# Contract Closeout Worksheet Search Reference Guide PIEE Homepage Contract Closeout Search Contract Closeout Search Contract Closeout Worksheet Table of Contents Contract Closeout Roles 1 Navigation 1 Search Criteria 2 Search Results 4

Export Search Results .....

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Issue By View Only         Functional Auditor         Navigation         The user will log into PIEE and select the Contract Closeout icon.	Contract Closeout Roles	Roles that can search Contract Closeout worksheets:         • CCO Contracting Officer         • CCO Contract Specialist         • CCO View Only         • Admin By View Only
	Navigation	Issue By View Only     Functional Auditor  The user will log into PIEE and select the Contract Closeout icon.

СМ	EDA	Contract	WAW
27		Closeour	
ntracting	Electronic Data Access	Contract Closeout	Wide Area World

### The user will then click Search.

Contract Closeout Create	Search +	💄 User: 🛛 🗙 Exit
ystem Messages		
Please start by selecting an optio	n from the menu above.	

# The user clicks Contract Closeout Worksheet.

Contract Closeout	Create +	Search +	
		Contract Closeout Hold	
System Messages		Contract Closeout Worksheet	
		Bulk Contract Closeout	
		Contract Reopen	

Use the Search Criteria – Contract Closeout Worksheet page to locate worksheets.

The **Search As** field allows the user to select the role to perform the search if multiple CCO roles are registered.

# **Search Criteria**

The Admin By Location Code and Issue By Location Code display the locations code matching the user roles currently registered for.

Enter the Contract/Order Information:

- Search As
- Admin By Location Code
- Contract Number
- CAGE Code
- Initiated By
- Status
- Auto-Generated
- Initiated Date (From)
- Last Action Taken Date (From)
- Action Items Completed Date (From)
- Contract Closeout Date (From)

# (Status Drop-down)

- 567C Failed
- 567C Sent
- Awaiting Release
- Complete
- In Progress
- Initiated
- Ready to Close

Saved

# Button(s):

- Search
- Help

NOTE: At least one search criterion is required to perform a search.

- Active or Archive Database
- Issue By Location Code
- Delivery Order Number
- Contract Name
- Administrative Contracting Officer (ACO) Code
- Percent Complete of Action Items (Steps)
- DCAA Audit Complete
- Initiated Date (To)
- Last Action Date (To)
- Action items Completed Date (To)
- Contract Closeout Date (To)

