

Instruction on Close Out of Award

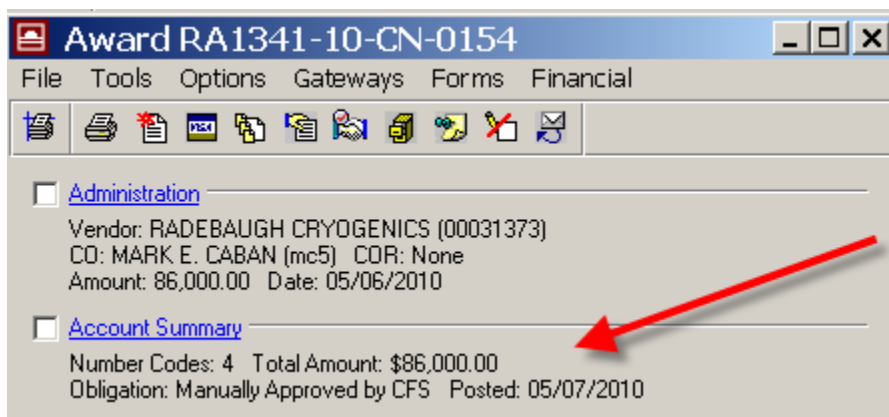
NOTE: In order to perform the Closeout Function as outlined below, the Specialist will have to have obligation authority. If the specialist does not have obligation authority; only the Contracting Officer with warrant and obligation authority will be able to perform Step 2, the financial interface portion of the closeout.

- The Specialist who has the award document can open the award, and route the old award document to the CO to perform the financial closeout function prior to the specialist performing the document closeout under Options.
- All Award documents marked as Manually Interfaced do not pass financial transaction information to CFS when closed out in C.Buy.
- If the award document is marked as interfaced, the closeout is sent to CFS.
- Note: All line items on the award must be paid in CFS in order to perform the closeout.
- Note: If an interfaced award contains zero dollar line items or un-exercised option periods a modification will be required to cancel these line items prior to the financial closeout function.
- A zero dollar line item passed to CFS or an unexercised option line item creates an open line item in CFS which requires it to be canceled first.

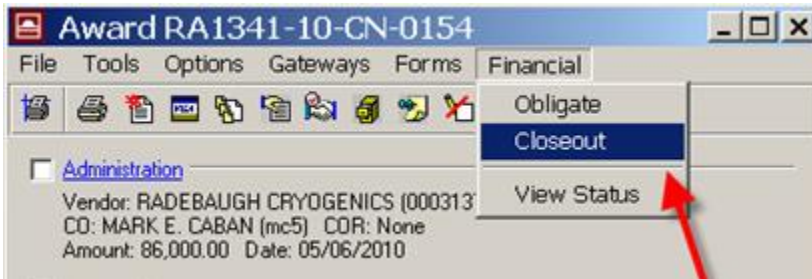
In order to closeout a document in the C.Buy database, **the Financial Closeout must be submitted first**, before the document closeout can be processed.

Steps to take

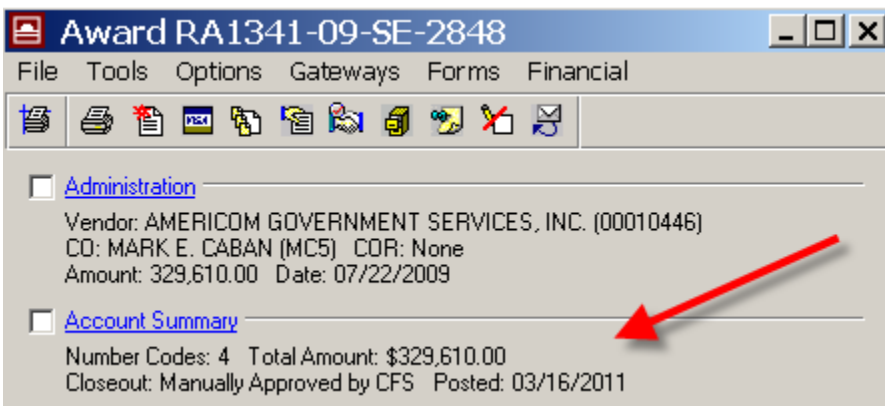
1. Open award document.



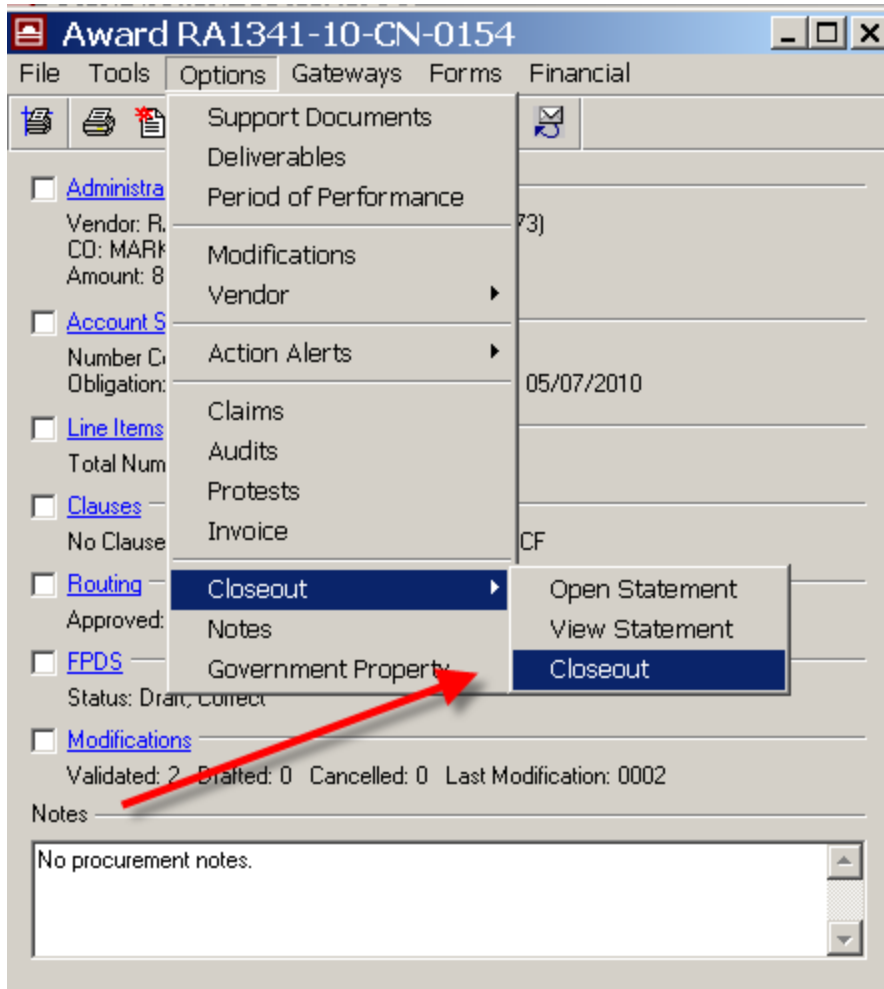
2. Click on Financial and select Closeout.



3. The system will mark the award document as closed as shown below.



- The last step will be to go to Options and select "Closeout". This will mark the document Closed in the database.



End

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