WAWF Line Level Report

Reference Guide

EDA Homepage	Analytics	Reports	WAWF Reports	WAWF Line Level Report

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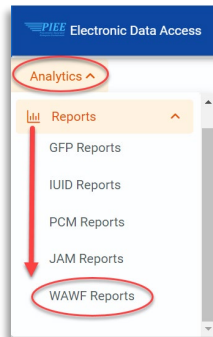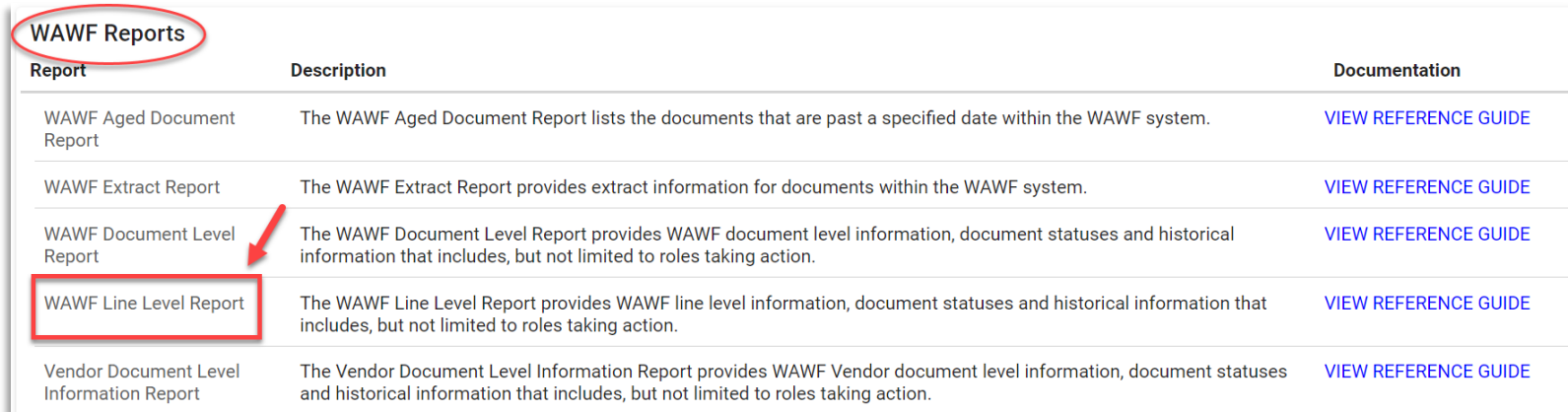|	
EDA Roles	Roles with access to the WAWF Line Level Report in EDA: • Acquisition Sensitive Reporting • Advanced Reporting • EDA Executive Reporting User
Search Criteria	The user will log into PIEE and select the EDA icon. From the EDA dashboard go to the Analytics tab and select **WAWF Reports** from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

After WAWF Reports is selected, select the link to WAWF Line Level Report from the WAW Reports page.

The user will navigate to the WAWF Line Level report page and enter criteria to retrieve desired data.

- Start Submitted Date
- End Submitted Date
- Start Acceptance Date
- End Acceptance Date
- Start Updated Date
- End Updated Date
- Start Inspection Date
- End Inspection Date
- Document Type (dropdown)*
- Document Status (dropdown)*
- 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 Code(s)
- Admin DoDAAC

- Admin DoDAAC
    - Search by Organization Code
        - Location Code(s)
    - Search by Organizational Group - with option to include Sub-Group(s)
        - Select Group Name by entering Group Name
        - Select Group Name by Level 2 Group

- Inspect DoDAAC
    - Search by Organization Code
        - Location Code(s)
    - Search by Organizational Group - with option to include Sub-Group(s)
        - Select Group Name by entering Group Name
        - Select Group Name by Level 2 Group

- Issue DoDAAC
  - Search by Organization Code
    - □ Location Code(s)
  - Search by Organizational Group – with option to include Sub-Group(s)
    - □ Select Group Name by entering Group Name
    - □ Select Group Name by Level 2 Group

- Ship To DoDAAC
  - Search by Organization Code
    - □ Location Code(s)
  - Search by Organizational Group – with option to include Sub-Group(s)
    - □ Select Group Name by entering Group Name
    - □ Select Group Name by Level 2 Group

- Acceptor DoDAAC
  - Search by Organization Code
    - □ Location Code(s)
  - Search by Organizational Group – with option to include Sub-Group(s)
    - □ Select Group Name by entering Group Name
    - □ Select Group Name by Level 2 Group

