Intro



Welcome to Procurement Integrated Enterprise Environment (PIEE). This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1



This presentation will demonstrate the Contract Closeout process from creating a Contract Closeout to closed.

Log into to the Procurement Integrated Enterprise Environment (PIEE) as a CCO Contracting Officer, click on the Contract Closeout application on the Portal page.

Contract Closeout			Exit
System Messages			
		System Messages and menu options are displayed on the Home page of the Contract Closeout Module.	
		Note: The Create menu is only available for CCO Contracting Officer and CCO Contracting Specialist.	
Please start by select	ting an optio	on from the menu above.	
Help			

System Messages and menu options are displayed on the Home page of the Contract Closeout Module.

Note: The Create menu is only available for CCO Contracting Officer and CCO Contracting Specialist.

Step 3

System Messages		
Please start by selecting an option from the menu above	Click the Contract Closeout Worksheet link from the Create menu drop-down.	

Click the Contract Closeout Worksheet link from the Create menu drop-down.

ntract Information		
Select Role Admin By Location Code Contract Number	Contract NOTE: If no information is found within MOCAS or EDA PDS, ^{— Peak} informational messages display. If the entered Contract Number / Delivery Order is already closed, a soft warning displays.	~
	On the Contract Closeout Worksheet - Create screen, enter all mandatory fields then click the Populate Worksheet button. Note: Worksheets for DCMA Administered contracts will display additional DCMA data elements. Please refer to the Contract Closeout Features for the DCMA User Guide.	

On the Contract Closeout Worksheet - Create screen, enter all mandatory fields then click the Populate Worksheet button.

Note: Worksheets for DCMA Administered contracts will display additional DCMA data elements. Please refer to the Contract Closeout Features for the DCMA User Guide.

NOTE: If no information is found within MOCAS or EDA PDS, informational messages display. If the entered Contract Number / Delivery Order is already closed, a soft warning displays.

Step 5

Search Criteria - Contract Closeout Work	sheet				
Search As	Contract Officer	~	Active or Archive Database	Active	~
Admin By Location Code N	400019	~	Issue By Location Code	Please Select	~
Contract Number			Delivery Order Number		
CAGE Code			Contractor Name		
Initiated By			Administrative Contracting Officer (ACO) Code		
Last Action Taken Dy			Contract Closed By		
Autoc To create a Contr hibiter Contract Closeou Lust Act Action W orksheet. Selec	act Closeout worksheet fro tWorksheet page. Enter i ctArchive in the Active or A	om a previous n the applicat Archive Datab	ly archived workshee ole information for the ase field. Click Seam	et, go to the Search Criteria a desired Contract Closeou ch to proceed.	i -
Contract Closeout Date (From)			Contract Closeout Date (To)		
Target Closeout Date (From)			Target Closeout Date (To)		
	When a Contract Work Populate from Workshe archived worksheet in a	sheet is in Ar eet button will newly create	chived status, select use the data in the o d Contract Closeout	ing the priginal Worksheet.	
Q. Search O Help					

To create a Contract Closeout worksheet from a previously archived worksheet, go to the Search Criteria - Contract Closeout Worksheet page. Enter in the applicable information for the desired Contract Closeout Worksheet. Select Archive in the Active or Archive Database field. Click Search to proceed.

When a Contract Worksheet is in Archived status, selecting the Populate from Worksheet button will use the data in the original archived worksheet in a newly created Contract Closeout Worksheet.

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Image: Note of the trip is the second of the second of the trip is the second of the second of the trip is the trip is the se	Statistication Note:	Image: Note of the type of the	am Co	ontract Number	Delivery	Admin	Inne By	Status	Initiated	Initiated By	Target Closecut	Last Action Taken	Last Action Takan By	Action Items	Contract Close	Contract	Auto	DCAA Audit	Percent Complete of Action	Administrative Contracting Officer	CAGE	Contractor Name
Matrix Mark	Nation Number News Nation Ne	Matter Mark	54	303018M7608	1	by FU4417	FU4417	In Progress	2023/03/17		2024/11/17	2023/03/17		Completes Date	CARGE	Closed by	N	Complete	50%	DACKLOBE	10078	CACLING - FEDERAL
10000000000000000000000000	1000000000000000000000000000000000000	10000000000000000000000000	EA	87210700005		FU4417	FU4417	Saved	2023/11.01		2023/12/30						N		0%			
International Internatinterico International International Internatio	Intelligitation Name State Sol State Sol <td>International Market Bills Market Based B</td> <td>N</td> <td>0002415C4004</td> <td></td> <td>FU4417</td> <td>50512A</td> <td>In Progress</td> <td>2018/04/19</td> <td></td> <td>2023/12/07</td> <td></td> <td>(max.m.)</td> <td></td> <td></td> <td></td> <td>¥</td> <td></td> <td>0%</td> <td></td> <td>05481</td> <td>NORTHROP GRUMMAN SYST CORPORATION</td>	International Market Bills Market Based B	N	0002415C4004		FU4417	50512A	In Progress	2018/04/19		2023/12/07		(max.m.)				¥		0%		05481	NORTHROP GRUMMAN SYST CORPORATION
SELENCE Fund Fund for Store Selence Se	SELENCE IN Party Party Styles 201408 SELENCE IN Party P	Billion Difference Parter Party Strike Schedels Schedls Schedels Schedels	N	000009604120		FU4417	90512A	Ready to Close	2024/04/12		2024/10/12	2024/04/11		2024/04/11			N		500%		70000	JAMES MAY
SELECTION Proof Section Sectio	Statistication אימול אימול אולוא Statistication Statisti	SELECTION Partor Hard y March a 201406 SELECTION Selection Selection Selection Non-construction SELECTION Press Y March Andrew Selection Selection Selection Selection Selection Non-construction SELECTION Press Y March Andrew Selection Selection Selection Selection Selection Selection Selection	22	81242400807		FU4417	FU4417	567C Sent	2024/08/08	1.00	2024/04/08	2024/08/08		2024/06/06	2024/08/08	KO Test	N		200%		05481	NORTHROP GRUMMAN SYST CORPORATION
Indextances Funct Status Excise 200500 Funct Status Excise 200500 For a construction of the construction o	Manual Additional Additiona	Manual Manual Anticipation and Anticipat	22	01242400808		PU4417	PU4417	567C5ert	2024/08/08	100	2026/04/08	2024/08/08	(and the second s	2024/06/06	2024/08/08	-	N		200%		06481	NORTHROP ORUMMAN SYST CORPORATION
From the returned results, find the Contract Closeout Worksheet.	From the returned results, find the Contract Closeout Worksheet. Click the Contract Number hyperlink.	From the returned results, find the Contract Closeout Worksheet. Click the Contract Number hyperlink.	265	5291/2400002		FU4417	90512A	567C Sent	2024/08.09		2023/01/22	2023/01/24		2023/01/24	2024/08/08	KO Test	N		200%		28461	PLEXISYS INTERFACE PRODU
	Chek the Contract Number Hyperink.		202	1945/110021		704417	WSHEV	Initiated	2017/03/09								Y		0%			

From the returned results, find the Contract Closeout Worksheet. Click the Contract Number hyperlink.

Step 7

Contract Information			
Contract Type	Cost No Fee		
Contract Number	1234567891234567891	Delivery Order Number	
Physical Completion Date Estimated Closing Date † Overage Reason (R2 Remarks) † 0	The Contract Closeou fields pre-populated w	t Worksheet - Create page will display wi ith the data from the archived worksheet.	th the
R7 Remarks		R8 Remarks	R9 Remarks 🕚
Special Provision Code(s)	The selected Arc	hived Contract Closeout W orksheet disp	lays. At the _{des}
Section	bottom of the scr	een, click the Populate from Workshee	t button.
Kind		Criticality Designator Code	Functional Limitation Code
Total Contract		Obligated Amount	Unlineidated

The selected Archived Contract Closeout Worksheet displays. At the bottom of the screen, click the Populate from Worksheet button. The Contract Closeout Worksheet - Create page will display with the fields pre-populated with the data from the archived worksheet.

ntract Closeo	ut Worksheet - Create			
O: NO DATA FOUND in	Electronic Data Access Procurement Document Standard web service for Contract Number. F0300021E0920. Worksheet has not been populated from EDA PDS.			
ontract Type *	Firm Fixed Price			
ontract Number	F0300021E0920 Delivery Order Number			
hysical Completion ate "	2023/01/18 Closeout Due Date * 2023/07/18			
ntract Closeout Che	klist			
dd Action Item * ion Item (Required Step)	Identifier of Reminement Responsible Organization Responsible Org Location Code Responsible Org Final Econcret Completion Date Date & cti	on Completed Attachment	s Complete ?	Actions
al Removal of Excess Fun Jance of Contract Complet	a Recommended DDDMA between the user enters a date in the Physical Completion Date field the Closeout Due Date will be automatically calculated.		N	Edit / Dele Edit / Dele

When the user enters a date in the Physical Completion Date field, the Closeout Due Date will be automatically calculated.

Step 9

tract Closeout Checklist									
dd Action Item *									
ion Item (Required Step)	Identifier of Requirement	Responsible Organization	Responsible Org Location Code	Responsible Org Email	Forecast Completion Date	Date Action Completed	Attachments	Complete ?	Actions
Removal of Excess Funds Recommended	DD1594	Contracting Officer			2023/01/18			N	Edit / Del
ance of Contract Completion Statement	DD1594	Contracting Officer			2023/01/18			N	Edit / Dele
tractor									
OTE: Address information will attempt to a	uto populate if the Location C	Code is changed.							
OTE: Address information will attempt to a AGE Code	uto populate if the Location C	Code is changed.							
OTE: Address information will attempt to a AGE Code	uto populate if the Location C	ode is changed.							
OTE: Address information will attempt to a AGE Code	uto populate if the Location C	ode is changed.]						
OTE: Address information will attempt to a AGE Code Ime "	uto populate if the Location C	ode is changed.	A	ddress					
OTE: Address information will attempt to a AGE Code ame "	uto populate if the Location C	ode is changed.	A	ddress					
TE: Address information will attempt to a NGE Code Ime "	uto populate if the Location C	ode is changed.	A	ddress 2					
OTE: Address information will attempt to a AGE Code ame " idress 1	uto populate if the Location C	Code is changed.	A	ddress ddress 2					
JTE: Address information will attempt to a AGE Code Imme "	uto populate if the Location C	Code is changed.	A	ddress ddress 2					
JTE: Address andormation will attempt to a LOBE Code me*	In the	code is changed Contract Clos	A A A A A A A A A A A A A A A A A A A	ddress ddress 2 section, the	Action Items	are pre-			
OTE: Address ntormation will attempt to a AGE Code ddress 1 ddress 3	In the populate	Contract Clos ated from the	A A A A A A A A A A A A A A A A A A A	^{ddress} ^{ddress 2} section, the Item s m ay	Action Items be added, ed	are pre- ited, and			
07E: Address ntormation will attempt to a OGE Code Idress 1 Idress 3	In the populate of the Location C	Contract Clot ated from the	A A seout Checklist contract. Action	ddress ddress 2 section, the Items may	Action Items be added, ed	are pre- ited, and			
OTE: Address information will alternyt to a AQE Code Inne * Idness 1 Idness 3	In the populate if the Location C	Contract Clos ated from the d by clicking	A A Seout Checklist contract. Action the respective lii	ddress ddress2 section,the Itemsmay hks.	Action Items be added, ed	are pre- ited, and			

In the Contract Closeout Checklist section, the Action Items are pre-populated from the contract. Action Items may be added, edited, and deleted by clicking the respective links.

Date *	_	2023/01/18	2023/07/18				
	Con	tract Closeout Worksheet Action Items					
Contract Closeout C		Required Step	Identifier of Requirement	CCO Role			
Add Action Item *		Contract Audit Completed/Final Rates Settled	Cost or T&M	Auditor			
Action Item (Required S		Contractor's closing statement completed	Cost or T&M	Contracting Officer	Attachments	Complete ?	Actions
inal Removal of Excess		Contractor's closing statement received	Cost or T&M	Contracting Officer		N	Edit / Dele
suance of Contract Cor		Disposition of Classified Material	DD 254	Security Officer		N	Edit / Del
		Final Patent Report Cleared	52.227-11, 13	Patent Officer			
		Final Patent Report Submitted	52.227-11, 13, 252.227-7039	Patent Officer			
ontractor		Final Royalty Report Cleared	52.227-9	Contracting Officer			
	-	Final Royalty Report Submitted	52.227-9	Contracting Officer			
NOTE: Address info		Final Subcontracting Plan Report Submitted	52.219-9	Contracting Officer			
CAGE Code		Final Voucher submitted	Cost or T&M	Contracting Officer			
		Issuance of Report of Contract Completion	Surveillance Criticality Designator A & B				
Name *		No Outstanding Value Engineering Change Proposal	52.248-1	Contracting Officer			
		Plant Clearance Report Received	52.245-1	PLCO			
Address		Price Revision Completed	52,216-16, 17	Contracting Officer			
Address 1		Prior Year Overhead Complete		-			
		Property Clearance Received II pop clicking th	a + Add Action Item link a nonu	n list will he			
Address 3		Recouptment of Financing Pay					
		Settlement of Liguidated Dami	ow the user to add more items. I	Note: DCMA users			
State		Settlement of Subcontracts by will have additio	nal Action Item options, please	refer to Contract			
		Settlement of all interim or dis. Closeout Featu	res for the DCMA User Guide.				
		Termination Docket Completed	Termination (T4C) Modification	TCO			
	<u> </u>						

Upon clicking the +Add Action Item link, a popup list will be displayed to allow the user to add more items.

Note: DCMA users will have additional Action Item options, please refer to Contract Closeout Features for the DCMA User Guide.

Step 11

Image: Status	Date "	Required Step		Identifier of Requirement	CCO Role			
		Contract Audit Completed/Final Rates Settled		Cost or T&M	Auditor			
Chind Clover		Contractor's closing statement completed		Cost or T&M	Contracting Officer			
Add Adout Market 0.744 Setup Office Bin Market Rayset Caused 0.224 Market Setup Office Anadaussity Caused Anadaussity Cause	intract Closeout C	Contractor's closing statement received		Cost or T&M	Contracting Officer			
and manual Elsa Manual Caract	Add Action Item *	Disposition of Classified Material		DD 254	Security Officer			
al allowed af lander of the part Report Seamled (Seamled) 2227-11, 123 227-703 Part Office (Normal Seamled) 227-9 Control (Normal Seamled) Control (Normal Seamled) 227-9 Control (Normal Seamled) Control (Normal Seamled) 227-9 Control (Normal Seamled) Control (Normal Seamled) Control (Normal Seamled) Control (Normal Seamled) 227-9 Control (Normal Seamled) 227-9 Control (Normal Seamled) Control (N	tion Item (Required S	Final Patent Report Cleared		52.227-11, 13	Patent Officer	Attachments	Complete ?	Actions
aman af Generation Panal Rayshy Raysh Salamind Panal Panal Panal Panal Panal Panal Panal Panal	al Removal of Excess	Final Patent Report Submitted		52.227-11, 13, 252.227-7039	Patent Officer		N	Edit / Dele
Image: Statement of Floating Object 2229 Contacting Object Image: Statement of Floating Object 52294 Contacting Object Image: Statement of Floating Object 6228-1 Contacting Object AGE Code No Object Ob	uance of Contract Con	Final Royalty Report Cleared		52.227-9	Contracting Officer		N	Edit / Dele
Import Substrate Su	_	Final Royalty Report Submitted		52.227-9	Contracting Officer			
Aller Code Final Youries rubitities Code of MA Code of		Final Subcontracting Plan Report Submitted		52.219-9	Contracting Officer			
In Nacros of Report of Contract Ompation No Outstanding Vision Engineering Change Proposal No Outstanding Vision Engineering Change Proposal Statement of Second Report Part Chansen Report Report Part Chansen Report Report Contracting Officer Property Chansen Report Statement of Floanding Pryments Statement of Second Report Second Report Statement of Second Report Second Report Statement of Second Report	ntractor	Final Voucher submitted		Cost or T&M	Contracting Officer			
NDTC: Addex station No Outcoming Value Engineering Charge Plagoal 0.245-1 Outcoming Value Engineering Charge Plagoal AddE Coole Planc Charance Report Received 0.245-1 PLCO P frace Revision Conjection 0.225-16 17 Contracting Other Adder Safe Property Charance Received 0.225-16 Contracting Other Adder Safe Property Charance Received 0.225-16 Contracting Other Recomposed Findering Plagments 0.225-16 225-16 Contracting Other Satisfies of Lighted Dampers 0.225-16 Contracting Other		Issuance of Report of Contract Completion		Surveillance Criticality Designator A & B		_	_	
CARCE Code Plant Chevance Report Revolved \$2245-1 PLCO Plant Chevance Report Revolved \$2245-1 Chevance Revolved Plant Chevance Revolved \$2245-1 Chevance Revolved Phore Nor-Wand Chevance Chevance \$2245-1 Phore Nor-Wand Chevance Phore Nor-Wand Chevance Revolved \$2245-1 Phore Nor-Wand Chevance Phore Nor-Wand Chevance Revolved \$2245-1 Phore Nor-Wand Chevance Address 1 Recoupent of Floating Phores \$2245-1 Satisfies of al Decortacity by prime \$2245-1 Phore Nor-Wand Chevance Satisfies of al Decortacity by prime \$2245-1 Contracting Officer Satisfies of al Decortacity by prime Contracting Officer Contracting Officer Satisfies of al Decortacity by prime After selecting an Action Item, click Contracting Officer Contracting Officer Contracting Officer Contracting Officer Too Too Too	VOTE: Address infor	No Outstanding Value Engineering Change Proposal		52.248-1	Contracting Officer			
	CAGE Code	Plant Clearance Report Received		52.245-1	PLCO			
States Pilor Yarao Ownland Completed Concorrection Concorrection Others Property Columnes Resolved 52.245-1 Property Administrator Property Administrator Recomposed Transformed Updates/Domposition 62.225-14 22.25-14 Description Officer Statisment of Updates/Domposition 62.225-14 Contracting Officer Contracting Officer Statisment of Updates/Domposition After selecting an Action Item , click Contracting Officer Contracting Officer Contracting Officer Statisment Double Completed The Save button . Too Contracting Officer Contracting Officer		Price Revision Completed		52.216-16, 17	Contracting Officer			
Image: Property Clearance Received 9226-1 Property Administrature Image: Property Clearance Received 9226-1 Property Administrature Image: Property Clearance Received 92216-1222329, 30, 92239-28 Contracting Officer Image: Property Clearance Received 9334.47 Contracting Officer Image: Property Clearance Received 9334.47 Contracting Officer Image: Property Clearance Received Contracting Officer Contracting Officer Image: Provided Completed Too Too	lame "	Prior Year Overhead Completed		Cost contracts	Contracting Officer			
Address 1 Recomposed of Floading Dynamics Statement of Lipidated Dunages Settlement of Lipidated Dunages Sett		Property Clearance Received		52.245-1	Property Administrator			
Settlement of Updated Densys	ddress 1	Recoupment of Financing Payments		52.232-16, 52.232-29, 30, 52.232-32				
defense of Subcontracts by the prime Settlement of Subcontracts by the prime Settlement of subcontracts by the prime After selecting an Action Item , click Contracting Officer Contracting Officer Termination Docket Completed Tech		Settlement of Liquidated Damages		£3.544.44	Contracting Officer			
defines 3 settiment of all local costs (DCAFerrent) Terrination Docket Completed the Save button. Too		Settlement of Subcontracts by the prime	After coloo	ting on Antion Itom aliak	Contracting Officer			
Termination Docket Completed	Address 3	Settlement of all interim or disallowed costs (DCAA Form 1)	Alterselec	ting an Action item, click	Contracting Officer			
State		Termination Docket Completed	the Save b	utton.	тсо			
	State							

After selecting an Action Item, click the Save button.

