Standard Operating Procedure (SOP)
Project Closeout - TMA

SOP No.	DC-7150	Revision :	2
Department:	Design & Construction	Date:	01/05/2017
Dept. Head Approval:		Date:	1/26/17
Director Approval:		Date:	1/26/17

Purpose:

To Standardize and streamline the process for administrative closeout of projects in TMA. This SOP specifically addresses closing open Work Orders and Project Requisitions/Purchase Orders.

Definitions:

1. FM Facilities Management
2. MAP Mountaineer Administrative Processes: MAP is WVU's system of record for financial accounting and is an Oracle-based system.
3. PE Project Engineer
4. PM Project Manager
5. TMA Facilities Management's computer maintenance management system/work order system.
6. WO Work Order: work performed by WVU personnel

Scope:

This SOP identifies the process required to close open Work Orders and Project Requisitions in TMA which is a prerequisite to closing the Project.

Responsibility:

The following people are responsible for following this SOP.

1. Design and Construction (DC) Administration Support Staff
2. FM Administrative Support Services
3. WVU Project Engineers

4. WVU Project Managers

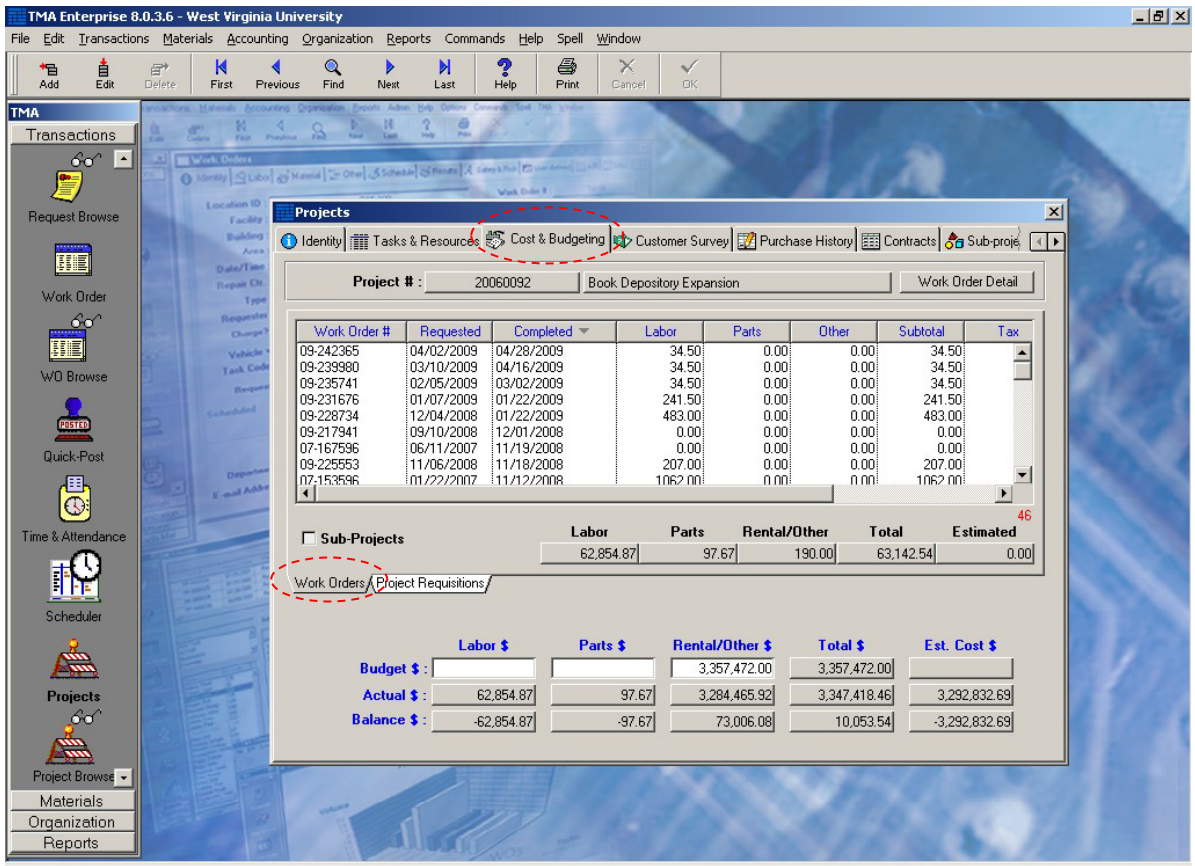
Procedure:

The PM is responsible for leading the project closeout process in TMA. The overall Project Closeout process is described in DC-7100 Project Closeout. Administrative support staff can be utilized to assist in this process, but it is the Project Engineer's (PE's) responsibility to initiate and manage the completion of the process in a timely manner.

All Open Work Orders and Project Requisitions must be closed in TMA prior to requesting that FM Administrative Support Services close the project in TMA. Also, a substantial completion date must be entered in the TMA under the "user-defined" field for substantial completion. The procedure below describes the steps required to close open WO's and Requisitions.

1. Closing Open Work Orders

1.A. Log into TMA and open desired project. Click on "Cost & Budgeting" tab. Click on Work Orders tab at the bottom of the screen



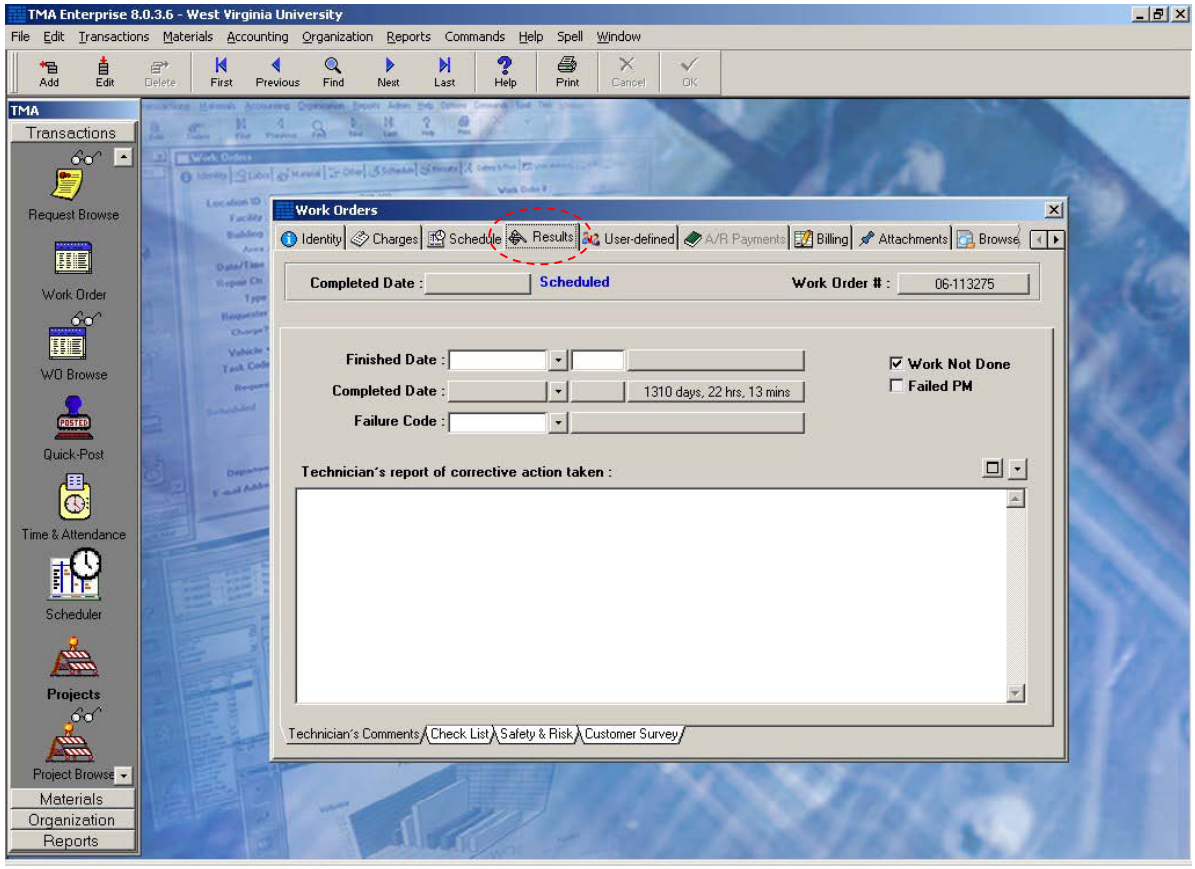
1.B. Closed Work Orders will have a “Completed Date” and open Work Orders will not have a date in that field.

