Contract Closeout Management Report						
EDA Homepage		Reports	Contract Closeout Reports	Closeout Closeout Management Report		
Table of Contents						
EDA Roles						
Where to Run the Report						
Search Criteria						
Contract Closeout Management	t Report Search Criteria	ı Fields:		······································		
*Group data by:						
Contract Issue Office DoDAA	с					
Contract Admin Office DoDA	4 <i>C</i>					
Pay Office DoDAAC						
Search Results						
Contract Closeout Manageme	ent Detail Report Searc	h Results:				
Contract Closeout Manageme	ent Summary Report Se	earch Results:				
Exporting Search Results						
Viewing Available Downloads	s of Reports:					
Contract Closeout Manageme	ent Report Export Fields	s:				

EDA Roles	Roles with access to the Contract Closeout Management Report in EDA: Acquisition Sensitive Reporting Advanced Reporting 	
	EDA Executive Reporting User	
Where to Run the Report	Expand the Reports menu under Analytics and select the Contract Closeout Reports option.	Documentation VIEW REFERENCE GUIDE VIEW REFERENCE GUIDE VIEW REFERENCE GUIDE

• Detail (radio button)

*Group data by:

- Contract Issue Office (*radio button*)
- Contract Admin Office Agency (*radio button*)
- Contract Pay Office DoDAAC (radio button)

Contract Issue Office DoDAAC

Contract Issue Office DoDAAC Search By:

- Organization Code
- Organizational Group
 (field displays when Organizational Group is selected)
 - Contract Issue Office Organizational Group (pop-up displays when Find Group is clicked)
 - Issue Organization Find Organization Group by Group Name
 - Issue Organization PIEE Level 2
 - Buttons
 - o Save
 - o Cancel
- Contract Issue Office Include Subgroups? (field is a toggle)

Contract Admin Office DoDAAC

Contract Admin Office DoDAAC Search By:

- Organization Code
- Organizational Group (field displays when Organizational Group is selected)

•

- Contract Admin Office Organizational Group (pop-up displays when Find Group is clicked)
 - Admin Organization Find Organization Group by Group Name
 - Admin Organization PIEE Level 2
 - Buttons
 - Save
 - o Cancel
- Contract Admin Office Include Subgroups? (field is a toggle)

Pay Office DoDAAC

Pay Office DoDAAC Search By:

- Organization Code
- Organizational Group
 (field displays when Organizational Group is selected)
 - Pay Office Organizational Group (pop-up displays when Find Group is clicked)
 - Pay Organization Find Organization Group by Group Name
 - Pay Organization PIEE Level 2
 - Buttons
 - Save
 - o Cancel
- Pay Office Include Subgroups? (*field is a toggle*)

Buttons:

- Find Group
- Clear Group

Buttons:

- Search
- Bookmark (to save the search to Bookmarks)
- Cancel

	Contract Closeout Management Report	
	Search Criteria	
	Do you want to run a summary or detail report? O Summary O Detail	
	Contract Issue Office DoDAAC	
	Contract Issue Office DoDAAC Search By	
	Organization Code	
	Organizational Group	
	Contract Issue Office Location Code(s)	
	Starts With V S 🛞	
	Contract Admin Office DoDAAC	
	Contract Admin Office Search by	
	Organization Code	
	Organizational Group	
	Contract Admin Office Location Code(s)	
	Starts With V S 🛞	
	Pay Office DoDAAC	
	Pay Office DoDAAC Search By	
	Organization Code	
	Organizational Group	
	Pay Office Location Code(s)	
	Starts With V H 🛞	
	Q Search D Bookmark	
	Click the Search button after entering the search criteria. The search results display of	on the following page.
Search Results	The Contract Closeout Management Report results page displays a list of contracts.	