ontract Closeout Checklist									
Add Action Item *									
(Required Step)	Identifier of Requirement	Responsible Organization	Responsible Org Location Code	Responsible Org Email	Forecast Completion Date	Date Action Completed	Attachments	Complete ?	Actions
inal Removal of Excess Funds Recommended	DD1594	Contracting Officer			2023/01/18			N	Edit / Dele
ssuance of Contract Completion Statement	DD1594	Contracting Officer			2023/01/18			N	Edit / Dele
Jettlement of Liquidated Damages	52.211-11	Contracting Officer			2023/04/18			N	Edit / Dele
ontractor NOTE: Address information will attempt to a CAGE Code	The new Checklist	Action Item is :table.	s now displayed	in the Contr	act Closeout	r			
contractor NOTE: Address information will attempt to a CAGE Code Name *	The new Checklist Uppon clic	Action Item is :table. :king the Edit	s now displayed link, a popup wi	in the Contr ndow will be	act Closeout displayed to	allow			
ontractor NOTE Address information will attempt to a CAGE Code Name * Address 1	The new Checklist Upon clic the user	Action Item is :table. :king the Edit to add data to	s now displayed link, a popup wi an item and ad	in the Contr ndow will be d attachmer	act Closeout displayed to hts.	allow			

The new Action Item is now displayed in the Contract Closeout Checklist table.

Upon clicking the Edit link, a popup window will be displayed to allow the user to add data to an item and add attachments.

Action Items may be removed from Contract Closeout Checklist table, click the Delete button in the Actions column to remove them.

Step 13

Date * 2023/01/18	2023/07/18		
Settlement of Liquidated E	amages		
Contract Closeout C 7 = Conditional			~
Add Action Item * Action Item (Required S Item Data Attachments	A.	ttachments Complete ?	Actions
Final Removal of Excess Forecast Completion	2023/04/18 Date Action Completed	N	Edit / Delete
Settlement of Liquidated I		N	Edit / Delete
Status	O Complete O Not Applicable		
Contractor	✓ Save ✓ Cancel		<u>``</u>
NOTE: Address infor			
CAGE Code			
Name *	Address		
Address 1			
	In the Item Data tab, enter the required data. A lookup is available for		
Address 3	the Responsible Org Location Email based on the location code. If		
State	no Responsible Org Email exists, an email address must be entered.		
	- Usual Loue		
✓ Create 🧿 Save → Reassign 🕑 Com	slete < Previous O Help		

In the Item Data tab, enter the required data. A lookup is available for the Responsible Org Location Email based on the location code. If no Responsible Org Email exists, an email address must be entered.

Date *	2023/01/18 2023/	07/18			
_	Settlement of Liquidated Damages				
ontract Closeout C	† = Conditional				
Add Action Item * ction Item (Required \$	Item Data Attachments		Attachments	Complete ?	Actions
inal Removal of Excess			_	N	Edit / Delete
suance of Contract Com	Attachments			N	Edit / Delete
ettlement of Liquidated [Attachment Browse		View	N	Edit / Delete
ontractor	Contract Closeout is designated for Sensitive Unclassified information ONLY. Do NOT enter class	sified information in this system.		_	-
NOTE: Address infor	O Upload				
CAGE Code			_		
Name	Name	Action			
reame	SettlementAgreement.pdf	× Delete			
Address 1					
Address 3	In the Attachments tab, the user may upload f the Save button to continue.	ïle attach ments. Click Save ♥ c	ancel		

In the Attachments tab, the user may upload file attachments. Click the Save button to continue.

Step 15

ontract Closeout Checklist									
Add Action Item *									
ction Item (Required Step)	Identifier of Requirement	Responsible Organization	Responsible Org Location Code	Responsible Org Email	Forecast Completion Date	Date Action Completed	Attachments	Complete ?	Actions
nal Removal of Excess Funds Recommended	DD1594	Contracting Officer			2023/01/18			N	Edit / Dele
suance of Contract Completion Statement	DD1594	Contracting Officer			2023/01/18			N	Edit / Dele
ettlement of Liquidated Damages	52.211-11	Contracting Officer			2023/04/18	2023/01/18	View	Y	Edit / Dele
nttractor NOTE: Address information will attempt to CAGE Code	auto populate if the Location C	Code is changed.							
vntractor NOTE: Address information will attempt to CAGE Code	auto populate if the Location C	Code is changed.							
nthactor NOTE: Address information will attempt to CAGE Code Name *	auto populate if the Location C	Code is changed.		Address					
onfractor NOTE: Address information will attempt to CAGE Code Name * Address 1	auto populate if the Location C	Code is changed	A	4ddress					
nthactor NOTE: Address information will attempt to CAGE Code	auto populate if the Location C	Node is changed	ave button from	the previous	· popup wind	ow,item			

After clicking the Save button from the previous popup window, item data will be added to the Contract Closeout Checklist table.

<			>
Contractor			~
NOTE: Address information will atten	npt to auto populate if the Location Code is changed.		
CAGE Code	06481		
Name *	NORTHROP GRUMMAN SYSTEMS CORPORATION	Address	21240 BURBANK BLVD
Address 1		Address 2	
Address 3		City	WOODLAND HILLS
State	CA	The Contractor CAGE Code,	Name and Address are pre-populated
Contract Administration Office			
NOTE: Address information will atter	npt to auto populate if the Location Code is changed.	The Contract Administration C	Office (Admin by) DoDAAC, Name, and
NOTE: Address information will atten	npf to auto populate if the Location Code is changed. S0512A	The Contract Administration C Address are pre-populated fro	Office (Admin by) DoDAAC, Name, and m the EDA contract.
NOTE: Address information will atter Location Code Name *	rgf to auto populate if the Location Code is changed S0512A DCMALOS ANGELES	The Contract Administration C Address are pre-populated fro NOTE: Address information w Location Code is changed.) flice (Adm in by) DoDAAC, Name, and im the EDA contract. ill attempt to auto populate if the

The Contractor CAGE Code, Name and Address are pre-populated from the EDA Contract.

The Contract Administration Office (Admin by) DoDAAC, Name, and Address are pre-populated from the EDA contract.

NOTE: Address information will attempt to auto populate if the Location Code is changed.

Step 17

Last mounication rambur				
Excess Funds *	Please Select	 Excess Funds Value (\$) † 		
IF FINAL PAYMENT HAS BEEN MADE, CI	DMPLETE FINAL PAYMENT VOUCHER AND FIN	AL PAYMENT DATE		
Final Payment Voucher Number †		Final Payment Date †		
IF FINAL APPROVED INVOICE FORWAR	DED TO D.O. OF ANOTHER ACTIVITY AND STAT	US OF PAYMENT IS UNKNOWN, COMPLETE FINAL INVOICE NUMBER A	ND FINAL INVOICE DATE	
Final Invoice Number †		Final Invoice Date †		
Shipment Number	The Last	Modification Number is pre-popula	ted	
	from the l	EDA contract.		
Initiator Remarks				
Initiator Name	TYLER STERN	Initiator Date	2023/01/18	
Initiator Remarks Initiator Name Contracting Officer Remarks	TYLER STERN	Initiator Date	202301/18	
Initiator Name Contracting Officer Remarks	TYLER STERN	Initiator Date	202301/18	

The Last Modification Number is pre-populated from the EDA contract.

