Award Summary Report

Training Document

EDA Homepage > Analytics > Reports > Award Reports > Award Summary Report

Table of Contents

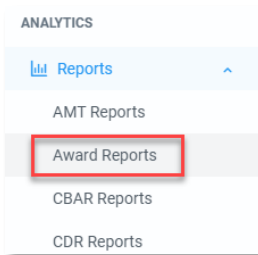|	
This report provides a summary of awards with the ability to download and schedule the report. The report further allows searching of groups for the Issue By, Admin By, and Pay By locations.	
EDA Roles	Roles with access to the Award Summary Report: • EDA Advanced Reporting User • EDA Acquisition Sensitive 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**.
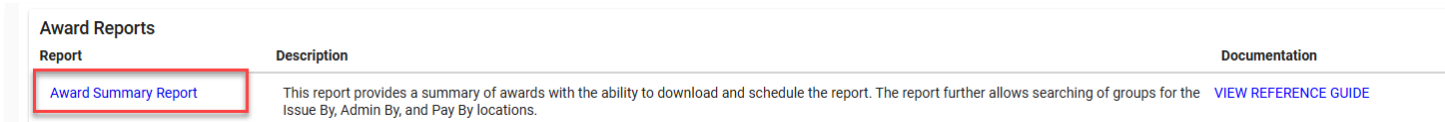
Search Criteria	The Award Summary Report page displays. Enter search criteria to retrieve desired data.
	
	Award Summary Report Search Criteria:
	
	• Award Details
	    ○ Contract Number
	    ○ Delivery Order Number
	    ○ ACO Mod
	    ○ PCO Mod
	    ○ Start Issue Date *
	    ○ End Issue Date *
	    ○ Start Load Date
	    ○ End Load Date

Award Summary Report

Award Summary Report Search Criteria

Contract Number	Delivery Order Number	ACO Mod	PCO Mod

Start Issue Date *	End Issue Date *

Start Load Date	End Load Date

- 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 [🔍 **Find Group**] (toggle on) **Admin By** — Search By ◉ Organization Group ○ Organization Code Organizational Group ⓘ Include Subgroups [🔍 **Find Group**] (toggle on) **Pay By** — Search By * ◉ Organization Group ○ Organization Code Organizational Group ⓘ Include Subgroups [🔍 **Find Group**] (toggle on) *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

ⓘ **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
  - o   As CSV
  - o   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.

Viewing Available Downloads of Reports:

In the navigation panel, under the Tasks menu, select **Task Download**.
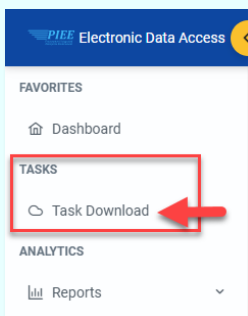
The Job List page appears. Click the **Download** button in the Actions column.

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

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: