Business System Report

Reference Guide

EDA Homepage Reports CBAR Reports Business System Report

Table of Contents

EDA Roles1
Search Criteria
Export
Sample Exported Report

EDA

Roles with the ability to access the Business System Report in EDA

Roles

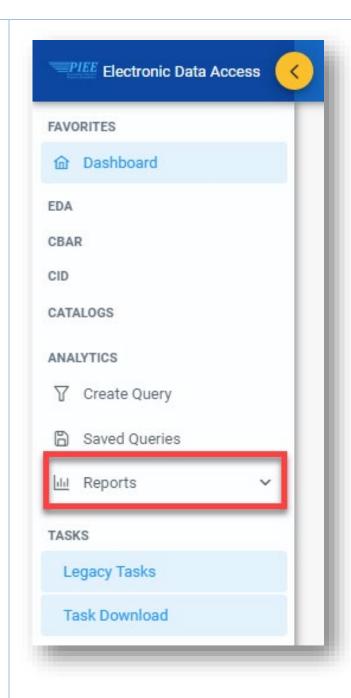
- CBAR Contracting Officer
- CBAR View Only
- CBAR PMO

CBAR ACO

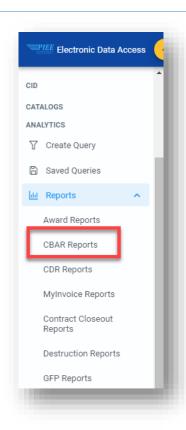
Search

Criteria

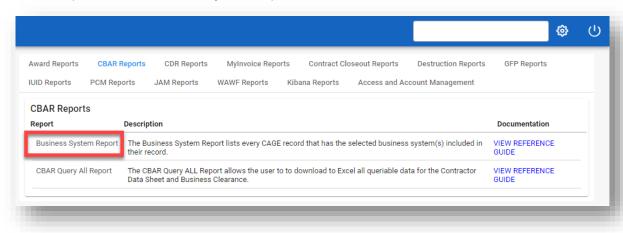
On the EDA home page, the user will select **Reports** from the menu.



In the Reports Menu, the user will select CBAR Reports.



In CBAR Reports, select Business System Report



Enter the required information on the **Business System Report Search Criteria** page. Required information is indicated with an (*) asterisk.

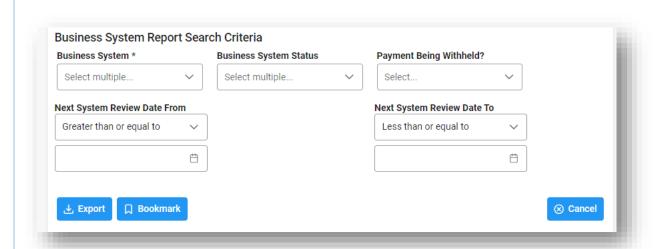


- Business System *
 - Accounting
 - · EV
 - Estimating
 - · MMAS
 - Property
 - Purchasing
- Next System Review Date From

- Business System Status
 - · Approved
 - Disapproved
 - · N/A
 - Not Evaluated

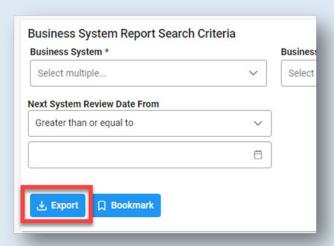
Next System Review Date To

- Payment being Withheld?
 - · Yes or No

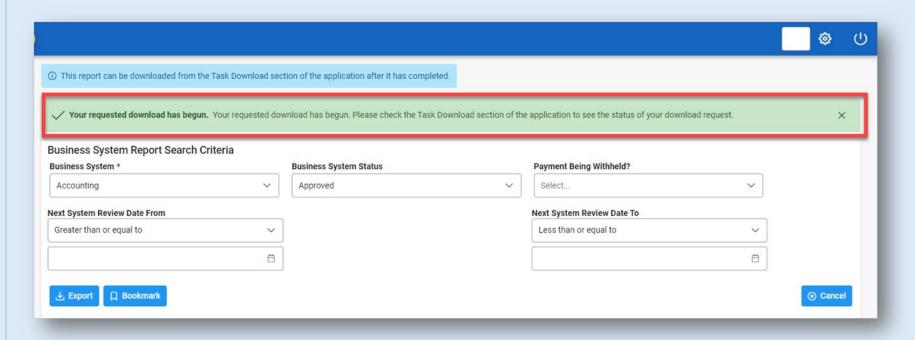


Export

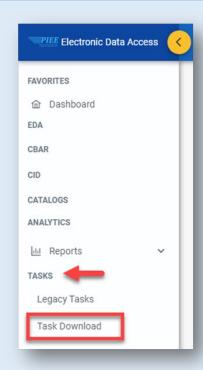
When the search criteria has been entered, click the Export button.



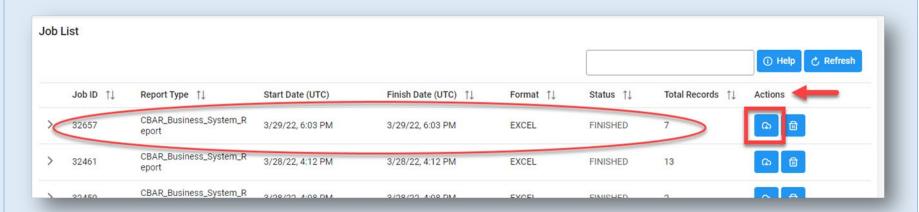
When the export button has been selected, an information message will pop up that the Download for the export has started and can be found in the Task Download section of the EDA Menu



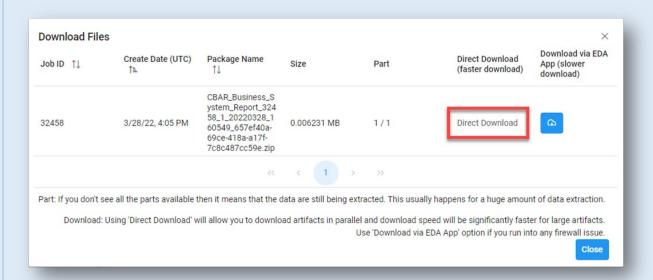
Select Task Download from the Tasks section of the EDA Menu.



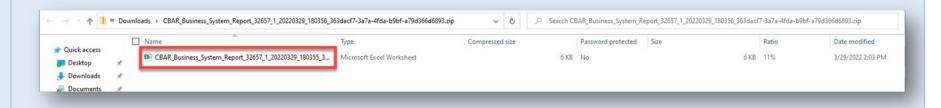
Find searched report in the Job list and select the **Jobs** button.



Select **Direct Download** from the Download Files pop-up.



Open the report in the Download files of your computer.



Sample

Exporte

d Report

Sample exported Report:

