

# GFP Attachment Aging Report

## Reference Guide

EDA Homepage

Analytics

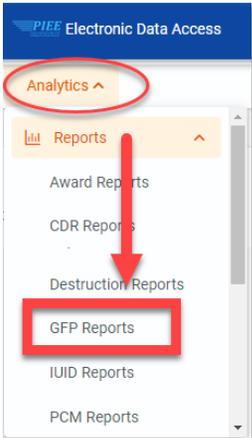
Reports

GFP Reports

GFP Attachment Aging Report

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<b>EDA Roles</b>	<p>Roles with access to the GFP Attachment Aging Report in EDA</p> <ul style="list-style-type: none"><li>• Acquisition Sensitive Reporting</li><li>• Advanced Reporting</li><li>• EDA Executive Reporting User</li></ul>
<b>Search Criteria</b>	<p>The user will navigate to the GFP Attachment Aging Report page by selecting <b>Analytics</b> from the EDA Dashboard, selecting the <b>Reports</b> dropdown and clicking on the <b>GFP Reports</b>.</p> 

Select **GFP Attachment Aging Report** from the GFP Reports

Report	Description	Documentation
GFP Position Report	The GFP Position Report provides information on the items in the contractor's custody either for a specific contract or under all contracts.	<a href="#">VIEW REFERENCE GUIDE</a>
<b>GFP Attachment Aging Report</b>	The GFP Attachment Aging Report provides information on days outstanding for attachments, attachment number and attachment date for GFP attachments.	<a href="#">VIEW REFERENCE GUIDE</a>

- Search Criteria
  - Contract Number
  - Order Number

After the search criteria has been entered, click the **Search** button.

GFP Attachment Aging Report

**Search Criteria**

Contract Number  Order Number

## Sample Search Results

After the search button is clicked, the system will return a list of results with the requested criteria.

The search results will include the following fields:

- Days Outstanding
- Contract Number
- Order Number
- Mod Number
- Attachment Number
- Attachment Date
- Last Update Date
- Input Type

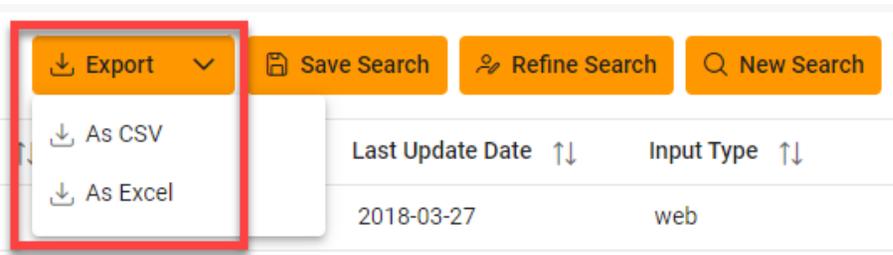
Sample search results:

**GFP Attachment Aging Report**  
**Report Execution Date and Time: 5/16/2022 12:42:23 PM**

Export Save Search Refine Search New Search

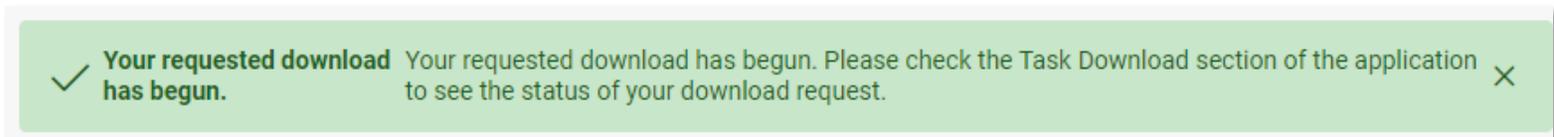
Days Outstanding	Contract Number	Order Number	Mod Number	Attachment Number	Attachment Date	Last Update Date	Input Type
1086	S0512A55T3333			22	2018-03-27	2018-03-27	web
1086	FA303043W3211			44	2018-03-27	2018-03-27	web
1086	S0512A33Q1211			12	2018-03-27	2018-03-27	web
1086	S0512A55T5678			55	2018-03-27	2018-03-27	web
1086	S0512A44T6556			12	2018-03-27	2018-03-27	web
1070	93457677Y8765			98765	2018-04-12	2018-04-12	web

When the search results are returned, the Export Results button will allow the user to export search results in CSV or Excel format for import to a spreadsheet. For this guide, Excel format is being used.

