

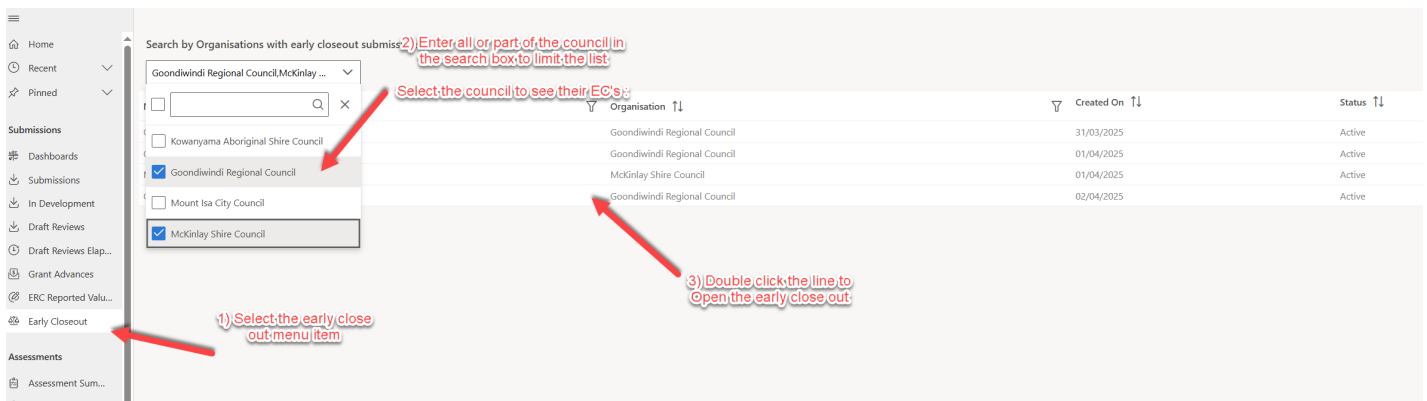
Early Close out quick reference guide

QRA Internal CRM

Finding early close out drafts

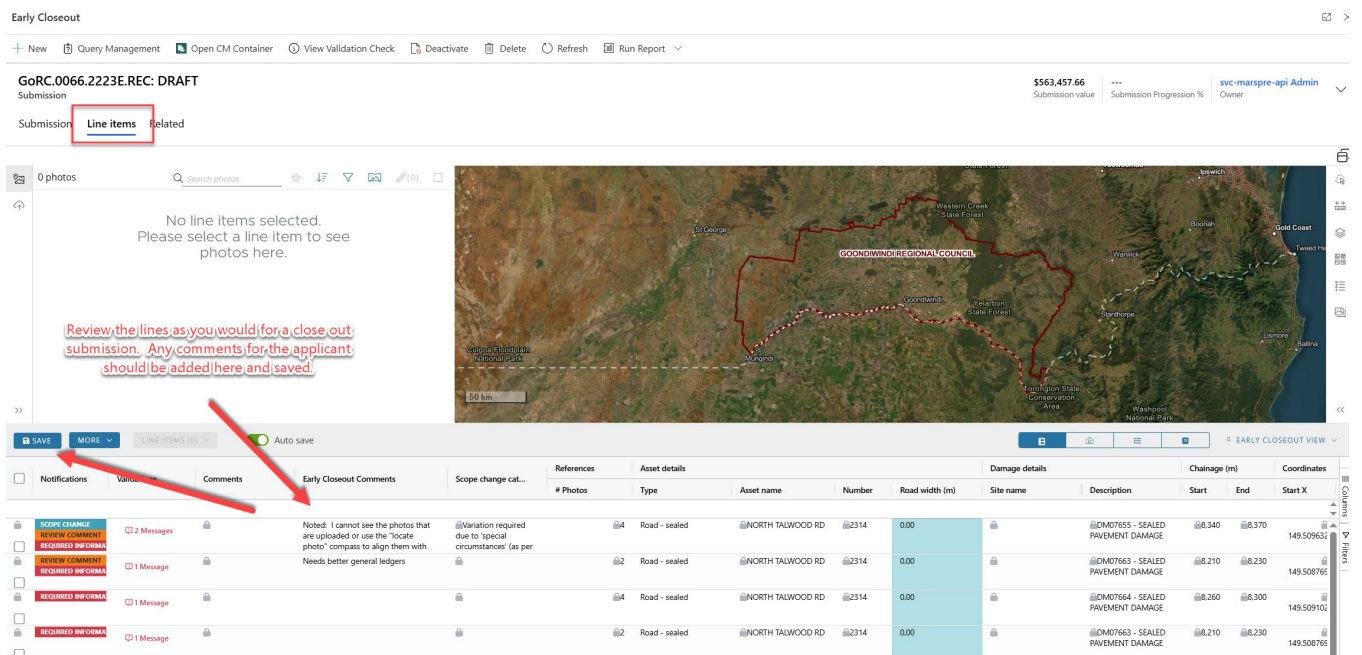
Early closeout lines can be reviewed when requested by council. The lines should be checked as they would be at the close out phase.

