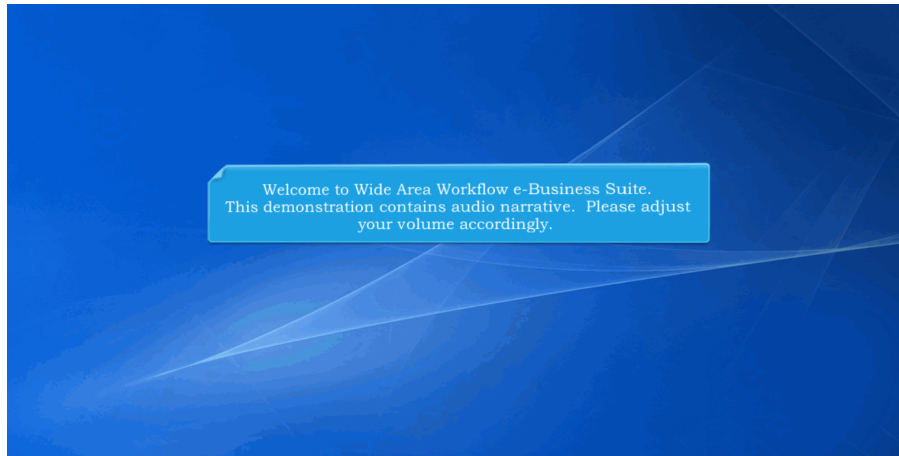
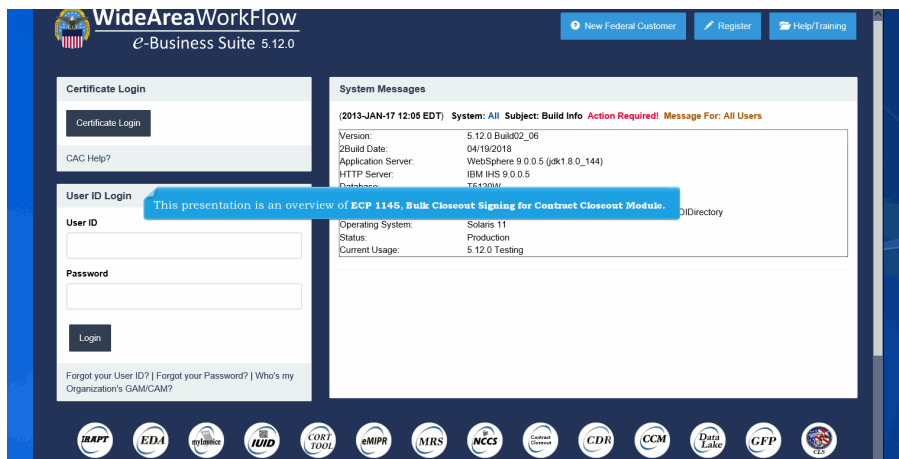


Intro



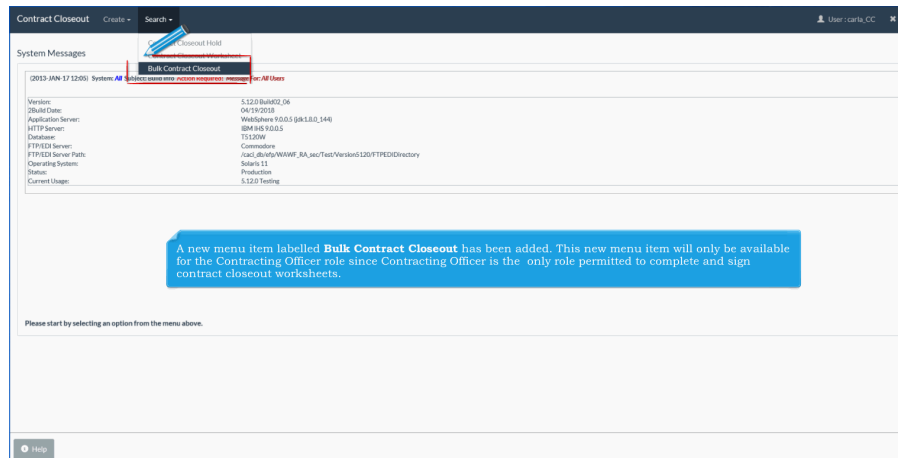
Welcome to Wide Area Workflow e-Business Suite.
This demonstration contains audio narrative. Please adjust your volume accordingly.

