Contract Closeout Review

Reference Guide

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The Contract Closeout Review Report provides information on contracts that might be eligible for closeout.	
EDA Roles	Roles with the ability to access the **Contract Closeout Review** report in EDA: • Advanced Reporting • Executive Reporting • Acquisition Sensitive Reporting

Search Criteria	The user will navigate to the **Contract Closeout Review report page** and enter the criteria in the search fields.
	• Start Effective Date
	• End Effective Date
	• Contract Issue Office DoDAAC
	    o Organization Code
	        ▪ Contract Issue Office Location Code(s)
	    o Organizational Group
	        ▪ Contract Issue Office Organizational Group
	• Contract Admin Office Agency
	    o Organization Code
	        ▪ Contract Issue Office Location Code(s)
	    o Organizational Group
	        ▪ Contract Issue Office Organizational Group
	
	• Pay Office DoDAAC
	    o Organization Code

- Pay Office Location Code(s)
  - Organizational Group
    - Pay Office Organizational Group

Contract Closeout Review Report Search Criteria

Start Effective Date

[📅]

End Effective Date

[📅]

Contract Issue Office DoDAAC —

Contract Issue Office DoDAAC Search By

○ Organization Code

◉ Organizational Group ⬅

Contract Issue Office Organizational Group ⓘ

[🔍 Find Group]

Contract Issue Office Include Subgroups?

[⚪ toggle off]

Contract Admin Office DoDAAC —

Contract Admin Office Search by

◉ Organization Code

○ Organizational Group

Contract Admin Office Location Code(s) ⓘ

[Contains ⌄] [   ]

Pay Office DoDAAC —

Pay Office DoDAAC Search By

○ Organization Code

◉ Organizational Group ⬅

Pay Office Organizational Group ⓘ

[🔍 Find Group]

Pay Office Include Subgroups?

[⚪ toggle off]

[🔍 Search] [🔖 BookMark]   [⊗ Cancel]

Note: When searching by Organizational Group, there will be an option to include **Subgroups**.

Sample Search Results	Once the search criteria are entered and the **Search** button has been selected, the system will return a list of contracts with the requested criteria. Information columns include the following data:

- Contract Number
- Pay Office DoDAAC
- Parent – No Open Orders
- Order Number
- Zero Balance
- Quick Closeout Eligible
- Issue Office DoDAAC
- Physically Complete
- Contract Details
- Admin Office DoDAAC
- Past Due Delivery

Contract Closeout Review Report Search Results

				Export ⌄	Save Search	Refine Search	New Search

Contract Number ↑↓	Order Number ↑↓	Issue Office DoDAAC ↑↓	Admin Office DoDAAC ↑↓	Pay Office DoDAAC ↑↓	Zero Balance	Phy
N68171220112	N6817121F1223	HQ0034	HQ0034	HQ0768		
HQ076820D0013	HQ0768120F0813	N68171	N68171	HQ0768		
N0002421F1116	N0002421D116	N00024	N62789	N62797		
N681712|D1208	N6817121F1207	******	;	HQ0|68		
N6817121D1208$00000022	N6817121F120800000000000000001	******	;	HQ0%68		
N0003920D0021	N0003921FLZ68	HQ0034	FU4417	N68732		
N0001921C0720		N00019	S0512A	F03000		
N0002422C0318		S0512A	N00024	HQ0339		

Records: 1 to 10   « ‹ **1** 2 3 4 5 › »   10 ⌄   10,000 Records Returned

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Details

To view contract details for a record, select the **Details** button in the Contract Details column.

		Export ⌄	Save Search	Refine Search	New Search

Contract Closeout Review Reason   → Contract Details

Past Due Delivery	Parent - No Open Orders	Quick Closeout Eligible	
		⊘	Details
			Details
		⊘	Details

The Contract Details modal will be displayed. To View the Contract Execution History Report details, select the **View Contract Execution History Report** button.

The Contract Execution History Report Results page will be displayed, with available Contract Execution History details.

| **Exporting Search Results** | Reports 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. |

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

The Job List page is displayed. Utilize the icons in the Actions column to download or manage the Jobs.
Select the **Jobs** button to download a Report.

The Download Files modal will display with Job details. Select the **Direct Download** link.

The exported report will include the following data fields:

- Contract Number
- Pay Office DoDAAC
- Parent – No Open Orders

- Order Number
- Zero Balance
- Quick Closeout Eligible

- Issue Office DoDAAC
- Physically Complete

- Admin Office DoDAAC
- Past Due Delivery