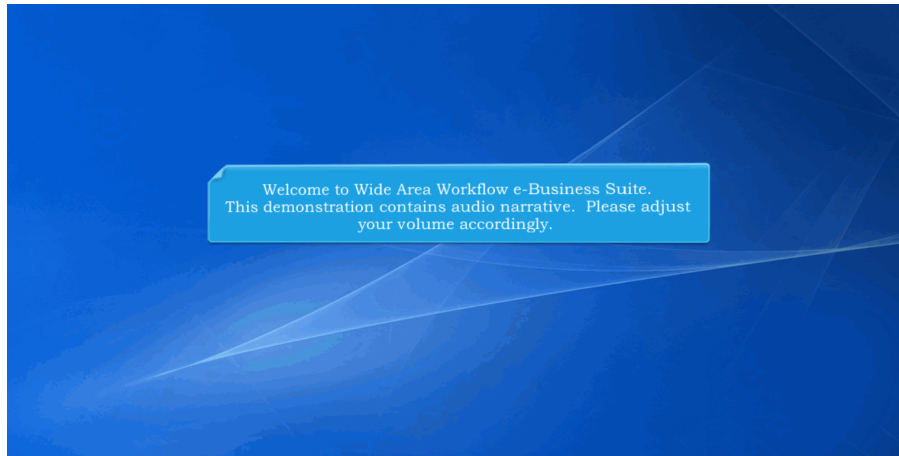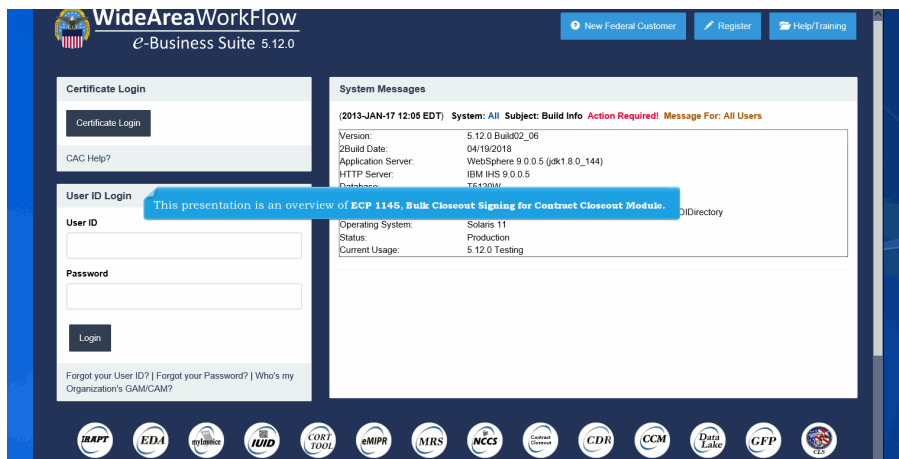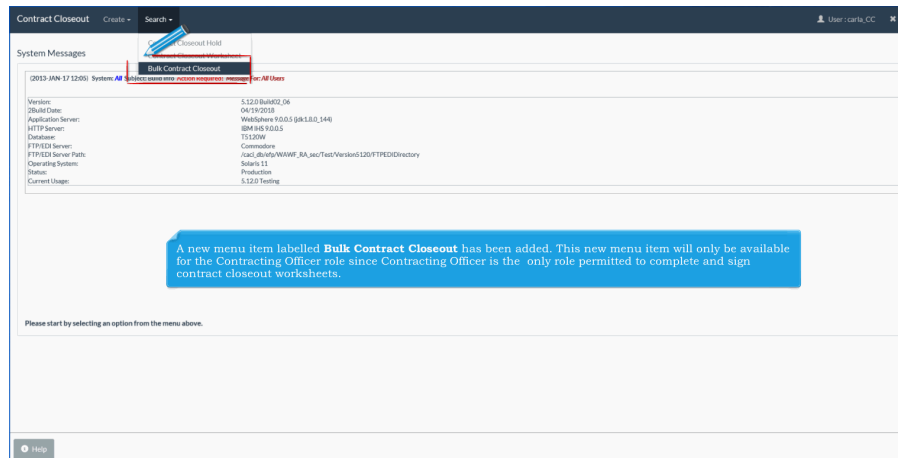Intro

