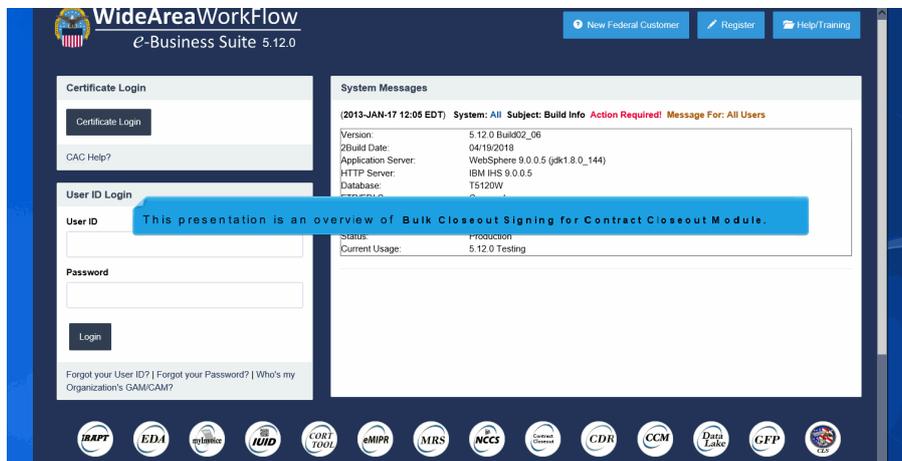


Intro



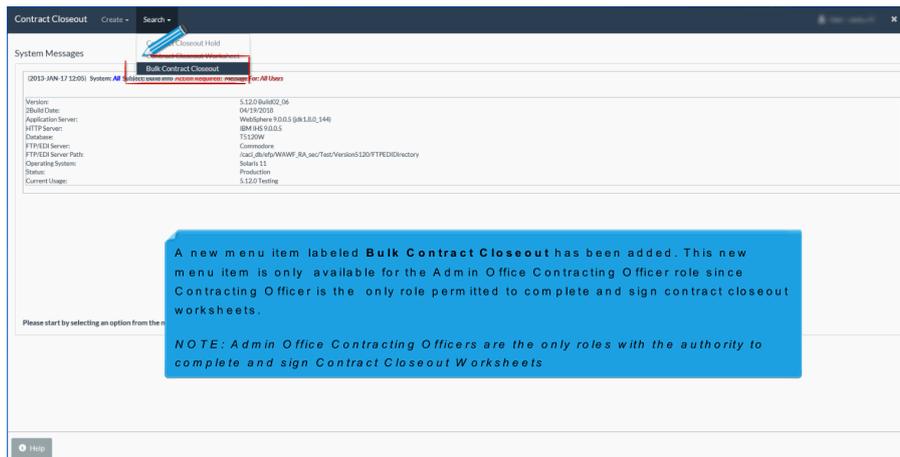
Welcome to Wide Area Workflow e-Business Suite.
This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1



This presentation is an overview of Bulk Closeout Signing for Contract Closeout Module.

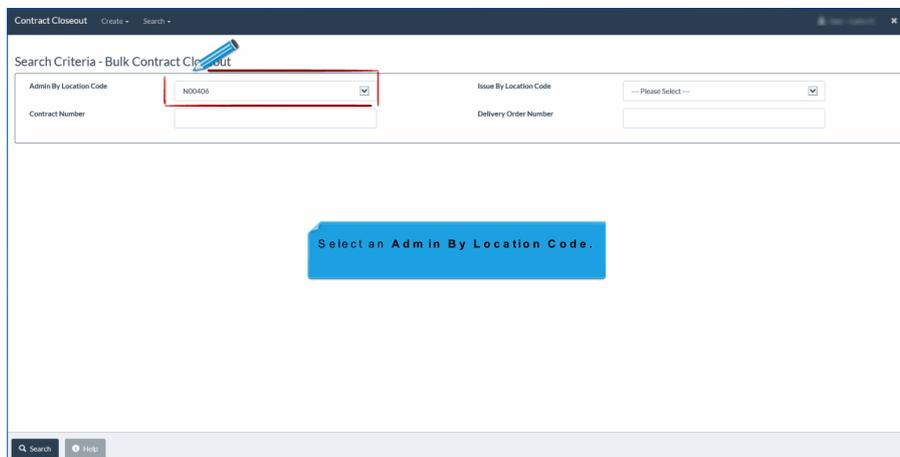
Step 2



A new menu item labelled Bulk Contract Closeout has been added. This new menu item is only available for the Admin Office Contracting Officer role since Contracting Officer is the only role permitted to complete and sign contract closeout worksheets.

