

# Procurement Instruments Awarded and Closed

## Training Document

EDA Homepage

Analytics

Reports

Award Reports

Procurement Instruments  
Awarded and Closed

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This report is in two flavors namely the Summary and Detail formats. The report summarizes the data output by one of the three attribute - a) Issue Office Agency, b) Admin Office Agency and c) Pay Office DoDAAC for a given FY (Fiscal Year). The report if run at the summary level allows for drill down at the detail level via the report output.

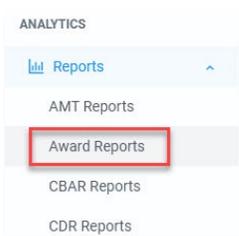
## EDA Roles

Roles with access to the Procurement Instruments Awarded and Closed 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 and select the **Awards Reports** option.



In the Award Reports section select the **Procurement Instruments Awarded and Closed**.

Report	Description	Documentation
Procurement Instruments Awarded and Closed	This report is in two flavors namely the Summary and Detail formats. The report summarizes the data output by one of the three attribute - a) Issue Office Agency, b) Admin Office Agency and c) Pay Office DoDAAC for a given FY (Fiscal Year). The report if run at the summary level allows for drill down at the detail level via the report output.	<a href="#">VIEW REFERENCE GUIDE</a>

## Search Criteria

The Procurement Instruments Awarded and Closed page displays. Enter search criteria to retrieve desired data.

### Procurement Instruments Awarded and Closed Report Search Criteria:

- Do you want to run a summary or detail report?
  - Summary (*radio button*)

- Detail (*radio button*)

*Procurement Instruments Awarded and Closed Summary Report Search Criteria:*

- \*Group data by:
  - Contract Issue Office (*radio button*)
  - Contract Admin Office Agency (*radio button*)
  - Contract Pay Office DoDAAC (*radio button*)
- \*FY of PIID Issue (*multi-select drop-down*)
- Contract Pay Office DoDAAC (*type in text*)
- Contract Issue Office Agency (*find group button*)
- Include Subgroups? (*toggle button*)
- Contract Admin Office Agency (*find group button*)
- Include Subgroups? (*toggle button*)

*Procurement Instruments Awarded and Closed Detail Report Search Criteria:*

- What data do you want to return?
  - All Contracts (*radio button*)
  - Closed Contracts Only (*radio button*)
  - Open Contracts Only (*radio button*)
- Search by
  - Fiscal Year and DoDAAC
    - FY of PIID Issue (*multi-select drop-down*)  
(*NOTE: At least one of the following must be specified.*)
    - Contract Issue Office Search By
      - Organizational Code
        - Contract Issue Office DoDAAC (*type in text*)
      - Organizational Group
        - Contract Issue Office Agency (*find group button*)
        - Include Subgroups? (*toggle button*)
    - Contract Admin Office Search By
      - Organizational Code
        - Contract Issue Office DoDAAC (*type in text*)
      - Organizational Group
        - Contract Issue Office Agency (*find group button*)
        - Include Subgroups? (*toggle button*)
    - Contract Pay Office Search By
      - Organizational Code
        - Contract Issue Office DoDAAC (*type in text*)
      - Organizational Group
        - Contract Issue Office Agency (*find group button*)
        - Include Subgroups? (*toggle button*)
  - PIID/Order Number
    - PIID (*type in text*)
    - Order Number (SPIIN/PIID) (*type in text*)

Procurement Instruments Awarded and Closed (In Test)

### Procurement Instruments Awarded and Closed (In Test)

Do you want to run a summary or detail report?  Summary  Detail

What data do you want to return?  All Contracts  
 Closed Contracts Only  
 Open Contracts Only

Search By  Fiscal Year and DoDAAC  
 PIID/Order Number

\*FY of PIID Issue

**Note: At least one of the following must be specified**

Contract Issue Office Search By  Organization Code  
 Organizational Group

Include Sub-Groups?

Contract Admin Office Search By  Organization Code  
 Organizational Group

Contract Pay Office Search By  Organization Code  
 Organizational Group

*Buttons:*

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

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

The Procurement Instruments Awarded and Closed Results table displays the search results.