From the main left hand menu select the **Early Closeout** item. Start **typing in a name** into the search field to limit the list of councils with early close outs. Tick one or more boxes to view the early close outs for those councils. Double click one of the early close outs to open the early close out lines.



Updating early close out comments

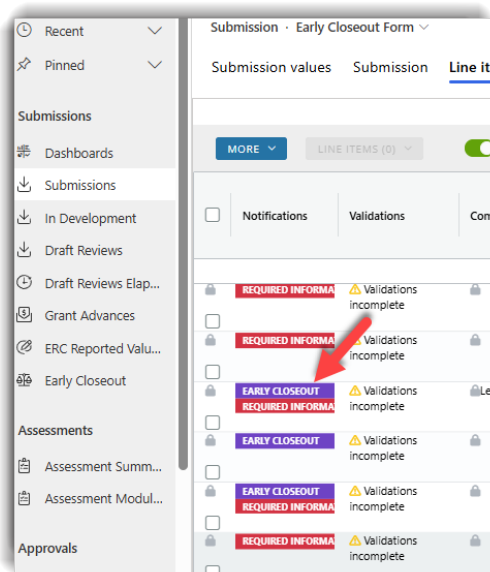
Only those lines where assets are set to 100% construction complete in a lodged progress report will be shown in the early close out draft.



Note: Any commentary included here will be immediately visible to the applicant.

Finding early close out lines in a close out submission

Once a final close out submission is created, all lines that were in an early close out draft will be copied to the close out. These lines are identified by the 'Early Closeout' notification.



Council External portal guide

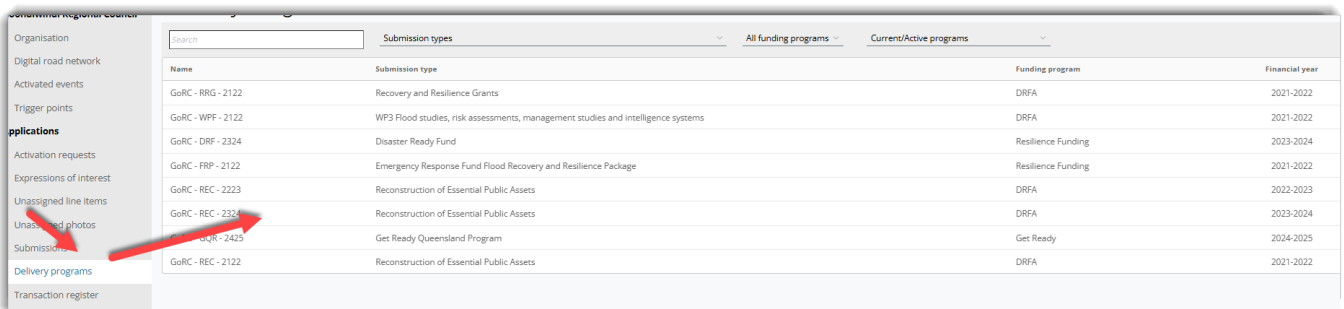
Creating an early close out draft

Early Close out drafts can only be created if one or more assets in a **Lodged REPA** progress report are set to **100% physically complete**. Go to the **Submission** menu item and open the **last Approved** submission for which you would like to create an early closeout. Click the 'Early Closeout' button and confirm draft creation.