Contract Closeout Management Report Detail Search Results:

- Contract Number
- Delivery Order
- Issue DoDAAC
- Admin By
- Pay DoDAAC
- Date of Last Acceptance
- Final Indicator for Last Acceptance
- Last Acceptance Transaction Type
- Last Invoice Number
- Last Invoice Date
- Final Invoice Indicator
- Last Invoice Paid Date
- Last Invoice Payment Voucher Number
- Last Invoice Type
- Physical Completion Date
- Contract Type
- Closeout Time Frame
- Overage Date
- Last Modification Date
- Last Modification Number
- Obligation
- Payments
- ULO
- Latest Option Period
- Contract Closeout Worksheet
- Worksheet Percent Complete

Contract Closeout Management Report Summary Search Results:

- Organization
- Number of Open Contracts
- Number of Physically Complete Contracts
- Number of Contracts Overage for Closeout
- Percent Overage

Buttons:

- Export
 - CSV
 - Excel
- Save Search (Save search to be accessed again under a specified label)
- Refine Search (Refine search criteria to narrow down the search further)
- New Search (Reset the search criteria and return to conduct a new search)

	NOTE: The columns are sortable.					
	Contract Closeout Management Report 🖉 Save Search 🖓 Refine Search 🔍 New Search					
	Organization $\uparrow\downarrow$ Number of Open Contracts $\uparrow\downarrow$ Number of Physically Complete Contracts $\uparrow\downarrow$ Number of Contracts Overage for Closeout $\uparrow\downarrow$ Percent Overage $\uparrow\downarrow$					
	dcma southern california 6687 11					
	dcma los angeles 35 1					
Exporting Search Results	On the search results page, click the Export button on the search results page to export as CSV or Excel. A job runs to download the file the search results page, click the Export button on the search results page to export as CSV or Excel. A job runs to download the file the second results page of the search results page to export as CSV or Excel. A job runs to download the file the second results page of the search results page to export as CSV or Excel. A job runs to download the file the second results page of the search results page to export as CSV or Excel. A job runs to download the file Viewing Available Downloads of Reports: In the navigation panel, under the Tasks menu, select Task Download. The Job List page appears. Click the Download button in the Actions column.					

	Job List							① Help C Refresh
	Job ID †↓	Report Type ↑↓	Start Date (UTC)	Finish Date (UTC) $\uparrow \downarrow$	Format ↑↓	Status ↑↓	Total Records ↑↓	Actions
>	72210	Contract_Closeout_Management_Summary_Report	3/28/25, 4:57 PM	3/28/25, 4:58 PM	EXCEL	FINISHED	194	
>	72191	COR_COMPLIANCE_REPORT	3/27/25, 3:43 PM	3/27/25, 3:43 PM	EXCEL	FINISHED	1	G d

The Download Files pop-up displays with job details. Select the **Direct Download** link in the Direct Download (faster download) column.

Download Files						×
Job ID ↑↓	Create Date (UTC) ↑ <u>≞</u>	Package Name	Size	Part	Direct Download (faster download)	Download via EDA App (slower download)
72210	3/28/25, 4:58 PM	Contract_Closeout_Management_Summary_Report_722 10_1_20250328_165820_acbcd65c-8f01-4325-9472- def7f79ff8fb.zip	0.0095 88 MB	1/ 1	Direct Download	a

Contract Closeout Management Report Detail Export Columns:

- Contract Number
- Delivery Order
- Issue DoDAAC
- Admin By
- Pay DoDAAC
- Date of Last Acceptance
- Final Indicator for Last Acceptance
- Last Acceptance Transaction Type
- Last Invoice Number
- Last Invoice Date
- Final Invoice Indicator
- Last Invoice Paid Date
- Last Invoice Payment Voucher Number
- Last Invoice Type
- Physical Completion Date
- Contract Type
- Closeout Time Frame
- Overage Date

- Last Modification Date
- Last Modification Number
- Obligation
- Payments
- ULO
- Latest Option Period
- Contract Closeout Worksheet
- Worksheet Percent Complete

Contract Closeout Management Report Summary Export Columns:

- Organization
- Number of Open Contracts
- Number of Physically Complete Contracts
- Number of Contracts Overage for Closeout
- Percent Overage

	Contract_Closeout_Management_Summary_Report_72340_1_20250403_183813_5dc09d2b-1106-45ed-a338-c82ca02c2ea3.xlsx - Prot + Saved to this PC 🗸 🔎 👘 🗋							
A	\cdot \cdot \cdot \cdot \cdot \cdot \cdot f_x	DRGANIZATION				~		
	A B		С	D	E			
1	ORGANIZATION	NUMBER OF OPEN CONTRACTS	NUMBER OF PHYSICALLY COMPLETE CONTRACTS	NUMBER OF CONTRACTS OVERAGE FOR CLOSEOUT	PERCENT OVERAGE			
2	dcma southern california	6687	11					
3	dcma los angeles	35	1					
4								
	PIEEReport	+		: •	• • •			