State		CA NOTE: The Excess Funds and Excess Funds Value (S) fields pre-populate and are not
Contract	Completion	editable when the data is coming from SDW /MOCAS or when the ULO amount is
Last Mo	dification Number	greater than or equal to \$0
Excess	Funds *	N v Excess Funds Value (5) †
IE FINAL P	AVMENT HAS BEEN MADE. COM	
Final Pa	vment Voucher Number †	ELE I NEL FATILITATION PROVINCIAL AND A CONTRACT ON A CONTRACT OF A CONT
IF FINAL A	PPROVED INVOICE FORWARDE	۵) (III) (IIII) (III) (IIII) (III)
Final Inv	voice Number †	The Excess Funds field is mandatory. From the menu drop-down, select Y for Yes or N for No.
Shipmer	nt Number	When Y is selected from the Excess Funds Value will be mandatory.
Initiator	Remarks	Data will be pre-populated in these fields if they are available in the EDA Contract.
		Mandatory fields:
		- Final Payment Voucher Number
Initiator	Name	- Final Invoice Number
		- Final Payment Date/Final Invoice Date
Contrac	ting Officer Remarks	
✓ Create	⊘ Save → Reassign	Note: The user can either enter one or both the Final Payment Date and Final Invoice Date.

The Excess Funds field is mandatory. From the menu drop-down, select Y for Yes or N for No. When Y is selected from the Excess Funds Value will be mandatory.

Data will be pre-populated in these fields if they are available in the EDA Contract. Mandatory fields:

- Final Payment Voucher Number
- Final Invoice Number
- Final Payment Date/Final Invoice Date

Note: The user can either enter one or both the Final Payment Date and Final Invoice Date.NOTE: The Excess Funds and Excess Funds Value (\$) fields pre-populate and are not editable when the data is coming from SDW/MOCAS or when the ULO amount is greater than or equal to \$0 Step 19

state	CA		Postal Code	91401-2722	
ontract Completion					
Last Modification Number					
Excess Funds *	N	~	Excess Funds Value (\$) †		
FINAL PAYMENT HAS BEEN MADE, O	OMPLETE FINAL PAYMENT VOUCHER AND FIN	AL PAYMENT DATE			
Final Payment Voucher Number †	Clin	ck the Create bu	itton to put the works	heet in	
F FINAL APPROVED INVOICE FORWAR	RDED TO D.O. OF ANOTHER ACTIVITY a n	In Progress sta	tus.	Έ	
Final Invoice Number †	45165156165		r mar invoice pate j	2023/01/18	
Shipment Number			Shipment Date		
Initiator Remarks					
Initiator Name	TYLER STERN		Initiator Date	2023/01/18	

Click the Create button to put the worksheet in an In Progress status.

uccess		
INFO. The Contract Closeout Worksheet has been suc INFO. Status is: In Progress	essfully submitted	
Contract Number	F0300021E0920	
Delivery Order Number		
Issue By Location Code	S0512A	
Admin By Location Code	S0512A	
	A Success page is displayed. An email will be sent email of the responsible parties informing them tha required.	tout to the org t their action is

A Success page is displayed. An email will be sent out to the org email of the responsible parties informing them that their action is required.

Step 21

ntract Closeout Work	heet - Save	ed						
equired Fields								
O: NO DATA FOUND in Electronic D	ata Access Procuren	ment Document Standard w	ab service for Contract Number: F	F0300021E0920. Worksheet has not been popul	lated from EDA PDS.			
a Contract Closeout Worksheet has t	an euroasefully ea	niad Notification amails are i	not distributed while the Contract	Cheanut Worksheat is in a 'Savari' status				
. Connect Crosecter Honericet has t	ch successiony su	rea realization emans are r	to distributed while the contract					
ntract Information								
Contract Type *	ixed Price	~						
Contract Number F030002	.E0920		Number					
Physical Completion			Closeout Due Date *					
2023/01	18			2023/07/18				
ntract Closeout Checklist								
ntract Closeout Checklist							ts Complete ?	Actions
ntract Closeout Checklist Add Action Item * tion Item (Required Step)	Identifier					ed Attachment		
ntract Closeout Checklist Add Action Item * tion Item (Required Step) al Removal of Excess Funds Recommend	d DD1594	The Save bu	utton is availab	le on the bottom of th	e screen. Users can	ed Attachmen	N	Edit / Delet
ntract Closeout Checklist Add Action Item * tion Item (Required Step) al Removal of Excess Funds Recommand sance of Contract Completion Statement	Identifier id DD1594 DD1594	The Save bi click the Sa	utton is availab ve button to sa	le on the bottom of the ve the worksheet and	e screen. Users can work on it later.	ed Attachmen	N	Edit / Delete
ontract Closeout Checklist Add Action Item * clion Item (Required Step) nal Removal of Excess Funds Recommans suance of Contract Completion Statement ettlement of Liquidated Damages	Identifier id DD1594 DD1594 52.211-11	The Save bu click the Sa	utton is availab ve button to sa	le on the bottom of the verther worksheet and	e screen. Users can work on it later.	ed Attachmen	N N Y	Edit / Delete Edit / Delete Edit / Delete

The Save button is available on the bottom of the screen. Users can click the Save button to save the worksheet and work on it later.

Once the user clicks the Save button, a success message will be displayed on the top of the page.

NOTE: To find the Saved copy of the worksheet, click the Contract Closeout Worksheet link from the Search menu drop-down. Include the Save Status as part of the search criteria to improve search results.

Tact Closeout	Contract Closeout W * = Required Fields	orksheet-Reassignment						
	Assignee Location Co -	ode		Assignee Org Location Email *	٩			
tract Information	Additional Email Add	resses						
ontract Type *				1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-				
ontract Number	Comments *	Contracting Offic	NOTE: A cont	lated is incorrect, the ract can be reassigned wh	ile in the Awaiting			
iysical Completic	Note: Additional Email Ac	Admin By, by cli	Release, In Pi	ogress, and Ready to Clo	se status.	-		
		displayed allowing	the Contracti	ng Officer to enter the cor	ect			
Iract Closeout C		Admin By location	n code, em ail a	ddress and comments.	Save Cancel			
on Item (Required		After clicking the	Save button, tl	ne Admin By location code	presion tone - Date Action Compare	Attachments	Complete ?	Actions
Removal of Excess Fur	nds Recommended D	will be updated or	n the workshee	t and an email notification	will		N	Edit / Del
ance of Contract Comple ement of Liquidated Dar	ation Statement D mages 5	be sent to the As	signed Locatio	n Code Org email.	2023/01/18	View	Y	Edit / Dels
Iractor		The new Admin b Admin By reassig Section	y Location will nment in the C	have a history entry of the Contract Administration				

If the Admin By that is pre-populated is incorrect, the Contracting Officer can reassign the worksheet to the correct Admin By, by clicking the Reassign button.

