



Update a Site Close Out

Overview


The Site Close Out Update process allows editing of the site close out setting for non-mission capable reporting.

Navigation

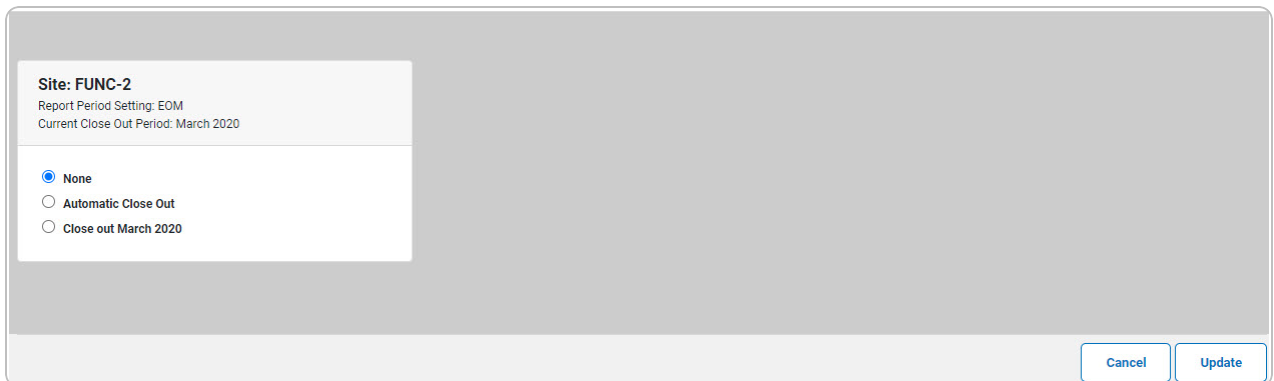
Master Data > Maintenance Readiness Set Up > Site Close Out > Site Close Out page

Procedures

Update a Site Close Out

Selecting  at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

1. Verify the Site Close Out contains the appropriate or . The selected setting determines the site close out method.

A screenshot of a web form for updating site close out settings. The form has a light gray background. On the left, there is a white box containing the following text: "Site: FUNC-2", "Report Period Setting: EOM", and "Current Close Out Period: March 2020". Below this box are three radio button options: "None" (which is selected), "Automatic Close Out", and "Close out March 2020". At the bottom right of the form, there are two buttons: "Cancel" and "Update".

2. Select . The **Site Close Out Confirmation** pop-up window appears.





Confirm a Site Close Out

Navigation

Master Data > Maintenance Readiness Set Up > Site Close Out > Site Close Out >

> Site Close Out Confirmation pop-up window

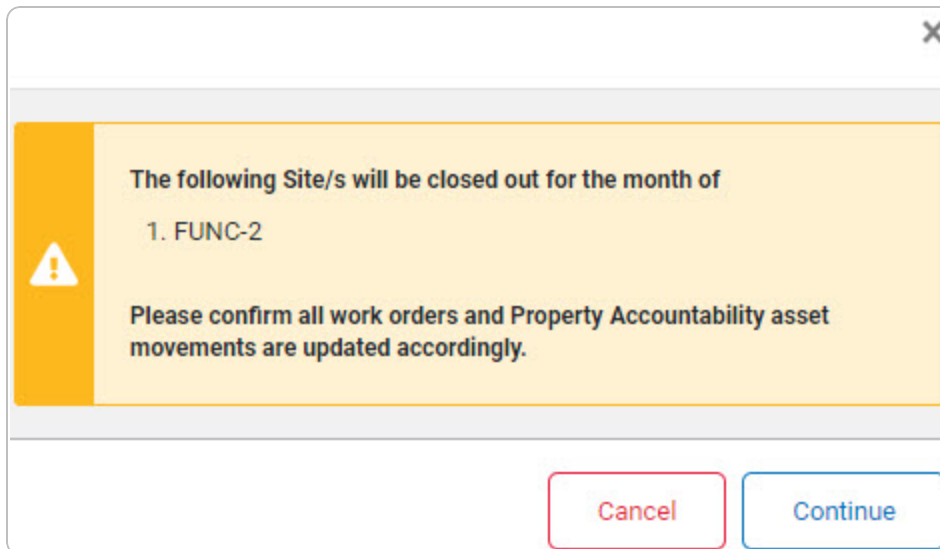
Procedures

Update a Site Close Out

Selecting at any point of this procedure removes all revisions and closes the page. **Bold** numbered steps are required.

Selecting at any point of this procedure removes all revisions and closes the page.

1. Select . The **Site Close Out Confirmation** pop-up window appears.



2. Select . The **Site Close Out Transaction Status** page appears.





View the Site Close Out Transaction Status

Navigation

Master Data > Maintenance Readiness Set Up > Site Close Out > Site Close Out >



> Confirmation >



> Site Close Out Transaction Status page

Procedures

View the Site Close Out Transaction Status

Transaction Status						
Status	Action Required	Details				
Success		<table border="0"> <tr> <td>Site Name</td> <td>FUNC-2</td> </tr> <tr> <td>Close Out Date</td> <td>3/31/2020</td> </tr> </table>	Site Name	FUNC-2	Close Out Date	3/31/2020
Site Name	FUNC-2					
Close Out Date	3/31/2020					

[Continue](#)

1. Select [Continue](#) . The **Update a Site Close Out** page appears.

