Reports – Closeout Package

Background:

The Closeout Package Report is a combination of 11 individual reports. You have the choice to either run all reports simultaneously or selectively choose the ones you wish to execute. Please note that some reports that should be part of the closeout package will need to be run individually. Those reports are listed in the selection parameters (and step 5 below).

Roles:

Most Construction Roles

Navigation:

Dashboard

1. Click on the **Global Actions Menu** in the upper right corner and select **Generate Report**.
2. In the **Search** field begin to type *Closeout Package* and select the **Closeout Package** Report once it appears below
3. After selecting the report, in the second parameter, begin to type your DOT Contract ID. Select your contract.
4. Press the small right facing arrow to move to the next parameter.
5. Select reports for the desired output (and take note of the Reports that will need to be run stand alone: *Pay Estimate Contractor Report*, *Closeout Funding Summary* and *Payment Estimate Summary*) and press **Execute**.

Next Steps:

If you run the report and the output is other than you would expect (missing information or dates that appear inaccurate). Please refer to the *Closeout Package – Fields Defined* document to determine where information may need to be entered or corrected within AWP.