GFP Attachment Aging Report

Reference Guide

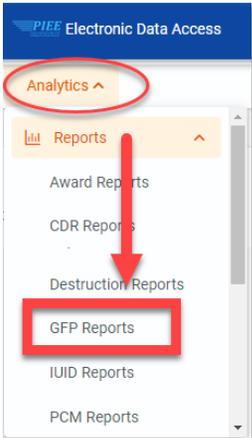EDA Homepage → Analytics → Reports → GFP Reports → GFP Attachment Aging Report

Table of Contents

EDA Roles	Roles with access to the GFP Attachment Aging Report in EDA • Acquisition Sensitive Reporting • Advanced Reporting • EDA Executive Reporting User
Search Criteria	The user will navigate to the GFP Attachment Aging Report page by selecting **Analytics** from the EDA Dashboard, selecting the **Reports** dropdown and clicking on the **GFP Reports**.

Select **GFP Attachment Aging Report** from the GFP Reports

- Search Criteria
    - Contract Number
    - Order Number

After the search criteria has been entered, click the **Search** button.

Sample Search Results

After the search button is clicked, the system will return a list of results with the requested criteria.

The search results will include the following fields:

- Days Outstanding
- Contract Number
- Order Number
- Mod Number
- Attachment Number
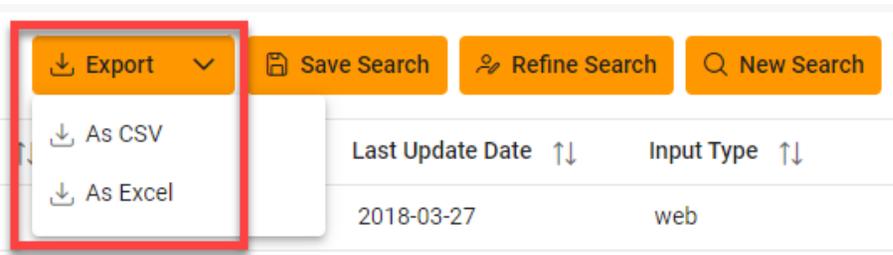- Attachment Date
- Last Update Date
- Input Type

Sample search results:

GFP Attachment Aging Report
Report Execution Date and Time: 5/16/2022 12:42:23 PM
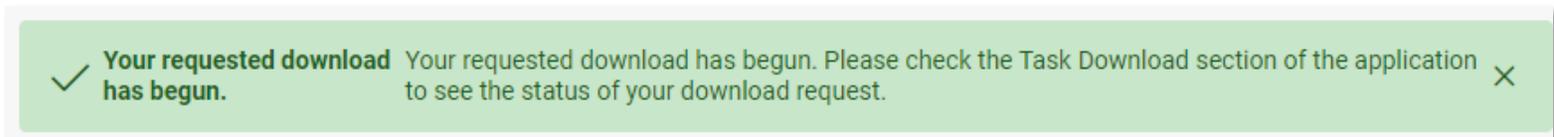
⬇ Export ⌄ | 🖫 Save Search | ⚹ Refine Search | 🔍 New Search

Days Outstanding ⬇	Contract Number ↑↓	Order Number ↑↓	Mod Number ↑↓	Attachment Number ↑↓	Attachment Date ↑↓	Last Update Date ↑↓	Input Type ↑↓
1086	S0512A55T3333			22	2018-03-27	2018-03-27	web
1086	FA303043W3211			44	2018-03-27	2018-03-27	web
1086	S0512A33Q1211			12	2018-03-27	2018-03-27	web
1086	S0512A55T5678			55	2018-03-27	2018-03-27	web
1086	S0512A44T6556			12	2018-03-27	2018-03-27	web
1070	93457677Y8765			98765	2018-04-12	2018-04-12	web

Exporting Search Results

When 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. For this guide, Excel format is being used.
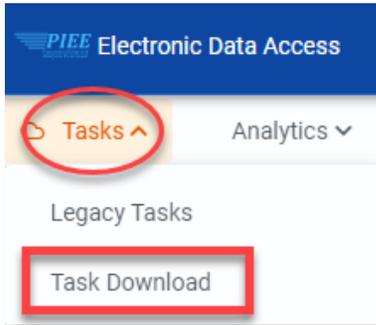
⬇ Export ⌄ | 🖫 Save Search | ⚹ Refine Search | 🔍 New Search
⬇ As CSV
⬇ As Excel

Last Update Date ↑↓ | Input Type ↑↓

2018-03-27 | web

After the Excel link is selected a message will pop-up to inform that the requested download has begun and can be found in the Task Download section of EDA.

✓ **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. ✕

In the Task section of the EDA Dashboard, select **Task Download**.

Find requested report in the Job List and select the **Jobs** button in the Action column.

Select the **Direct Download** link from the Download Files modal window.

Sample Export (Excel Spreadsheet):

The following fields will be included on the exported spreadsheet:

- Days Outstanding
- Contract Number
- Delivery Order Number
- Mod Number
- Attachment Number
- Attachment Date
- Last Update Date
- Input Type