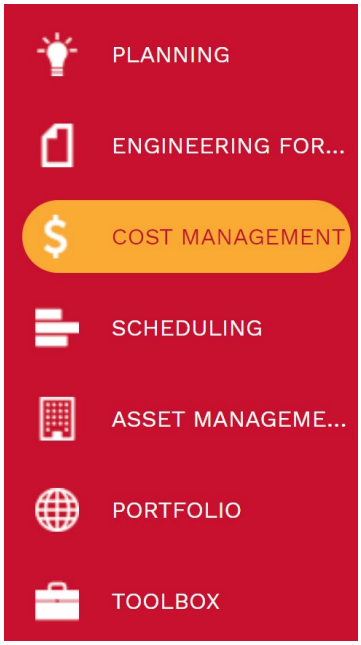
UNIVERSITY of HOUSTON
FACILITIES SERVICES

PM

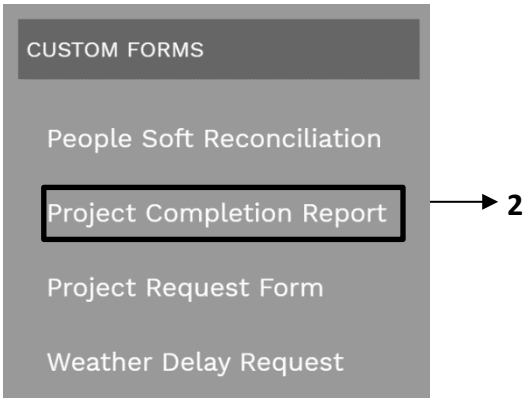
Submitting a Project Completion

Allows Project Managers to start the financial closeout process.

1- Click on **COST MANAGEMENT** from the buttons on the left.



2- Under **Custom Forms**, select **Project Completion Report**.



3- Select the desired Project or click on **+ Add** in the top bar.

4- **Projects** field - Select the project from the Project drop down menu. You can also start typing the name of your project in the field and it will come up.

5- Complete **Project Completion Report** (PCR) form

6- Select **Project Title** from the dropdown button

7- Enter **Project Number**

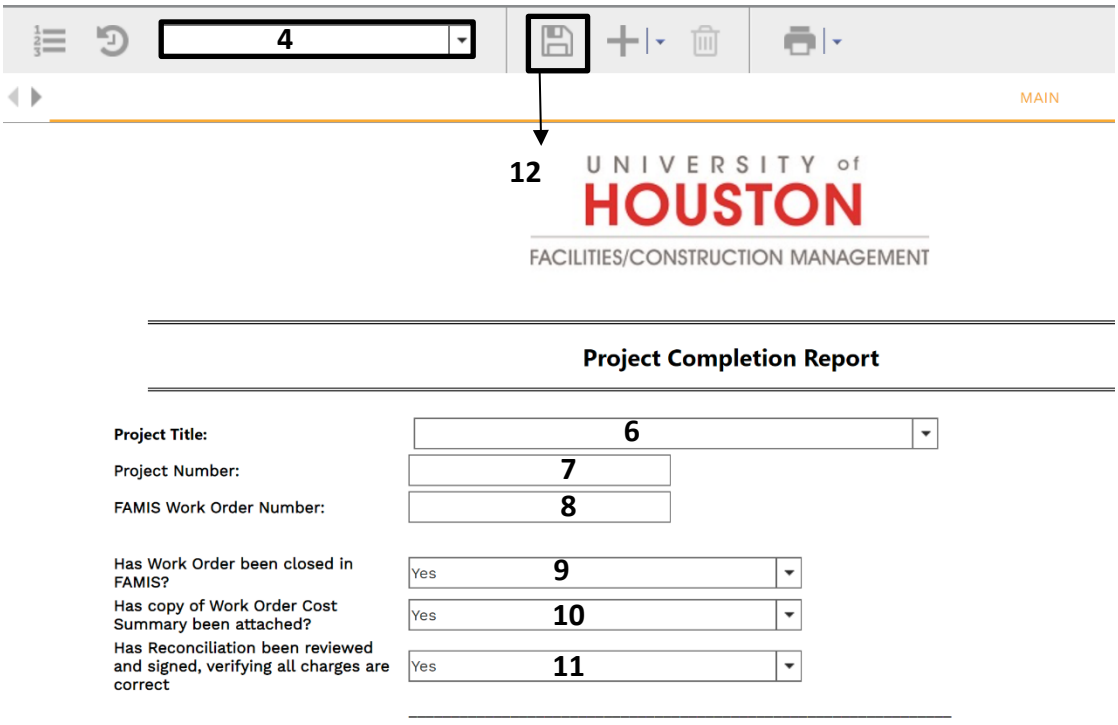
8- **Enter FAMIS Work Order Number**

9- Confirm all **Work Orders** have been fully billed and closed – click dropdown button

