

Table of Contents

EDA Roles	. 1
Search Criteria	. 1
Sample Search Results	. 1
Exporting Search Results	. 2

The Automated Contract Closeout Report provides information on contract closeout dates and contract status to include Closed, Pending, On Hold and Excluded.									
EDA Roles	 Roles with access to Automated Contract Closeout Report in EDA Acquisition Sensitive Reporting Advanced Reporting EDA Executive Reporting User 								
Search Criteria	 Navigate to the Automated Contract Closeout Report page and enter criteria to retrieve desired data. Search Criteria Start Date End Date Status Issue DoDAAC(s) Admin DoDAAC(s) Pay DoDAAC(s) 								
Sample Search Results	Once the search criteria are entered, the system will return a list of contracts with the requested criteria.								

1			Export V	Save Search 6 Refine Search 7 New Search
Closeout Date ↑↓	Contract No ↑↓	Delivery Order ↑↓	Admin By ↑↓	Issue DoDAAC ↑↓ Pay DoDAAC ↑↓ Cage Code ↑
2021-08-17	FA877016D0514	FA877016F0520	S2101A	N00174
2021-08-17	FA877016D0514	FA877016F0519	S2101A	N00174
2021-08-17	N0017418D1204	N0017419F0059	N00174	N00174
2021-08-16	FU441715F6050	FU4417A15D6050	FU4417	FU4417
2021-08-16	FU4417A15D6050	FU441715F6050	FU4417	FU4417
2021-08-12	FA480115P9008		FA4801	FA4801
2021-08-24	FA811720C0005		S3101A	FA8117
2021-07-13	DAAB0701DL860	0002	S0512A	W56KGY
2021-07-13	HQ033821P0713		W56KGY	S0512A
¢.	2			3
Records: 1 to 10	<< <	1 2 3 4	5 > >>	10 V Max Records Returned: 12

- 1. Select column headings to sort data within a particular column in ascending or descending order.
- 2. Use navigation tools to navigate between pages of report search results.
- 3. Select a value in the dropdown menu to control the number of results displayed on each page.
- 4. Expand the Export dropdown menu to select the desired format of export.
- 5. Select the Save Search button to save the current search criteria.
- 6. Select the Refine Search button to return to the search form to edit the current search criteria.
- 7. Select the New Search button to return to the search form without keeping current search criteria.

Search Results Data:

- Closeout Date
- Contract No
- Delivery Order
- Admin By
- Issue DoDAAC
- Pay DoDAAC
- Cage Code
- Contract Value
- Document Type
- Description
- Update Date
- Reason
- Scheduled Closeout Date
- On Hold Date

Exporting

SearchReports can be exported via CSV or Excel. To view export options, select the Export button on the search
results page to expand the dropdown menu. The download will be completed via the Task Download page.Results

	🛃 Export 🗸 🛱 Sav: Search 😕 Refine Search Q New Search
e Date ↑↓	Rease ↓ As CSV sheduled Closeout Date On Hold Date ↑↓
08-17	ل As Excel 021-08-17
08-17	2021-08-17
08-17	2021-08-17
08-16	2021-08-16
08-16	2021-08-16
08-12	2021-08-12
08-24	2021-08-24

To view available downloads, select the Task Download link under the Tasks menu in the navigation pane.

E Award Data					1		✓ ☐ Save
Transportation Data							
Administration	ocument Type ↑↓	Description		Update Date ↑↓	Reaso	n î↓	Sche
				2021-08-17			202
CID				2021-08-17			202
CID Database				2021-08-17			202
CATALOGS				2021-08-16			202
Commercial Catalogs				2021-08-16			202
TASKS				2021-08-12			202
Legacy Tasks				2021-08-24			202
Task Download				2021-07-13			202
ANALYTICS				2021-07-13			202
🔟 Reports 🗸 🗸	4						
	Records: 1 to 10		<< <	1 2 3	3 4 5	> >	> 10 ~

The Job List page is displayed. Utilize the icons in the Actions column to download or manage the Jobs.