### **Procurement Instruments Awarded and Closed Summary Report Search Results:**

- Contract Issue Office Agency
- Contract Issue Office DoDAAC
- Contract Issue Office MAJCOM
- Total Procurement Instruments
- Total Open
- Total Closed
- % Closed
- Total Destroyed
- % Destroyed
- Detail Report

### **Procurement Instruments Awarded and Closed Detail Report Search Results:**

- Contract Number
- Order Number
- Contract Issue Office DoDAAC
- Contract Admin Office DoDAAC
- Contract Pay Office DoDAAC
- Contract Total Obligated Amount
- Vendor Total Invoice Amount
- Unliquidated Obligation Amount
- Closeout Date
- Projected Destruction Date
- Actual Destruction Date
- Additional Details

#### *Buttons:*

- Export Summary/Detail
  - CSV
  - Excel
  - Schedule (*schedule a task to export search results*)
- 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*)

## **Search Results**

NOTE: The columns are sortable.

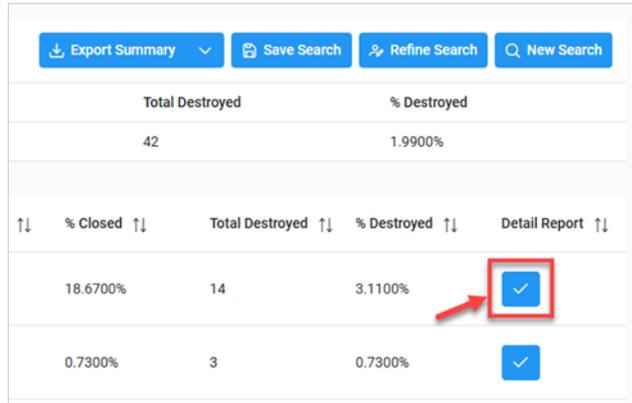
Detail Report:

Procurement Instruments Awarded and Closed Report Results						Export Detail	Save Search	Refine Search	New Search		
Total Procurement Instruments	Total Open	Total Closed	% Closed	Total Destroyed	% Destroyed						
64	45	19	29.6900%	0	0.0000%						
Contract Number ↑↓	Order Number ↑↓	Contract Issue Office DoDAAC ↑↓	Contract Admin Office DoDAAC ↑↓	Contract Pay Office DoDAAC ↑↓	Contract Total Obligated Amount ↑↓	Vendor Total Invoice Amount ↑↓	Unliquidated Obligation Amount ↑↓	Closeout Date ↑↓	Projected Destruction Date ↑↓	Actual Destruction Date ↑↓	Additional Details ↑↓
47QTCA24AM163	FU441724FM001	FU4417	FU4417	F03000	\$1,073,250.00						<a href="#">i</a>
47QTCA24AM163	FU441724FM002	FU4417	FU4417	F03000	\$1,073,250.00						<a href="#">i</a>
47QTCA24AM163	FU441724FM003	FU4417	FU4417	F03000	\$1,073,250.00						<a href="#">i</a>
<< < 1 2 3 4 5 > >>											

Summary Report:

Procurement Instruments Awarded and Closed Report Results						Export Summary	Save Search	Refine Search	New Search
Total Procurement Instruments	Total Open	Total Closed	% Closed	Total Destroyed	% Destroyed				
2107	1934	173	8.2100%	42	1.9900%				
Contract Issue Office Agency ↑↓	Contract Issue Office DoDAAC ↑↓	Contract Issue Office MAJCOM ↑↓	Total Procurement Instruments ↑↓	Total Open ↑↓	Total Closed ↑↓	% Closed ↑↓	Total Destroyed ↑↓	% Destroyed ↑↓	Detail Report ↑↓
DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA)	S0512A	DCMA WESTERN REGIONAL CMD	450	366	84	18.6700%	14	3.1100%	<a href="#">✓</a>
DEPT OF THE NAVY	N00014	CHIEF OF NAVAL RESEARCH (ONR) N00014	412	409	3	0.7300%	3	0.7300%	<a href="#">✓</a>
DEPT OF THE NAVY	N00421	COMMANDER, NAVAL AIR SYSTEMS COMMAND (NAVAIR) N00019	259	246	13	5.0200%	5	1.9300%	<a href="#">✓</a>

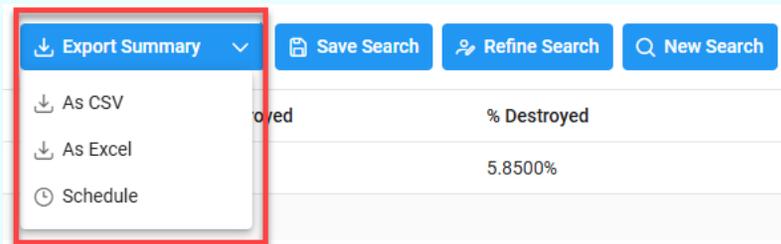
To view a Detail Report of any record in the Summary Report search results, click the **Detail Report** button in the Detail Report column.