Upon clicking the Reassign button, a popup window will be displayed allowing the Contracting Officer to enter the correct Admin By location code, email address and comments.

After clicking the Save button, the Admin By location code will be updated on the worksheet and an email notification will be sent to the Assigned Location Code Org email.

The new Admin by Location will have a history entry of the Admin By reassignment in the Contract Administration Section. NOTE: A contract can be reassigned while in the Awaiting Release, In Progress, and Ready to Close status.

p 23					
	Initiator Name	TYLER STERN	Initiator Date	2023/01/18	
	Contracting Officer Remarks				
	Contracting Officer Name	TYLER STERN	Contract Close Effective Date *	2023/02/04	
	Email Notifications				
	Email Text				
	Email Recipient				
	twonsamdi18@gmail.com 🗙	Add Email			
	Send Email	Emails for the Contra address with commer	ct Closeout W orksheet m ay be ts.	sent to em ail	
	✓ Create	issign 🕑 Complete < Previous 🔍 Help			

Emails for the Contract Closeout Worksheet may be sent to email address with comments.



Additional Information for users during CCO Worksheet process.

Step 25

ontract Information										
Contract Type	Cost Plus Award	I Fee								
Contract Number	FA303018M760	80	Delivery Order Number							
Physical Completion Date *	2023/03/17		Closeout Du	2024/11/17						
Contract Closeout Chec	diet									
Lontract Closeout Cheo	uist									
Add Action Item *		Identifier of Requirement	Responsible Orxanization	Responsible Org Location Code	Responsible Org Email	Forecast Completion Date	Date Action Completed	Attachments	Complete ?	Actions
Final Removal of Excess Funds	Recommended	DD1594	Contracting Officer			2023/03/17	2023/03/17		Y	Edit/Delete
Issuance of Contract Completion	in Statement	DD1594	Contracting Officer			2026/03/17			N	Edit/Delete
4										
Contractor										
CAGE Code	:	1QU78 Token	ized emails ar	e sentwhen a	n Action Item	indicates a				
Name *		CACI, INC. Resp	onsible Organi	zation other th	an the Contra	icting Officer.				

Tokenized emails are sent when an Action Item indicates a Responsible Organization other than the Contracting Officer.

Contract Number Physical Completion Date *	Plant Clearance Report Rece *= Regulard Fields †= Conditional	lived						
Contract Closeout Ch	Item Data Attachments					_		~
+ Add Action Item*	Responsible Org Location Code *		Responsible Org Email *		٩	Attachments	Complete ?	Actions
Final Removal of Excess Fur	Forecast Completion Date	2013/06/16	Date Action Completed †				N	Edit/Delete
Issuance of Contract Comp							N	Edit/Delete
Plant Clearance Report Ret	Status	 Complete Not Applicable 					N	Edit/Delete
Final Paid Voucher Receive	Additional Email Addresses							EQT/Dente
								•
Contractor								Ŷ
CAGE Code	Note: Additional Email Addresse:	s must be separated by comma(s)						
Name *				✓ Saw	Cancel			
Address 1			Address 2					
Address 3	Е	nter Responsible Org	Location Code and Res	ponsible Org Email				
61-11-	C	lick the Save button	to continue.					
State	тх			/50/4				

Enter Responsible Org Location Code and Responsible Org Email. Click the Save button to continue.

Step 27

Contract Information											
Contract Type	Firm Fixed Price										
Contract Number	FA251710D900	2	Delivery C	Order Number	0012						
Physical Completion Date *	2012/12/18		Closeout I	Due Date *	2015/12/31						
Contract Closeout Chec	klist										i
+ Add Action Item*											
Action Item (Required Step)		Identifier of Requirement	nt Responsible Organization	Responsible O	rg Location Code	Responsible Org Email	Forecast Completion Date	Date Action Completed	Attachments	Complete ?	Actions
Final Removal of Excess Funds	Recommended	DD1594	Contracting Officer				2012/12/18			N	Edit/Delete
Rest Cleaners Deces Deces	on statement	50.045.4	Contracting Onicer	005404		-	2012/12/16			N N	Edit/ Delete
Final Paid Voucher Received	eu.	Cost or T&M	FIREMAN	303124			2012/12/18			Y	Edit/Delete
4											
Contractor		A fte	r entering the F	Respons	ible Org	in form ation,	the Contracti	ng			
CAGE Code	8	A9N5 resp	cer or Contracti consible organi;	ng Spec zations f	cialistma forincom	ay send an e plete steps	mail rem inder by clicking the	to Send			
				in the second second		the fact which a set					

After entering the Responsible Org information, the Contracting Officer or Contracting Specialist may send an email reminder to responsible organizations for incomplete steps by clicking the Send Reminder link or clicking the Submit button.

File Message Help Acrobat	V Tell me what you want to do			
©lgnore	EM Meeting I MADDEF JAX → To Manager I Manager Forward Egit Mare → To Manager I Manager I Manager Segment → Deply & Delete → Create New I Manager I Manager expond Outek Stress 5 5 5	Image: Strates were were were were were were were we	Avi Charles State Commension State Commensis State Commension State Commension State Commension State Commen	
Contract Closeout In Progres	s for F0300021E0920 /			
	Renal (CD)			← Reply ← Reply All → Form Thu 1/19/7
EXTERNAL EMAIL - This email originate	d from outside of CACI. Do not click any links or attachments unles	s you recognize and trust the sender.		
Delivery Order Number: Issue By: S0512A Admin By: S0512A				
You have 72 hours, at that point the link b	elow will expire. If we get no response a follow up email will be sent to y	ou with a new link. After 30 days have passed, no additional emails will be	sent.	
Please use the link below to respond: https://cobrakai.piee.caci.com//closeout/	worksheetAlReview?email	200	30118192139	
THIS IS A SYSTEM GENERATED EMAIL ME	SAGE, PLEASE DO NOT RESPOND TO THE FAMIL	of the organizational email for	the responsible	
	parties. It will co	ntain a link with the token.		

This is a sample of the organizational email for the responsible parties. It will contain a link with the token.

Step 29

Contract Num	nber F0	300021E0920		Delivery Or Number	der				
Please compl	lete the followi	ng Action Item(s):						
Action Item (Required Step)	Identifier of Requirement	Responsible Organization	Responsible Org Location Code	Responsible Org Email	Forecast Completion Date	Date Action Completed	Attachments	Complete ?	Actions
Plant Clearance Report Received	52.245-1	PLCO	S0512A	GovernmentEmail@EMAIL.COM	2023/07/17			N	Edit
Uppa	oon clic ge will	king the be displ	link in th ayed con	e responsible taining the rec	party's quired	s em ail, action c	a brow or actio	/ser nsto	b e

Upon clicking the link in the responsible party's email, a browser page will be displayed containing the required action or actions to be completed. Click the link under the column.

