature Date