Quick Guide – Closing a Project

In AutoPilot a project part can always be closed and reopened (However, if you are using value analysis it has to be done within the same production year). If a project has several project parts, closing the last remaining project part will close the entire project.

1. Go to Administration > Closing a project > Select project part > Select the project part from the list
2. Now, the display will show the relevant information concerning the project part. All activities will be closed, all budgets will be deleted. Moreover, costs and hours which have not been billed will be written off at the closing.
3. Press [Close project part] and select the closing date.
4. At the closing, the closing profitability index of the project part is calculated on the basis of the actual profits and costs.

Closing Profitability Index

The closing profitability index replaces the expected final profitability index in the different displays.

It is calculated in the following way:

$$\text{Closing PI} = (\text{Total invoicing} - \text{cost of subcon. work}, \text{OOPE and comm.})/$$
$$(\text{cost p. own work})$$

The Closing Display

When you press the button [Close project part] a number of tests are run, to ensure that the project can be closed without unpleasant surprises later on.

Premises:
1. Unbilled instalments may not exist.
2. All %finished lines must be 100% completed.
3. Hours which have not been handed in may not appear on timesheets.
4. No moves or changes, which have not been handed in, may appear in the editing templates, not for hours nor expenses.

Activity plan
1: Closing 3 activities that are open.
2: All finishing budgets are being deleted.

Budgets
3: All budget posts for subcontracted work are deleted

Expences
4: Writing off 49 hourregistrations, not invoiced
5: Writing off 0 Registrations of subcontracted workers that are not covered
6: Writing off 0 ooperegistrations, not invoiced
7: Writing off 0 registrations of goods, not invoiced

Invoicing plan
8: Setting 0 activities to 100% invoiced

There are 3 fee schedules not invoiced. These are either to be invoiced or deleted by the PM before the project part can be closed.

No. 1: Unbilled Instalments

If a project cannot be closed because not all of the instalments have been billed, they are to be either billed or deleted.

1. Instalments are deleted in Adm/PM > Draft Invoice > Double-click on the project part > The button [Instalments]

If the project has changed billing method along the way, you may have forgotten to delete the instalments before it was changed. In that case, you will have to change the billing method to fixed price in instalments, delete the instalments and switch back.

No. 2: %finished lines which are not marked with 100%

If a project cannot be closed because some of the lines in the invoice plan have not been billed 100%, it has to be corrected.

1. Go to Adm/PM > Draft Invoice > Double-click on the project part > The button [%]> correct the percentage.

No. 3: Hours on the timesheet which have not been handed in

If an employee has entered hours on the timesheet without handing them in, they should be either handed in or deleted from the timesheet.

It sometimes happens that the hours which have not been handed in appear on the timesheet of an employee who has resigned.

1. Go to Basics > Organization > Employee and check' selectable at project budgeting' and 'has access to the timesheet'.
2. Go to this person's timesheet and make the relevant changes.
3. Uncheck on the employee card.

No. 4: Registrations/Editings which have not been handed in

Expenses, subcontracted work and commodities are registered via templates in Adm > Registration > Expenses/Subcontracted Work/Commodities.

The editing of hours, expenses, subcontracted work and commodities takes place in Adm > Editing > Hours/Expenses/Subcontracted Work/Commodities.

If a line has been created in one of the places but has not been recorded, it will make it impossible to close the project.

The registration templates are personal so you have to enter the administration program of the employee in the 'Reg' column.

Registrations of expenses/subadvisors under editing					
Activity	Reg.	Init	Date	Number	Total amount
Initial stages	LHM	JØ	12/09/2011		
Initial stages	LHM	JØ	12/09/2011		

It sometimes happens that the 'Reg' initials refer to an employee who has resigned.

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In that case, you will have to allow the person access to the administration again, on the employee card. Then you will have to create a shortcut to palette.exe for this person and enter the template in order to either delete or hand in the registration.

If you are using a Windows login, you should uncheck it on the employee card for the initials and line number to work. If necessary, please contact our hotline for help.