Plant Clearance Repor * = Required Fields † = Conditional	rt Received			
Item Data Attachmen	its			
Forecast Completion Date	2023/07/17	Date Action Completed 2023/01/19		
Status *	Complete O N/A			
			✓ Save	
	Submit Cancel			
	The Forecast Complet	tion Date may be automatica	lly calculated	
	date.	em, contract type, and physi	car compretion	

The Forecast Completion Date may be automatically calculated based on the action item, contract type, and physical completion date.

Step 31

Attachments Attachment Contract Closeout is designated for Sensitive Unclassified Information in this system. Outcool	Plant Clearance Report *= Required Fields † = Conditional	Received		
Attachment Ontwoelling	Item Data Attachments	5		
Attachment Oregon	Attachments			
Contract Closeout is designated for Sensitive Unclassified information ONLY Do NOT enter classified information in this system. Upload Name Action	Attachment	Browse		
Action	▲ Contract Closeout is de	signated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system	n.	
Name Action	O Upload			
Name Action				
A PLOREON OF	Name PLCReport.pdf		X Delete	
		Enter all the mandatory fields on the Item Data optional. Once complete, click the Save button	tab. Attachments are	

Enter all the mandatory fields on the Item Data tab. Attachments are optional. Once complete, click the Save button.

Page 17 of 24

Step 32

INFO: Contact the Contact	tracting Officer offline i	if there is future :	action required for this action ta	sken.				
Contract Number Fi	0300021E0920		Delivery Or Number	der				
Please complete the follow	ing Action Item(s):							
Action Item (Required Step) Identifier of Requirement	Responsible R Organization L	esponsible Org ocation Code	Responsible Org Email	Forecast Completion Date	Date Action Completed	Attachments	Complete ?	Actions
Plant Clearance 52.245-1 Report Received	PLCO S	0512A	GovernmentEmail@EMAIL.COM	2023/07/17	2023/01/19	View	Y	Edit
Submit Cancel C lic k W or F	the Subm (sheet with	itbutto the int	n to update th formation.	ne Con	tract CI	oseout	:	

Click the Submit button to update the Contract Closeout Worksheet with the information.

Step 33

Contract Closeout	
	Success
	You have successfully reviewed the Action Item(s) for your agency. Have a nice day!
	A Success message is displayed after submission. The worksheet will remain as in Progress.

A Success message is displayed after submission. The worksheet will remain as In Progress.

Contra	act Close	out	Greate	+ Sea	arch +													8.0	•	<u> </u>
Sear	rch Res	sult																		
S	orted by Cor	ntract N	lo. in asc	ending or	der	•	Showing 2	0 items pe	er page 🛛 👻											
Item	Contract Number	D	Delivery Order	Admin By	lssue By	Status	nitiated Jate	Initiated By	Target Closeout Date	Last Action Taken Date	Last Action Taken By	Action Items Completed Date	Contract Close Date	Contract Closed By	Auto- Generated	DCAA Audit Complete	Percent Complete of Action Items (Steps)	Administrative Contracting Officer (ACO) Code	CAGE Code	Contractor Name
1	F0300021E	0920		S0512A	S0512A	In Progress	023/01/18	2	2023/07/18	2023/01/19			2023/02/04		Ν		50%		06481	DEMO SUPER
							Asa Close	C C C e o u t) Cont Works	racting heet fo	Office Ider.	er, locate	the w	orkshe	et in 1	the Co	ntract			
				_																

As a CCO Contracting Officer, locate the worksheet in the Contract Closeout Worksheet folder.

Step 35

Contract Trees									
contract type	Cost Plus Award P	ee							
Contract Number	FA303018M7608	1	Delivery Or	der Number					
Physical Completion Date *	2023/03/17		Closeout Du	e Date* 2024/11/17					
ontract Closeout Checklis	st								
ction Item (Required Step)	rommended	Identifier of Requirement	Responsible Organization	Responsible Org Location Code	Responsible Org Email	Forecast Completion Date	Date Action Completed	Attachments	Complete? Actions
suance of Contract Completion 9	Statement	DD1594	Contracting Officer			2026/03/17	2024/08/08		Y Edit/De
4									
ontractor									
ontractor CAGE Code	1	QU78 After a	II Action Item	shave been ma	rked as Con	nplete or NA b	y either		

After all Action Items have been marked as Complete or NA by either the Contracting Officer or the Contracting Specialist or the responsible party, click the Submit button.

Contract Closeout Create - Search -		1000
Success • INFO: The Contract Closeout Worksheet has been successfully submitted • INFO: Status is: Ready to Close		
Contract Number	F0300021E0920	
Delivery Order Number		
Issue By Location Code	S0512A	
Admin By Location Code	50512A	
A m a R	ressage is displayed indicating that the worksheet is in eady to Close status.	

A message is displayed indicating that the worksheet is in a Ready to Close status.

Step 37

ear	ch Result																		
So	ted by Contract	No. in asc	ending on	der	•	Showing 2	0 items pe	r page 👻											
Itera	Contract Number	Delivery Order	Admin By	lssue By	Status	nitiated Date	Initiated By	Target Closeout Date	Last Action Taken Date	Last Action Taken By	Action Items Completed Date	Contract Close Date	Contract Closed By	Auto- Generated	DCAA Audit Complete	Percent Complete of Action Items (Steps)	Administrative Contracting Officer (ACO) Code	CAGE Code	Contrac Name
1	F0300021E0920		S0512A	S0512A	Ready to Close	2023/01/18	22	2023/07/18	2023/01/19		2023/01/19	2023/02/04		Ν		100%		06481	DEMO SUPER
						1	0												
							Upe	en the v	Vorksn	eet mo	om the C	on trac en	ct Clos	seout					

Open the worksheet from the Contract Closeout Worksheet Search Result screen.

Contract Type	Firm Fixed Price									
Contract Number	DAAB0700DH	104	Delivery Ord	der Number						
Physical Completion Date *	2020/10/01		Closeout Du	e Date * 2021/04/01						
Contract Closeout Checklis Add Action Item * Action Item (Required Step)	t	Identifier of Requirement	Responsible Organization	Responsible Org Location Code	Responsible Org Email	Forecast Completion Date	Date Action Completed	Attachments	Complete ?	Actions
Final Removal of Excess Funds Rec	ommended	DD1594	Contracting Officer			2020/10/01	2020/10/01		Y	Edit/Delet
Issuance of Contract Completion S	tatement	DD1594	Contracting Officer			2020/10/01	2020/10/01		Y	Edit/Dele
4							_			
ontractor		The O	Contracting O	fficer must clic	k the Comp	plete button t	osign			

The Contracting Officer must click the Complete button to sign and complete the closeout.

