

# Automated Contract Closeout Report

## Reference Guide

EDA Homepage

Analytics

Reports

Contract Closeout  
Reports

Automated Contract  
Closeout Report

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The Automated Contract Closeout Report provides information on contract closeout dates and contract status to include Closed, Pending, On Hold and Excluded.

<b>EDA Roles</b>	Roles with access to Automated Contract Closeout Report in EDA <ul style="list-style-type: none"><li>• Acquisition Sensitive Reporting</li><li>• Advanced Reporting</li><li>• EDA Executive Reporting User</li></ul>
<b>Search Criteria</b>	Navigate to the Automated Contract Closeout Report page and enter criteria to retrieve desired data. Search Criteria <ul style="list-style-type: none"><li>• Start Date</li><li>• End Date</li><li>• Status</li><li>• Issue DoDAAC(s)</li><li>• Admin DoDAAC(s)</li><li>• Pay DoDAAC(s)</li></ul>
<b>Sample Search Results</b>	Once the search criteria are entered, the system will return a list of contracts with the requested criteria.

Closeout Date ↑↓	Contract No ↑↓	Delivery Order ↑↓	Admin By ↑↓	Issue DoDAAC ↑↓	Pay DoDAAC ↑↓	Cage Code ↑↓
2021-08-17	FA877016D0514	FA877016F0520	S2101A	N00174		
2021-08-17	FA877016D0514	FA877016F0519	S2101A	N00174		
2021-08-17	N0017418D1204	N0017419F0059	N00174	N00174		
2021-08-16	FU441715F6050	FU4417A15D6050	FU4417	FU4417		
2021-08-16	FU4417A15D6050	FU441715F6050	FU4417	FU4417		
2021-08-12	FA480115P9008		FA4801	FA4801		
2021-08-24	FA811720C0005		S3101A	FA8117		
2021-07-13	DAAB0701DL860	0002	S0512A	W56KGY		
2021-07-13	HQ033821P0713		W56KGY	S0512A		

Records: 1 to 10    << < 1 2 3 4 5 > >>    10 ▾    Max Records Returned: 129

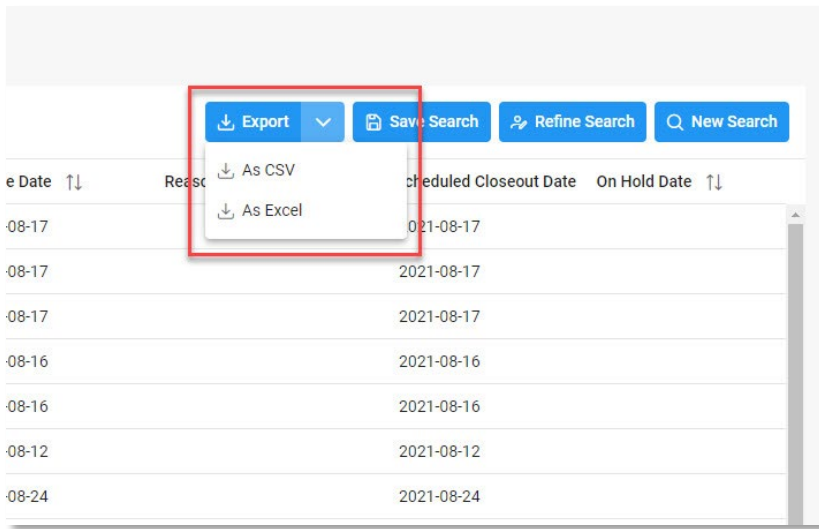
1. Select column headings to sort data within a particular column in ascending or descending order.
2. Use navigation tools to navigate between pages of report search results.
3. Select a value in the dropdown menu to control the number of results displayed on each page.
4. Expand the Export dropdown menu to select the desired format of export.
5. Select the Save Search button to save the current search criteria.
6. Select the Refine Search button to return to the search form to edit the current search criteria.
7. Select the New Search button to return to the search form without keeping current search criteria.

