

 **Viewpoint**
Jobpac Connect[™]

CWIP and Docket Enquiry
Function Guide
Version: 1.0

Document Control Table

Prepared by	Damien Bourke
Approved or authorised by	
Release date	30/04/2022
Version	1.0
Commercial in Confidence	

Change History

Version	Date	Author	Description of Changes
1.0	31/04/2022	DMB	Initial Release

Table of Contents

- Overview 4**
- CWIP Enquiry 5**
 - Access to CWIP Enquiry 5
 - CWIP Enquiry Screen..... 5
 - Actions options for CWIP enquiry..... 6
 - Using the Date Filters 7
 - Using the Type Filter 8
 - Generated Transaction Types..... 9
 - Transaction Detail Drill Down Menu 10
 - BFM Transaction Types..... 11
- Docket Enquiry..... 12**
 - Docket Enquiry Screen 12
 - Transaction Level Menu Options 12
 - Docket Download..... 13
 - BFM Cost Centre View – Movement Tab..... 13
- CWIP Report 15**

CWIP and Docket Enquiry

Overview

The Cost of Work in Progress Enquiry functionality consists of the following Jobpac enhancements:

- CWIP Enquiry Screen
- Docket Enquiry
- Business Forecasting – screen TAB for CWIP MTD, YTD, PTD

The Cost of Work in Progress (CWIP) enquiry screen enables users to view a breakdown of CWIP, which will include all transactions for actual and incurred values. The functionality is provided at both a Job and Cost Centre level.

Links to the CWIP Enquiry are provided from Job Enquiry, Project Managers Worksheet, and Business Forecasting and is also be made available as a direct menu option.

The Docket Enquiry facility provides an enquiry of all delivery dockets, and posted payroll timesheets, for a project, or cost centre. The focus is on the quantities and value on the dockets rather than whether they are authorized or not. Filters have been provided on all fields, e.g., delivery dates, cost centres, periods, suppliers, etc.

A new TAB has been introduced to the BFM Cost Centre view, to display the makeup of the CWIP i.e. Actual costs, Incurred costs and BFM Accruals/Adjustments. Options are available to view Month to Date, Year to Date and Job to Date data.

CWIP and Docket Enquiry

CWIP Enquiry

Access to CWIP Enquiry

To access CWIP Enquiry from the Jobpac Menu System select **Projects>Job Setup & Reports>Job Enquiries>CWIP Enquiry**.

In addition to direct access from the menu system the CWIP Enquiry can be access from links embedded in relevant Jobpac screens for example Job Enquiry, Business Forecasting and Project Managers Worksheet. The option will be found either on the **Actions** menu or on a transaction level menu activated by the right mouse button.

Note: When the CWIP Enquiry screen is selected there may be a slight delay whilst all related job transactions are extracted from the database to a work file. This enables quick response during the operation of the CWIP Enquiry function.

Selecting the CWIP Enquiry from a Cost Centre based Enquiry screen as shown above will call the same CWIP enquiry screen with filters being set to the same Cost Centre that the user was working with.

CWIP Enquiry Screen

CWIP Enquiry
ACTIONS OK BACK

Job TR91 Demonstration Project

Sorted by CC/Creditor/PO/Type/Date

Start Period

Finish Period MAR22 History

Actuals 58,510.00

Incurred 200.00

BFM 25,000.00

CWIP 83,710.00

DESCRIPTION ORDER INVOICE COST CENTRE DESCRIPTION RESOURCE TEXT

Hide Apply Clear

Actuals
 Incurred
 BFM
 Movement Job to Date
 Year to Date
 Month to Date
 Range
 Exclude 0 Impact BFM Accruals