Total Destroyed		% Destroyed		
42		1.9900%		
↑↓	% Closed ↑↓	Total Destroyed ↑↓	% Destroyed ↑↓	Detail Report ↑↓
	18.6700%	14	3.1100%	<input checked="" type="checkbox"/>
	0.7300%	3	0.7300%	<input checked="" type="checkbox"/>

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

## Exporting Search Results



### *Viewing Available Downloads of Reports:*

In the navigation panel, under the Tasks menu, select **Task Download**.

If the download is scheduled, select **Scheduled Task**. For all other downloads, select **Task Download**.

PIEE Electronic Data Access

FAVORITES

- Dashboard

EDA

TASKS

- Scheduled Tasks
- 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
72792	Awarded_And_Closed_Summary_Report	4/16/25, 7:04 PM	4/16/25, 7:04 PM	EXCEL	FINISHED	1163	Download Delete
68346	MyInvoice_Line_Item_Detail_Report	5/10/24, 12:47 PM	5/10/24, 12:47 PM	EXCEL	FINISHED	37	Download Delete

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)	Package Name	Size	Part	Direct Download (faster download)	Download via EDA App (slower download)
72792	4/16/25, 7:04 PM	Awarded_And_Closed_Summary_Report_72792_1_20250416_190440_f3fc728e-0bd2-4810-bb49-8ff571204164.zip	0.04663 MB	1 / 1	Direct Download	Download via EDA App

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

**Exported Report Columns:**

- Contract Issue Office Agency
- Contract Ossie Office DoDAAC
- Contract Issue Office MAJCOM
- Total Open
- Total Closed
- % Closed
- Total Destroyed
- % Destroyed

**Sample Export:**

	A	B	C	D	E	F	G	H	I
	CONTRACT ISSUE OFFICE AGENCY	CONTRACT ISSUE OFFICE DODAAC	CONTRACT ISSUE OFFICE MAJCOM	TOTAL PROCUREMENT INSTRUMENTS	TOTAL OPEN	TOTAL CLOSED	% CLOSED	TOTAL DESTROYED	% DESTROYED
1	CONTRACT ISSUE OFFICE AGENCY	SPM400	DLA AVIATION	136177	136153	24	0.0002	24	0.0002
2	DEFENSE LOGISTICS AGENCY (DLA)	SPE200	ARCHIVE DODAAC	112728	112728	0	0.0000	0	0.0000
3	DEFENSE LOGISTICS AGENCY (DLA)	SPE445	ARCHIVE DODAAC	105216	102214	3002	0.0285	7285	0.0692
4	DEFENSE LOGISTICS AGENCY (DLA)	SPE445	ARCHIVE DODAAC	105216	102214	3002	0.0285	7285	0.0692
5	DEFENSE INFORMATION SYSTEMS AGENCY (DISA)	HC1028	PROCUREMENT DIRECTORATE	103756	70390	33366	0.3216	31925	0.3077
6	DEPT OF THE NAVY	N00244	COMMANDER, NAVAL SUPPLY SYSTEMS COMMAND (NAVSUP)	86906	86856	50	0.0006	51	0.0006
7	DEFENSE LOGISTICS AGENCY (DLA)	SPM445	ARCHIVE DODAAC	77637	77036	601	0.0077	600	0.0077
8	DEFENSE LOGISTICS AGENCY (DLA)	SPE7M1	DLA LAND AND MARITIME	50371	50292	79	0.0016	97	0.0019
9	DEFENSE LOGISTICS AGENCY (DLA)	SPM4A1	ARCHIVE DODAAC	43774	39369	4405	0.1006	4405	0.1006
10	DEFENSE LOGISTICS AGENCY (DLA)	SPM4A6	DLA AVIATION	43087	43080	7	0.0002	7	0.0002