**Search Results Data:**

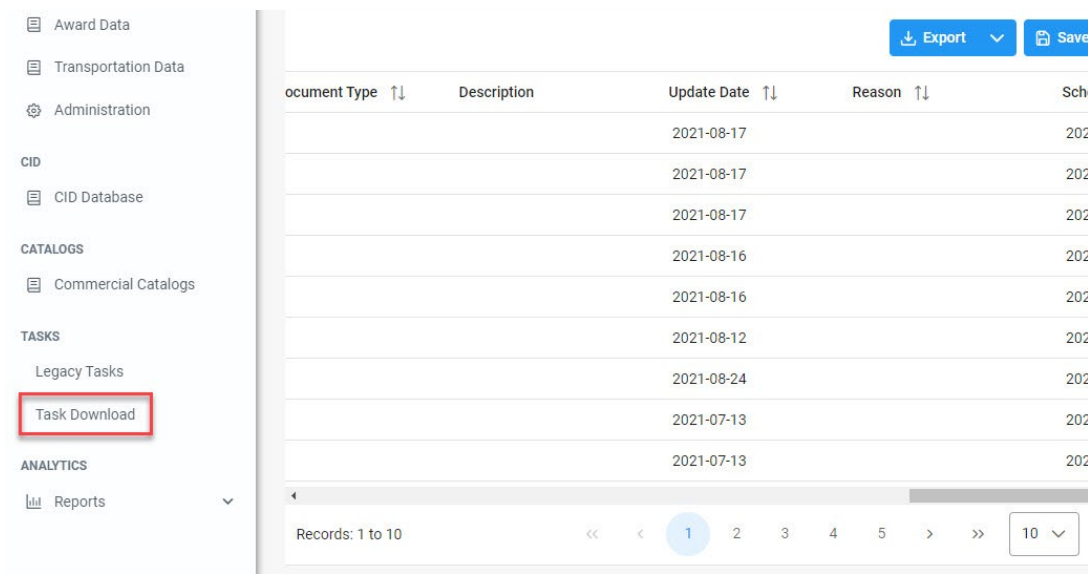
- Closeout Date
- Contract No
- Delivery Order
- Admin By
- Issue DoDAAC
- Pay DoDAAC
- Cage Code
- Contract Value
- Document Type
- Description
- Update Date
- Reason
- Scheduled Closeout Date
- On Hold Date

**Exporting Search Results**

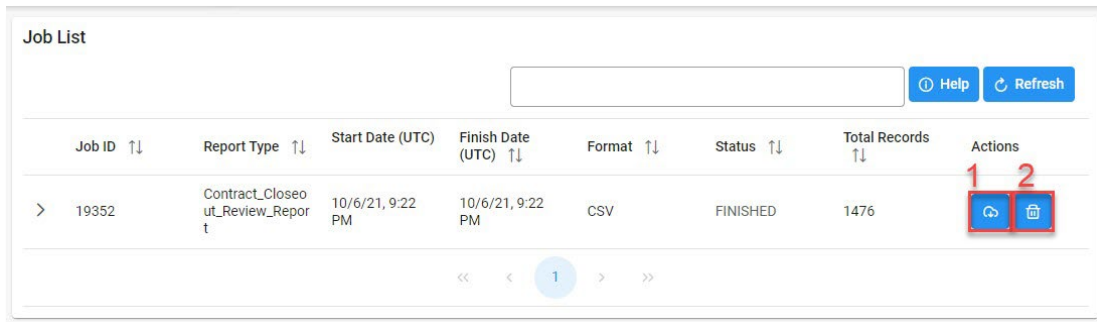
Reports can be exported via CSV or Excel. To view export options, select the Export button on the search results page to expand the dropdown menu. The download will be completed via the Task Download page.



To view available downloads, select the Task Download link under the Tasks menu in the navigation pane.