From	From	From	From	From	=	From	Contains	From	From	From	From
To	To	To	To	To		To		To	To	To	To
Cost Code	CT	Period	Date	CWIP Type	Typ	Creditor	Transaction Description	Actual/Deliv Quantity	UOM	Rate	Amount
0010	LB	MAR22	10/03/20...	BFM	ACC		Labour not in cost to date				10,000.00
0010	LB	NOV21	19/01/20...	ACT	JN		test	1.0000		1,000.0000-	1,000.00-
0010	LB	NOV21	30/11/20...	ACT	JN		test	1.0000		1,000.0000	1,000.00
0010	MT	AUG21	1/08/2021	ACT	JN		GST Journal Test	1.0000		5,000.0000	5,000.00
0010	MT	FEB22	10/02/2...	ACT	INV	ABELPIPE	Invoice with no PO	1.0000		2,000.0000	2,000.00
0010	MT	FEB22	10/02/2...	ACT	INV	ABELPIPE	445mmpopperwater pipe	80.0000	EACH	10.0000	800.00
0010	MT	FEB22	10/02/2...	ACT	INV	ABELPIPE	22mm Copper pipe	50.0000	M	40.0000	2,000.00
0010	MT	FEB22	10/02/2...	ACT	INV	ABELPIPE	135 Degree angles	10.0000	EACH	15.0000	150.00
0010	MT		3/02/2022	INC	DS	ABELPIPE	90 Degree angles	20.0000	EACH	10.0000	200.00
0010	SC	NOV21	19/01/20...	ACT	JN		Move Planting Trade costs	1.0000		5,000.0000	5,000.00
0010	SC	NOV21	30/11/20...	ACT	JN		Move Planting Trade costs	1.0000		5,000.0000-	5,000.00-
0220	SC	MAR22	10/03/20...	BFM	ACC		PavingClaim not yet submitted				15,000.00
0221	SC	NOV21	19/01/20...	ACT	JN		Move Planting Trade costs	1.0000		5,000.0000-	5,000.00-
0221	SC	NOV21	30/11/20...	ACT	JN		Move Planting Trade costs	1.0000		5,000.0000	5,000.00

CWIP and Docket Enquiry

The CWIP Enquiry screen has an array of advanced filters, sort options and TABS to provide alternate views of the transactions displayed.

- Period – From period is blank and To period defaults to the current BFM Period.
- Delivery Dockets – Displayed in DS format. This stands for Docket Summary. This is the summary of all delivery dockets for a Purchase Order Item. Use the Actions option to display Docket Details, which lists each delivery docket.
- Only un-invoices delivery dockets appear in the enquiry, as they contribute to incurred cost.
- The system can be configured to hide rate and amount for timesheet transactions in CWIP enquiry. This is to hide possible sensitive employee information displayed in the CWIP enquiry – rate and amount. All other information will still display, and it only applies to timesheet transactions.

CWIPSEQ Position 2 If set to 'Y', rate and amount will not display

Optionally only one amount per cost centre per month for timesheet transactions can be displayed in CWIP enquiry. This is displayed as a TSS record.

CWIPSEQ Position 3 Show summary cost.

Actions options for CWIP enquiry

The screenshot shows the CWIP Enquiry interface. At the top, there are buttons for 'ACTIONS', 'OK', and 'BACK'. Below this, the 'Job' is identified as 'TR91 Demonstration Project'. There are input fields for 'Start Period' and 'Finish Period' (set to MAR22). A navigation bar includes 'DESCRIPTION', 'ORDER', 'INVOICE', 'COST CENTRE DESCRIPTION', 'RESOURCE', and 'TEXT'. Below the navigation bar are 'Hide', 'Apply', and 'Clear' buttons. A section for 'CWIP Types' includes checkboxes for 'Actuals', 'Incurred', and 'BFM', along with radio buttons for 'Movement', 'Job to Date', 'Year to Date', 'Month to Date', and 'Range'. A table of filters is visible with columns for 'From', 'To', and 'Contains'. The main data table has columns: Cost Code, CT, Period, Date, CWIP Type, Typ, Creditor, Transaction Description, Actual/Deliv Quantity, UOM, Rate, and Amount. Two rows are shown: one for 'Labour not in cost to date' and another for 'test'.

Cost Code	CT	Period	Date	CWIP Type	Typ	Creditor	Transaction Description	Actual/Deliv Quantity	UOM	Rate	Amount
0010	LB	MAR22	10/03/20...	BFM	ACC		Labour not in cost to date				10,000.00
0010	LB	NOV21	19/01/20...	ACT	JN		test	1.0000		1,000.0000-	1,000.00-

CWIP and Docket Enquiry

Menu Option	Function
Docket Details	Toggle the display of delivery docket transactions between detail delivery dockets or a summary of delivery dockets relating to a purchase order Line Item. (See Page 12 for more details on the use of DS with date filters.)
Next Tab	Cycles through the display of the TABS – Description, Order, Invoices, Cost Centre Description.
Sort	Cycles through the alternate sort sequences available <ul style="list-style-type: none"> • Cost Centre / Period / Date • Date / Creditor • Creditor / Date • Period / Cost Centre • Cost Center / Creditor / Purchase Order / Type / Date
Clear Filters	Will clear all values from the advanced filters
Hide Description	Available only on the Description and Order Tabs. Delivery docket transactions will display the docket comment. <ul style="list-style-type: none"> • Description Tab - Toggle operation to display a short or long transaction item description. When long description is displayed the Incurred Quantity is replaced. • Order Tab – Toggle between the transaction item description being displayed or hidden. When displayed Incurred and Actual Quantities are replaced.
Download	Will download the filtered transactions with information from all tabs.

Using the Date Filters

Users must be aware of the “limitations” and the potential adverse results with using the date filters outside the following acceptable uses.

Date filters can be used in the following circumstances:

To filter a range of Actual Transactions by selecting CWIP type “ACT”

To filter the volume of incurred costs within a Job for a Purchase Order Line Item that have not been used since a specified date. The menu tab must be set to display DS (Docket Summary) to produce the correct result. (See later section for explanation of DS type records)

The incurred cost figure here may be used to assess the volume of costs that may be old incurred costs that need reviewing prior to deciding to complete these purchase order line items to release these costs. This will be dependent upon the dates used to filter.

CWIP and Docket Enquiry

Using the Type Filter

Select the right arrow below the Type filter to display the Type filter selection window. Select one or many transaction types from the list by double clicking on each transaction type or use the Select All / Select None / Cancel options as required.

When multiple values are selected the Filter will display XXX to indicate that multiple filter values are being used.

CWIP Enquiry ACTIONS OK BACK

Job TR91 Demonstration Project Sorted by CC/Creditor/PO/Type/Date

Start Period Finish Period MAR22 History

DESCRIPTION ORDER INVOICE

Hide Apply Clear

CWIP Types Actuals Incurred

From From From From

To To To To

Cost Code	CT	Period	Date
0010	LB	MAR22	10/03/22
0010	LB	NOV21	19/01/22
0010	LB	NOV21	30/11/21
0010	MT	AUG21	1/08/22
0010	MT	FEB22	10/02/22
0010	MT	FEB22	10/02/22
0010	MT	FEB22	10/02/22
0010	MT	FEB22	10/02/22
0010	MT		3/02/22
0010	SC	NOV21	19/01/22
0010	SC	NOV21	30/11/21
0220	SC	MAR22	10/03/22
0221	SC	NOV21	19/01/22
0221	SC	NOV21	30/11/21

Type Selection

Type	Description
ACC	Accrual
CJ	Cash Journals
CTR	Cost Transfer
DDB	Direct Debit Journal
DA	Docket Adjustment
DD	Delivery Dockets
DS	Docket Summary
INV	Creditor Invoice
JN	Journal
MOS	Materials on Site
PH	Pump & Plant Hire
SCQ	Sundry Cheques
SCV	Subcontract Valuation
SPA	Subcontract Payment Authority
SWA	Subcontractor Work Adjustment
SWD	Subcontractor Work Dockets
SWS	Subcontractor Work Summary
SI	Stock Transfer
TS	Timesheet

Select All Select None Select OK Close

M	Rate	Amount
		10,000.00
	1,000.0000-	1,000.00-
	1,000.0000	1,000.00
	5,000.0000	5,000.00
	2,000.0000	2,000.00
CH	10.0000	800.00
CH	40.0000	2,000.00
CH	15.0000	150.00
CH	10.0000	200.00
	5,000.0000	5,000.00
	5,000.0000-	5,000.00-
		15,000.00
	5,000.0000-	5,000.00-
	5,000.0000	5,000.00

