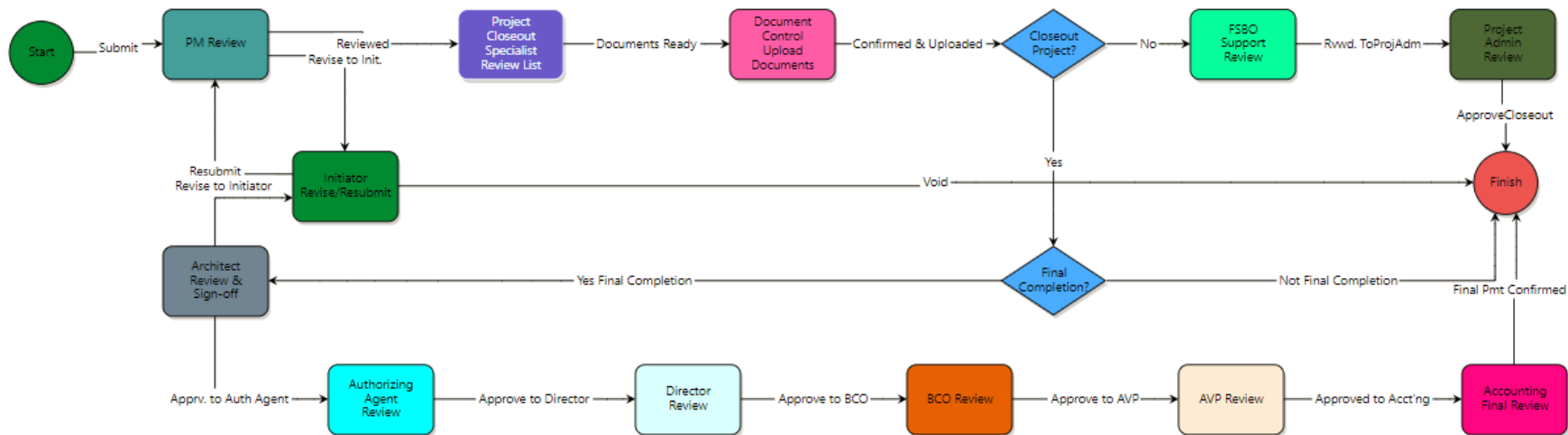




# A Guide On Final Completion & Project Closeout (FCCO)

*Prepared by e-Builder  
9th February 2018*



### Process Description:

The purpose of the Final Completion & Project Closeout

### Process Participants:

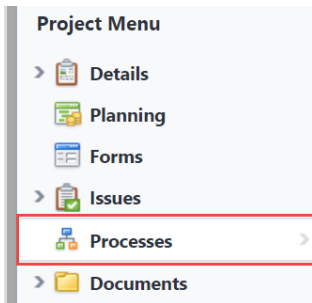
1. GC Primary
2. GC Secondary
3. GC Tertiary

### Process Details:

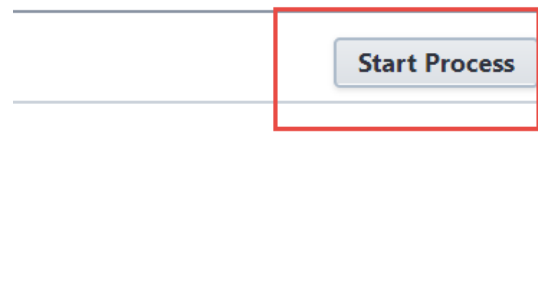
1. After the submission of the Final Completion & Project Closeout the process will route to the PM for review.
2. The PM reviews the information and can revise back to initiator with comment or take the reviewed action to move the process forward.
3. The Project Closeout Specialist reviews the information then takes action to indicate the document is ready, moving the process forward.
4. Document Control uploads documentation then take action to move the process to a conditional to determine Project Closeout.
5. If (Not Project Closeout) the process moves to the FSBO Support Review. Once information is reviewed the process moves forward.
6. Project Admin reviews the information and once complete will take action to approve and move the process to close.
7. If (Yes, Project Closeout) the process routes to a conditional to determine "Final Closeout?" If yes, the process routes to the Architect to review and sign off on the information.
8. Authorizing Agent then reviews the information then takes action to approve.
9. The Director reviews the information then takes action to approve and move the process forward.
10. The BCO receives the process and then approves the process forward.
11. AVP reviews process then approves to move it forward.
12. Accounting completes final review and approves the process to close.
13. If (Not Final Completion) the process moves to finish.

