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Jobpac Connect™

Prime Cost and Provisional Sums
Function Guide
Version: 1.0

Document Control Table

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Approved or authorised by	
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Commercial in Confidence	

Change History

Version	Date	Author	Description of Changes
1.0	30/09/2021	DMB	Initial Release

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Prime Cost and Provisional Sums

Introduction

Prime Cost and Provisional Sums can be nominated as part of the Contract Value and Budget for a project. Jobpac uses the same value for a provisional sum within the Contract Value and the Budget. There is no option to specify a margin for provisional sums. This is managed by forecasting the cost centre that holds the provisional sum budget, and margin is displayed as a gain against budget for the cost centre.

PC and Provisional Sums need to be nominated as part of the Progress Claim structure, and as cost centres within the work Breakdown structure.

Provisional Sums can be approved at values different to the provisional sum. The difference shows as a contract sum adjustment for revenue, and as undistributed budget which can be transferred to any nominated cost centre.

Setting up PC and Provisional Sums on Projects

Nominating the Provisional Sum Amount

When a project is setup that has Provisional Sums, the total value of those provisional sums need to be nominated in the Values Tab of Job Maintenance. This is the Value of Provisional Sums **within** the Contract Value.

NB This cannot be used for Schedule of Rates Projects.

Job Maintenance : Values

Mode   MODIFY

Job   PS001   Provisional Sum Project

TYPE   SETTINGS   **VALUES**   SCHEDULE   INSURANCE   CLIENT   STAFF

Job Type   LUMPSUM   🔍   Lumpsum
Job Group   🔍
Reporting Unit   🔍
Reporting Sub Unit   🔍

Tender Sum	1,100,000.00	
Less Client Contingency		Financial details for this Job have
Contract Sum	1,100,000.00	been marked as finalized.
Less Contract Margin	100,000.00	
Internal Contingencies		
Internal Provision for R&F		
Budget to be Allocated	1,000,000.00	
Prime Cost & Provisional Sums	80,000.00	

Prime Cost and Provisional Sums

Each Provisional Sum can be described in the option

Projects>Job Setup and Reports>Setup Provisional Sums.

The Provisional amount are setup here. It is this screen where the approved values of the provisional sums can be recorded at the time of approval. The Project budgets need to be finalised before approved amounts can be entered.
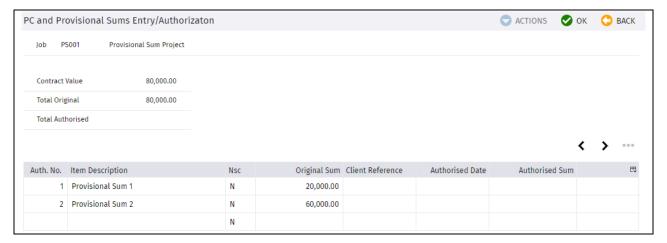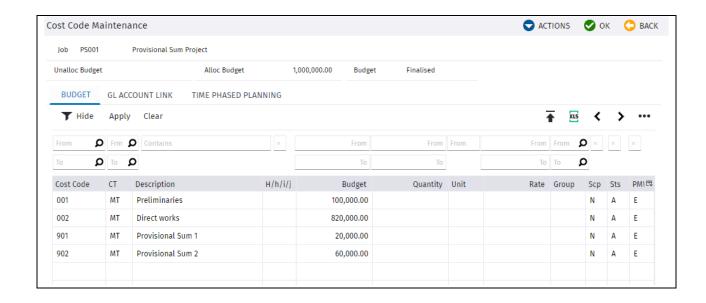
PC and Provisional Sums Entry/Authorizaton					ACTIONS	OK	BACK

Job PS001 Provisional Sum Project

Contract Value	80,000.00
Total Original	80,000.00
Total Authorised	

Auth. No.	Item Description	Nsc	Original Sum	Client Reference	Authorised Date	Authorised Sum	
1	Provisional Sum 1	N	20,000.00				
2	Provisional Sum 2	N	60,000.00				
		N					

When the Cost Centres for the project are setup there should be at least one cost centre holding this value ($80,000 in this example) as the budget.

Cost Code Maintenance					ACTIONS	OK	BACK

Job PS001 Provisional Sum Project

Unalloc Budget		Alloc Budget	1,000,000.00	Budget	Finalised

BUDGET   GL ACCOUNT LINK   TIME PHASED PLANNING

Hide Apply Clear

Cost Code	CT	Description	H/h/i/j	Budget	Quantity	Unit	Rate	Group	Scp	Sts	PM\
001	MT	Preliminaries		100,000.00					N	A	E
002	MT	Direct works		820,000.00					N	A	E
901	MT	Provisional Sum 1		20,000.00					N	A	E
902	MT	Provisional Sum 2		60,000.00					N	A	E

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Prime Cost and Provisional Sums

When the Progress Claim Structure is setup, there should be claim codes for each provisional sum

Structure Maintenance/Contract Allocation		ACTIONS	OK	BACK

Job   PS001   Provisional Sum Project   Finalised No   Contract Value   1,100,000.00
                                                                            Unallocated   200,000.00
                                                                            Trade Total   900,000.00

VALUES   LINKED COST CENTRES

▼ Hide   Apply   Clear   XLS ‹ › •••

Section	Item Code	Description	Hdg (H/h/)	Unit	Quantity	Rate	Amount	Pkg	
10	001	Preliminaries, including site					120,000.00		
10	002	Direct Works					700,000.00		
10	003	Third Item							
20	901	Provisional Sum 1					20,000.00		
20	902	Provisional Sum 2					60,000.00		

Approving Provisional Sums

When a Provisional Sum is approved, go to the Setup Provisional Sums screen and record the Approved Value.

Enter any client reference for the approval, an Approved Date (mandatory), and the approved amount.

PC and Provisional Sums Entry/Authorizaton		ACTIONS	OK	BACK

Job   PS001   Provisional Sum Project

Contract Value   80,000.00
Total Original   80,000.00
Total Authorised   25,000.00

                                                                              ‹ › •••

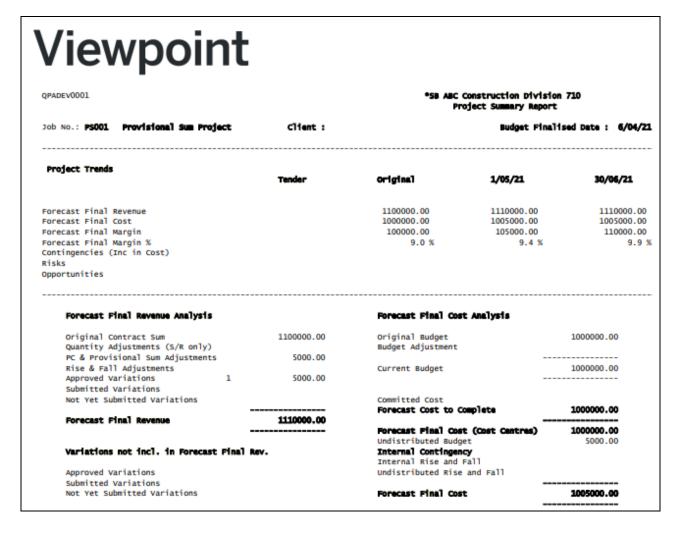| Auth. No.	Item Description	Nsc	Original Sum	Client Reference	Authorised Date	Authorised Sum	
1	Provisional Sum 1	N	20,000.00	PS1-APPP	1/02/2021	25,000.00	
2	Provisional Sum 2	N	60,000.00				
		N					

In the example above, the approval was $5,000 more than the original sum. (It can be less)

Entering this amount here causes the following:

1. Contract Value is increased by $5,000. This can be seen on the BFM Project Summary Report (or the Standard Project Summary Report).
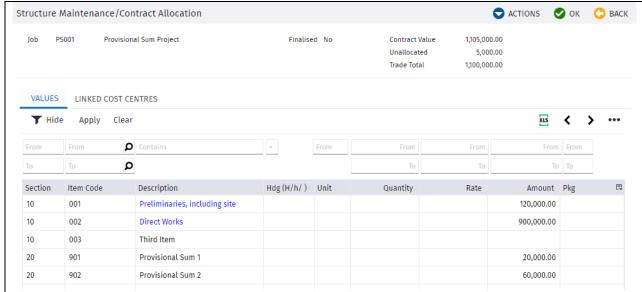
2. The Budget has also been increased by $5,000. This sits in Undistributed budget. It can be transferred from here to any cost centre.

