

# Award Summary Report

## Training Document

EDA Homepage

Analytics

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Award Summary Report

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This report provides a summary of awards with the ability to download and schedule the report. The report further allows searching of groups for the Issue By, Admin By, and Pay By locations.

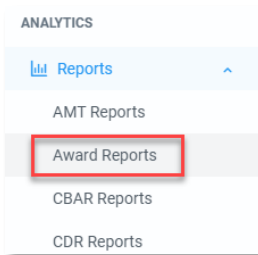
## EDA Roles

Roles with access to the Award Summary Report:

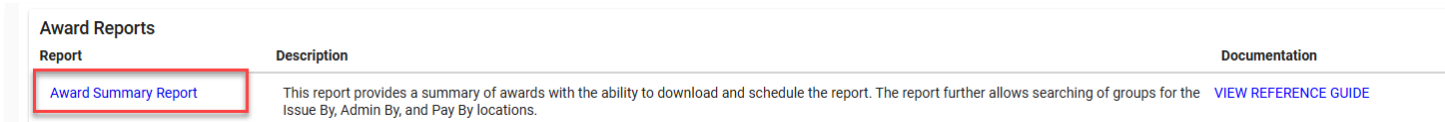
- EDA Advanced Reporting User
- EDA Acquisition Sensitive Reporting User
- EDA Executive Reporting User

## Where to Run the Report

Expand the **Reports** menu under Analytics in EDA and select the **Award Reports** option.



In the Award Reports section select the **Award Summary Report**.



## Search Criteria

The Award Summary Report page displays. Enter search criteria to retrieve desired data.

### Award Summary Report Search Criteria:

- Award Details
  - Contract Number
  - Delivery Order Number
  - ACO Mod
  - PCO Mod
  - Start Issue Date \*
  - End Issue Date \*
  - Start Load Date
  - End Load Date

Award Summary Report

**Award Summary Report Search Criteria**

Contract Number	Delivery Order Number	ACO Mod	PCO Mod
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Start Issue Date *	End Issue Date *		
<input type="text"/>	<input type="text"/>		
Start Load Date	End Load Date		
<input type="text"/>	<input type="text"/>		

- Locations
  - Issue By
    - Organization Group
    - Location Code
  - Admin By
    - Organization Group
    - Location Code
  - Pay By \*
    - Organization Group
    - Location Code

Issue By

Search By

☒ Organization Group
 ☐ Organization Code

Organizational Group ⓘ

Include Subgroups
 ☒

Admin By

Search By

☒ Organization Group
 ☐ Organization Code

Organizational Group ⓘ

Include Subgroups
 ☒

Pay By

Search By \*

☒ Organization Group
 ☐ Organization Code

Organizational Group ⓘ

Include Subgroups
 ☒

#### Buttons:

- Search
- Bookmark
- Cancel

Click the **Search** button after entering the search criteria. The search results display on the following page.

## Search Results

The Award Summary Report Results table displays the search results.

### Award Summary Report Results Columns:

- Contract Number
- Delivery Order
- ACO mod
- PCO mod
- Issue Date
- Load Date

- Issue By DoDAAC
- Admin By DoDAAC
- Pay DoDAAC

#### Award Summary Report Results

*1*
**Total Records Exceed Maximum**

Due to the number of records, the first 10,000 records are available within the table. However, if you would like to view the entire report, then you can do so by clicking "Export" button on the page and view the exported report from the "Tasks" menu option.
 ×