## Initiation of Process:

1. Click process name to open **Final Completion & Project Closeout FCCO**.
2. Select **Processes** from the Project Menu.



3. Select **Start Process** in the process Module.



4. Click **Final Completion & Project Closeout FCCO** button.

10 - Final Completion & Project Closeout (FCCO)	This process is used when a project has achieved all the technical and performance requirements set out in the construction contract.
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## GC Input:

1. Click process name to open **Final Completion & Project Closeout FCCO**

Processes		Reports (0)	
Process	Subject	Step	
<b>FCCO - 1</b>	test	PM Review	

2. Scroll and complete the necessary details. Required fields will have a red asterisk (\*) and the process cannot be submitted until all required fields have been completed.

Process:  Overall Due Date:

Process Document:

Current Selection Year:

Upload:

Posting Profile:

Status:

---

**Final Completion**

\* This Final Completion  No

---

**Contractor Confirmations**

1a. The Final Test and Survey has been completed and approved by the Engineer of Record and the Commissioning Agent.  N/A  Complete

1b. Include a letter or email from the Commissioning Agent confirming that the Final Test and Survey is complete.  Yes  No

1c. Include a letter or email from the Commissioning Agent confirming that the Final Test and Survey is complete.  Yes  No

2a. Building Commissioning is 100% complete.  N/A  Complete

2b. Include a letter from the Commissioning Agent confirming that commissioning has been well.  Yes  No

3a. Final O&M Manuals have been provided to UCF.  N/A  Complete

3b. The Contractor will provide final O&M Manuals to the UCF PM. The Contractor will provide a letter detailing all O&M Manuals to the UCF PM. The UCF PM will confirm receipt of the O&M Manuals and that they have been provided to Facilities Planning and Construction Operations Control Services for working.  Yes  No

**PM Confirmation**

4. Contractor Evaluation Form (attach the form to the [Attached Form] tab above).  N/A  Complete

5. Abstract Evaluation Form (attach the form to the [Attached Form] tab above).  N/A  Complete

8. All punch list items have been completed. The UCF PM will confirm that all Substantial Completion punch list items have been completed.  N/A  Complete

9. UCF has received the Final As-Built Set from the Contractor and the Final Record Set from the Architect. The UCF PM will confirm receipt of the As-Built and Record Sets, and that they have been provided to the Facilities Planning and Construction Operations Control Services for working.  N/A  Received

10. Final O&M Manuals have been provided to UCF.  Received  Sent to RO

11a. Revised Final Calculation Check  N/A  Complete

11b. Revised Final Calculation document (Drop and drag file here)

12. Identifies to Facilities Operators.  Received  Sent to RO

3. Select an action and click **Submit** button to move process along; possible actions are:
  - a. **Submit** – Select this action if all information is entered and process is ready to move forward.

Start Process

## PM Review:

- Click process name to open **Final Completion & Project Closeout FCCO**.

Processes		Reports (0)	
Process	Subject	Step	
FCCO - 1	test	PM Review	

- Scroll to review and complete the necessary details. Required fields will have a red asterisk (\*) and the process cannot be submitted until all required fields have been completed.

Project: 10 - Final Completion & Project Closeout

Process Document: 10 - Final Completion & Project Closeout

Current work/flow step:

Subject:

Tracking prefix:

Status:

Overall Due Date:

Step Due Date:

---

**Final Completion**

is this Final Completion?  Yes  No

is this a Closeout project?  Yes  No

---

**Contractor Confirmations**

1a. The Final Test and Balance has been completed and approved by the Engineer of Record and the Commissioning Agent.

1b.  Include a letter or email from the Engineer confirming that the Final Test and Balance is complete.

1c.  Include a letter or email from the Commissioning Agent, confirming that the Final Test and Balance is complete.

2a. Building Commissioning is 100% complete.