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*SB ABC Construction Division 710
Project Summary Report

Job No.: PS001   Provisional Sum Project   Client :   Budget Finalised Date : 6/04/21

Project Trends

	Tender	Original	1/05/21	30/06/21
Forecast Final Revenue		1100000.00	1110000.00	1110000.00
Forecast Final Cost		1000000.00	1005000.00	1005000.00
Forecast Final Margin		100000.00	105000.00	110000.00
Forecast Final Margin %		9.0 %	9.4 %	9.9 %
Contingencies (Inc in Cost)				
Risks				
Opportunities				

Forecast Final Revenue Analysis

Original Contract Sum	1100000.00	
Quantity Adjustments (S/R only)		
PC & Provisional Sum Adjustments	5000.00	
Rise & Fall Adjustments		
Approved Variations	1	5000.00
Submitted Variations		
Not Yet Submitted Variations		
Forecast Final Revenue	**1110000.00**	

Variations not incl. in Forecast Final Rev.

Approved Variations
Submitted Variations
Not Yet Submitted Variations

Forecast Final Cost Analysis

Original Budget	1000000.00
Budget Adjustment	
Current Budget	1000000.00
Committed Cost	
Forecast Cost to Complete	1000000.00
Forecast Final Cost (Cost Centres)	1000000.00
Undistributed Budget	5000.00
Internal Contingency	
Internal Rise and Fall	
Undistributed Rise and Fall	
Forecast Final Cost	**1005000.00**

3. The Progress Claim Structure also contains unallocated contract value of $5,000. This can be used to update the Provisional Sum Claim Code.

Structure Maintenance/Contract Allocation   ⊙ ACTIONS   ✔ OK   ⬅ BACK

Job   PS001   Provisional Sum Project   Finalised No   Contract Value   1,105,000.00
                                                                    Unallocated   5,000.00
                                                                    Trade Total   1,100,000.00

VALUES   LINKED COST CENTRES

▼ Hide   Apply   Clear   XLS ‹ › •••

Section	Item Code	Description	Hdg (H/h/)	Unit	Quantity	Rate	Amount	Pkg	
10	001	Preliminaries, including site					120,000.00		
10	002	Direct Works					900,000.00		
10	003	Third Item							
20	901	Provisional Sum 1					20,000.00		
20	902	Provisional Sum 2					60,000.00		

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Further approvals, both positive and negative, can occur to this Provisional Sum, with the incremental change changing the contract sum and undistributed budget.
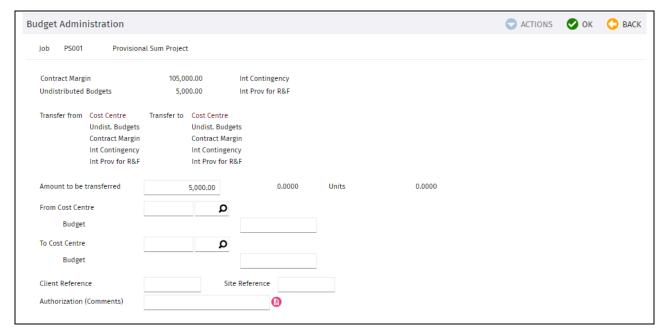
Transferring Budget from Undistributed Budget to a Cost Centre

To transfer budget from Undistributed Budget to a cost Centre go to

Projects>Job Setup and Reports>Transfer Budgets>Budget Transfers

Tick Undist. Budgets in Transfer From, and then tick Cost Centre in Transfer To, when it appears.

Then enter the $5,000 in amount to be transferred.

Enter the Cost Centre you want to transfer it to.

Enter a Client Reference, Site Reference, and Authorisation (Comments)(Mandatory).

Select OK.

Prime Cost and Provisional Sums

Provisional Sum Report

In the Project Transaction Report menu, there is a PC and Provisional Sums Report

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