



# 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

## Closeout/Cancellation (CC)

### Start Process

Print

Copy

Check Spelling

Show

Delete Draft

Cancel

Instructions

Project: \*Test Donna 2  
Project Number: 10055  
Process: Closeout/Cancellation  
\* Subject: \*Test Donna 2 - Closeout

Three key questions will affect what other information will be required AND how the process will route

Details

Attached Documents (0)

Attached Processes (0)

Attached Forms (0)

### Closure or Cancellation?

\* Type of Close:

**Select closeout if the project is fully completed, select cancellation if the project is being cancelled prior to be fully completed.**

-- Please select an option --

\* Reason for Cancellation:

\* Costs on Project?:

**Were there any costs incurred on this project?**

-- Please select an option --

\* Archivable Documents:

**Was there any documentation produced on this project that is required to be archived? Review Policy 4.7: Right click to open link in a new window. <https://policy.cornell.edu/policy-library/retention-university-records>**

-- Please select an option --

## 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
- Communicates project closure or cancellation to Unit Representative
- Updates 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:

[Documents \ User Resources \ CC - Closeout Cancellation Process](#)

For help at any time, please email: [e-buildergroup@cornell.edu](mailto:e-buildergroup@cornell.edu)