- Select an action and click **Take Action** button to move process along; possible actions are:
  - Reviewed to Project Closeout Specialist** – Select this action if all information is correct and process is ready to move forward.
  - Revise to Initiator** – Select this action if after reviewing the information entered, the process needs to get sent back to the Initiator to make updates. Comments will be required upon taking this action

### 10 - Final Completion & Project Closeout (FCCO) - 1

[Delete Instance](#)
[Workflow Override](#)
[All Fields View](#)
[Instructions](#)

[Take Action](#)
[Check Spelling](#)
[Print](#)
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[Delegate](#)
[Save](#)
[Cancel](#)

## Initiator Revise:

1. Click process name to open **Final Completion & Project Closeout FCCO**.

Processes Reports (0)

Process	Subject	Step
FCCO - 1	test	PM Review

2. Review comments by selecting the **Comments** tab.

Details **Comments (1)** Attached Documents (0) Attached Processes (0) Attached Forms (0) Attached To (0)

Request Comment Comment

Private Comment

Make Private These are the comments

Request Comment Comment

Project: 10 - Final Completion & Project Closeout

Process Document: 10 - Final Completion & Project Closeout

Overall Due Date: Step Due Date

Current workflow step: Subject: [ ]

Tracking Traffic: [ ]

Status: [ ]

**Final Completion**

is this final completion: [ ]

is this a closeout project? [ ]

**Contractor Confirmations**

1a The Final Test and Balance has been completed and approved by the Engineer of Record and the Commissioning Agent.

1b Include a letter or email from the Engineer confirming that the final Test and Balance is complete.

1c Include a letter or email from the Commissioning Agent, certifying that the final Test and Balance is complete.

2a Building Commissioning is 100% complete.

3. Scroll and complete the necessary details. Required fields will have a red asterisk (\*) and the process cannot be submitted until all required fields have been completed.

**PM Confirmation**

- Contractor Evaluation Form (attach the form to the attached form) [ ]
- Architect Evaluation Form (attach the form to the attached form) [ ]
- All punch list items have been completed. The UCF PM will confirm that all Substantial Completion punch list items have been completed [ ]
- UCF has received the Final As-Built Set from the Contractor and the Final Record Set from the architect. The UCF PM will confirm receipt of the As-Built and Record Sets, and that they have been provided to the Facility Planning and Construction Document Control Specialist for copying. [ ]
- Final O&M Manuals have been provided to UCF. [ ]
- Received Final Calculation [ ]
- Final Project Calculation document [ ]
- Warranties to Facilities Operations. [ ]
- All final completion terms of the contract have been met. [ ]
- For LEED projects, LEED design and construction reviews have begun by the USGBC. The UCF PM will verify with the party responsible for LEED administration that the LEED design and construction reviews have begun. [ ]
- The Contractor will return construction staging areas to a clean and aesthetically pleasing condition, including the removal of all project related material and equipment. The UCF PM will confirm that the requirement has been met. [ ]

### 10 - Final Completion & Project Closeout (FCCO) - 1

[Delete Instance](#)
[Workflow Override](#)
[All Fields View](#)
[Instructions](#)

-- Please select an action --
 [Take Action](#)
[Check Spelling](#)
[Print](#)
[Copy](#)
[Delegate](#)
[Save](#)
[Cancel](#)

4. Select an action and click **Take Action** button to move process along; possible actions to take are:
  - Resubmit** – Take this action once all comments have been addressed and all information in the process has been updated accordingly.
  - Void** – Process is no longer needed and routes to finish in a Void status.

## Project Closeout Specialist Review:

1. Click process name to open **Final Completion & Project Closeout FCCO**.

Processes **Reports (0)**

Process	Subject	Step
FCCO - 1	test	PM Review

2. Review the following information:

**Final Completion**

is this final completion?  
is this a Closeout Project?

---

**Contractor Confirmations**

- 1a The Final Test and Balance has been completed and approved by the Engineer of Record and the Commissioning Agent.
- 1b Include a letter or email from the Engineer confirming that the Final Test and Balance is complete.
- 1c Include a letter or email from the Commissioning Agent, confirming that the final Test and Balance is complete.
- 2a Building Commissioning is 100% complete.
- 2b Include a letter from the Commissioning Agent, confirming this requirement has been met.
- 3a Final O&M Manuals have been provided to UCF.
- 3b The Contractor will provide final O&M Manuals to the UCF PM. The Contractor will provide a letter listing all O&M Manuals to the UCF PM. The UCF PM will confirm receipt of the Owner's O&M Manuals and that they have been provided to Facilities Operations.
- 4a Warranties must reflect the substantial completion date and have original notetyped signatures by an authorized representative of the company providing the respective warranties.
- 4b The Contractor will provide a letter listing all final warranties provided to the UCF PM. The UCF PM will confirm that he or she has provided these warranties to Facilities Operations.
- 5a Final Key App has been submitted for payment and by submitting all contract requirements are complete.