1.C. To close a work order, the PM should verify the work has been completed, review the hours charged, and request the appropriate supervisor close the WO in TMA. The PM will be sent a copy of Exhibit C Project Close-out Memo to sign, verifying the charges for this WO once a completed date has been entered in TMA.

1.D. The PM may close the work order if he/she is certain the work has been completed. The steps required to close a WO are provided below.

1.E. Closing Open WOs by entering Completed Date. Click on the work order that is open. Click on “Results” tab, click “Edit”, and enter today’s date from pull-down menu under “Finished Date.” Hit enter or click “ok”.

Note: PM may utilize DC Administrative support to assist with closing WOs once PM has reviewed status of open WOs.



1.F. If all work orders have “Completed” dates entered, go on with closing the

project.

2. Closing Open Requisitions (Purchase Orders)

2.A. PM or DC Administrative Support can determine Open Requisitions/POs for a specific project by requesting the FM Administrative Support develop and Open Encumbrance Report from MAP

2.B. Requisitions/POs that have been paid in full to the amount of the PO are closed automatically by WVU Purchasing. The requisition is closed in TMA by "receiving" the order in TMA. See "Receiving Requisitions/Purchase Orders in TMA".

2.C. Requisitions/POs that have an "open encumbrance" or unpaid balance require a letter from the vendor in order to close them.

2.D. PM may utilize DC Administrative support to assist requesting Open Encumbrance Report and with getting letters from Vendors to close open Requisitions/POs.

2.E. Process for DC Administrative Support to close open Purchase Order(s)

2.E.1. Obtain Project Manager (PM) permission to contact vendor/vendors

2.E.2. If PM says not to contact vendor(s), fellow up with PM at later date. A sample copy of the letter to be sent to each vendor is attached to this SOP as Exhibit A – PO Cancellation Letter

2.E.3. If PM agrees to contact vendor(s), send a confirmation letter to confirm if vendor/vendors have been paid in full

2.E.4. Give each vendor one month to respond and if you have not received response within the specified time limit attempt contacting vendor by phone or e-mail to obtain a response. Forward a copy of the letter or other documentation to EBO to close/cancel Purchase Order. If the letter is returned with "No Balance Due", send the letter to EBO to close/cancel the PO.

2.E.5. If letter is returned with "Balance Due", double check in MAP and with PM to make sure the amount requested in correct. If amount is correct and PM agrees, ask vendor to send an invoice for the amount due. If balance is incorrect, talk to EBO and they will have someone at Purchasing and Payment Services fix it. Once balance is corrected, contact vendor and inform them of the correct amount and request

invoice for the correct amount due.

2.F. Receiving Requisitions/Purchase Orders: All Requisitions must be "received" in TMA before the can be closed. Receiving in TMA requires that the "delivered" date and "actual" amount paid to vendor be entered under the Project Requisition. See TMA Lesson 4 under Completing Requisitions

2.G. PM may utilize FM Administrative Support to perform receiving of requisitions in TMA. FM Administrative Support can utilize Web PAL, PM records or signed invoices in electronic project file to confirm actual expenditures amounts against requisitions.

2.H. Once all POs are closed and receiving is complete, prepare a folder with Project Verification form and have PM sign off.

2.I. Send the folder to FM Administrative Support

2.J. DC Administrative Support should keep a log of Projects sent to FM Administrative Support should keep a log of Projects sent to FM Administrative Support for closing. Include Project Name, Number and Date sent for closure.

2.K. Process is complete for Design and Construction responsibilities and Administrative Support will perform project reconciliation.