Step 1



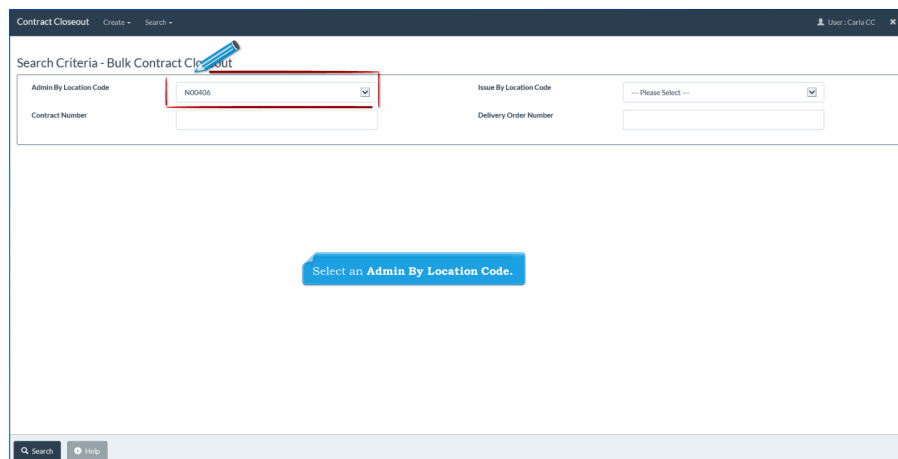
This presentation is an overview of ECP 1145, Bulk Closeout Signing for Contract Closeout Module.

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

Contract Closeout

Create

Search

User • User • Carla CC

Search Criteria - Bulk Contract Closeout

Required

Contract Close Effective Date*

Sorted by Contract No. in ascending order

Showing 20 items per page

Bulk Closeout*	Contract Number	Delivery Order	Admin By	Issue By	Status	Initiated Date	Target Closeout Date	Last Action Taken Date	Action Items Completed Date	Contract Close Date	DCAA Audit Complete	Percent Complete of Action Items (Steps)
<input type="checkbox"/>	N000080502028		N00406	N00513	Ready to Close	2018/04/20	2019/12/18	2018/04/20	2018/04/20			100%
<input type="checkbox"/>	N00006022346		N00406	TU4427	Ready to Close	2018/04/20	2019/12/18	2018/04/20	2018/04/20			100%
<input type="checkbox"/>	N00006012244		N00406	N00513A	Ready to Close	2018/04/20	2019/12/20	2018/04/20	2018/04/20			100%
<input type="checkbox"/>	N00006054832		N00406	N00513A	Ready to Close	2018/04/20	2019/03/25	2018/04/20	2018/04/20			100%
<input type="checkbox"/>	N00006082654		N00406	N00513A	Ready to Close	2018/04/20	2019/03/25	2018/04/20	2018/04/20			100%
<input type="checkbox"/>	N00006002038		N00406	N00513A	Ready to Close	2018/04/20	2019/03/25	2018/04/20	2018/04/20			100%
<input type="checkbox"/>	N00006042245		N00406	TU4417	Ready to Close	2018/04/20	2019/12/18	2018/04/20	2018/04/20			100%
<input type="checkbox"/>	N000060950203		N00406	N00406	Ready to Close	2018/04/20	2019/12/20	2018/04/20	2018/04/20			100%
<input type="checkbox"/>	N0000609122456		N00406	N00406	Ready to Close	2018/04/20	2019/12/18	2018/04/20	2018/04/20			100%
<input type="checkbox"/>	N000060954324		N00406	N00406	Ready to Close	2018/04/20	2019/12/17	2018/04/20	2018/04/20			100%
<input type="checkbox"/>	W1102N15A0087		N00406	N00406	Ready to Close	2018/04/11	2018/03/25	2018/04/20	2018/04/20			100%