3. Select an action and click **Take Action** button to move process along; possible actions are:

- a. **Documents Ready** – Select this action if all information is entered and process is ready to move forward.

### 10 - Final Completion & Project Closeout (FCCO) - 1

Delete Instance

Workflow Override

All Fields View

Instructions

-- Please select an action --

Take Action

Check Spelling

Print

Copy

Delegate

Save

Cancel



## Document Control Upload:

1. Click process name to open **Final Completion & Project Closeout FCCO**.

Processes		Reports (0)	
Process	Subject	Step	
FCCO - 1	test	PM Review	

2. Review the information, Required fields will have a red asterisk (\*) and the process cannot be submitted until all required fields have been completed.

**Redline Instructions:**

1. If using the Redline tool on the attachments, click the Redline link beneath the file name.
2. Once the new window appears with the file content on the screen, click the Annotate button to start marking up the file.
3. When complete, click the Annotate drop down menu and select Save.
4. Give the annotation layer a name and click OK.
5. Close the window.

Reviewing Redline Markups (marked up documents will be denoted with a number next to the word "Redline" - For example, Redline (1)) to denote there is only 1 layer of markups.

1. Click on "Redline (X)"
2. Click on the Annotate drop down menu and select OPEN
3. Click on the checkbox next to the markup file you wish to view from the list

If you wish to mark up the existing file, you can do so.

- If you wish to save the markup onto the existing file, click SAVE.
- If you wish to save the markup onto another layer, click SAVE AS, name the new layer, then click OK.

Subconsultant Billing:

Reimbursables:

Contractor - Is This a Final Completion?:

PM - Is This a Final Completion?:

---

**Commitment Invoice Details**

Status: Draft

\* Commitment:

\* Invoice Number:

\* Date Received:  |

This is a retainage release:

Company/Contact:

Date Due:

3. Select an action and click **Take Action** button to move process along; possible actions are:

- a. **Confirmed & Uploaded** – Select this action if all information is entered and process is ready to move forward.

### 10 - Final Completion & Project Closeout (FCCO) - 1

[Delete Instance](#) | 
 [Workflow Override](#) | 
 [All Fields View](#) | 
 [Instructions](#)

[Take Action](#)
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[Delegate](#)
[Save](#)
[Cancel](#)

## FSBO Support Review:

- Click process name to open **Final Completion & Project Closeout FCCO**.

Processes		Reports (0)	
<input type="checkbox"/>	Process	Subject	Step
<input type="checkbox"/>	FCCO - 1	test	PM Review

- Review the information, Required fields will have a red asterisk (\*) and the process cannot be submitted until all required fields have been completed.

**Redline Instructions:**

- If using the Redline tool on the attachments, click the Redline link beneath the file name.
- Once the new window appears with the file content on the screen, click the Annotate button to start marking up the file.
- When complete, click the Annotate drop down menu and select Save.
- Give the annotation layer a name and click OK.
- Close the window.

**Reviewing Redline Markups** (marked up documents will be denoted with a number next to the word "Redline" - For example, Redline (1) to denote there is only 1 layer of markups.

- Click on "Redline (X)".
- Click on the Annotate drop down menu and select OPEN.
- Click on the checkbox next to the markup file you wish to view from the list.

If you wish to mark up the existing file, you can do so.

- If you wish to save the markup onto the existing file, click SAVE.
- If you wish to save the markup onto another layer, click SAVE AS, name the new layer, then click OK.

Subconsultant Billing:

Reimbursables:

Contractor - Is This a Final Completion?:

PM - Is This a Final Completion?:

---

**Commitment Invoice Details**

Status: Draft

\* Commitment:

\* Invoice Number:

\* Date Received: 02.09.2018

This is a retainage release:

Company/Contact:

Date Due:

- Select an action and click **Take Action** button to move process along; possible actions are:
  - Forward to Project Admin** – Select this action if all information is entered and process is ready to move forward.

### 10 - Final Completion & Project Closeout (FCCO) - 1

## Project Admin Review:

- Click process name to open **Final Completion & Project Closeout FCCO**.

Processes		Reports (0)	
Process	Subject	Step	
<input type="checkbox"/> FCCO - 1	test	PM Review	

- Review the information, Required fields will have a red asterisk (\*) and the process cannot be submitted until all required fields have been completed.