	Search As	Contract Officer	~	Active or Archive Database	Active 🗸	
	Admin By Location Code	Diagon Calant		Issue By Location Code		
	Contract Number	Please Select	~	Delivery Order Number	Please Select	
				Contractor Name		
	CAGE Code			Contractor Name		
	Initiated By			Administrative Contracting Officer (ACO) Code		
	Status	Please Select	~	Percent Complete of Action Items (Steps)		
	Auto-Generated	Please Select	~	DCAA Audit Complete	Please Select 🗸	
	Initiated Date (From)			Initiated Date (To)		
	Last Action Taken Date (From)			Last Action Taken Date (To)		
	Action Items Completed Date (From)			Action Items Completed Date (To)		
	Contract Closeout Date (From)			Contract Closeout Date (To)		
	Q search O Help	criteria, click the <b>Sear</b>	r <b>ch</b> button. Th	e search results display on	the following page.	
	After entering the search	criteria, click the <b>Sear</b> ered for both a CCO C	r <b>ch</b> button. Th contracting Of	e search results display on	the following page. racting Officer role, they will no	ot be able to
	After entering the search NOTE: If a user is register Search Results display o	criteria, click the <b>Sear</b> ered for both a CCO C in the following screen	r <b>ch</b> button. Th Fontracting Of : click the <b>Pre</b>	e search results display on ficer role and a Group Cont <b>vious</b> button to return to pe	the following page. <i>Tracting Officer role, they will no</i> erform a new search. Locate th	ot be able to le documer
	After entering the search NOTE: If a user is register Search Results display of the <b>Contract Number</b> hy	criteria, click the <b>Sear</b> ered for both a CCO C on the following screen perlink to open the wo	r <b>ch</b> button. Th contracting Of : click the <b>Pre</b> prksheet.	e search results display on ficer role and a Group Cont e <b>vious</b> button to return to pe	the following page. <i>racting Officer role, they will no</i> erform a new search. Locate th	ot be able to le documer
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	After entering the search NOTE: If a user is register Search Results display of the Contract Number hy Search Results: • Item	criteria, click the <b>Sear</b> ered for both a CCO C in the following screen /perlink to open the wo	<b>ch</b> button. Th ontracting Of : click the <b>Pre</b> orksheet.	e search results display on <i>ficer role and a Group Cont</i> e <b>vious</b> button to return to pe	the following page. <i>racting Officer role, they will no</i> erform a new search. Locate th	ot be able to ne documer
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esults	Q search       • Help         After entering the search         NOTE: If a user is registed         Search Results display of         the Contract Number hy         Search Results:         • Item         • Delivery Order         • Issue By         • Initiated Date	criteria, click the <b>Sear</b> ered for both a CCO C in the following screen /perlink to open the wo	<b>ch</b> button. Th ontracting Of : click the <b>Pre</b> orksheet.	e search results display on ficer role and a Group Cont vious button to return to pe Contract Number Admin By Status Initiated By	the following page. <i>racting Officer role, they will no</i>	<i>ot be able t</i>
esults	Q search       Itelp         After entering the search         NOTE: If a user is registed         Search Results display of         the Contract Number hy         Search Results:         Item         Delivery Order         Issue By         Initiated Date         Target Closeout I	criteria, click the <b>Sear</b> ered for both a CCO C on the following screen perlink to open the wo	r <b>ch</b> button. Th contracting Of : click the <b>Pre</b> orksheet.	e search results display on <i>ficer role and a Group Cont</i> evious button to return to pe Admin By Status Initiated By Last Action Taken Date	the following page. <i>racting Officer role, they will no</i>	ot be able to
esults	After entering the search NOTE: If a user is register Search Results display of the Contract Number hy Search Results: Item Delivery Order Issue By Initiated Date Target Closeout I Action Items Con	criteria, click the <b>Sear</b> ered for both a CCO C on the following screen perlink to open the wo	<b>ch</b> button. Th contracting Of click the <b>Pre</b> orksheet.	e search results display on ficer role and a Group Cont vious button to return to pe Contract Number Admin By Status Initiated By Last Action Taken Date Contract Closeout Date	the following page. <i>racting Officer role, they will no</i> erform a new search. Locate th	<i>ot be able t</i> le documer

- Percent Complete of Actions Items (Steps)
- CAGE Code

- Administrative Contracting Officer (ACO) Code
- Contractor Name

# Button(s):

- Previous
- Export
- Help

### Search Result

tem	Contract Number	Delivery Order	Admin By	Issue By	Status	Initiated Date	Initiated By	Target Closeout Date	Last Action Taken Date	Action Items Completed Date	Contract Close Date	Auto- Generated	DCAA Audit Complete	Percent Complete of Action Items (Steps)	Administrative Contracting Officer (ACO) Code	CAGE Code	Contractor Name
1	DAAA0902D0007		S0512A	S0512A	Saved	2022/09/08		2024/06/05				N		0%			
2	DEONNL12AA09C		S0512A	S0512A	567C Sent	2022/09/15		2028/02/27	2022/09/15	2022/09/15	2022/09/15	Ν		100%	NE5	06481	NORTHROP GRUMMAN SYSTEMS CORPORATION
3	F0460692G0061	FK22	S0512A	S0512A	567C Sent	2020/10/14		2021/04/14	2022/09/13	2022/09/13		Ν		100%		06481	NORTHROP GRUMMAN SYSTEMS CORPORATION
1	F0960403D0037	0009	S0512A	FA8528	567C Sent	2022/10/03		2022/09/22	2022/10/03		2022/10/05	Ν		100%	NE3	06481	NORTHROP GRUMMAN SYSTEMS CORPORATION
5	F1962800C0100		S0512A	FA2330	567C Sent	2021/03/16		2014/05/22	2022/09/08		2022/09/16	Ν		100%	NKM	76823	NORTHROP GRUMMAN SYSTEMS CORPORATION
5	F3361501C1863		S0512A	FA8650	In Progress	2022/11/18		2021/08/31	2022/11/04		2022/11/21	Ν		9%		43311	L3HARRIS TECHNOLOGI INC.
	F3365701G2088	0006	S0512A	FA8626	567C Sent	2022/09/20		2022/11/14			2022/09/20	Ν		100%	CL7	06129	RAYTHEON COMPANY
;	F3365796C0036		S0512A	FA8608	Saved	2022/09/12						Ν		9%	NWB	06129	RAYTHEON COMPANY
	F4162203C0023		\$0512A	FA8901	In Progress	2022/09/01		2023/03/01				Ν		0%		0X927	NAME
.0	FA852010D0015	0001	S0512A	S0512A	In Progress	2020/12/08		2021/09/28			2020/12/08	Ν		0%		1T4Z9	SAALEX CORP.
1	FU4417N98MK73	MK99	S0512A		Initiated	2021/05/05						Y		0%			
12	GS26F1018B		S0512A		Initiated	2021/01/15						Υ		0%			
.3	HR001111C0032		S0512A	HR0011	567C Sent	2017/07/19		2018/04/24	2018/04/12	2018/04/12	2018/04/12	Υ		100%			