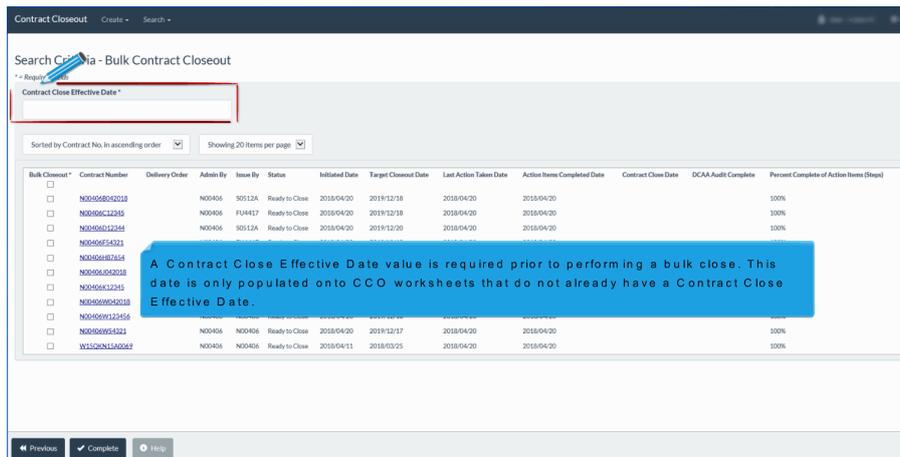
NOTE: Admin Office Contracting Officers are the only roles with the authority to complete and sign Contract Closeout Worksheets

Step 3



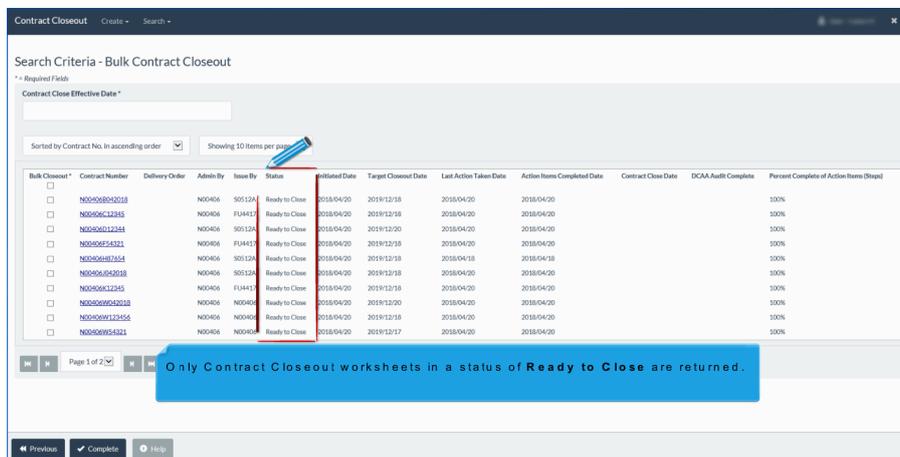
Select an Admin By Location Code.

Step 4



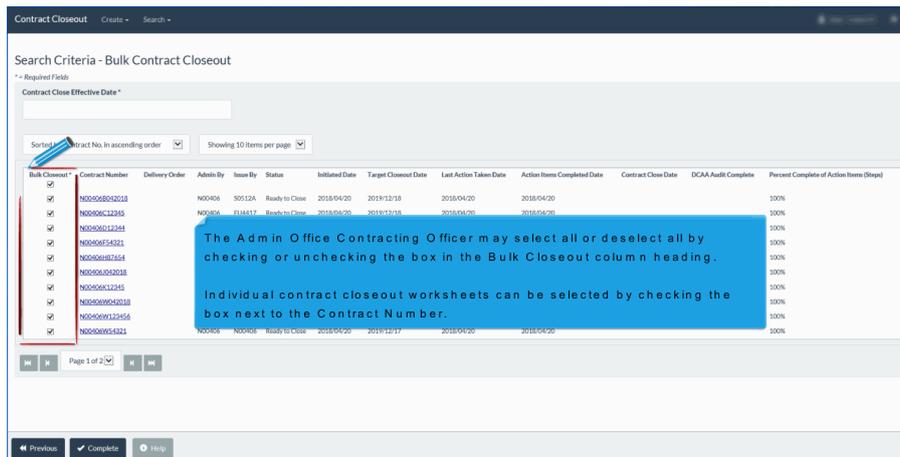
A Contract Close Effective Date value is required prior to performing a bulk close. This date is only populated onto CCO worksheets that do not already have a Contract Close Effective Date.