CWIP Enquiry ACTIONS OK BACK

Job TR91 Demonstration Project Sorted by CC/Creditor/PO/Type/Date

Start Period Finish Period MAR22 History

DESCRIPTION ORDER INVOICE COST CENTRE DESCRIPTION RESOURCE TEXT

Hide Apply Clear

CWIP Types Actuals Incurred BFM Movement Job to Date Year to Date Month to Date Range Exclude 0 Impact BFM Accruals

From From From From From From Contains

To To To To To

Cost Code	CT	Period	Date	CWIP Type	Typ	Creditor	Transaction Description	Actual/Deliv Quantity	UOM	Rate	Amount
0010	MT		3/02/2022	INC	DS	ABELPIPE	90 Degree angles	20.0000	EACH	10.0000	200.00

Actuals	Incurring	BFM	CWIP
0.00	200.00	0.00	200.00

CWIP and Docket Enquiry

Generated Transaction Types

The CWIP Enquiry includes four transaction types which are generated by the CWIP Enquiry program but do not exist as actual transactions in the database.

- Summary Transactions
 - DS – Docket Summary
 - SWS – Subcontractor Work Docket Summary
- Adjustment Transactions
 - DA – Docket Adjustment
 - SWA – Subcontractor Work Docket Adjustment

The Docket Summary records display as a “DS” Type record. They are a consolidation of all un-invoiced Delivery Dockets or docket portion for a Purchase Order item. The incurred cost for this record represents the sum total of incurred cost for that Purchase Order item. The date of the transaction will be that of the latest delivery docket for that purchase order item

The Subcontractor Docket Summary records display as a “SWS” Type record. They are a consolidation of all unauthorised Subcontractor Work Dockets for a Subcontract line item. The date of the transaction will be that of the latest Subcontractor Work Docket in Jobpac.

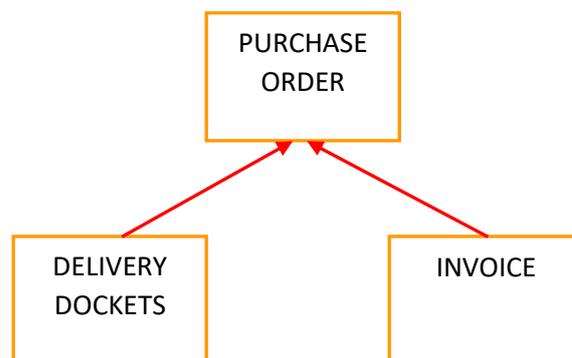
In Jobpac it is possible to assign costs directly to PO items or SC items and reduce this rather than match them to docket. When this happens the system automatically reduces the incurred cost to compensate. In this case the incurred cost will not be equal to the sum of the unmatched Delivery Dockets. The adjustment required to make the sum of the Delivery Dockets equal to the incurred cost at PO item level is represented by a “DA” type record. Here is an example:

The following Purchase order item has been enter as for 1 hour of labour at \$40.00

Delivery dockets have been recorded against this item for 39.5 hours.

An invoice has been processed directly against the purchase order for 4.0 hours total value \$160.00. This invoice was not matched to the delivery docket.

The Purchase Order Item is matched to the Delivery dockets and also to the invoice but there is no link between the Invoice and the delivery dockets.



CWIP and Docket Enquiry

For the example Purchase Order Item shown in the diagram above the costing impact on the Job of each of these transactions is outline in the table below

	Quantity	Unit	Rate	Value	Job Costing		
					Committed	Incurred	Actual
Purchase Order Item	1	Hour	40.00	40.00	40.00		
Delivery Docket	39.5	Hour	40.00	1,580.00		1,580.00	
Invoice	4	Hour	40.00	160.00			160.00

Incurred Cost from un-invoiced Deliveries = \$1,580

However the true value of Incurred Cost calculated at the PO Item level is

$$(Total\ Delivered\ Quantity - Total\ Invoiced\ Quantity) * PO\ Rate$$

$$I.e. (39.5 - 4) * \$40 = \$1420$$

The CWIP Enquiry presents Incurred Cost as a build up from docket and an adjustment record is calculated and presented to represent this difference between the Incurred cost calculated from docket and the incurred cost (recognized) from the PO Item.

This has a type of DA (Docket Adjustment) = -\$160

The Subcontract Work Docket Adjustment transaction is created for exactly the same reason as the DA.

