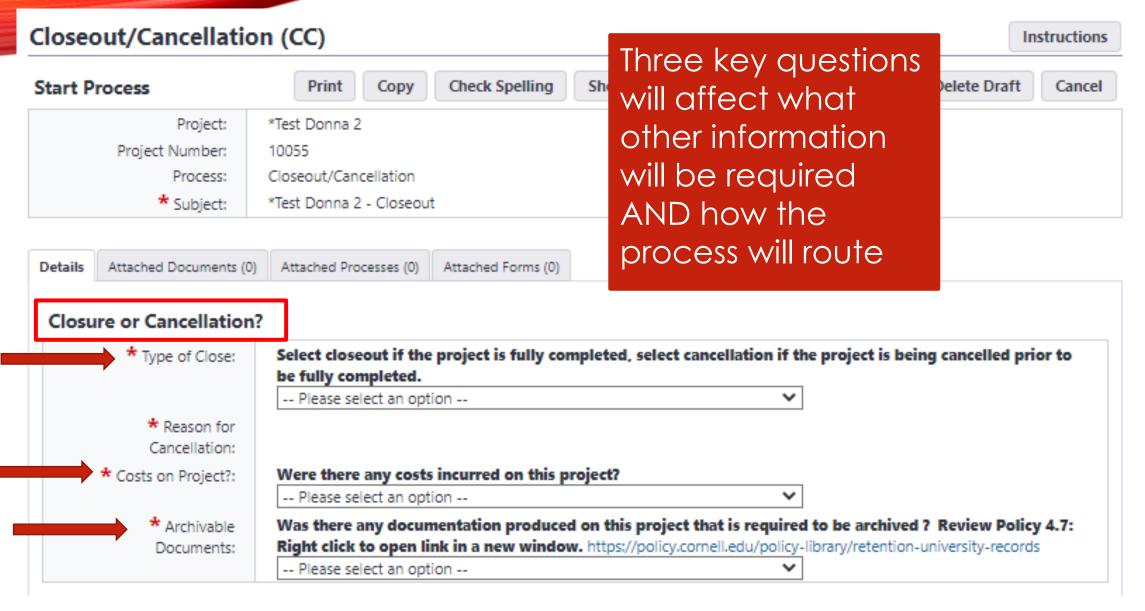
eB MINUTE October 2022

NEW: Closeout/Cancellation Process

- Replaces previous Closeout process as of October 24, 2022!
- Initiated by Project Manager, Construction Manager or Project Coordinator
- Roles involved include FIG Rep, Capital Accountant, Contracts Manager,
 SUCF Finance Manager, Plant Accounting Rep, Finance Manager
- Closeout a completed project
- Cancel a partially completed project or one that never got started
- Required for ALL Projects in eB (Capital, Small, Stand Alone Contract and Blanket Agreement Projects)

NEW: Closeout/Cancellation Process



NEW: Closeout/Cancellation Process

- Certifies that all contractual obligations have been fulfilled
- Archives all required documentation properly
- Closes all contracts, work orders, purchase orders officially in eB & KFS
- Closes project account(s) officially in eB & KFS
- <u>Communicates</u> project closure or cancellation to Unit Representative
- <u>Updates</u> Project Status, Project Status 2, Status Update, Project Phase, Project Account Activated?, and Close Date fields on the project details page automatically

Closeout/Cancellation Process

Find the Process Guidance Document here:

<u>Documents \ User Resources \ CC - Closeout Cancellation Process</u>

For help at any time, please email: <u>e-buildergroup@cornell.edu</u>