**Redline Instructions:**

- If using the Redline tool on the attachments, click the Redline link beneath the file name.
- Once the new window appears with the file content on the screen, click the Annotate button to start marking up the file.
- When complete, click the Annotate drop down menu and select Save.
- Give the annotation layer a name and click OK.
- Close the window.

Reviewing Redline Markups (marked up documents will be denoted with a number next to the word "Redline" - For example, Redline (1) to denote there is only 1 layer of markups.

- Click on "Redline (X)".
- Click on the Annotate drop down menu and select OPEN.
- Click on the checkbox next to the markup file you wish to view from the list.

If you wish to mark up the existing file, you can do so.

- If you wish to save the markup onto the existing file, click SAVE.
- If you wish to save the markup onto another layer, click SAVE AS, name the new layer, then click OK.

Subconsultant Billing:

Reimbursables:

Contractor - Is This a Final Completion?:

PM - Is This a Final Completion?:

---

**Commitment Invoice Details**

Status: Draft

Commitment:

Invoice Number:

Date Received: 02.09.2018

This is a retainage release:

Company/Contact:

Date Due:

- Select an action and click **Take Action** button to move process along; possible actions are:
  - Approve Closeout**– Select this action if all information is entered and process is ready to move forward.

### 10 - Final Completion & Project Closeout (FCCO) - 1

## Architect Review and Sign-Off:

- Click process name to open **Final Completion & Project Closeout FCCO**.

Processes		Reports (0)	
Process	Subject	Step	
<input type="checkbox"/> FCCO - 1	test	PM Review	

- Review the information, Required fields will have a red asterisk (\*) and the process cannot be submitted until all required fields have been completed.

**Redline Instructions:**

- If using the Redline tool on the attachments, click the Redline link beneath the file name.
- Once the new window appears with the file content on the screen, click the Annotate button to start marking up the file.
- When complete, click the Annotate drop down menu and select Save.
- Give the annotation layer a name and click OK.
- Close the window.

**Reviewing Redline Markups** (marked up documents will be denoted with a number next to the word "Redline" - For example, Redline (1) to denote there is only 1 layer of markups.

- Click on "Redline (X)".
- Click on the Annotate drop down menu and select OPEN.
- Click on the checkbox next to the markup file you wish to view from the list.

If you wish to mark up the existing file, you can do so.

- If you wish to save the markup onto the existing file, click SAVE.
- If you wish to save the markup onto another layer, click SAVE AS, name the new layer, then click OK.

Subconsultant Billing:

Reimbursables:

Contractor - Is This a Final Completion?:

PM - Is This a Final Completion?:

---

**Commitment Invoice Details**

Status: Draft

\* Commitment:

\* Invoice Number:

\* Date Received: 02.09.2018

This is a retainage release:

Company/Contact:

Date Due:

- Select an action and click **Take Action** button to move process along; possible actions are:

- Approve to Authorizing Agent**– Select this action if all information is entered and process is ready to move forward.

### 10 - Final Completion & Project Closeout (FCCO) - 1

## Authorizing Agent Review:

1. Click process name to open **Final Completion & Project Closeout FCCO**.

Processes		Reports (0)	
<input type="checkbox"/>	Process	Subject	Step
<input type="checkbox"/>	FCCO - 1	test	PM Review

2. Review the information, Required fields will have a red asterisk (\*) and the process cannot be submitted until all required fields have been completed.

**Redline Instructions:**

1. If using the Redline tool on the attachments, click the Redline link beneath the file name.
2. Once the new window appears with the file content on the screen, click the Annotate button to start marking up the file.
3. When complete, click the Annotate drop down menu and select Save.
4. Give the annotation layer a name and click OK.
5. Close the window.

**Reviewing Redline Markups** (marked up documents will be denoted with a number next to the word "Redline" - For example, Redline (1) to denote there is only 1 layer of markups.

1. Click on "Redline (X)".
2. Click on the Annotate drop down menu and select OPEN.
3. Click on the checkbox next to the markup file you wish to view from the list.

If you wish to mark up the existing file, you can do so.

- If you wish to save the markup onto the existing file, click SAVE.
- If you wish to save the markup onto another layer, click SAVE AS, name the new layer, then click OK.

Subconsultant Billing:

Reimbursables:

Contractor - Is This a Final Completion?:

PM - Is This a Final Completion?:

---

**Commitment Invoice Details**

Status: Draft

\* Commitment:

\* Invoice Number:

\* Date Received: 02.09.2018

This is a retainage release:

Company/Contact:

Date Due:

3. Select an action and click **Take Action** button to move process along; possible actions are:

- a. **Approve to Director**– Select this action if all information is entered and process is ready to move forward.