Note: The excel template spreadsheet JP_CWIP_TEMPLATE.xls is used during the download process and uses macros to format the data. When the spreadsheet is opened on your desktop you may need to enable macros for the download process to complete.

Transaction Detail Drill Down Menu

The screenshot shows the 'CWIP Enquiry' interface for Job TR91 (Demonstration Project). The table displays transaction details with columns for Cost Code, CT, Period, Date, CWIP Type, Typ, Creditor, Transaction Description, Actual/Deliv Quantity, UOM, Rate, and Amount. A context menu is open over the row with Cost Code 0010, CT LB, Period NOV21, Date 19/01/2021, and CWIP Type ACT. The menu options are: Transaction Details, Period Movement, and Show Information Text.

Transaction Menu	Function
Transaction Details	The Transaction details will be displayed with a number of enquiry options available depending on the transaction type.
Period Movement	Delivery Docket Types DA, DD, DS and Sub Contract Work Docket Types will display the Incurred movement screen
Show Information Text	This displays Text entered with General Ledger Journals

The Transaction Details display is transaction type dependent. Where an Enquiry option is not logically linked to the selected transaction the option will be greyed.

BFM Transaction Types

The following transaction types are BFM generated:

- ACC – Accruals
- CTR – Cost Transfers
- Materials on Site
- UVT Unrealised value of Temporary Works

If the Transaction Details submenu option is selected for one of these types you will be linked directly to the BFM screen corresponding the transaction type.

CWIP and Docket Enquiry

Docket Enquiry

The Docket Enquiry facility provides an enquiry of all delivery dockets, Sub Contract dockets, and posted payroll timesheets, for a project, or cost centre. The focus is on the quantities and value on the dockets rather than whether they are authorized or not. Filters have been provided on all fields, e.g., delivery dates, cost centres, periods, suppliers, agreement numbers, etc.

To access Docket Enquiry from the Jobpac Menu System select

Projects>Job Setup & Reports>Job Enquiries>Docket Enquiry.

Docket Enquiry Screen

The Docket Enquiry screen is a transaction level display of Delivery Docket, Sub Contract Work Dockets and Timesheets. The records are displayed in Transaction Type / Cost Centre sequence with extensive advanced filtering.

Docket Enquiry - Dockets Listing ACTIONS OK BACK

Job TR91 Demonstration Project

VALUES INVOICES CC DESCRIPTION CREDITOR NAME ORDER/AGREEMENT ENTRY DETAILS PAID COMMENTS DOCKET DETAILS

Hide Apply Clear XLS < > ...

Types Delivery Dockets SC Work Dockets Timesheets

From	From	From	From	From	From	From	From	From	From	From	From	=	=
To	To	To	To	To	To	To	To	To	To	To	To		
DD	0010	MT	ABELPIPE	DD-004	2/02/2022	EACH	10.0000	80.0000	800.00	80.0000	800.00	U	N
DD	0010	MT	ABELPIPE	DD-004	2/02/2022	M	40.0000	50.0000	2,000.00	50.0000	2,000.00	U	N
DD	0010	MT	ABELPIPE	DD-200	3/02/2022	EACH	15.0000	10.0000	150.00	10.0000	150.00	U	N
DD	0010	MT	ABELPIPE	DD-200	3/02/2022	EACH	10.0000	20.0000	200.00			U	N

The advanced filters are available for all columns in the Docket Enquiry screen. The filters functionality operates in one of the following modes

Transaction Level Menu Options

Docket Enquiry - Dockets Listing ACTIONS OK BACK

Job TR91 Demonstration Project

VALUES INVOICES CC DESCRIPTION CREDITOR NAME ORDER/AGREEMENT ENTRY DETAILS PAID COMMENTS DOCKET DETAILS

Hide Apply Clear XLS < > ...

Types Delivery Dockets SC Work Dockets Timesheets

From	From	From	From	From	From	From	From	From	From	From	From	=	=
To	To	To	To	To	To	To	To	To	To	To	To		
DD	0010	MT	ABELPIPE	DD-004	2/02/2022	EACH	10.0000	80.0000	800.00	80.0000	800.00	U	N
DD	0010	MT	ABELPIPE	DD-004	2/02/2022	M	40.0000	50.0000	2,000.00	50.0000	2,000.00	U	N
DD	0010	MT	ABELPIPE	DD-200	3/02/2022	EACH	15.0000	10.0000	150.00	10.0000	150.00	U	N
DD	0010	MT	ABELPIPE	DD-200	3/02/2022	EACH	10.0000	20.0000	200.00			U	N

Transaction Details

Related Invoices

AP Enquiry

Docket Enquiry Transaction Menu Options

CWIP and Docket Enquiry

To view additional details relating to an individual Docket transaction select via a right mouse click the transaction level Menu.

Transaction Menu	Function
Transaction Details	The Docket Enquiry window will be displayed for the selected transaction
Related Invoices	The Invoices Related to Docket are displayed
AP Enquiry	The Site Based A/P Transaction Enquiry screen is displayed for the Creditor associated with the Docket Transaction.

Docket Download

The Excel download option will download the selected transactions to an excel spreadsheet. When the download button is selected all data from All TABS is extracted to an Excel spreadsheet.

During the download process you will see the screens scroll through the transactions and each of the TABS. Depending on the number of transactions matching the selection criteria the process may take up to 60 seconds to complete.

Note: The excel template spreadsheet JP_DOCKETS_TEMPLATE.xls is used during the download process and uses macros to format the data. When the spreadsheet is opened on your desktop you may need to enable macros for the download process to complete.

BFM Cost Centre View – Movement Tab

A new TAB has been introduced to the BFM Cost Centre Cost Reconciliation view, to display the makeup of the CWIP i.e. Actual costs, Incurred costs and BFM Accruals/Adjustments. Options are available to view Month to Date, Year to Date and Job to Date data.

Cost Centre Cost Reconciliation ACTIONS OK BACK

As at **MAR22** ⏪ ⏩

Job **TR91** 🔍 ⏪ Demonstration Project

Lock Job

GAIN/LOSS W/S ENTRY BY C/C COMMITTED EARNED VALUES **MOVEMENT** GAIN/LOSS MOVEMENT AUDIT ACCRUALS FORECAST

Hide Apply ↑ XLS < > ...

Display Month to Date Year to Date Job to Date

From From Contains From From From From From =

To To To To To To To To (Y/N/)

Cost Code	CT	Description	Month to Date Actuals	Month to Date Incurred	Month to Date Acc / Adj	Month to Date CWIP	Job To Date CWIP	Upd Rqd	€
001		Preliminaries						N	
0010	LB	Staff Costs			10,000.00	10,000.00	10,000.00	N	
0010	MT	Prelim Materials					10,150.00	N	
0010	SC	Prelim Subcontracts						Y	
0200		Subcontracts						N	
0208	SC	Subbie - Electrical						Y	
0217	SC	Subbie - Metal Fabrica...						Y	
0220	SC	Subbie - Paving			15,000.00	15,000.00	15,000.00	N	
0221	SC	Subbie - Planting						Y	
0222	SC	Subbie - Play Equipme...						N	
0223	SC	Subbie - Plumbing					48,560.00	Y	
0231	SC	Subbie - Traffic Control						Y	

< > ...

Budget
1,012,000.00
Actuals
Incurred
Adjustments
25,000.00
CWIP
25,000.00
Job to Date
83,710.00

MOVEMENT TAB displays a breakdown of the CWIP in terms of Actual Costs, Incurred Costs and Accruals / Adjustments. Three alternate display options are available for Month to Date, Year to Date and Job to Date values.

Note: The default TAB when the Cost Centre Reconciliation screen is displayed is the Gain/Loss TAB. Select the movement TAB to see the makeup of CWIP.

CWIP Report

The Cost of Work in Progress report (CWIPRPTP) provides a selection based on period or current status of CWIP. Report options include Job to date values, CWIP movements for the period, sequence by Creditor within Job and restriction based on a range of Creditors.

To access Cost of WIP Report from the Jobpac Menu System select

Projects>Purchase Orders/Invoices>PO/Invoice Reports>CWIP Report.

The Cost of Work in Progress report (CWIPRPTP) has been updated to provide period based status of CWIP. The report has the option of producing for Job to Date or CWIP movements for a period.