Step 5



Only Contract Closeout worksheets in a status of Ready to Close are returned.

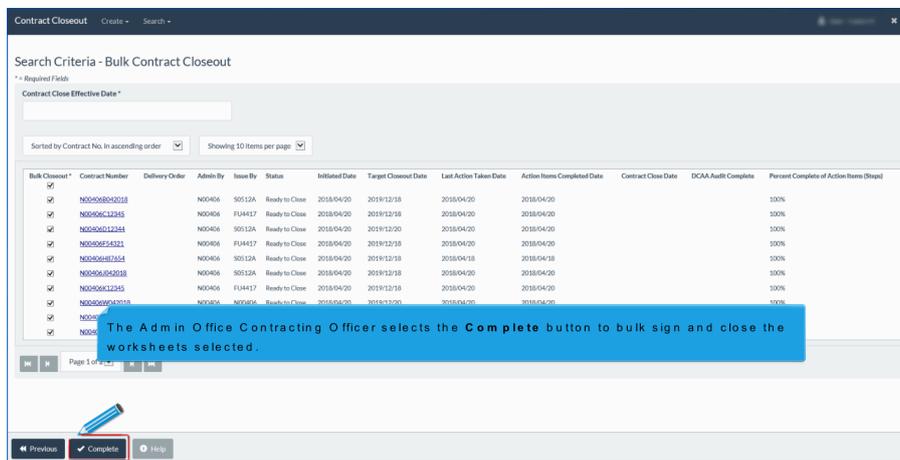
Step 6



The Admin Office Contracting Officer may select all or deselect all by checking or unchecking the box in the Bulk Closeout column heading.

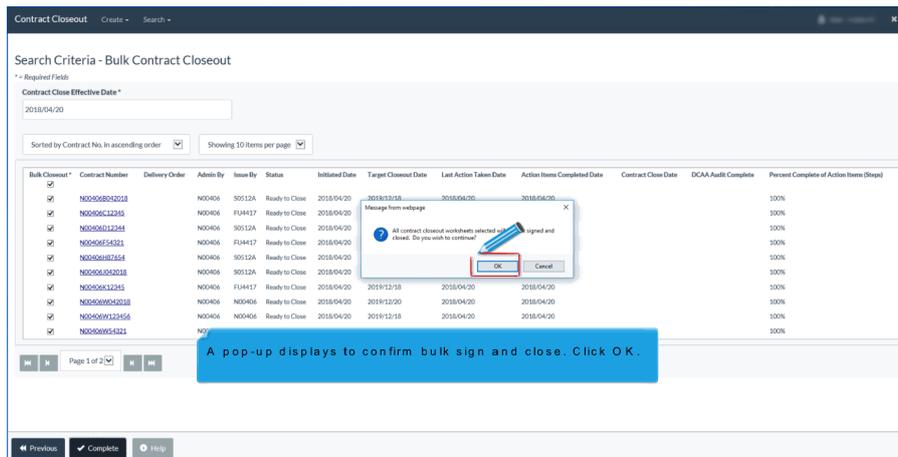
Individual contract closeout worksheets can be selected by checking the box next to the Contract Number.

