



DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY



Contract Closeout Overview



Contract
Closeout

September, 14 2017



WARFIGHTER FIRST



WAWF Contract Closeout Background



- Prior to submission of Engineering Change Proposals (ECPs) to the WAWF e-Business Suite, the department had limited capability to do automated contract closeout (ACCO).
 - At that time only MOCAS and the Army had automated closeout capabilities while the rest of the department had to “hand close” all contracts.
- An additional gap was that few contract writing systems collect or share closeout notifications.
- Coupled together these two issues impacted auditability and the timely recovery of excess funds.
- Manual contract closeout’s are, even in cases where no decisions are required, a painstaking process which consumes resources unnecessarily and Contract Closeout starts the clock for records retention, so without a closeout notification, systems keep records longer than is necessary.



WAWF Contract Closeout Solution



- DPAP submitted ECPs for the WAWF e-Business suite to create a new process supporting an automated contract closeout process across the department.
 - Automated Contract Closeout was implemented in version 5.7.2 in August of 2015.
 - Manual Contract Closeout was implemented in version 5.10.2 in June of 2017.
- The solution leveraged data from several WAWF e-Business suite applications:
 - WAWF
 - EDA
 - myInvoice



WAWF Contract Closeout ACCO



- ACCO was implemented based upon the authority in FAR 4.804-5(a) and DFARS 204.804-3.
- In order for the contract to qualify for ACCO processing the following criteria must be met:
 - WAWF: all shipments for the contract must be in a processed or extracted status, final invoice has been submitted and has a “Paid” status (updated from myInvoice data).
 - Admin Office: must not be DCMA unless the location code is on an exemption list.
 - EDA: contract must be in EDA as PDS data, reflects Firm Fixed Price, Contract Value does not exceed \$500,000 (parameterized) and there are no clauses associated with the contract requiring administrative actions.



WAWF Contract Closeout ACCO (2)



- If any of the following clauses are present on the document, ACCO will not occur:

FAR 52.211-11 Liquidated Damages – Supplies, Services, or Research and Development

FAR 52.216-7 Allowable Cost and Payment

FAR 52.227-9 Refund of Royalties

FAR 52.227-11 Patent Rights – Ownership by the Contractor

FAR 52.227-13 Patent Rights – Ownership by the Contractor

FAR 52.232-16 Progress Payments

FAR 52.232-29 Terms for Financing of Purchases of Commercial Items

FAR 52.232-30 Installment Payments for Commercial Items

FAR 52.232-32 Performance-Based Payments

FAR 52.245-1 Government Property

FAR 52.248-1 Value Engineering



WAWF Contract Closeout ACCO (3)



- Once identified as eligible for ACCO the contract is placed on a list and a timer is systematically set for 60 days. During that period a user with a role of Contracting Officer may place the ACCO action on hold.
- At the end of the 60 days, the ACCO process will generate a Contract Close Notification and forward to the Org email address associated with the CAGE for the final invoice.



WAWF Contract Closeout CCO WS



- The Contract Closeout capability was expanded to provide for the closure of contracts that do not qualify for ACCO. The new process provided for a “manual” worksheet that will capture the elements required to closeout complex contracts.
- Based upon much of the previous criteria regarding data in WAWF and EDA, the worksheet may be either auto-generated by the Contract Closeout utility or created manually by a Contracting Officer.
 - Using either method to generate the worksheet, the clauses and data on the Contract Closeout worksheet will be populated from data within WAWF and EDA.



WAWF Contract Closeout CCO WS (2)



- The worksheet provides a variety of items to be “marked off” in order to process with worksheet. These steps may be auto-generated and then updated as necessary by a Contract Specialist or Contracting Officer.
- Following review by a Contracting Officer, the worksheet will be routed to the parties responsible for marking action items as completed.
- Those parties will mark all action items as “Complete” or “NA” and will have the option to add an attachment.



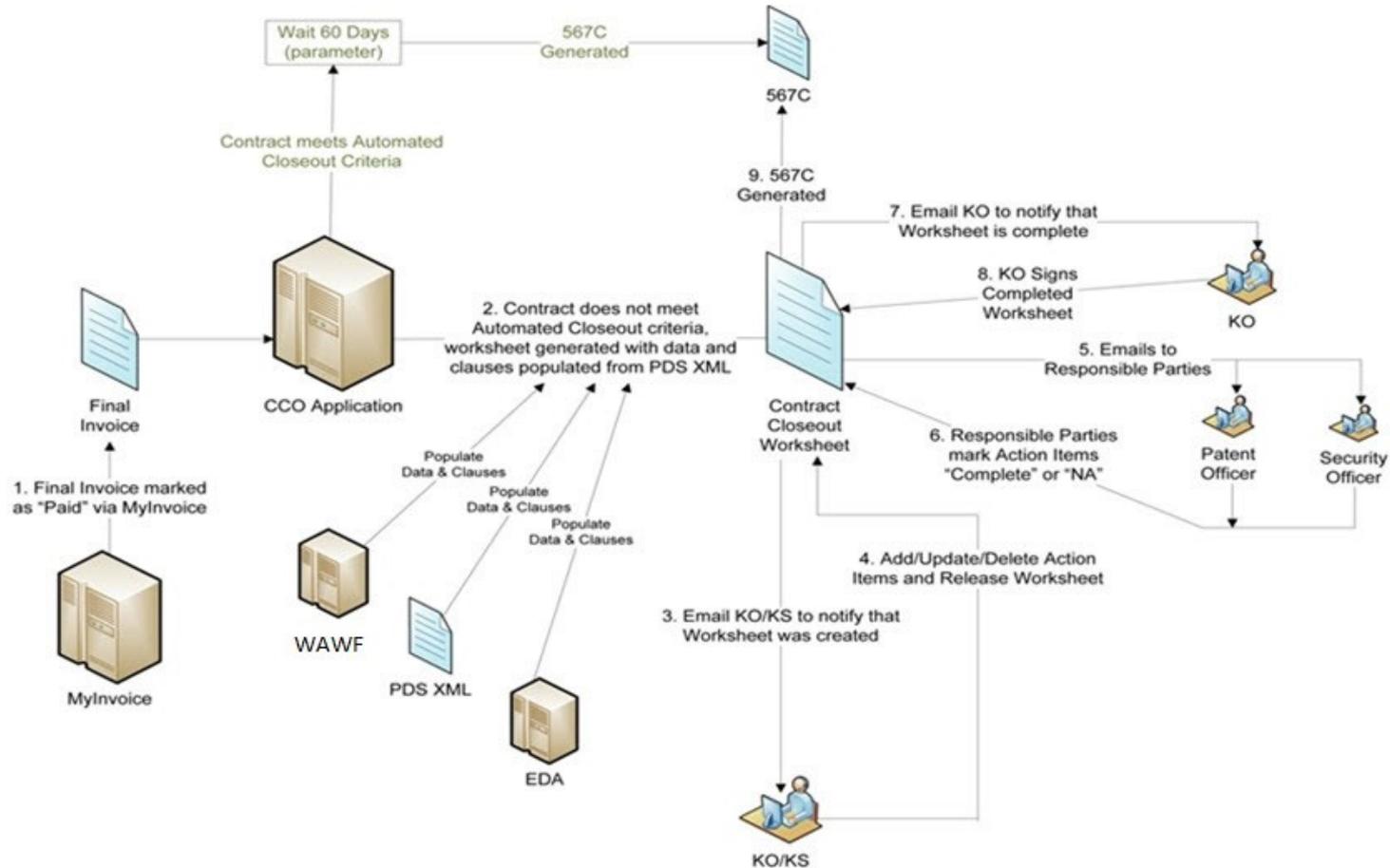
WAWF Contract Closeout CCO WS (3)



- Once all action items on the worksheet are accounted for, the completed worksheet will be reviewed and signed by the Contracting Officer and a 567C will be sent to EDA to close out the contract.



WAWF Contract Closeout Workflow





Contract Closeout Registration

The community that primarily accesses the Contract Closeout (CCO) module is the same community that accesses the Contract Deficiency Report (CDR) module, therefore the CCO module leverages the CDR group structure, registration process, and full EDA POC administration.

During registration, the user selects EDA as the application they will be using. This access request provides access to the CDR roles and CCO roles.

CDR Roles	CCO Roles
Initiator	Contracting Specialist
ACO Assignee	Contracting Officer
PCO Assignee	View Only
Reviewer	
CDR POC	



Screenshot of EDA Registration / Add Roles



- CDR Reporting
- CDR POC
- Site Certification
- EDA POC
- Audit Reports
- EDM Help Desk

Contract Deficiency Reports / Contract Closeout

Note: This section applies to the new CDR module and Contract Closeout module residing in Wide Area WorkFlow e-Business Suite. CDR roles added here do not affect legacy EDA CDR access. If you need access to the legacy EDA CDR system, then check the appropriate boxes in the Access To section. CDR Users registered for ACO Assignee, PCO Assignee, Initiator, and Reviewer will automatically gain access to CCO as a Contract Specialist.

DoDAAC

Role

- Please Select —
- ACO Assignee
- CCO Contract Officer
- CCO Contract Specialist
- CCO View Only
- CDR POC
- Initiator
- PCO Assignee
- Reviewer

Action

Add

Justification *

Attachments

Upload

Note: Comments are permanent and cannot be deleted.

Save

Cancel

Help

On registration for EDA, the Contract Deficiency Reports section includes Contract Closeout since the applications share a similar user base.

The Contract Closeout roles are displayed in the Role menu drop-down: Contract Officer, Contract Specialist, and View Only.

The CDR users registered for ACO Assignee, PCO Assignee, Initiator, and Reviewer will automatically gain access to CCO as a Contract Specialist for the associated Location Code(s).



Contract Closeout Admin Console



- Contracting Specialist (KS) supports the Contracting Officer (KO) and can do everything in the Contract Closeout process except sign and close the contract.
- Each KO/KS is tied to at least one location code within the CDR group structure.
- The KS Release Flag for each location code is defaulted to 'Yes'. It is only editable by the Primary or Secondary POC for the Command/Service/Agency (C/S/A) where the location code currently resides.
- An organization email should exist for each KO/KS location code. If an organizational email does not exist, all Contract Closeout notifications will be sent to the Group Administrator.
- The CDR group structure is used to identify the EDA POC associated with the KO and KS.



Accessing the Contract Closeout Module



WideAreaWorkFlow
e-Business Suite 5.10.1

User Security Administration Help

User : cora_EDA_Admin2 Logout

Last Successful Logon Date: 2017/08/28 11:16:30 EDT

Last Unsuccessful Logon Attempt: 2017/07/20 14:35:36 EDT

Welcome to Wide Area Work Flow e-Business Suite



Electronic Document
Access



Contract Closeout



Contract Deficiency
Reports



Web Based Training

System Messages

The following roles may have access to the Contract Closeout Module:

- EDA User with Special Role “Upload/Inactivate Contracts” – for the ‘hold’ functionality
- Contracting Officer – to view, hold, create, update, release and close a manual CCO worksheet
- Contracting Specialist - to view, hold, create, update and release (if authorized) a manual CCO worksheet
- EDA POC for Contracting Officer/Contracting Specialist – view only
- SAM/HAM – view only
- CCO View Only role – view only



System Demo of Contract Closeout Module

(backup slides)



Create a Contract Closeout Worksheet Manually



WideAreaWorkFlow

e-Business Suite 5.10.1

User Security Help

User : DCMA_CCO_Contract_Officer Logout

Last Successful Logon Date: 2017/06/24 00:29:46 EDT

Last Unsuccessful Logon Attempt: 2017/06/24 00:26:34 EDT

Welcome to Wide Area Work Flow e-Business Suite



Electronic Document Access



Contract Closeout



Contract Deficiency Reports



Web Based Training

System Messages

(2013-JAN-17 12:05 EDT) System: All Subject: Build Info Action Required! Message For: All Users

Version:	5.10.1 Patch01_03
Build Date:	06/15/2017
Application Server:	WebSphere 8.5.5.11 (jdk1.7.0_121)
HTTP Server:	IBM IHS 8.5.5.9
Database:	TW5101
ETP/EDI Server:	Compucon

Logon to WAWF e-Business Suite as a CCO Contracting Officer, click on the Contract Closeout application icon on the Portal page.



Contract Closeout Module – Home Page



Contract Closeout

Create ▾ Search ▾

User : Cora Leung ✕ Exit

System Messages

(2013-JAN-17 12:05) System: **All** Subject: Build Info **Action Required!** **Message For: All Users**

Version:	5.11.0 Build02_01
Build Date:	08/25/2017
Application Server:	WebSphere 8.5.5.11 (jdk1.7.0_121)
HTTP Server:	IBM IHS 8.5.5.9
Database:	TW511
FTP/EDI Server:	Commodore
FTP/EDI Server Path:	/cac_i_db/efp/WAWF_RA_sec/Test/Version511/FTPEDIDirectory
Operating System:	Solaris 10
Status:	Production
Current Usage:	5.11 Testing

Help

System Messages and menu options are displayed on the Home page of the Contract Closeout Module. Note that the 'Create' menu option is only available for the Contracting Officer and Contracting Specialist.



Create a Contract Closeout Worksheet Manually



Contract Closeout

Create ▾

Search ▾

User : DCMA_CCO_Contract_Officer

✕ Exit

Contract Closeout Worksheet

System Messages

(2013-JAN-17 12:05) System: **All** Subject: Build Info **Action Required!** *Message For: All Users*

Version:	5.10.1 Patch01_03
Build Date:	06/15/2017
Application Server:	WebSphere 8.5.5.11 (jdk1.7.0_121)
HTTP Server:	IBM IHS 8.5.5.9
Database:	TW5101
FTP/EDI Server:	Commodore
FTP/EDI Server Path:	/cac_i_db/efp/WAWF_RA_sec/Test/Version5101/FTPEDIDirectory
Operating System:	Solaris 10
Status:	Production
Current Usage:	5.10.1 Testing

Help

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



Create a Contract Closeout Worksheet Manually



Contract Closeout Create Search

User : DCMA_CCO_Contract_Officer Exit

Contract Closeout Worksheet - Create

Contract Information

Select Role

Contract Officer



Select Contract Number Type

--- Please Select ---



Admin By Location Code

S2401A



Issue By Location Code

--- Please Select ---



Contract Number

W56HZV15P0344

Delivery Order Number

Populate Worksheet

Help

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



Create a Contract Closeout Worksheet Manually



Contract Closeout

Create ▾

Search ▾

User : DCMA_CCO_Contract_Officer ✕ Exit

Contract Closeout Worksheet - Create

Contract Information

Contract Type

--- Please Select ---



Contract Number

W56HZV15P0344

Delivery Order Number

Date of Physical Completion

Target Completion Date

Apply Changes

Contract Closeout Checklist

+ Add Action Item

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
Final Removal of Excess Funds Recommended	DD1594	Contracting Officer						N	Edit / Delete

✓ Create

Save

→ Reassign

Complete

← Previous

Help

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



Create a Contract Closeout Worksheet Manually



Contract Closeout Create Search

User : Cora Leung Exit

Contract Closeout Worksheet - Create

Contract Information

Contract Type: Cost Plus Award Fee

Contract Number: W56HZV15P0344

Date of Physical Completion: 2017/06/26

019/02/26

Apply Changes

Message from webpage

The Forecast Completion Date will be recalculated for all action items on this worksheet based on the Contract Type, Date of Physical Completion, Target Completion Date, and Final Invoice Date. Continue?

OK Cancel

Contract Closeout Checklist

+ Add Action Item

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
Final Removal of Excess Funds Recommended	DD1594	Contracting Officer						N	Edit / Delete

Create Save Reassign Complete Previous Help

Once the user clicks the 'Apply Changes' button, a popup message will be displayed. Click 'OK' from the popup to continue.



Create a Contract Closeout Worksheet Manually



Contract Closeout

Create Search

User : Cora Leung Exit

Contract Closeout Worksheet - Create

Contract Information

Contract Closeout Checklist

+ Add Action Item

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
Final Removal of Excess Funds Recommended	DD1594	Contracting Officer			2017/06/26			N	Edit / Delete
Issuance of Contract Completion Statement	DD1594	Contracting Officer			2020/06/26			N	Edit / Delete
Disposition of Classified Material	DD 254	Security Officer			2017/06/26			N	Edit / Delete

Contractor

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

✓ Create Save → Reassign Complete < Previous ? Help

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



Create a Contract Closeout Worksheet Manually



Contract Closeout Worksheet Action Items

Required Step	Identifier of Requirement	CCO Role
<input type="checkbox"/> Contract Audit Completed	Cost or T&M	Auditor
<input type="checkbox"/> Contractor's closing statement completed	Cost or T&M	Contracting Officer
<input type="checkbox"/> Contractor's closing statement received	Cost or T&M	Contracting Officer
<input type="checkbox"/> Final Patent Report Cleared	52.227-11, 13	Patent Officer
<input type="checkbox"/> Final Patent Report Submitted	52.227-11, 13, 252.227-7039	Patent Officer
<input type="checkbox"/> Final Royalty Report Cleared	52.227-9	Contracting Officer
<input type="checkbox"/> Final Royalty Report Submitted	52.227-9	Contracting Officer
<input type="checkbox"/> Final Subcontracting Plan Report Submitted	52.219-9	Contracting Officer
<input type="checkbox"/> Final Voucher submitted	Cost or T&M	Contracting Officer
<input type="checkbox"/> Issuance of Report of Contract Completion	For MOCAS SCD 1 & 2	
<input type="checkbox"/> Move Clause calculations to the database	CC-98 - ECP1107	Madhu CCO
<input type="checkbox"/> No Outstanding Value Engineering Change Proposal	52.248-1	Contracting Officer
<input type="checkbox"/> Plant Clearance Report Received	52.245-1	PLCO
<input type="checkbox"/> Price Revision Completed	52.216-16, 17	Contracting Officer
<input type="checkbox"/> Prior Year Overhead Completed	Cost contracts	Contracting Officer
<input type="checkbox"/> Property Clearance Received	52.245-1	Property Administrator
<input type="checkbox"/> Recoupment of Financing Payments	52.232-16, 52.232-29, 30, 52.232-32	

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



Create a Contract Closeout Worksheet Manually



<input type="checkbox"/>	Final Patent Report Submitted	52.227-11, 13, 252.227-7039	Patent Officer
<input type="checkbox"/>	Final Royalty Report Cleared	52.227-9	Contracting Officer
<input type="checkbox"/>	Final Royalty Report Submitted	52.227-9	Contracting Officer
<input type="checkbox"/>	Final Subcontracting Plan Report Submitted	52.219-9	Contracting Officer
<input type="checkbox"/>	Final Voucher submitted	Cost or T&M	Contracting Officer
<input type="checkbox"/>	Issuance of Report of Contract Completion	For MOCAS SCD 1 & 2	
<input type="checkbox"/>	Move Clause calculations to the database	CC-98 - ECP1107	Madhu CCO
<input type="checkbox"/>	No Outstanding Value Engineering Change Proposal	52.248-1	Contracting Officer
<input type="checkbox"/>	Plant Clearance Report Received	52.245-1	PLCO
<input type="checkbox"/>	Price Revision Completed	52.216-16, 17	Contracting Officer
<input type="checkbox"/>	Prior Year Overhead Completed	Cost contracts	Contracting Officer
<input checked="" type="checkbox"/>	Property Clearance Received	52.245-1	Property Administrator
<input type="checkbox"/>	Recoupment of Financing Payments	52.232-16, 52.232-29, 30, 52.232-32	
<input type="checkbox"/>	Settlement of Liquidated Damages	52.211-11	Contracting Officer
<input type="checkbox"/>	Settlement of Subcontracts by the prime	Cost or T&M	Contracting Officer
<input type="checkbox"/>	Settlement of all interim or disallowed costs (DCAA Form 1)	Cost or T&M	Contracting Officer
<input type="checkbox"/>	Termination Docket Completed	Termination (T4C) Modification	TCO

After selecting an Action Item, click the 'Save' button.



Create a Contract Closeout Worksheet Manually



Contract Closeout Create Search

User : Cora Leung Exit

Contract Closeout Worksheet - Create

Contract Information

Contract Closeout Checklist

+ Add Action Item

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
Final Removal of Excess Funds Recommended	DD1594	Contracting Officer			2017/06/26			N	Edit / Delete
Issuance of Contract Completion Statement	DD1594	Contracting Officer			2020/06/26			N	Edit / Delete
Disposition of Classified Material	DD 254	Security Officer			2017/06/26			N	Edit / Delete
Property Clearance Received	52.245-1	Property Administrator			2017/06/26			N	Edit / Delete

Contractor

✓ Create

🔄 Save

➔ Reassign

📄 Complete

⬅ Previous

📘 Help

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



Create a Contract Closeout Worksheet Manually



Contract Closeout Create Search

User : Cora Leung Exit

Contract Closeout Worksheet - Create

Contract Information

Contract Closeout Checklist

+ Add Action Item

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
Final Removal of Excess Funds Recommended	DD1594	Contracting Officer			2017/06/26			N	Edit / Delete
Issuance of Contract Completion Statement	DD1594	Contracting Officer			2020/06/26			N	Edit / Delete
Disposition of Classified Material	DD 254	Security Officer			2017/06/26			N	Edit / Delete
Property Clearance Received	52.245-1	Property Administrator			2017/06/26			N	Edit / Delete

Contractor

✓ Create Save → Reassign Complete ← Previous ? Help

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



Create a Contract Closeout Worksheet Manually



Disposition of Classified Material

Item Data

Attachments

Responsible Org
Location Code

N60951

Responsible Org
Email

wawf-test@caci.com



Forecast
Completion Date

2017/06/26

Date Action
Completed

Status



Complete



Not Applicable

Additional Email Addresses

Note: Additional Email Addresses must be separated by comma(s)

Save

Cancel

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



Create a Contract Closeout Worksheet Manually



Date of Physical Completion: 2017/06/06 Target Completion Date: 2018/06/06

Apply Changes

Disposition of Classified Material

Item Data Attachments

Attachments

Attachment

⚠ Contract Closeout is designated for Sensitive Unclassified information ONLY. Do NOT enter classified information in this system.

Name	Action
 documentation.pdf	<input type="button" value="Delete"/>

Contractor

NOTE: Address

In the 'Attachments' tab, the user may upload file attachments.



Create a Contract Closeout Worksheet Manually



Contract Closeout Worksheet - Create

Contract Information

Contract Closeout Checklist

+ Add Action Item

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
Final Removal of Excess Funds Recommended	DD1594	Contracting Officer			2017/06/26			N	Edit / Delete
Issuance of Contract Completion Statement	DD1594	Contracting Officer			2020/06/26			N	Edit / Delete
Disposition of Classified Material	DD 254	Security Officer	N60951	wawf-test@caci.com	2017/06/26		View	N	Edit / Delete
Property Clearance Received	52.245-1	Property Administrator			2017/06/26			N	Edit / Delete

Contractor

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



Create a Contract Closeout Worksheet Manually



Contract Closeout

Create ▾ Search ▾

User : Cora Leung ✕ Exit

Contract Closeout Worksheet - Create

Contract Information >

Contract Closeout Checklist ▾

+ Add Action Item

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
Final Removal of Excess Funds Recommended	DD1594	Contracting Officer			2017/06/26			N	Edit / Delete
Issuance of Contract Completion Statement	DD1594	Contracting Officer			2020/06/26			N	Edit / Delete
Disposition of Classified Material	DD 254	Security Officer	N60951	wawf-test@caci.com	2017/06/26		View	N	Edit / Delete
Property Clearance Received	52.245-1	Property Administrator			2017/06/26			N	Edit / Delete

Contractor ▾

✓ Create

⌂ Save

→ Reassign

☑ Complete

← Previous

ℹ Help

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



Create a Contract Closeout Worksheet Manually



Contract Closeout Create Search

User : Cora Leung Exit

Contract Closeout Worksheet - Saved

The Contract Closeout Worksheet has been successfully saved. Notification emails are not distributed while the Contract Closeout Worksheet is in a 'Saved' status.

Contract Information

Contract Type	Cost Plus Award Fee		
Contract Number	W56HZV15P0344	Delivery Order Number	
Date of Physical Completion	2017/06/26	Target Completion Date	2019/02/26

Apply Changes

Contract Closeout Checklist

+ Add Action Item

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
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Create Save Reassign Complete Previous Help

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



Create a Contract Closeout Worksheet Manually



Contract Closeout

Create ▾

Search ▾

User : Cora Leung ✕ Exit

Contract Closeout Hold

Contract Closeout Worksheet

System Messages

(2013-JAN-17 12:05) System: **All** Subject: Build Info **Action Required!** Message For: All Users

Version:	5.10.1 Patch01_03
Build Date:	06/15/2017
Application Server:	WebSphere 8.5.5.11 (jdk1.7.0_121)
HTTP Server:	IBM IHS 8.5.5.9
Database:	TW5101
FTP/EDI Server:	Commodore
FTP/EDI Server Path:	/caci_db/efp/WAWF_RA_sec/Test/Version5101/FTPEDIDirectory
Operating System:	Solaris 10
Status:	Production
Current Usage:	5.10.1 Testing

Help

To find the 'Saved' copy of the worksheet, click the 'Contract Closeout Worksheet' link from the Search menu drop-down.



Searching for Contract Closeout Worksheets



Contract Closeout Create Search

User : Cora Leung Exit

Search Criteria - Contract Closeout Worksheet

Search As	<input type="text" value="Contract Officer"/>	Active or Archive Database	<input type="text" value="Active"/>
Admin By Location Code	<input type="text" value="--- Please Select ---"/>	Issue By Location Code	<input type="text" value="--- Please Select ---"/>
Contract Number	<input type="text"/>	Delivery Order Number	<input type="text"/>
Status	<div style="border: 2px solid red; padding: 5px;"><input type="text" value="--- Please Select ---"/> 567C Failed 567C Sent Awaiting Release Complete In Progress Initiated Ready to Close Saved</div>		

Search Help

The search screen for 'Contract Closeout Worksheet' includes a 'Status' field that lists all statuses or stages of the worksheet.



Create a Contract Closeout Worksheet Manually



Contract Closeout Create Search

User : Cora Leung Exit

Search Criteria - Contract Closeout Worksheet

Search As	<input type="text" value="Contract Officer"/>	Active or Archive Database	<input type="text" value="Active"/>
Admin By Location Code	<input type="text" value="--- Please Select ---"/>	Issue By Location Code	<input type="text" value="--- Please Select ---"/>
Contract Number	<input type="text" value="W56HZV15P0344"/>	Delivery Order Number	<input type="text"/>
Status	<input type="text" value="Saved"/>		

Search

Help

Enter the contract data into the search fields then click the 'Search' button.



Create a Contract Closeout Worksheet Manually



Contract Closeout

Create ▾

Search ▾

User : Cora Leung

Exit

Search Result

Sorted by Contract No. in ascending order ▾

Showing 20 items per page ▾

Item	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)
1	W56HZV15P0344		S2401A	W56HZV	Saved	2017/06/26	2019/02/26					0%

◀ Previous

Help

The 'Saved' copy is now displayed on the Search Result screen. Click on the Contract Number link to open the worksheet.



Create a Contract Closeout Worksheet Manually



Contract Closeout Create Search

User : Cora Leung Exit

Contract Closeout Worksheet - Saved

Contract Information

Contract Closeout Checklist

Contractor

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

Location Code

18265

Name

DONALDSON COMPANY, INC.

Address 1

Address 2

Address 3

City

MINNEAPOLIS

State

MN

Postal Code

55431

✓ Create

🔄 Save

➔ Reassign

📄 Complete

⬅ Previous

📄 Help

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



Create a Contract Closeout Worksheet Manually



Contract Closeout Worksheet - Saved

Contract Information

Contract Closeout Checklist

Contractor

Contract Administration Office

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

Location Code

S2401A

Name

DCMA TWIN CITIES

Address 1

SUITE 600

Address 2

Address 3

BLOOMINGTON MN 55437

City

State

Postal Code

✓ Create

🔄 Save

➔ Reassign

📧 Complete

⬅ Previous

📘 Help

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



Create a Contract Closeout Worksheet Manually



Contract Closeout Worksheet - Saved

Contract Information

Contract Closeout Checklist

Contractor

Contract Administration Office

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

Location Code

S2401A

Name

DCMA TWIN CITIES

Address 1

SUITE 600

Address 2

Address 3

BLOOMINGTON MN 55437

City

State

Postal Code

✓ Create

⌂ Save

→ Reassign

✉ Complete

← Previous

📘 Help

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.



Create a Contract Closeout Worksheet Manually



Contract Closeout Worksheet-Reassignment

Assignee Location Code

Assignee Org Location Email

Additional Email Addresses

Comments

Note: Additional Email Addresses must be separated by comma(s)

Contract Closeout

Contract Information

Contract Type

Contract Number

Date of Physical Completion

Apply Changes

Contract Closeout

+ Add Action Item

Action Item (Required Step)	Identifier of Requirement	Responsible Organization	Responsible Org Code	Responsible Org Location Email	Forecast Completion Date	Date Action Completed	Attachments	Complete?	Actions
Final Removal of Excess Funds Recommended	DD1594	Contracting Officer			2017/06/26			N	Edit / Delete
Issuance of Contract Completion	DD1594	Contracting Officer			2020/06/26			N	Edit / Delete

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.



Create a Contract Closeout Worksheet Manually



Contract Closeout Worksheet-Reassignment

Assignee Location Code: Assignee Org Location Email:

Additional Email Addresses:

Comments:

Note: Additional Email Addresses must be separated by comma(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
Final Removal of Excess Funds Recommended	DD1594	Contracting Officer			2017/06/26			N	Edit / Delete
Issuance of Contract Completion	DD1594	Contracting Officer			2020/06/26			N	Edit / Delete

Upon 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.



Create a Contract Closeout Worksheet Manually



Success

- The Contract Closeout Worksheet has been successfully submitted.
- Status is: Initiated

Contract Number	W56HZV15P0344
Delivery Order Number	
Issue By Location Code	W56HZV
Admin By Location Code	S0602A

A success page is displayed and the worksheet will show up in the assignee's Contract Closeout Worksheet folder.



Create a Contract Closeout Worksheet Manually



Search Result

Sorted by Contract No. in ascending order

Showing 20 items per page

Item	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)
1	W56HZV15P0344		S0602A	W56HZV	Initiated	2017/06/26	2019/02/26					0%

Previous

Help

Now, open the worksheet as the new Admin By assignee from the Contract Closeout Worksheet search folder.



Create a Contract Closeout Worksheet Manually



Contractor >

Contract Administration Office ▾

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

Location Code	<input type="text" value="S0602A"/>	Name	<input type="text" value="DCMA DENVER"/>
Address 1	<input type="text" value="6TH AVENUE AND KIPLING STREET"/>	Address 2	<input type="text"/>
Address 3	<input type="text" value="DENVER CO 80225-0586"/>	City	<input type="text"/>
State	<input type="text"/>	Postal Code	<input type="text"/>

+/- Reassignment History

Name	Date of Action	Assigned From	Assigned To	Comments
Cora Leung	2017/06/26	S2401A	S0602A	Incorrect Admin By DoDAAC 'S2401A'.

A history entry for the Admin By reassignment is displayed in the Contract Administration Section.



Create a Contract Closeout Worksheet Manually



Contract Information

Contract Closeout Checklist

Contractor

Contract Administration Office

Purchasing Office

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

Location Code

W56HZV

Name

W4GG HQ US ARMY TACOM

Address 1

ARMY CONTRACTING COMMAND W

Address 2

Address 3

WARREN MI 48397-5000

City

State

Postal Code

✓ Create

🔄 Save

➔ Reassign

📧 Complete

⬅ Previous

📄 Help

The Purchasing Office (Issue By) DoDAAC, Name, and Address are pre-populated from EDA for the contract.



Create a Contract Closeout Worksheet Manually



Contract Completion

Last Modification Number

Excess Funds Excess Funds Value (\$)

IF FINAL PAYMENT HAS BEEN MADE, COMPLETE FINAL PAYMENT VOUCHER AND FINAL PAYMENT DATE

Final Payment Voucher Number Final Payment Date

IF FINAL APPROVED INVOICE FORWARDED TO D.O. OF ANOTHER ACTIVITY AND STATUS OF PAYMENT IS UNKNOWN, COMPLETE FINAL INVOICE NUMBER AND FINAL INVOICE DATE

Final Invoice Number Final Invoice Date

Shipment Number Shipment Date

Initiator Remarks

Initiator Name Initiator Date

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



Create a Contract Closeout Worksheet Manually



Contract Completion

Last Modification Number

Excess Funds Excess Funds Value (\$)

IF FINAL PAYMENT HAS BEEN MADE, COMPLETE FINAL PAYMENT VOUCHER AND FINAL PAYMENT DATE

Final Payment Voucher Number Final Payment Date

IF FINAL APPROVED INVOICE FORWARDED TO D.O. OF ANOTHER ACTIVITY AND STATUS OF PAYMENT IS UNKNOWN, COMPLETE FINAL INVOICE NUMBER AND FINAL INVOICE DATE

Final Invoice Number Final Invoice Date

Shipment Number Shipment Date

Initiator Remarks

Initiator Name Initiator Date

- ✓ Create
- 🔄 Save
- ➔ Reassign
- 📧 Complete
- ⬅ Previous
- 📘 Help

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



Create a Contract Closeout Worksheet Manually



Contract Completion

Last Modification Number

P00001

Excess Funds

Y



Excess Funds Value (\$)

598.98

IF FINAL PAYMENT HAS BEEN MADE, COMPLETE FINAL PAYMENT VOUCHER AND FINAL PAYMENT DATE

Final Payment Voucher Number

VCN1204

Final Payment Date

2017/06/26

IF FINAL APPROVED INVOICE FORWARDED TO D.O. OF ANOTHER ACTIVITY AND STATUS OF PAYMENT IS UNKNOWN, COMPLETE FINAL INVOICE NUMBER AND FINAL INVOICE DATE

Final Invoice Number

INV1204

Final Invoice Date

2017/06/23

Shipment Number

SHP1204

Shipment Date

2017/06/21

Initiator Remarks

Initiator Name

CORA LEUNG

Initiator Date

2017/06/26

✓ Create

🔄 Save

➔ Reassign

📄 Complete

⬅ Previous

📘 Help

Final Payment Voucher Number/Date, Final Invoice Number/Date, and Shipment Number/Date are mandatory fields.



Create a Contract Closeout Worksheet Manually



Final Payment Voucher Number	VCN1204	Final Payment Date	2017/06/26
IF FINAL APPROVED INVOICE FORWARDED TO D.O. OF ANOTHER ACTIVITY AND STATUS OF PAYMENT IS UNKNOWN, COMPLETE FINAL INVOICE NUMBER AND FINAL INVOICE DATE			
Final Invoice Number	INV1204	Final Invoice Date	2017/06/23
Shipment Number	SHP1204	Shipment Date	2017/06/21
Initiator Remarks			
<input type="text"/>			
Initiator Name	CORA LEUNG	Initiator Date	2017/06/26
Contracting Officer Remarks			
<input type="text"/>			
Contracting Officer Name	JOHN DOE	Contract Close Effective Date	<input type="text"/>

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



Create a Contract Closeout Worksheet Manually



Success

- The Contract Closeout Worksheet has been successfully submitted.
- Status is: In Progress

Contract Number	W56HZV15P0344
Delivery Order Number	
Issue By Location Code	W56HZV
Admin By Location Code	S0602A

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



Email to Responsible Parties

Mon 6/26/2017 12:16 PM

coleung@caci.com

Contract Closeout In Progress for W56HZV15P0344 /

To Blajian, Cora K. - US

Signed By There are problems with the signature. Click the signature button for details.



