Standard Operating Procedure (SOP)
Project Close-out in TMA

SOP No.  DC 7150  Revision: 0  Date: 2/1/2011
Department: Design and Construction

Dept. Head Approval: 2/1/2011
Director Approval: 2/1/2011

Purpose
To standardize and streamline the process for administrative close out of projects in TMA. This SOP specifically addresses closing open Work Orders and Project Requisitions/Purchas Orders.

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

1. The following people are responsible for following this SOP.
   1.A. WVU Project Managers (PM)
   1.B. Design and Construction (DC) Administrative Support Staff
   1.C. FM Administrative Support Services

Definitions

1. TMA: Facilities Management’s computer maintenance management system/work order system.

2. MAP: stands for Mountaineer Administrative Processes. MAP is WVU’s system of record for financial accounting and is an Oracle-based system.

Procedure

The Project Manager (PMs) is responsible for leading the project close-out process in TMA. The overall Project Close-out process is described in CS7100 Project Close-out. Administrative support staff can be utilized to assist in this process, but it is the PM’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 WOs and Requisitions.

1) Closing Open Work Orders
   a) Log into TMA and open desired project. Click on “Cost & Budgeting” tab. Click on Work Orders tab at the bottom of the screen

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

   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 Exhibit C Project Close-out Memo to sign verifying the charges for this WO once a completed date has been entered in TMA.

   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.

   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”

   f) PM may utilize DC Administrative support to assist with closing WOs once PM has reviewed status of open WOs.
g) If all work orders have “Completed” dates entered, go on with closing the project.

2) Closing Open Requisitions (Purchase Orders)
   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

   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”.

   c) Requisitions/POs that have an “open encumbrance” or unpaid balance require a letter from the vendor in order to close them. A sample copy of the letter to be sent to each vendor is attached to this SOP as Exhibit A – PO Cancellation Letter.

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

   e) Process for DC Administrative Support to close open Purchase Order/Orders
      i) Obtain Project Manager (PM) permission to contact vendor/vendors
      ii) If PM says not to contact vendor/vendors, follow up with PM at later date.
      iii) If PM agrees to contact vendor/vendors, send a confirmation letter to confirm if vendor/vendors have been paid in full
      iv) 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.

v) If letter is returned with “Balance Due”, double check in MAP and with PM to make sure the amount requested is 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.

f) Receiving Requisitions/Purchase Orders: All Requisitions must be “received” in TMA before they 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.

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

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

i) Send the folder to FM Administrative Support.

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

k) Process is complete for Design and Construction responsibilities and Administrative Support will perform project reconciliation.
Vendor
Street Name
City, State zip code

To whom it may concern:

West Virginia University, Department of Facilities Management, is conducting an audit of the Universities financial records pertaining to all open purchase orders on completed projects. In an attempt to verify any outstanding balances or discrepancies that may exist in our records we are asking that you confirm certain information related to Purchase Order Number 0000000 issued by West Virginia University for Project Name.

Please confirm the balance due as of 30 days from date sent or if no balance is due and West Virginia University has fully satisfied any obligation to you, please indicate in the appropriate space provided below.

If your records show that a remaining balance is outstanding, the University will verify any information submitted from you by reconciling the submitted information against our financial records. We will notify you of our findings as soon as possible.

Please mail your reply and any corresponding supporting information directly to West Virginia University, Attn: Chelsea Macias, Facilities Management, P.O. Box 6572, Morgantown, WV 26506. If you have any questions concerning this correspondence please email Stefanie.propst@mail.wvu.edu or call at (304) 293-7670.

West Virginia University would appreciate a response for our records. However, if no response has been received by you within 30 days after receipt of this correspondence, West Virginia University will assume that it has fully satisfied any contractual obligations stated in such order.

Thank You,
Chelsea Macias

☐ The balance due on Purchase Order Number ____________ is $___________ as of (______ )

☐ No balance is due on Purchase Order Number ____________.

Company Name: ____________________________

Signature: ________________________________

Title: ________________________________ Date: ___________________________