Step 7



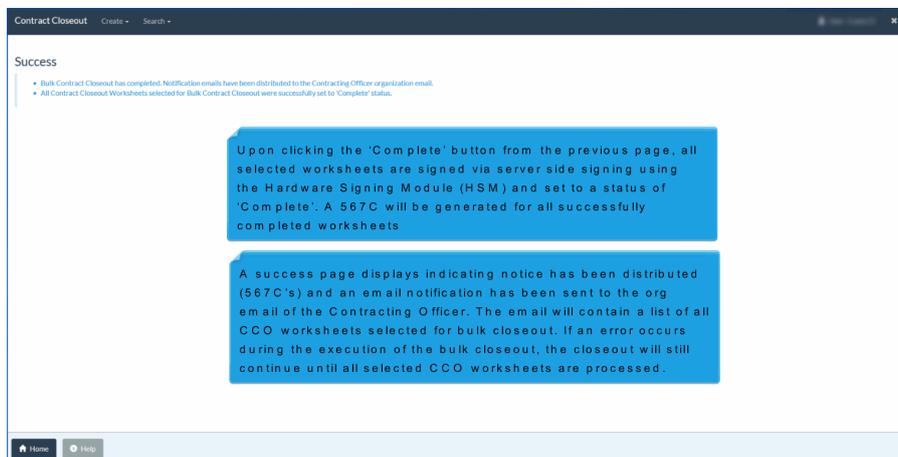
The Admin Office Contracting Officer selects the Complete button to bulk sign and close the worksheets selected.

Step 8



A pop-up displays to confirm bulk sign and close. Click OK.

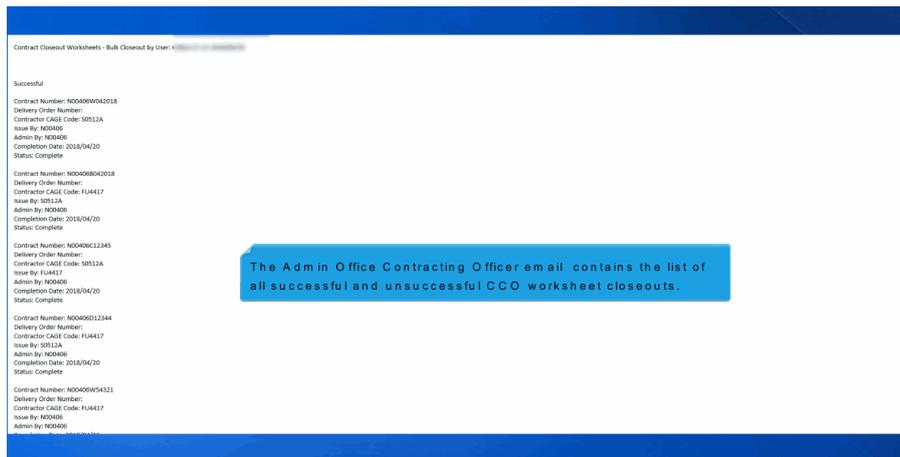
Step 9



Upon clicking the 'Complete' button from the previous page, all selected worksheets are signed via server-side signing using the Hardware Signing Module (HSM) and set to a status of 'Complete'. A 567C will be generated for all successfully completed worksheets.

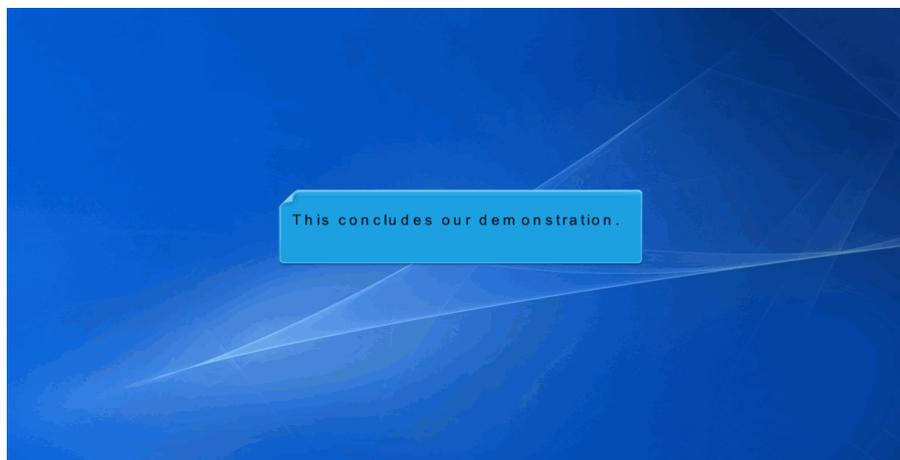
A success page displays indicating notice has been distributed (567C's) and an email notification has been sent to the org email of the Contracting Officer. The email will contain a list of all CCO worksheets selected for bulk closeout. If an error occurs during the execution of the bulk closeout, the closeout will still continue until all selected CCO worksheets are processed.

Step 10



The Admin Office Contracting Officer email contains the list of all successful and unsuccessful CCO worksheet closeouts.

End



This concludes our demonstration.