Welcome to Wide Area Workflow e-Business Suite.
This demonstration contains audio narrative. Please adjust your volume accordingly.
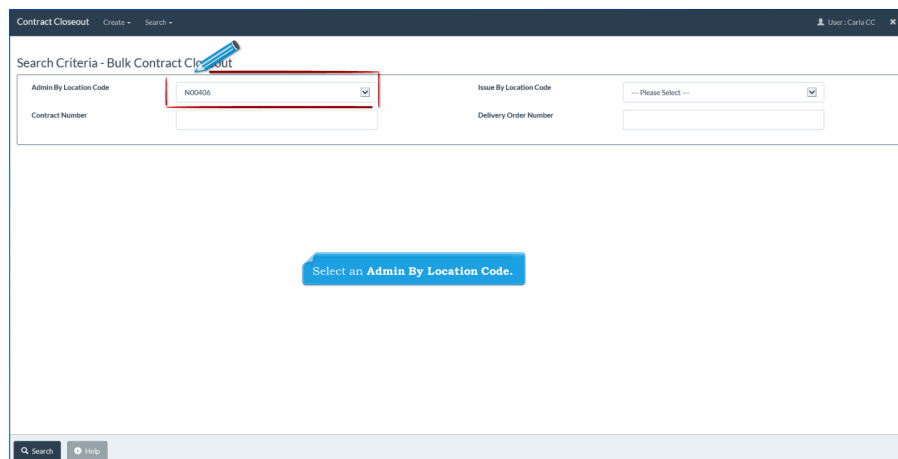
Step 1

This presentation is an overview of ECP 1145, Bulk Closeout Signing for Contract Closeout Module.

Step 2

A new menu item labelled Bulk Contract Closeout has been added. This new menu item will only be available for the Contracting Officer role since Contracting Officer is the only role permitted 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 will only be 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 will be returned.

Step 6

The 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 Contracting Officer will click the Complete button to bulk sign and close the worksheets selected.

Step 8

A popup will display to confirm bulk sign and close, click OK.

Step 9

Upon clicking the 'Complete' button from the previous page, all selected worksheets will be set to a status of 'Complete'. A 567C will be generated for all successfully completed worksheets. A success page will be displayed 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.
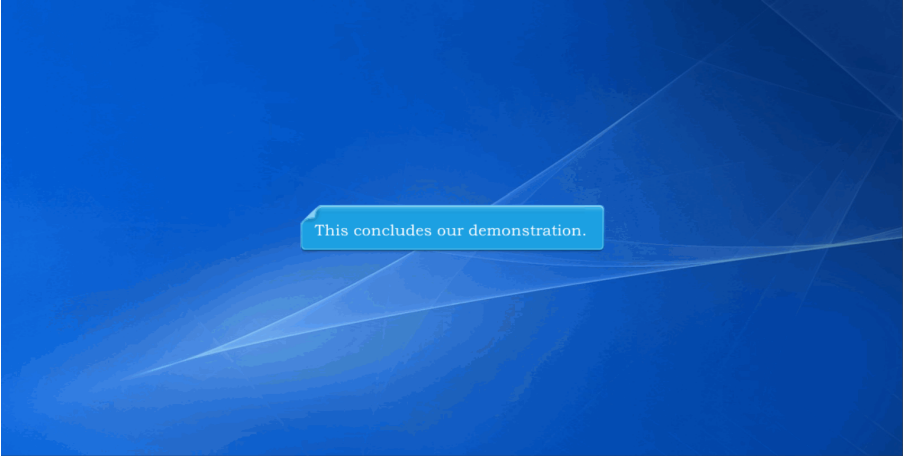
Step 10
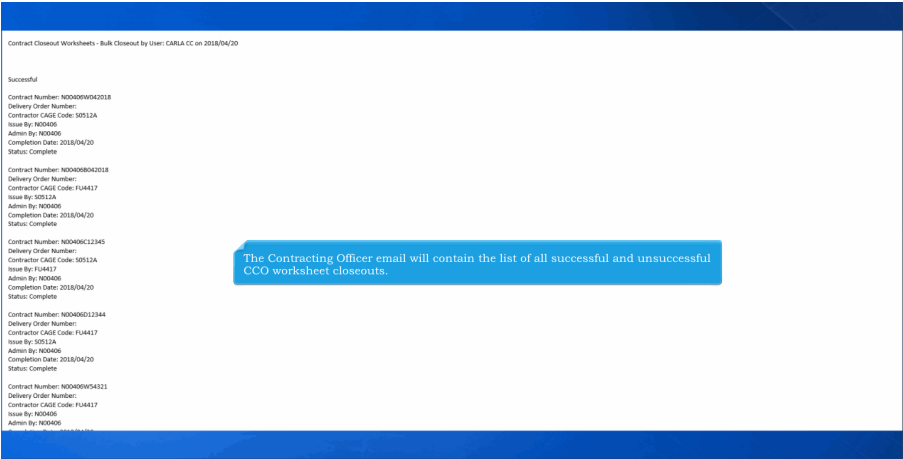
The Contracting Officer email will contain the list of all successful and unsuccessful CCO worksheet closeouts.

End

This concludes our demonstration.