Project Activity Completion Inbox

Module Guide: Project Activity Completion Inbox

Module Location

Project > Project Activity Completion > Project Activity Completion Inbox

Module Objective

The **Project Activity Completion Inbox** module serves as the approval center for all **Project Activity Completion** documents. Every activity completion report, which contains the actual cost realization, must be reviewed and approved here by an authorized manager before those costs are officially charged to the project.

1. Main View (Document List)

The main page of this module is an "inbox" that displays all activity completion documents requiring your action.

View Explanation

This page provides a summary of all activities that have been completed and are awaiting approval.

- **Filters**: You can search for a specific document by **Project Activity Completion Number** or a **Date** range.
- **Document List**: The table below will display all documents awaiting action, with columns such as **Project Activity**

Completion Number, Project Name, Stage Name, and **Approval**.

2. Approval Process Steps

The following is the standard workflow for an approver.

Step 1: Access the Inbox

Open the **Project Activity Completion Inbox** module to see the list of activities that require approval.

Step 2: Review the Cost Realization

Click on one of the rows in the table to open the detail view of the completion document. In the detail page, you can check all the details of the actual costs that have been reported (labor, materials, assets, etc.) for the completed activity.

Step 3: Provide Approval

After you review the cost details in Step 2, you will find a button to grant approval (e.g., an **"Approve"** button) **within that detail page**. Click the appropriate button to complete the review process.

Workflow & Integrated Business Process

1. A Project Activity Completion document is created and submitted.
2. The document automatically enters the queue in this **Inbox**.
3. A Project Manager reviews and approves it.
4. After approval, those **actual costs are officially charged to the project** and will appear in the **Project Realization**

(Budget vs. Actuals) Report.

Tips & Important Notes

- The approval here is the **final verification** of the costs that have been incurred in a project activity; it is a key step in the **cost control cycle**.
- This module is typically accessed by a **Project Manager or Project Controller**.

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