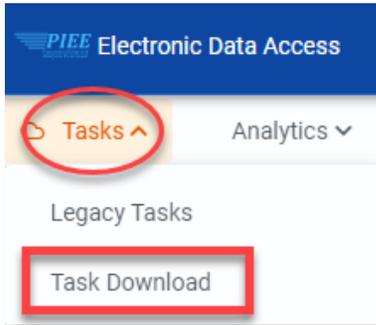


## Exporting Search Results

After the Excel link is selected a message will pop-up to inform that the requested download has begun and can be found in the Task Download section of EDA.



In the Task section of the EDA Dashboard, select **Task Download**.



Find requested report in the Job List and select the **Jobs** button in the Action column.

Job List

Help Refresh

Job ID	Report Type	Start Date (UTC)	Finish Date (UTC)	Format	Status	Total Records	Actions
> 37461	GFP_Attachment_Aging_Report	5/16/22, 4:57 PM	5/16/22, 4:57 PM	EXCEL	FINISHED	55	Jobs
> 37460	GFP_Attachment_Aging_Report	5/16/22, 4:48 PM	5/16/22, 4:49 PM	EXCEL	FINISHED	55	
> 37340	Record_Destruction_Report	5/13/22, 3:12 PM	5/13/22, 3:12 PM	EXCEL	FINISHED	142	

Select the **Direct Download** link from the Download Files modal window.

Download Files

Job ID	Create Date (UTC)	Package Name	Size	Part	Direct Download (faster download)	Download via EDA App (slower download)
37461	5/16/22, 4:57 PM	GFP_Attachment_Aging_Report_37461_1_20220516_165746_b8a79d84-e824-48ad-b12e-0c38281a1e57.zip	0.005744 MB	1 / 1	Direct Download	

Close

Sample Export (Excel Spreadsheet):

The following fields will be included on the exported spreadsheet:

- Days Outstanding
- Contract Number
- Delivery Order Number
- Mod Number
- Attachment Number
- Attachment Date
- Last Update Date
- Input Type

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K
1	DAYS OUTSTANDING	CONTRACT NUMBER	DELIVERY ORDER NUMBER	MOD NUMBER	ATTACHMENT NUMBER	ATTACHMENT DATE	LAST UPDATE DATE	INPUT TYPE			
2		1086 S0512A55T3333				22 2018-03-27	2018-03-27	web			
3		1086 FA303043W3211				44 2018-03-27	2018-03-27	web			
4		1086 S0512A33Q1211				12 2018-03-27	2018-03-27	web			
5		1086 S0512A55T5678				55 2018-03-27	2018-03-27	web			
6		1086 S0512A44T6556				12 2018-03-27	2018-03-27	web			
7		1070 93457677Y8765				98765 2018-04-12	2018-04-12	web			
8		1069 S0512A27A7122				1 2018-04-13	2018-04-13	web			
9		1063 N0038397D014N				43 2018-04-19	2018-04-19	web			
10		1063 S0512A22D1211				81 2018-04-19	2018-04-19	web			
11		1063 F0460699C0069				11 2018-04-19	2018-04-19	web			
12		1058 HE128015D0038	0025			5 2018-04-24	2018-04-24	web			
13		1050 FA481918P6012				2 2018-04-24	2018-05-02	web			
14		1050 FA910104C0001				87654 2018-04-13	2018-05-02	web			
15		1000 TEST0	TEST			1 2018-06-21	2018-06-21	web			