		Contrac	t Clo	seout R	eview Report					
	Training Document									
EDA Homepage	\rangle	Analytics		Reports	Contract Closeout Reports	Contract Closeout Review Report				
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The Contract Closeout	Review Report provides information on contracts that might be eligible for closeout.
EDA Roles	Roles with access to the Contract Closeout Review Report: • Acquisition Sensitive Reporting • Advanced Reporting • EDA Executive Reporting User
Where to Run the Report	Expand the Reports menu under Analytics in EDA and select the Contract Closeout Reports option.
Search Criteria	The Contract Closeout Review Report page displays. Enter search criteria to retrieve desired data. Contract Closeout Review Report Search Criteria: Start Effective Date (<i>format: YYYY/MM/DD</i>)

End Effective Date (format: YYYY/MM/DD)

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
 - Save
 - 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
 - o Save
 - o Cancel
- Contract Admin Office Include Subgroups? (field is a toggle)

Pay Office DoDAAC

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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

- o Save
- o Cancel
- Pay Office Include Subgroups? (field is a toggle)

Buttons:

- Find Group
- Clear Group

tart Effective Date End Effective Date	Ë
Contract Issue Office DoDAAC Contract Issue Office DoDAAC Search By Organization Code Organizational Group Contract Issue Office Organizational Group Contract Issue Office Organizational Group	Contract Issue Office Include Subgroups?
Contract Admin Office DoDAAC Contract Admin Office Search by Organization Code Organizational Group Contract Admin Office Location Code(s) ① Contains	_
Pay Office DoDAAC Pay Office DoDAAC Search By Organization Code Organizational Group Pay Office Organizational Group ① C Find Group	Pay Office Include Subgroups?
Q Search 🔲 BookMark	⊗ Cancel



Buttons:

- Export
 - As CSV
 - As Excel
- Save Search
- Refine Search
- New Search

	NOTE: The columns are sor	table.	
	To view contract details for a	a record, select the Details bu	utton in the Contract Details column.
	LExport V	Save Search & Refine Search Q New Search Quick Closeout Eligible Outract Details Details Details Details	
Details	The Contract Details modal History Report button.	will be displayed. To view the	Contract Execution History Report details, select the View Contract Execution
	Contract Details Contract Data Summary Contract Number N0010412GA754 Contract Issue Office DoDAAC S0512A Contract Pay Office DoDAAC HQ0338 ACO Name Contract Effective Date 2022/02/02	Contract Admin Office DoDAAC S0512A PCO Name Latest Modification Number BA Contract PoP End Date/Last Delivery Date	
	View Contract Execution History Report	Close x close	be displayed, with available Contract Execution History details.

	Contract Execution History Report Results Contract # N6817121D1208\$00000022 Order# N6817121F120800000000000000000000000000000000
Exporting Sear Results	Click the Export button on 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 I	List							🛈 Help 🖒 Refresh
	Job ID ↑↓	Report Type ↑↓	Start Date (UTC)	Finish Date (UTC) $\uparrow \downarrow$	Format ↑↓	Status †↓	Total Records ↑↓	Actions
>	71889	Contract_Closeout_Review_Report	3/12/25, 3:39 PM	3/12/25, 3:39 PM	EXCEL	FINISHED	8664	
>	71888	Contract_Closeout_Review_Report	3/12/25, 3:37 PM	3/12/25, 3:38 PM	EXCEL	FINISHED	8664	a

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

lob ID ↑↓	Create Date (UTC) ↑≧	e Package Name ↑↓		Part	Direct Download (faster download)	Download via EDA App (slower download)			
1889	3/12/25, 3:39 PM	Contract_Closeout_Review_Report_71889_1_2025031 2_153928_70662654-bd6d-4d93-ad64- 2ad7e6d4fcf5.zip	0.26778 8 MB	1/ 1	Direct Download	Ø			
-									

The system downloads the file to the local machine based on browser settings.

Exported Report Columns:

- Contract Number
- Order Number
- Issue Office DoDAAC
- Admin Office DoDAAC
- Pay Office DoDAAC
- Contracting Officer Name
- Zero Balance
- Physically Complete
- Past Due Delivery
- Quick Closeout Eligible

10									
	AutoSave (O Of) 🛛 🖓 - 🖓 - 🕫	Contract_Closeout_Review_Report	t_71889_1_20250312_153927_22063374	ved to this PC ~ P Search	₽ Search			
	А	В	C	D	E	F	G	н	1
	1 CONTRACT NUM	BER ORDER NUMB	ER ISSUE OFFICE DODAAC	ADMIN OFFICE DODAAC	PAY OFFICE DODAAC	CONTRACTING OFFICER NA	ME ZERO BALANCE	PHYSICALLY COMPLETE	PAST DUE DELIVE
	2 \$0512A12G006M	70	10 S0512A	S0512A	HQ0338		N	N	N
	3 N0002421D6101		FU4417	S0512A	HQ0338		N	N	N
	4 FU441716D0005	FU441719F2005	FU4417	FU4417	F03000		N	N	N
	5 FU441723P9998	0001	FU4417	S0512A	HQ0339		N	N	N
	6 FA460020C0011		FU4417	FA4877	F03000		N	N	N
	7 FA487723C0003		FA4877	\$5111A	F03000		N	N	N
	8 FA487719C0027		FA4877	FA4877	F03000		N	N	N
	PIEER	eport (+)				: 4 .			-