

Ordering Instrument PIID Status

Training Document

EDA Homepage

Analytics

Reports

Award Reports

Ordering Instrument PIID Status

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This report provides the detail on the contract status for a given Contract# either all the Contracts or just the Open/close contracts. The Optional filter criteria for the report are FY for the contract#, Issue Office DoDAAC, Admin Office DoDAAC and/or Pay Office DoDAAC.

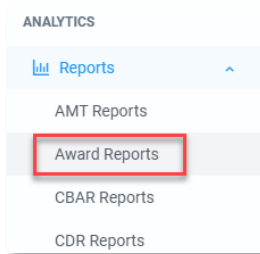
EDA Roles

Roles with access to the Ordering Instrument PIID Status report:

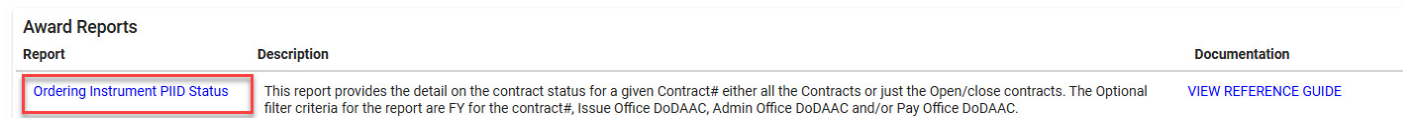
- Acquisition Sensitive Reporting
- Advanced Reporting
- CDR POC
- Contract Deficiency Report (Legacy) – ACO
- Contract Deficiency Report (Legacy) – PCO
- Contract Deficiency Report (Legacy) – Reviewer
- Contracts
- EDA Executive Reporting User
- Upload Attachments/Admin Docs

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 **Ordering Instrument PIID Status**.



Search Criteria

The Ordering Instrument PIID Status page displays. Enter search criteria to retrieve desired data.

Ordering Instrument PIID Status Search Criteria:

- Ordering Instrument PIID (required)
- What data do you want to return?
 - All Contracts (*radio button*)

- Closed Contracts Only (*radio button*)
 - Open Contracts Only (*radio button*)
- Ordering Issue Office DoDAAC
- Ordering Admin Office DoDAAC
- Ordering Pay Office DoDAAC
- FY of Order (*drop-down*)

Ordering Instrument PIID Status

Ordering Instrument PIID Status

*Ordering Instrument PIID

Required

What data do you want to return?

☒ All Contracts

☐ Closed Contracts Only

☐ Open Contracts Only

Ordering Issue Office DoDAAC

Optional

Ordering Admin Office DoDAAC

Optional

Ordering Pay Office DoDAAC

Optional

FY of Order

None

Search

Bookmark

Cancel

Buttons:

- Search
- Bookmark
- Cancel

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

The Ordering Instrument PIID Status Results table displays the search results.

Ordering Instrument PIID Status Results Columns:

- PIID #
- Order #
- Order Issue Office DoDAAC
- Order Admin Office DoDAAC
- Order Pay Office DoDAAC
- FY of Order Issued
- Obligated Amount
- Total Invoice Amount
- Closeout Date
- Archive Retention Date
- Records Destroyed Date
- Remarks

Search Results

Ordering Instrument PIID Status Results											
Export Results Save Search Refine Search New Search											
Ordering Instrument PIID		1234						Contract Closed Date			
Contract Issue Office DoDAAC		H92254						Contract Archive Retention Date			
Contract Admin Office DoDAAC		S0512A						Contract Record Destroyed Date			
Contract Pay Office DoDAAC		HQ0339									
Total Procurement Instruments		Total Open		Total Closed		% Closed		Total Past Archive Retention Date		% Past Archive Retention Date	
1		1		0		0.00%		0		0.00%	
PIID # ↑↓	Order # ↑↓	Order Issue Office DoDAAC ↑↓	Order Admin Office DoDAAC ↑↓	Order Pay Office DoDAAC ↑↓	FY of Order Issued ↑↓	Obligated Amount ↑↓	Total Invoice Amount ↑↓	Closeout Date ↑↓	Archive Retention Date ↑↓	Record Destroyed Date ↑↓	Remarks ↑↓
1234	1234	H92254	S0512A	HQ0339		\$0.00					

Exporting Search Results

Buttons:

- Export Results
- Save Search
- Refine Search
- New Search

NOTE: The columns are sortable.

Exporting Search Results

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

Export Results

Save Search

Refine Search

New Search

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

Exported Report Columns:

- PIIE #
- Order #
- Order Issue Office DoDAAC
- Order Admin Office DoDAAC
- Order Pay Office DoDAAC
- FY of Order Issued
- Obligated Amount
- Total Invoice Amount
- Closeout Date
- Archive Retention Date
- Record Destroyed Date
- Remarks

Sample Export:

PIID #	Order #	Order Issue Office DoDAAC	Order Admin Office DoDAAC	Order Pay Office DoDAAC	FY of Order Issued	Obligated Amount	Total Invoice Amount	Closeout Date	Archive Retention Date	Record Destroyed Date	Remarks
1234	1234	H92254	S0512A	HQ0339		0					