- LPO DoDAAC
  - Search by Organization Code
    - □ Location Code(s)
  - Search by Organizational Group – with option to include Sub-Group(s)
    - □ Select Group Name by entering Group Name
    - □ Select Group Name by Level 2 Group

- Pay DoDAAC
  - Search by Organization Code
    - □ Location Code(s)
  - Search by Organizational Group – with option to include Sub-Group(s)
    - □ Select Group Name by entering Group Name
    - □ Select Group Name by Level 2 Group

Sample WAWF Line Level Report Search Criteria Page:

WAWF Line Level Report Search Criteria

Start Submitted Date *	End Submitted Date	Start Acceptance Date	End Acceptance Date
2022/03/02	2022/06/02		

Start Updated Date	End Updated Date	Start Inspection Date	End Inspection Date

Document Type *
Invoice, Invoice 2in1, Construction Invoice, Commercial Item...

Document Status *
Select multiple...

Active Archive Indicator *
Active, Archive

Contract Number
Starts With

Delivery Order
Starts With

Shipment Number
Starts With

Invoice Number
Starts With

Inspect Point
Select multiple...

Acceptance Point
Select multiple...

Voucher Type

Final Indicator

Ship To DoDAAC —
Search by
○ Organization Code ● Organizational Group

Organizational Groupⓘ
🔍 Find Group

Include Subgroups?

Acceptor DoDAAC —
Search by
○ Organization Code ● Organizational Group

Organizational Groupⓘ
🔍 Find Group

Include Subgroups?

LPO DoDAAC —
Search by
○ Organization Code ● Organizational Group

Organizational Groupⓘ
🔍 Find Group

Include Subgroups?

Pay DoDAAC —
Search by
○ Organization Code ● Organizational Group

Organizational Groupⓘ
🔍 Find Group

Include Subgroups?

🔍 Search   🔖 Bookmark Search   ⊗ Cancel

**Sample:
Search Criteria
Page**

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*
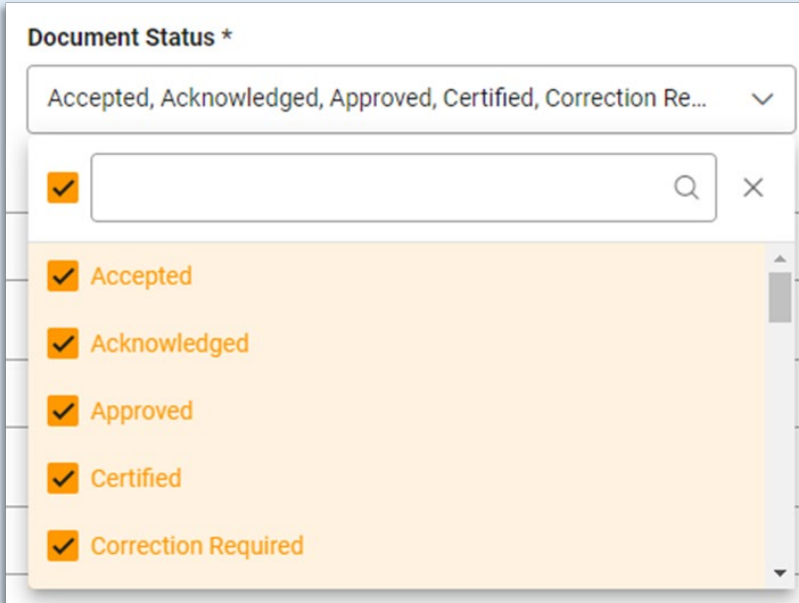
Document Type *

Invoice, Invoice 2in1, Construction Invoice, Commercial Item...

☑

☑ 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 *

Accepted, Acknowledged, Approved, Certified, Correction Re... ∨

☑ [   ] 🔍 ✕

☑ Accepted

☑ Acknowledged

☑ Approved

☑ Certified

☑ Correction Required

After the search criteria are entered, the system will return a list of results with the requested criteria.

WAWF Line Level Report Search Results

| | | | Export Document History ⌄ | Export ⌄ | Save Search | Refine Search | New Search |

Submitted Date ↑↥	Contract Number ↑↓	Contract Type ↑↓	Delivery Order Number ↑↓	Shipment Number ↑↓	Shipment Date ↑↓	Final Shipment Indicator ↑↓	Invoice
2022-03-02	SPE60518D4020	DoD Contract (Non-FAR)	SPE60522FMM6Q	DLA0215	2022-03-02	N	INV1
2022-03-02	SPE60518D4020	DoD Contract (Non-FAR)	SPE60522FMM6Q	DLA0215	2022-03-02	N	INV1
2022-03-03	SPE60518D4021	DoD Contract (Non-FAR)	SPE60522FMM6Y	SHIP123	2022-03-03	N	INV1
2022-03-03	SPE60518D4021	DoD Contract (Non-FAR)	SPE60522FMM6Y	SHIP123	2022-03-03	N	INV1
2022-03-24	HQ033822P0324	DoD Contract (FAR)		SHIP302	2022-03-24	N	
2022-04-01	SPE60000MDSS1	DoD Contract (FAR)		SHIP320	2010-05-11	N	

Records: 1 to 10   « ‹ **1** 2 3 4 5 › » 10 ⌄   123 Records Returned

Sample Search Results

Criteria for the WAWF Line Level Report Search Results include:

- Submitted Date
- Contract Number
- Contract Type
- Delivery Order Number
- Shipment Number
- Final Shipment Indicator
- Invoice Number
- Invoice Date
- Invoice Date Received
- Invoice Amount
- Active Archive Indicator
- Document Type
- Combo Type
- Input Type
- Document Category
- Receiver Date
- LPO Certified Date
- Acceptance Date
- LPO Reject Date
- Inspection Point
- Acceptance Point
- COC Indicator
- ARP Indicator
- UID Indicator
- PACK Indicator
- Final Invoice Indicator
- Attachment Indicator
- Quick Sign
- Vendor CAGE
- Vendor CAGE Ext
- Contractor Name
- Admin DoDAAC
- Admin Name
- Inspect by DoDAAC
- Inspect by Ext
- Acceptor DoDAAC
- Acceptor Name
- Ship From
- Issue DoDAAC
- Issue Ext
- Issue By Name
- Ship to DoDAAC
- Ship to Ext
- LPO DoDAAC
- LPO Ext
- LPO Name
- Pay DoDAAC
- Pay Office Name
- Period of Performance From
- Period of Performance To
- CLIN
- Line-Item Description
- Unit of Measure
- Line-Item Unit Price
- Line-Item Total Price
- Actual Quantity
- Quantity Shipped
- Quantity Received
- SDN
- AAI
- ARCN
- ARCH Amount
- ACRNs
- Product/Service ID
- Product/Service ID Qualifier
- Inspector Email
- Additional Information

Exporting

Search Results

Once the search results are returned, the "Export" buttons will allow the user to export search results in CSV format for Excel format for import to a spreadsheet. The **Export** button (WAWF Line Level Report) will include a column for Government Document Identifier in the export. The **Export Document History** button (WAWF Document History Report) will include a column for History ID in the export.
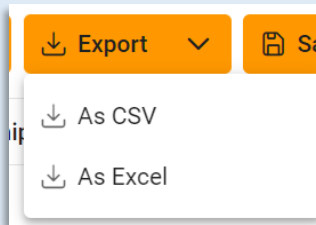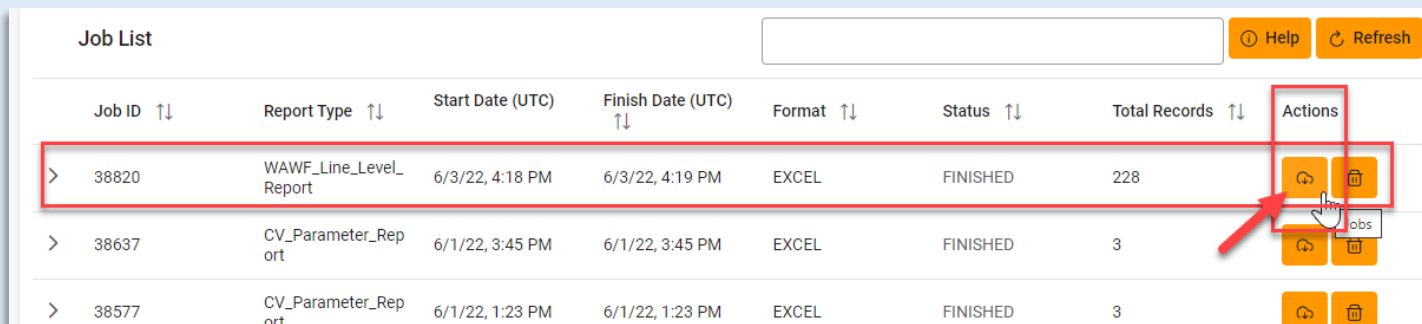
After selecting an export format, to retrieve either export, select the **Task Download** link in the Task dropdown of the EDA Dashboard.

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:

NOTE: The Government Document Identifier column is included for the exported search results from the WAWF Line Level Report.

NOTE: The History ID column is included for the exported search results from the WAWF Document History Report.