Step 39

	_	_	_	Sign Document			_	_	_		_
Contract Closeout *= Required Fields • INFO: As of 2024/08/0	t Worksheet - Re	eady to Close	9 account jkwan70	INFO: As of 2024 acce password will exp	V08/09 21:00:50 UTC, an email was ser a One-Time Passy pire in 200 seconds.	nt to your email word (OTP). This					
Contract Information				The PIEE signature req browsers. Click here for m	uirement has changed to allow support ore information.	for all the major					1
Contract Type	Firm Fixed Price			 If ddyou have not setup yo If you are having issue with 	ur Digital PIN, click on Manage Digital PIN lini h receiving One-Time Password(OTP) via E-ma	k to setup your PIN. ail, you can also setup					
Contract Number	F0460692G0061			OTP on your mobile device by	visiting Setup Time-Based One Time Passwori	d page.					
Physical Completion Date *	2020/10/14			User ID	CCO1_Joe						
Contract Closeout Check	list			Digital PIN		Manage Digital PIN					
Add Action Item * Action Item (Required Step) Final Removal of Excess Funds R	Iden	tifier of Requirement	Responsible	OTP (One-Time Password)		Send OTP via E- Mail	mpletion Date	Date Action Completed 2020/10/14	Attachments	Complete ? Y	Actions Edit/Delate
Issuance of Contract Completion	n Statement DD1	5								Y	Edit/Delete
•		Uponc - The Co	licking 1 ntractin	he Complete a Officermus	button, a signatu st click the Sign a	repopupy ndSubmit	vill disp button	lay. to			•
Contractor		d ig ita lly	sign th	e worksheet	and close the cor	ntract.					
CAGE Code	06481				 Sign And Submit 	it 🗸 Cancel					
Name *	NOR	THROP GRUMMAN	SYSTEMS CORP	ORATION	Audress		21240 BL	IRBANK BLVD			

Upon clicking the Complete button, a signature popup will display. The Contracting Officer must click the Sign and Submit button to digitally sign the worksheet and close the contract.

CCESS INFO. The Contract has been successfully closed. Notice	is been distributed.	
ontract Number	F0300021E0920	
elivery Order Number		
sue By Location Code	S0512A	
dmin By Location Code	S0512A	
L S	pon successful completion for the Contract Clo uccess page will be displayed and a 567C extr enerated.	seout Worksheet, a act will be

Upon successful completion for the Contract Closeout Worksheet, a Success page will be displayed and a 567C extract will be generated.

Step 41

earc	h Result																		
Sort	ed by Contract	No. in asc	ending or	der	*	Showing	20 items p	er page 🗸											
iem (Contract Number	Delivery Order	Admin By	lssue By	Status	Initiated Date	Initiated By	Target Closeout Date	Last Action Taken Date	Last Action Taken By	Action Items Completed Date	Contract Close Date	Contract Closed By	Auto- Generated	DCAA Audit Complete	Percent Complete of Action Items (Steps)	Administrative Contracting Officer (ACO) Code	CAGE Code	Contract Name
1	F0300021E0920		S0512A	S0512/	567C Sent	2023/01/18	Tyler	2023/07/18	2023/01/19	Carl Sec. 1	2023/01/19	2023/02/04	100.000	N		100%		06481	DEMO SUPER
		•						4h - 50	7.0			4 4 h							
						Ow	nce orksl	the 56 heetw	7C ext ill be s	ractis etto 5	genera 67C Se	ted, the	e statu	is for	th e				
		•				O w	n c e o r k s l	the 56 heetw	7C ext ill be s	ractis etto 5	genera 67C Se	ted, the nt.	e statu	is for	th e				
		•				O w	n ce orksl	the 56 heetw 567C	7C ext ill be so fails to	ractis etto 5 close	genera 67C Se the con	ted, the nt. tract, tl	e statu ne wor	is for t	the ∋tisthe	en in			
		•				O w	nce orksl	the 56 heetw	7C ext ill be so	ractis etto 5	genera 67C Se	ted, the nt.	e statu	is for	th e				

Once the 567C extract is generated, the status for the worksheet will be set to 567C Sent. If the 567C fails to close the contract, the worksheet is then in the 567C Failed status. After 30 days of failing to close the contract, the worksheet is archived.

Contract Closeout		Search +		🗙 Exit
System Messages		Contract Closeout Hol Contract Closeout Wo	d Skiller	
		Bulk Contract Closeou	t	
			The Search menu option contains the link to put contracts on hold.	
			Note: The Contract Closeout Worksheet link is not available to the	
			EDA User with Special Role Upload/Inactive Contracts.	
Please start by selecti	ing an optio	n from the menu above.		
3 Help				

The Search menu option contains the link to put contracts on hold.

Note: The Contract Closeout Worksheet link is not available to the EDA User with Special Role Upload/Inactive Contracts.

Step 43

earch Criteria - Contra	ct Closeout Hold	
Issue By Location Code	Please Select V	
Contract Number	Delivery Order Number	
	EDA users with the Special Role Upload/Inactive Contracts may	
	place documents that are awaiting extract on hold to prevent	
	automated closeout.	

EDA users with the Special Role Upload/Inactive Contracts may place documents that are awaiting extract on hold to prevent automated closeout.

act Closeout Create	∙ Searc	h v						1000
		Sea	rch Result					
		#	Contract Number	Delivery Order Number	Closeout Date	Hold Status	Action	
		1	S0512A17D1001	S0512A17F1001	2021-02-20	Y	Select One V	
		Prev	Next				Y N	
			From the	Action menu dro	p-down, select	Y to put th	e document on	
			hold or N	I to un-hold the do	cument. Then	click the S	ubmit button.	

From the Action menu drop-down, select Y to put the document on hold or N to un-hold the document. Then click the Submit button.

Step 45

Contract Closeout Create + Search +	cobrakai.pie Any Contracts automatically	re.caci.com says s which have the 'Hold Status' set to 'Y' v closed out until the 'Hold Status' is set 1	vill NOT be			¥ Exit
Search Result	wish to contin	ue:	K Cancel			
# Contract Number 1 \$0512A17D1001	Delivery Orc	2021-02-20	Y	Action		
·				N	~	
Prev Next						
	A confirmation OK button to	on dialog box di o continue.	splays, click	< the		
Submit C Previous O Help						

A confirmation dialog box displays, click the OK button to continue.

INFO: You successfully updated the following contra	ct(s).			
Contract Number	Delivery Order Number	Closeout Date	Hold Status	
60512A17D1001	S0512A17F1001	2021-02-20	N	
	A success screen o	lisplays with information for		
	each contract(s) up	dated.		

A success screen displays with information for each contract(s) updated.

End



This concludes our demonstration.