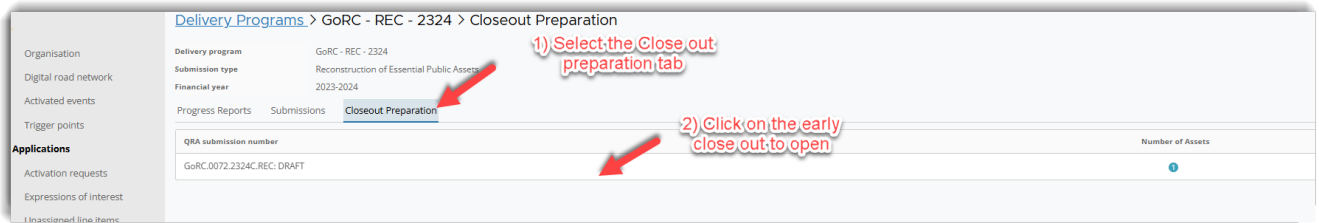


Opening an early close out draft

Early close out drafts are opened via the **Delivery program** for which the Progress report was created. Click on **Delivery Programs** and then select the correct **REPA funding program year**.

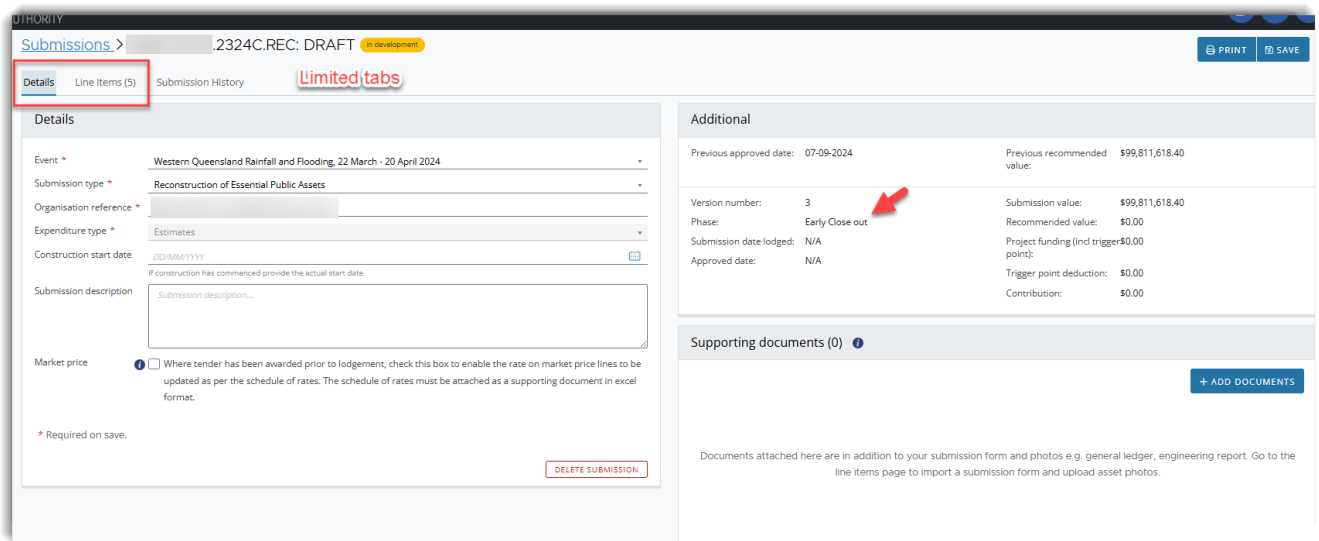


Click on the **Closeout preparation** tab

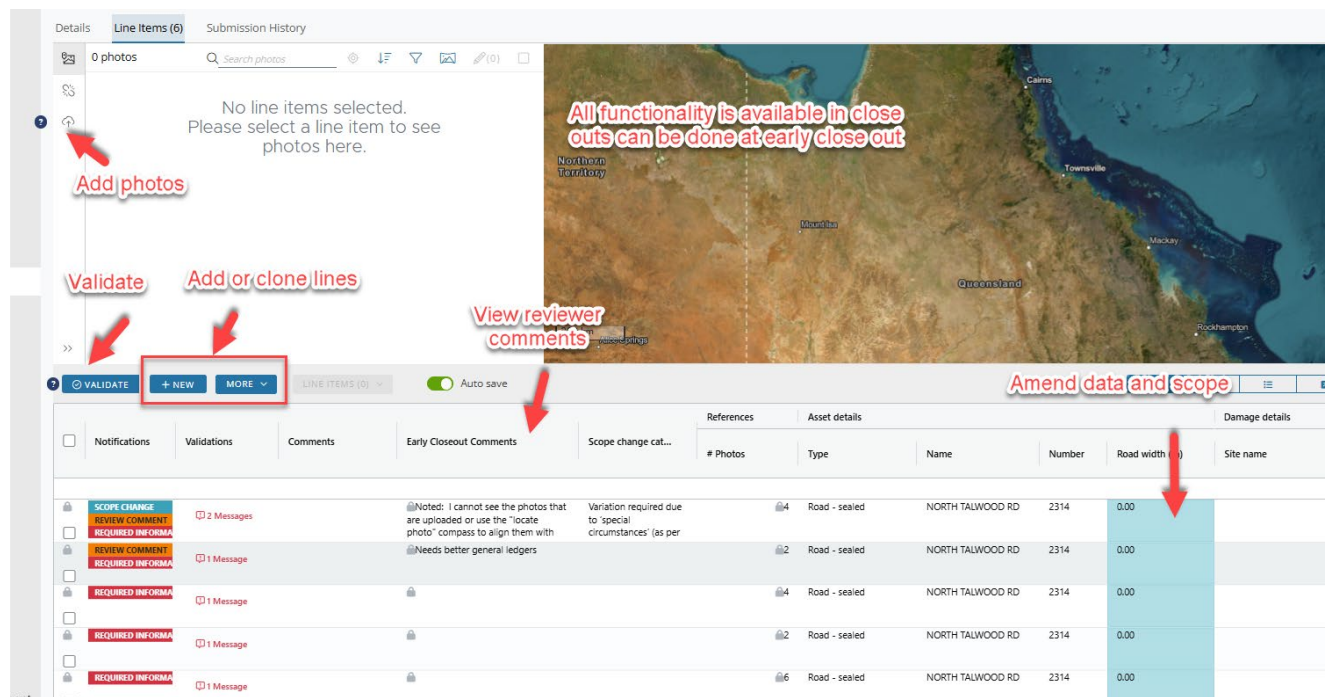


Updating an early close out

Once the submission is open click on the **Line Items** tab



All functionality available in the close out phase can also be performed at early close out.



Troubleshooting

Internal CRM

- You cannot see the Early Closeout menu in CRM
 - You need assessment permissions to enable the menu item

External Portal

- You cannot see the “create early close out” button in the portal
 - An early close out has already been created
 - The submission is not in a **lodged** progress report
 - The submission does not have one or more assets set to 100% physically complete
- Early close out lines are not shown for some assets
 - The asset is not set to 100% in an approved progress report
 - The asset was at 100% and has now been set to less than 100%
- You cannot see the Close out preparation tab or an early close out is not in the list
 - Early close out submissions are opened from the Delivery programs menu
 - You might be in the incorrect Delivery program