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

Contract Closeout

Create

Search

User · Carla CC

Search Criteria - Bulk Contract Closeout

* = Required Field

Contract Close Effective Date *

Sorted by Contract No. in ascending order

Showing 10 Items per page

Bulk Closeout *	Contract Number	Delivery Order	Admin By	Issue By	Status	Initiated Date	Target Closeout Date	Last Action Taken Date	Action Items Completed Date	Contract Close Date	DCAA Audit Complete	Percent Complete of Action Items (Steps)
<input type="checkbox"/>												
<input type="checkbox"/>	N004680920318		N00468	S01128	Ready to Close	2018/04/20	2019/12/18	2018/04/20	2018/04/20			100%
<input type="checkbox"/>	N004680612245		N00468	F14413	Ready to Close	2018/04/20	2019/12/18	2018/04/20	2018/04/20			100%
<input type="checkbox"/>	N00468012344		N00468	S01128	Ready to Close	2018/04/20	2019/12/20	2018/04/20	2018/04/20			100%
<input type="checkbox"/>	N00468254321		N00468	F14413	Ready to Close	2018/04/20	2019/12/18	2018/04/20	2018/04/20			100%
<input type="checkbox"/>	N00468487654		N00468	S01128	Ready to Close	2018/04/20	2019/12/18	2018/04/18	2018/04/18			100%
<input type="checkbox"/>	N00468040818		N00468	S01128	Ready to Close	2018/04/20	2019/12/18	2018/04/20	2018/04/20			100%
<input type="checkbox"/>	N00468422445		N00468	F14413	Ready to Close	2018/04/20	2019/12/18	2018/04/20	2018/04/20			100%
<input type="checkbox"/>	N004680920218		N00468	N00404	Ready to Close	2018/04/20	2019/12/20	2018/04/20	2018/04/20			100%
<input type="checkbox"/>	N0046809123554		N00468	N00404	Ready to Close	2018/04/20	2019/12/18	2018/04/20	2018/04/20			100%
<input type="checkbox"/>	N0046809254321		N00468	N00404	Ready to Close	2018/04/20	2019/12/17	2018/04/20	2018/04/20			100%

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Only contract closeout worksheets in a status of **Ready to Close** will be returned.

Previous

Complete

Help

Only contract closeout worksheets in a status of Ready to Close will be returned.