### 10 - Final Completion & Project Closeout (FCCO) - 1

## Director Review:

1. Click process name to open **Final Completion & Project Closeout FCCO** .

Processes		Reports (0)	
Process	Subject	Step	
<input type="checkbox"/> FCCO - 1	test	PM Review	

2. Review the information, Required fields will have a red asterisk (\*) and the process cannot be submitted until all required fields have been completed.

**Redline Instructions:**

1. If using the Redline tool on the attachments, click the Redline link beneath the file name.
2. Once the new window appears with the file content on the screen, click the Annotate button to start marking up the file.
3. When complete, click the Annotate drop down menu and select Save
4. Give the annotation layer a name and click OK.
5. Close the window.

Reviewing Redline Markups (marked up documents will be denoted with a number next to the word "Redline" - For example, Redline (1) to denote there is only 1 layer of markups.

1. Click on "Redline (X)"
2. Click on the Annotate drop down menu and select OPEN
3. Click on the checkbox next to the markup file you wish to view from the list

If you wish to mark up the existing file, you can do so.

- If you wish to save the markup onto the existing file, click SAVE.
- If you wish to save the markup onto another layer, click SAVE AS, name the new layer, then click OK.

Subconsultant Billing:

Reimbursables:

Contractor - Is This a Final Completion?:

PM - Is This a Final Completion?:

---

**Commitment Invoice Details**

Status: Draft

\* Commitment:

\* Invoice Number:

\* Date Received: 02.09.2018  ( 02.09.2018 )

This is a retainage release:

Company/Contact:

Date Due:

3. Select an action and click **Take Action** button to move process along; possible actions are:
  - a. **Approve to BCO**– Select this action if all information is entered and process is ready to move forward.

### 10 - Final Completion & Project Closeout (FCCO) - 1

## BCO Review:

1. Click process name to open **Final Completion & Project Closeout FCCO**.

Processes		Reports (0)	
Process	Subject	Step	
<input type="checkbox"/> FCCO - 1	test	PM Review	

2. Review the information, Required fields will have a red asterisk (\*) and the process cannot be submitted until all required fields have been completed.

**Redline Instructions:**

1. If using the Redline tool on the attachments, click the Redline link beneath the file name.
2. Once the new window appears with the file content on the screen, click the Annotate button to start marking up the file.
3. When complete, click the Annotate drop down menu and select Save.
4. Give the annotation layer a name and click OK.
5. Close the window.

**Reviewing Redline Markups** (marked up documents will be denoted with a number next to the word "Redline" - For example, Redline (1) to denote there is only 1 layer of markups.

1. Click on "Redline (X)".
2. Click on the Annotate drop down menu and select OPEN.
3. Click on the checkbox next to the markup file you wish to view from the list.

If you wish to mark up the existing file, you can do so.

- If you wish to save the markup onto the existing file, click SAVE.
- If you wish to save the markup onto another layer, click SAVE AS, name the new layer, then click OK.

Subconsultant Billing:

Reimbursables:

Contractor - Is This a Final Completion?:

PM - Is This a Final Completion?:

---

**Commitment Invoice Details**

Status: Draft

\* Commitment:

\* Invoice Number:

\* Date Received: 02.09.2018  ( 02.09.2018 )

This is a retainage release:

Company/Contact:

Date Due:

3. Select an action and click **Take Action** button to move process along; possible actions are:
  - a. **Approve to AVP**– Select this action if all information is entered and process is ready to move forward.

### 10 - Final Completion & Project Closeout (FCCO) - 1

## AVP Review:

1. Click process name to open **Final Completion & Project Closeout FCCO**.

Processes		Reports (0)	
Process	Subject	Step	
<input type="checkbox"/> FCCO - 1	test	PM Review	

2. Review the information, Required fields will have a red asterisk (\*) and the process cannot be submitted until all required fields have been completed.

**Redline Instructions:**

1. If using the Redline tool on the attachments, click the Redline link beneath the file name.
2. Once the new window appears with the file content on the screen, click the Annotate button to start marking up the file.
3. When complete, click the Annotate drop down menu and select Save.
4. Give the annotation layer a name and click OK.
5. Close the window.