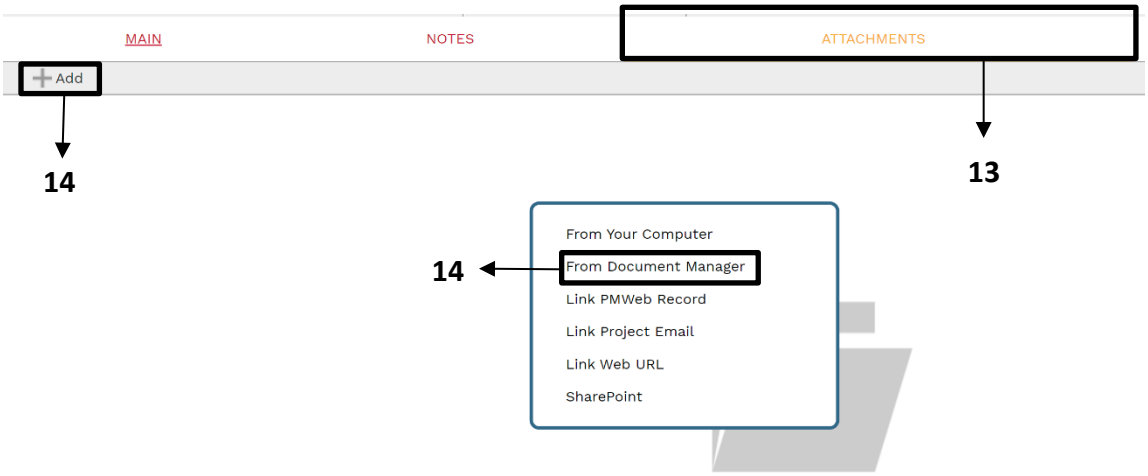
10- Attach **Work Order Cost Summary** – click dropdown button

11- **Reconciliation** reviewed and signed – click dropdown button

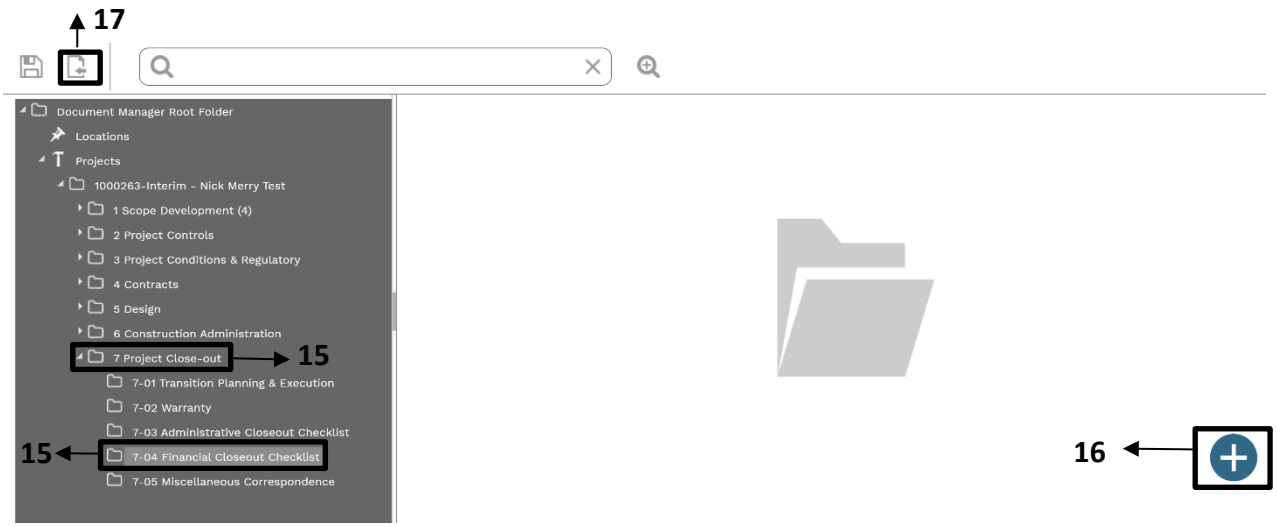
12- In the "Grey" header bar click the **Save** button.



13- Click on the **Attachments tab** on the top navigation bar.
14- Click on the **+Add button** and select Document Manager.



15- Open arrow and select **'7 Project Closeout'** 7-04 Financial Closeout
16- Hit **Upload** File – attach work order summary report, 1074, and supporting closeout documents
17- Click **Save and Exit.**



18- Under the **‘Workflow’** tab at the bottom, click on the **Subm**it button.

19- The PCR form and attachment is routed to **PPM** for acknowledgement.