Lentune: Project Completion Checklist

A few quick checks to wrap up your project in Lentune — with every cost confirmed, every claim complete, and reports you can trust for future planning.

Action	What to do	Why it matters
☐ Complete committed costs	• Purchase Orders: Mark any remaining POs as *completed* to set committed PO costs to $0. • Subcontract Orders (if applicable): Check all subcontract lines are certified, and no work remains. Release any subcontract retentions.	Confirms there aren't any outstanding goods or subcontract work you haven't been invoiced for — so you won't get any surprise costs after you thought the job was done. Gives you a clear picture of what your true "cost to complete" is, so that you can accurately edit forecasts.
☐ Invoice final claim and retentions	By finalising your commitments in the previous step, it means you can still claim a variation if any unexpected last-minute costs appear. • Claim all head contract and variation amounts. • Create a final claim to release retentions (if applicable).	Ensures all project revenue has been claimed and no money is left behind.
☐ Edit cost to complete	By finalising your claims in the previous step, it means you will have the full picture about how much revenue the project generated. • If any cost codes still show a remaining budget, update the Cost to Complete to $0. *Note: Once forecasts are manually edited, Lentune stops auto-calculating the Cost to Complete — it's recommended to do this after all costs are finalised.* When the cost to complete is updated: • WIP reduces to $0. • Forecast margin (revised contract value – total cost at completion) increases. • Gross margin (total claimed – total spent) should now match the forecast margin. • Variance (revised budget – total cost at completion) will show: $0 if spent exactly as budgeted, Positive $ if underspent, Negative $ if overspent	Gives you clear, final project margins and accurate reporting for close-out. You'll have a reliable source of truth on project profitability and insights into where you overspent or underspent — helping you plan smarter budgets and resource allocation for future projects.
☐ Complete the project in Lentune	• Update the project status to *completed* to keep your active project list clean. • *Optional:* Set the project to *inactive* to hide it from dropdowns when raising new committed or spent costs.	Makes it easier to compare past and current projects, so you can plan future work with confidence and clarity.