**Reviewing Redline Markups** (marked up documents will be denoted with a number next to the word "Redline" - For example, Redline (1) to denote there is only 1 layer of markups.

1. Click on "Redline (X)".
2. Click on the Annotate drop down menu and select OPEN.
3. Click on the checkbox next to the markup file you wish to view from the list.

If you wish to mark up the existing file, you can do so.

- If you wish to save the markup onto the existing file, click SAVE.
- If you wish to save the markup onto another layer, click SAVE AS, name the new layer, then click OK.

Subconsultant Billing:

Reimbursables:

Contractor - Is This a Final Completion?:

PM - Is This a Final Completion?:

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**Commitment Invoice Details**

Status: Draft

Commitment:

Invoice Number:

Date Received: 02.09.2018  ( 02.09.2018 )

This is a retainage release:

Company/Contact:

Date Due:

3. Select an action and click **Take Action** button to move process along; possible actions are:
  - a. **Approve to Accounting**– Select this action if all information is entered and process is ready to move forward.

### 10 - Final Completion & Project Closeout (FCCO) - 1



## Accounting Final Review:

1. Click process name to open **Final Completion & Project Closeout FCCO**.

Processes		Reports (0)	
Process	Subject	Step	
<input type="checkbox"/> FCCO - 1	test	PM Review	

2. Review the information, Required fields will have a red asterisk (\*) and the process cannot be submitted until all required fields have been completed.

**Redline Instructions:**

1. If using the Redline tool on the attachments, click the Redline link beneath the file name.
2. Once the new window appears with the file content on the screen, click the Annotate button to start marking up the file.
3. When complete, click the Annotate drop down menu and select Save.
4. Give the annotation layer a name and click OK.
5. Close the window.

**Reviewing Redline Markups** (marked up documents will be denoted with a number next to the word "Redline" - For example, Redline (1) to denote there is only 1 layer of markups.

1. Click on "Redline (X)".
2. Click on the Annotate drop down menu and select OPEN.
3. Click on the checkbox next to the markup file you wish to view from the list.

If you wish to mark up the existing file, you can do so.

- If you wish to save the markup onto the existing file, click SAVE.
- If you wish to save the markup onto another layer, click SAVE AS, name the new layer, then click OK.

Subconsultant Billing:

Reimbursables:

Contractor - Is This a Final Completion?:

PM - Is This a Final Completion?:

---

**Commitment Invoice Details**

Status: Draft

\* Commitment:

\* Invoice Number:

\* Date Received: 02.09.2018

This is a retainage release:

Company/Contact:

Date Due:

3. Select an action and click **Take Action** button to move process along; possible actions are:
  - a. **Final Payment Confirmed**– Select this action if all information is entered and process is ready to move forward.

### 10 - Final Completion & Project Closeout (FCCO) - 1

-- Please select an action -- ▾

<p>Project: <b>1</b> ! Training Project *****</p> <p>Process Document: <b>2</b> CO - 1  <a href="#">Show History</a>   <a href="#">Current Actors</a></p> <p>Current Workflow Step: <b>3</b> Procurement Review C <a href="#">Show Workflow Diagram</a></p> <p>Subject: <b>4</b> CO Initiated on 9/22/2016 6:57:35 PM</p> <p>Status: <b>5</b> Submitted</p>	<p>Project Number: <b>6</b> 1111111111</p> <p>Overall Due Date: <b>7</b></p> <p>Step Due Date: <b>8</b></p>
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## Process Description:

Each time you open a process to perform your function within a project, you will see the Process Header. The process header contains information that can help you identify where you are within a process, within a project.

1. **Project:** Project Name
2. **Process Document:** The process instance
  - [Show History](#): Will display a historical list of actions taken within this process instance
  - [Current Actors](#): Will display a list of actors responsible for the process in its current step
3. **Current Workflow Step:** The name of the current step
  - [Show Workflow Diagram](#): Will display the workflow diagram, highlighting the current step where this instance is with a blue frame
4. **Subject:** Displays the specific process instance subject
5. **Status:** Displays the process' current status
6. **Project Number:** Displays the project number
7. **Overall Due Date:** Date the process needs to be completed by *(If applicable)*
8. **Step Due Date:** Date this step in the process needs to be completed by *(If applicable)*

**Support:**

**Announcements** ▾

**To contact e-Builder Support**  
Please call (888) 288-5717 or email [support@e-builder.net](mailto:support@e-builder.net). Thank you!

**Notes and Comments:**