Closeout

Roles: Director, Financial Manager
Project Status: Closeout

The following requirements must be specified by the Project Manager before Project Closeout:
1. Building number (not equal to NEW).
2. Punchlist actual end date.
3. Final closeout actual end date.

Step	Task
Director	
1.	Click the drop-down next to *Go To…* and select the **Project Data Summary.**
2.	Click the **Initiate Project Closeout** command button; this command button will only be available when all Project Closeout requirements have been met. The status changes to *Closeout Initiated and the project is locked from data entry.*
3.	To cancel the Project Closeout, click the **Cancel Closeout** command button.
Financial Manager	
4.	Complete all financial entries to prepare the project for closeout.
5.	Click the **Complete Closeout** command button. The status changes to *Closeout Complete;* the project is locked down and no more entries can be made to this project.
Director	
6.	To unlock the Project Closeout, click the **Undo Closeout** command button.