							<u></u> Ф н	elp 🛛 👌 Refresi
	Job ID ↑↓	Report Type ↑↓	Start Date (UTC)	Finish Date (UTC) ↑↓	Format ↑↓	Status ↑↓	Total Records ↑↓	Actions
•	19352	Contract_Closeo ut_Review_Repor t	10/6/21, 9:22 PM	10/6/21, 9:22 PM	CSV	FINISHED	1476	a

1. Select the Jobs button to download a Report.

The Download Files modal will display with Job details. Select either the Direct Download link or Download via EDA link to download the file.

Job ID †↓	Create Date (UTC) াঁ=	Package Name ↑↓	Size	Part	Direct Download (faster download)	Download via ED App (slower download)
19352	10/6/21, 9:22 PM	Contract_Closeout _Review_Report_1 9352_1_20211006 _212231_17742c2 6-ae2d-4eca-88a9- 7b7c0f30c74c.zip	0.009534 MB	1/1	Direct Download	G
		~~	< 1 >	»>		
Part: If you don't	see all the parts available t	then it means that the c	lata are still being ex	tracted. This usua	ally happens for a huge amour	nt of data extraction
Download	d: Using 'Direct Download' v	vill allow you to downlo	ad artifacts in parall	el and download s	peed will be significantly fast	er for large artifacts

- 2. Select the Delete button to delete a Task.
- 3. If a Job's status is 'Error', the Rerun button will be displayed to provide an option to rerun the job with the same parameters.

Sample Export:

	A	В								J
1	CLOSEOUT DATE	CONTRACT NO	DELIVERY ORDER	ADMIN BY	ISSUE DODAAC	PAY DODAAC	CAGE CODE	CONTRACT VALUE	DOCUMENT TYPE	DESCRIPTIC
2	2022-05-02	N0002422P0502		N00024	N00024	HQ0338	1HKQ6	0.0	CI2N1	Invoice 2n1
3	2022-04-29	N6264522D0413	N6264522F0413	N00024	N00024			0.0		
4	2022-04-29	N0002422P0427		N00024	N00024	HQ0338	1HKQ6	0.0	CI2N1	Invoice 2n1
5	2022-04-27	N0002422F0427		N00024	N00024			0.0		
6	2022-04-27	GS22F0427M	N0002422F0427	N00024	N00024			0.0		
7	2022-04-27	GS22F0427M	N0001422F0427	N00024	N00024			0.0		
8	2022-04-26	SP450016M0606		SP4500	SP4500			0.0		
9	2022-04-25	N0001422D0203	N0001422F0202	S0512A	N00014			0.0		
10	2022-04-19	S0512A15D5072	S0512A15F5072	S0512A	S0512A	N62828	36126	0.0	CI	Commercial I
11	2022-04-15	FA822211G0001	ZB08	S0302A	SPRRA1			0.0		
12	2022-04-14	W56HZV12PL578		W56HZV	W56HZV			0.0		
13	2022-04-14	N6817119P6116		N68171	N68171			0.0		
14	2022-04-14	N0002416P5125		N00024	N00024			0.0		
15	2022-04-11	W15P7T15M0001		W15P7T	W15P7T			0.0		
16	2022-04-08	N0040614R0078		S0512A	S0512A	F03000	9A7E7	0.0	CI	Commercial I
17	2022-04-07	SP450015D5839	0010	SA4705	SP4500			0.0		
18	2022-04-06	FA487714PA093		FA4877	FA4877			0.0		
19	2022-04-06	N0040614P2902		N00406	N00406			0.0		
20	2022-04-05	N0002403C2101	05141D	N62789	N00024			0.0		
21	2022-04-05	SP450015D5839	0010	SA4705	SP4500			0.0		
22	2022-03-30	S0512A17D1001	S0512A17F1001	S0512A	S0512A			0.0		
23	2022-03-09	FA303015D0001	FA303018F2516	S0512A	S0512A			0.0		E
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