The Search Results may be exported to an excel download. Example file name: CcoSearchResults\_20221122.xlsx

Once the search results are returned, the Export button allows the user to export search results in excel.

# Export Search Results

Export Search Results Columns:

- Contract Number
- Admin By
- Status

- Delivery Order
- Issue By
- Initiated Date

- Initiated By
- Last Action
- Action Items Completed Date
- Auto-Generated DCAA Audit Complete
- Administrative Contracting Officer (ACO) Code
- Contractor Name

- Target Closeout Date
- Taken Date
- Contract Close Date
- Percent Complete of Action Items (Steps)
- CAGE Code

1	A	В	С	D	E	F	G	Н	I I	J	
1	Contract Number	Delivery Order	Admin By	Issue By	Status	Initiated Date	Initiated By	Target Closeout Date	Last Action Taken Date	Action Items Completed Date	Coi
2	DAAA0902D0007	l	S0512A	S0512A	Saved	2022/09/08		2024/06/05			
3	DE0NNL12AA09C		S0512A	S0512A	567C Sent	2022/09/15		2028/02/27	2022/09/15	2022/09/15	202
4	F0460692G0061	FK22	S0512A	S0512A	567C Sent	2020/10/14		2021/04/14	2022/09/13	2022/09/13	
5	F0960403D0037	0009	S0512A	FA8528	567C Sent	2022/10/03		2022/09/22	2022/10/03		202
6	F1962800C0100		S0512A	FA2330	567C Sent	2021/03/16		2014/05/22	2022/09/08		202
7	F3361501C1863		S0512A	FA8650	In Progress	2022/11/18		2021/08/31	2022/11/04		202
8	F3365701G2088	0006	S0512A	FA8626	567C Sent	2022/09/20		2022/11/14			202
9	F3365796C0036		S0512A	FA8608	Saved	2022/09/12					
10	F4162203C0023		S0512A	FA8901	In Progress	2022/09/01		2023/03/01			
11	FA852010D0015	0001	S0512A	S0512A	In Progress	2020/12/08		2021/09/28			202
12	FU4417N98MK73	MK99	S0512A		Initiated	2021/05/05	CCO WORKSHEET SUPER USER				
13	GS26F1018B		S0512A		Initiated	2021/01/15	CCO WORKSHEET SUPER USER				
14	HR001111C0032		S0512A	HR0011	567C Sent	2017/07/19	CCO WORKSHEET SUPER USER	2018/04/24	2018/04/12	2018/04/12	201
15	N0001903C0049		S0512A	N00019	567C Sent	2017/07/19	CCO WORKSHEET SUPER USER	2018/04/11	2018/04/11	2018/04/11	201
16	N0002415C4446		S0512A	N00024	Initiated	2018/04/19	CCO WORKSHEET SUPER USER				
17	N0002421P0208		S0512A		Initiated	2021/02/08	CCO WORKSHEET SUPER USER				
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	Kesuits (+	)						: [4]			