This email was generated in a Jax TEST 5.10.1 environment. If you are a PRODUCTION user, then please ignore it.

Action is required on the following Contract Closeout Worksheet:

Contract Number: W56HZV15P0344
Delivery Order Number:
Issue By: W56HZV
Admin By: S0602A

You have 72 hours, at that point the link below will expire. If we get no response a follow up email will be sent to you with a new link. After 30 days have passed, no additional emails will be sent.

Please use the link below and follow the steps provided to mark your action as "Complete" or "N/A".

<https://bulldog.caci-op.com/closeout/worksheetAllReview?email=coleung%40caci.com&token=36a5c3c26bb89cae729fdcb5c0ffde29fd8a9d245e3c180422837196cbdc3d1>

THIS IS A SYSTEM GENERATED EMAIL MESSAGE, PLEASE DO NOT RESPOND TO THIS EMAIL.

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



Email to Responsible Parties



File Edit View History Bookmarks Tools Help

Contract Closeout x +

https://bulldog.caci-op.com/closeout/xhtml/anonymous/actionItem/actionItemResponse.xhtml

Contract Closeout

Contract Closeout Checklist - Action Items

Contract Number W56HZV15P0344 **Delivery Order Number**

Please complete the following 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
Property Clearance Received	52.245-1	Property Administrator	FU4417	coleung@caci.com	2017/06/26	2017/06/26	View	N	Edit

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



Email to Responsible Parties



Contract Closeout

Property Clearance Received

Item Data	Attachments
Forecast	2017/06/26

Completion Date

Date Action Completed: 2017/06/26

Status: Complete N/A

Save Cancel

Submit Cancel

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



Email to Responsible Parties



Contract Closeout

Property Clearance Received

Item Data Attachments

Forecast Completion Date 2017/06/26

Date Action Completed 2017/06/26

Status Complete N/A

✓ Save Cancel

Submit Cancel

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



Email to Responsible Parties



File Edit View History Bookmarks Tools Help

Contract Closeout x +

https://bulldog.caci-op.com/closeout/xhtml/anonymous/actionItem/actionItemResponse.xhtml?cid=12

Contract Closeout

Contract Closeout Checklist - Action Items

Contract Number W56HZV15P0344 **Delivery Order Number**

Please complete the following 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
Property Clearance Received	52.245-1	Property Administrator	FU4417	coleung@caci.com	2017/06/26	2017/06/26	View	Y	Edit

Submit **Cancel**

Now, click the 'Submit' button to update the Contract Closeout Worksheet with the information.



Email to Responsible Parties

A screenshot of a web browser window. The browser's address bar shows the URL: <https://bulldog.caci-op.com/closeout/xhtml/anonymous/actionItem/actionItemResponse.xhtml?cid=12>. The page title is "Contract Closeout". A blue banner at the top of the content area says "Success". Below the banner, a message reads: "You have successfully reviewed the Action Item(s) for your agency. Have a nice day!". The browser's menu bar includes "File", "Edit", "View", "History", "Bookmarks", "Tools", and "Help".

A success message is displayed after submission. The worksheet status will remain as 'In Progress'.



Contract Closeout Worksheet – In Progress status



Contract Closeout

Create ▾

Search ▾

User : John Doe

Exit

Search Result

Sorted by Contract No. in ascending order ▾

Showing 20 items per page ▾

Item	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)
1	W56HZV15P0344		S0602A	W56HZV	In Progress	2017/06/26	2019/02/26	2017/06/26	2017/06/26			25%

◀ Previous

ⓘ Help

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



Contract Closeout Worksheet – In Progress status



Contract Closeout Create Search

User : John Doe Exit

Contract Closeout Worksheet - In Progress

Contract Information

Contract Closeout Checklist

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
Final Removal of Excess Funds Recommended	DD1594	Contracting Officer			2017/06/26	2017/06/26		N	Edit
Issuance of Contract Completion Statement	DD1594	Contracting Officer			2020/06/26	2017/06/25		N	Edit
Disposition of Classified Material	DD 254	Security Officer	N60951	wawf-test@caci.com	2017/06/26	2017/06/26	View	N	Edit / Send Reminder
Property Clearance Received	52.245-1	Property Administrator	FU4417	coleung@caci.com	2017/06/26	2017/06/26	View	Y	

Contractor

Location Code

18265

Name

DONALDSON COMPANY, INC.

Submit

Complete

Previous

Help

After steps have been completed by responsible organizations, the steps will not be editable by the KO/KS. The KO/KS may send an email reminder to responsible organizations for incomplete steps by clicking the 'Send Reminder' link.



Contract Closeout Worksheet – In Progress status



Contract Closeout Create Search

User : John Doe Exit

Contract Closeout Worksheet - In Progress

Contract Information

Contract Closeout Checklist

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
Final Removal of Excess Funds Recommended	DD1594	Contracting Officer			2017/06/26	2017/06/26		Y	Edit
Issuance of Contract Completion Statement	DD1594	Contracting Officer			2020/06/26	2017/06/25		Y	Edit
Disposition of Classified Material	DD 254	Security Officer	N60951	wawf-test@caci.com	2017/06/26	2017/06/26	View	Y	Edit
Property Clearance Received	52.245-1	Property Administrator	FU4417	coleung@caci.com	2017/06/26	2017/06/26	View	Y	

Contractor

Location Code: 18265 Name: DONALDSON COMPANY, INC.

Once all of the action items have been marked as “Complete” or “N/A” by either the Contracting Officer/Specialist or the responsible party, click the ‘Submit’ button.