Step 6

Contract Closeout

Create + Search +

User - Carla CC

Search Criteria - Bulk Contract Closeout

* - Required Field

Contract Close Effective Date *

Sort by Contract No. in ascending order

Showing 10 Items per page

Bulk Closeout *	Contract Number	Delivery Order	Admin By	Issue By	Status	Initiated Date	Target Closeout Date	Last Action Taken Date	Action Items Completed Date	Contract Close Date	DCAA Audit Complete	Percent Complete of Action Items (Steps)
<input checked="" type="checkbox"/>	N000060805018		N00406	S01126	Ready to Close	2018/04/20	2019/12/18	2018/04/20	2018/04/20			100%
<input checked="" type="checkbox"/>	N000060812245		N00406	FL1417	Ready to Close	2018/04/20	2019/12/18	2018/04/20	2018/04/20			100%
<input checked="" type="checkbox"/>	N00006012294		N00406	S01126	Ready to Close	2018/04/20	2019/12/20	2018/04/20	2018/04/20			100%
<input checked="" type="checkbox"/>	N00006054532		N00406	FL1417	Ready to Close	2018/04/20	2019/12/18	2018/04/20	2018/04/20			100%
<input checked="" type="checkbox"/>	N000060487654		N00406	S01126	Ready to Close	2018/04/20	2019/12/18	2018/04/18	2018/04/18			100%
<input checked="" type="checkbox"/>	N000060403018		N00406	S01126	Ready to Close	2018/04/20	2019/12/18	2018/04/20	2018/04/20			100%
<input checked="" type="checkbox"/>	N00006042245		N00406	FL1417	Ready to Close	2018/04/20	2019/12/18	2018/04/20	2018/04/20			100%
<input checked="" type="checkbox"/>	N0000609502018		N00406	N00406	Ready to Close	2018/04/20	2019/12/20	2018/04/20	2018/04/20			100%
<input checked="" type="checkbox"/>	N000060912355		N00406	N00406	Ready to Close	2018/04/20	2019/12/18	2018/04/20	2018/04/20			100%
<input checked="" type="checkbox"/>	N000060905321		N00406	N00406	Ready to Close	2018/04/20	2019/12/17	2018/04/20	2018/04/20			100%

«

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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.

Previous

Complete

Help

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

Contract Closeout
Create
Search
User - Carla CC

Search Criteria - Bulk Contract Closeout

* = Required Field

Contract Close Effective Date *

Sorted by Contract No. in ascending order Showing 10 Items per page

Bulk Closeout *	Contract Number	Delivery Order	Admin By	Issue By	Status	Initiated Date	Target Closeout Date	Last Action Taken Date	Action Items Completed Date	Contract Close Date	DCAA Audit Complete	Percent Complete of Action Items (Steps)
<input checked="" type="checkbox"/>	N00406042018		N00406	S012A	Ready to Close	2018/04/20	2019/12/18	2018/04/20	2018/04/20			100%
<input checked="" type="checkbox"/>	N00406042245		N00406	FL1417	Ready to Close	2018/04/20	2019/12/18	2018/04/20	2018/04/20			100%
<input checked="" type="checkbox"/>	N00406042246		N00406	S012A	Ready to Close	2018/04/20	2019/12/20	2018/04/20	2018/04/20			100%
<input checked="" type="checkbox"/>	N00406042432		N00406	FL1417	Ready to Close	2018/04/20	2019/12/18	2018/04/20	2018/04/20			100%
<input checked="" type="checkbox"/>	N00406042654		N00406	S012A	Ready to Close	2018/04/20	2019/12/18	2018/04/18	2018/04/18			100%
<input checked="" type="checkbox"/>	N00406043018		N00406	S012A	Ready to Close	2018/04/20	2019/12/18	2018/04/20	2018/04/20			100%
<input checked="" type="checkbox"/>	N00406043245		N00406	FL1417	Ready to Close	2018/04/20	2019/12/18	2018/04/20	2018/04/20			100%
<input checked="" type="checkbox"/>	N004060432018		N00406	N00406	Ready to Close	2018/04/20	2019/12/20	2018/04/26	2018/04/26			100%
<input checked="" type="checkbox"/>	N004060432555		N00406	N00406	Ready to Close	2018/04/20	2019/12/18	2018/04/20	2018/04/20			100%
<input checked="" type="checkbox"/>	N00406043321		N00406	N00406	Ready to Close	2018/04/20	2019/12/17	2018/04/20	2018/04/20			100%

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Next

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

Previous
Complete
Help

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

Step 8

The screenshot shows the 'Contract Closeout' interface. At the top, there's a search bar and a user profile. Below, the 'Search Criteria - Bulk Contract Closeout' section includes a date picker set to '2018/04/20'. A table lists contracts with columns: Bulk Closeout, Contract Number, Delivery Order, Admin By, Issue By, Status, Initiated Date, Target Closeout Date, Last Action Taken Date, Action Items Completed Date, Contract Close Date, DCAA Audit Complete, and Percent Complete of Action Items (Steps). A popup message is displayed over the table, stating: 'All contract closeout worksheets selected for bulk sign and close. Do you wish to continue?' with 'OK' and 'Cancel' buttons. Below the table, a blue banner reads: 'A popup will display to confirm bulk sign and close, click OK.'

