

How to check status of a Task Order

TO	Vendor	Project Description	TO Total	Labor	Travel	Supplies	Balance	Target Bal.	Status
TRG-2	Technical Resource Group, Inc.	Convert VIPR course to TSA format	\$ 47,919.20	\$ 20,536.80	-	-	\$ 27,382.40	\$ 10,126.32	●

EOTA Operations > Operations Reporting > Reports

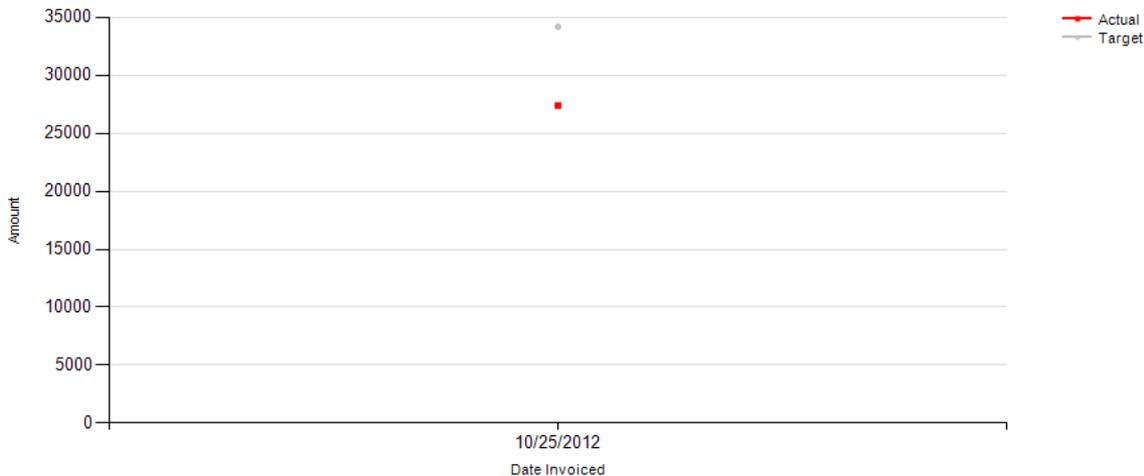
Actions ● 1 of 1 Find Next 100%

Task Order #:	TRG-2	Vendor:	Technical Resource Group, Inc.	Start:	8/15/2012
Requisition #:	12-039	Labor Cat.:	Instructor/SME-V	End:	5/8/2013
Job #:	EB207-061-2	Project Desc.:	Convert VIPR course to TSA format	Total:	\$ 47,919.20

Date Invoiced	Modifier	Actual	Target	Variance	Labor & Travel
10/31/2012	71.32%	\$ 27,382.40	\$ 34,176.34	124.81%	\$ 20,536.80

0 ●

Actual to Target Spending



1. First determine the **Task Order** number. You can usually find this by checking in **Requisitions** on the Procurement site.
2. Open the Task Order Status report and find the task order
3. The value of the Task Order, the amount expended to date and balance is available
4. Click on the Task Order number to get the detail. This includes the date and amount of invoices paid.