Contract Closeout Worksheet – Ready To Close status



Contract Closeout

Create ▾

Search ▾

User : John Doe

Exit

Success

- The Contract Closeout Worksheet has been successfully submitted.
- Status is: Ready to Close

Contract Number	W56HZV15P0344
Delivery Order Number	
Issue By Location Code	W56HZV
Admin By Location Code	S0602A

Home

Help

A success screen is displayed indicating that the worksheet is in “Ready to Close” status.



Contract Closeout Worksheet – Ready To Close status



Contract Closeout

Create ▾

Search ▾

User : John Doe

Exit

Search Result

Sorted by Contract No. in ascending order ▾

Showing 20 items per page ▾

Item	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)
1	W56HZV15P0344		S0602A	W56HZV	Ready to Close	2017/06/26	2019/02/26	2017/06/26	2017/06/26			100%

◀ Previous

Help

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



Contract Closeout Worksheet – Ready to Close status



IF FINAL APPROVED INVOICE FORWARDED TO D.O. OF ANOTHER ACTIVITY AND STATUS OF PAYMENT IS UNKNOWN, COMPLETE FINAL INVOICE NUMBER AND FINAL INVOICE DATE

Final Invoice Number

INV1204

Final Invoice Date

2017/06/23

Shipment Number

SHPI204

Shipment Date

2017/06/21

Initiator Remarks

Initiator Name

CORA LEUNG

Initiator Date

2017/06/26

Contracting Officer Remarks

Contracting Officer Name

JOHN DOE

Contract Close Effective Date

Complete

Previous

Help

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



Contract Closeout Worksheet – Ready to Close status



Contract Closeout Create ▾ Search ▾ User : John Doe ✕ Exit

Contract Closeout Worksheet - F

Contract Information

Contract Type: Cost Plus Award Fee
Contract Number: W56HZV15P0344
Date of Physical Completion: 2017/06/26

Contract Closeout Checklist

Action Item (Required Step)	Identifier of Requirement	Organization	Role	Email	Date	Date Action Completed	Attachments	Complete ?
Final Removal of Excess Funds Recommended	DD1594	Contracting Officer			2017/06/26	2017/06/26		Y
Issuance of Contract Completion Statement	DD1594	Contracting Officer			2020/06/26	2017/06/25		Y
Disposition of Classified Material	DD 254	Security Officer	N60951	wawf-test@caci.com	2017/06/26	2017/06/26	View	Y
Property Clearance Received	52.245-1	Property Administrator	FU4417	coleung@caci.com	2017/06/26	2017/06/26	View	Y

Complete

Sign Document

User ID: cora_government

Password: [REDACTED]

All purchasing office actions required have been fully and satisfactorily accomplished. Contract file of this office is hereby closed.

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



Contract Closeout Worksheet – Complete status



Contract Closeout

Create ▾

Search ▾

User : John Doe

Exit

Success

- The Contract has been successfully closed. Notice has been distributed.

Contract Number	W56HZV15P0344
Delivery Order Number	
Issue By Location Code	W56HZV
Admin By Location Code	S0602A

Home

Help

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



Contract Closeout Worksheet – Complete status



Contract Closeout

Create ▾

Search ▾

User: John Doe ✕ Exit

Search Result

Sorted by Contract No. in ascending order ▾

Showing 20 items per page ▾

Item	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)
1	W56HZV15P0344		S0602A	W56HZV	Complete	2017/06/26	2019/02/26	2017/06/26	2017/06/26	2017/06/27		100%

◀ Previous

🔗 Help

On the Contract Closeout Worksheet Search Result screen, the status is now shown as 'Complete'.



Contract Closeout Worksheet – 567C Sent status



Contract Closeout

Create ▾

Search ▾

User : John Doe ✕ Exit

Search Result

Sorted by Contract No. in ascending order ▾

Showing 20 items per page ▾

Item	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)
1	W56HZV15P0344		S0602A	W56HZV	567C Sent	2017/06/26	2019/02/26	2017/06/26	2017/06/26	2017/06/27		100%

◀ Previous

🔗 Help

Once the 567C extract is generated, the status for the worksheet will be set to '567C Sent'.



Contract Closeout 'Hold' Menu Option



Contract Closeout

Create ▾

Search ▾

User : Cora Leung ✕ Exit

Contract Closeout Hold

Contract Closeout Worksheet

System Messages

(2013-JAN-17 12:05) System: All Subject: Build Info Action Required! Message For: All Users

Version:	5.11.0 Build02_01
Build Date:	08/25/2017
Application Server:	WebSphere 8.5.5.11 (jdk1.7.0_121)
HTTP Server:	IBM IHS 8.5.5.9
Database:	TW511
FTP/EDI Server:	Commodore
FTP/EDI Server Path:	/caci_db/efp/WAWF_RA_sec/Test/Version511/FTPEDIDirectory
Operating System:	Solaris 10
Status:	Production
Current Usage:	5.11 Testing

Help

The 'Search' menu option contains the link to put contracts on hold. Note that the 'Contract Closeout Worksheet' link is not available to the EDA User with Special Role "Upload/Inactivate Contracts".



Hold Contracts to Prevent Automated Contract Closeout



Contract Closeout

Create ▾

Search ▾

User : Cora Leung ✕ Exit

Search Criteria - Contract Closeout Hold

Issue By Location Code

N00189



Contract Number

N0018917P0613

Delivery Order Number

Search

Help

EDA users with the Special Role “Upload/Inactivate Contracts” are able to place documents that are awaiting extract (EXTRACT_FLAG = ‘A’) on hold to prevent automated closeout.



Hold Contracts to Prevent Automated Contract Closeout



Contract Closeout Create Search

User : Cora Leung Exit

Search Result

#	Contract Number	Delivery Order Number	Closeout Date	Hold Status
1	N0018917P0613	0003	2017-08-09	Y

Action

--Select One--
Y
N

Prev [1] Next

Submit

Previous

Help

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.



QUESTIONS?