Export
 Save Search
 Refine Search
 New Search

Contract Number	Delivery Order	ACO mod	PCO mod	Issue Date	Load Date	Issue By DoDAAC	Admin By DoDAAC	Pay DoDAAC
00018721D0912	00018721F0912			2021/09/12	2021/09/12	W25G1V	S0512A	HQ0338
0648120180602				2018/06/14	2021/07/27	N00019	N00189	N68732
12459875320321254	HQ033821P120811111	A0001	P0001	2021/12/08	2021/12/08	W25G1U	S0512A	HQ0338
36F79718D032	N6817119F0033			2019/09/28	2021/03/25	N68171	N68171	HQ0248
47QRAA19D008Z	FA500020F0071			2020/06/19	2021/01/12	FA5000	FA5000	F87700
47QRAA19D008Z			P00001	2020/06/19	2021/01/12	FA5000	FA5000	F87700
47QRAA19D008Z	N6817120F0071			2020/06/19	2021/12/15	FA5000	FA5000	F87700
47QSHA18D0024	W91QV121F3003			2021/07/28	2021/11/01	HQ0034	HQ0034	HQ0697
47QSHA18D0024	W91QV121F3003		P00001	2021/10/28	2021/11/01	HQ0034	HQ0034	HQ0697
FA282320D0002	FA282321F0063			2021/02/11	2021/08/13	S0512A	S0512A	F03000

Records: 1 to 10
 << < 1 2 3 4 5 > >>
 10
 10000 Records Returned

#### Buttons:

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

*NOTE: The columns are sortable.*

*NOTE: The report will display 10k results. A larger number of records is available for download through the Task App.*

### Exporting Search Results

Click the **Export** button on the search results page to export as CSV or Excel. A job runs to download the file.

**Award Summary Report Results**

[Export](#)
[Save Search](#)
[Refine Search](#)
[New Search](#)

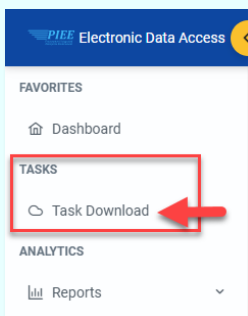
Contract Number	Delivery Order	ACO mod	PCO mod	Issue Date	Load Date	Issue By DoDAAC	Admin By DoDAAC	Pay DoDAAC
00018721D0912	00018721F0912			2021/09/12	2021/09/12	W25G1V	S0512A	HQ0338

Records: 1 to 1

1 Records Returned

### 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**

[Help](#)
[Refresh](#)

Job ID	Report Type	Start Date (UTC)	Finish Date (UTC)	Format	Status	Total Records	Actions
> 76652	Award_Summary_Report	5/14/25, 1:53 PM	5/14/25, 1:54 PM	EXCEL	FINISHED	214	<a href="#">Download</a> <a href="#">Delete</a>

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

Download Files

Job ID ↑↓	Create Date (UTC) ↑	Package Name ↑↓	Size	Part	Direct Download (faster download)	Download via EDA App (slower download)
76652	5/14/25, 1:54 PM	Award_Summary_Report_76652_1_20250514_135433_5b539058-fb72-4cf2-bd37-190cf0b86737.zip	0.01079 8 MB	1 / 1	Direct Download	

Part: If you don't see all the parts available then it means that the data are still being extracted. This usually happens for a huge amount of data extraction.  
Download: Using 'Direct Download' will allow you to download artifacts in parallel and download speed will be significantly faster for large artifacts.  
Use 'Download via EDA App' option if you run into any firewall issue.  
Exported zip files may need to have their names shortened to unzip due to a file path limitation in Windows.

Close

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

#### Exported Report Columns:

- Contract Number
- Delivery Order Number
- ACO Mod
- PCO Mod
- Issue Date
- Load Date
- Issue By DoDAAC
- Admin By DoDAAC
- Pay DoDAAC

#### Sample Export:

CONTRACT NUMBER									
A	B	C	D	E	F	G	H	I	J
1	CONTRACT NUMBER	DELIVERY ORDER NUMBER	ACO MOD	PCO MOD	ISSUE DATE	LOAD DATE	ISSUE BY DODAAC	ADMIN BY DODAAC	PAY DODAAC
2	00018721D0912	00018721F0912			2021/09/12	2021/09/12	W25G1V	S0512A	HQ0338
3									
4									
5									