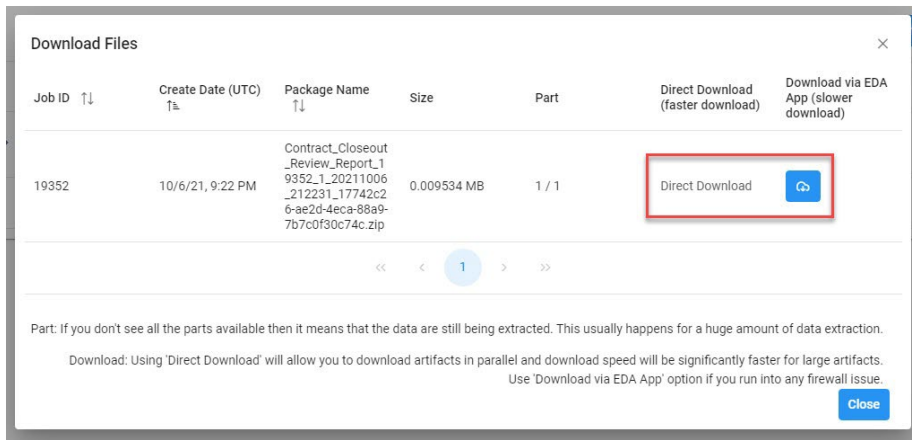


The Job List page is displayed. Utilize the icons in the Actions column to download or manage the Jobs.



1. Select the Jobs button to download a Report.

The Download Files modal will display with Job details. Select either the Direct Download link or Download via EDA link to download the file.



2. Select the Delete button to delete a Task.
3. If a Job's status is 'Error', the Rerun button will be displayed to provide an option to rerun the job with the same parameters.

Sample Export:

	A	B	C	D	E	F	G	H	I	J
1	CLOSEOUT DATE	CONTRACT NO	DELIVERY ORDER	ADMIN BY	ISSUE DODAAC	PAY DODAAC	CAGE CODE	CONTRACT VALUE	DOCUMENT TYPE	DESCRIPTION
2	2022-05-02	N0002422P0502		N00024	N00024	HQ0338	1HKQ6	0.0	CI2N1	Invoice 2n1
3	2022-04-29	N6264522D0413	N6264522F0413	N00024	N00024			0.0		
4	2022-04-29	N0002422P0427		N00024	N00024	HQ0338	1HKQ6	0.0	CI2N1	Invoice 2n1
5	2022-04-27	N0002422F0427		N00024	N00024			0.0		
6	2022-04-27	GS22F0427M	N0002422F0427	N00024	N00024			0.0		
7	2022-04-27	GS22F0427M	N0001422F0427	N00024	N00024			0.0		
8	2022-04-26	SP450016M0606		SP4500	SP4500			0.0		
9	2022-04-25	N0001422D0203	N0001422F0202	S0512A	N00014			0.0		
10	2022-04-19	S0512A15D05072	S0512A15F5072	S0512A	S0512A	N62828	36126	0.0	CI	Commercial
11	2022-04-15	FA822211G0001	ZB08	S0302A	SPRR1			0.0		
12	2022-04-14	W56HZV12PL578		W56HZV	W56HZV			0.0		
13	2022-04-14	N6817119P6116		N68171	N68171			0.0		
14	2022-04-14	N0002416P5125		N00024	N00024			0.0		
15	2022-04-11	W15P7T15M0001		W15P7T	W15P7T			0.0		
16	2022-04-08	N0040614R0078		S0512A	S0512A	F03000	9A7E7	0.0	CI	Commercial
17	2022-04-07	SP450015D5839	0010	SA4705	SP4500			0.0		
18	2022-04-06	FA487714PA093		FA4877	FA4877			0.0		
19	2022-04-06	N0040614P2902		N00406	N00406			0.0		
20	2022-04-05	N0002403C2101	05141D	N62789	N00024			0.0		
21	2022-04-05	SP450015D5839	0010	SA4705	SP4500			0.0		
22	2022-03-30	S0512A17D1001	S0512A17F1001	S0512A	S0512A			0.0		
23	2022-03-09	FA303015D0001	FA303018F2516	S0512A	S0512A			0.0		