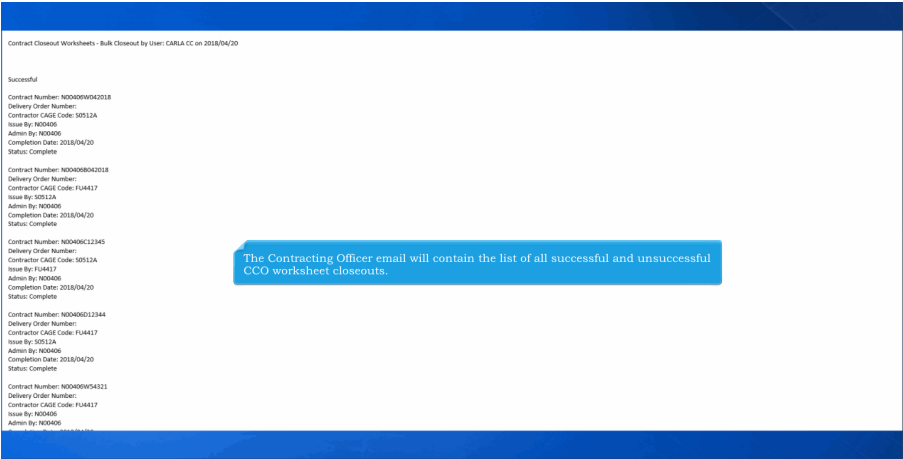
A popup will display to confirm bulk sign and close, click OK.

Step 9

The screenshot shows the 'Contract Closeout' interface with a 'Success' message. The message states: 'Bulk Contract Closeout has completed. Notification emails have been distributed to the Contracting Officer organization email. All Contract Closeout Worksheets selected for Bulk Contract Closeout were successfully set to 'Complete' status.' Below the message, two blue callout boxes provide additional information. The first box says: '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.' The second box says: '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.'

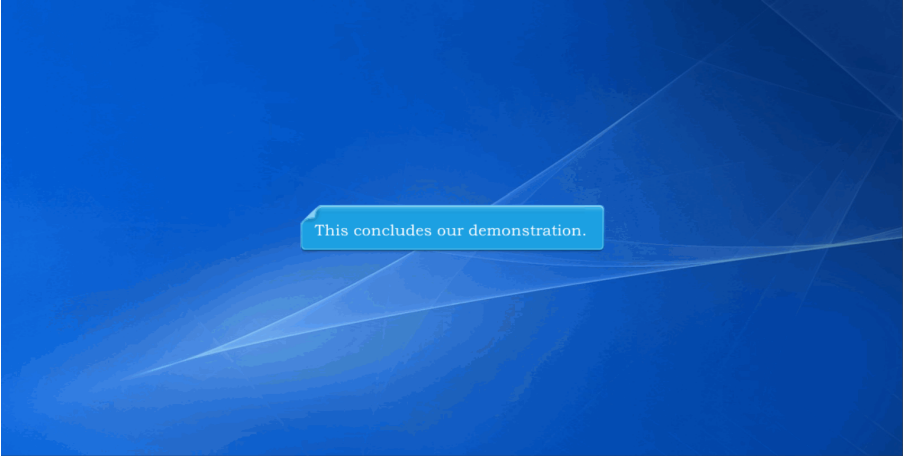
Upon clicking the 'Complete' button from the previous page, all selected worksheets will be set to a status of 'Complete'. A 567C will be generated for all successfully completed worksheets. A success page will be displayed indicating notice has been distributed (567C's) and an email notification has 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.