 **Viewpoint**
Jobpac Connect[™]

BFM System Administration
Module Guide
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Document Control Table

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Introduction

The Business Forecasting Module consists of the following three components

- BFM Contract Valuation for Secured Projects
- BFM Unsecured Works
- BFM Non Project Maintenance

The successful operation of the BFM is reliant on effective configuration and system management of the module and its integration with the core Jobpac system modules.

A key component of the BFM architecture is BFM System parameter maintenance and its technical integration with the core Jobpac modules, either planned for implementation or already implemented within the organisation.

The BFM architecture is unique, as it bridges the complete span of Project costing and financial modules. A number of key database elements and integrity management features are inbuilt within the BFM modules which are explained in detail within the BFM System Administration Reference Guide.

Objectives of this Reference Guide

To provide a reference guide and understanding of:

- BFM integration with other modules in the Jobpac solution.
- Jobpac Job Costing End of Month processing and its relationship to BFM Period Review.
- The configuration BFM Control Tables and System Parameters.
- Control user access and function within all the BFM modules.
- The BFM Close Period procedure.
- Re-opening a BFM review period and understanding potential impacts of doing so.
- Business Trading Summary (BTS) configuration and Plan maintenance.

BFM System Administration

To meet the diverse requirements of the Construction and Engineering market, the Jobpac BFM was developed with a number of flexible configuration options and control tables within BFM System Administration.

The maintenance facilities within BFM System Administration should be highly secured.

Ongoing BFM configuration and maintenance is typically performed by a trained client System Administrator, under the guidance and direction where necessary of a Jobpac Consultant or Technical Support Representative.

Note: The indiscriminate use or change to BFM configuration settings can cause data corruption and failure not only within the BFM module, but across the core modules of Jobpac itself.

Should a change or modification to a BFM System Administration setting is required and your System Administrator has doubts as to the effects of this change, please contact your Jobpac Account Manager for assistance.

The BFM System Administration options are grouped together within the BFM Utilities menu.

BFM System Parameters Maintenance Setup

BFM is a Jobpac optional module that requires initial activation of workid level, system parameter record by an authorised Jobpac representative.

The creation of the parameter record is a pre-requisite step in any BFM implementation project, to facilitate the initial BFM database population and history reconciliation leading up to the target 'go-live' milestone date.

The existence of the parameter record also controls all core databases to BFM synchronisation procedures, based on the workid configuration settings defined.

To access **>Business Forecasting>BFM Utilities>BFM System Parameters**

BFM System Parameter Maintenance
 ACTIONS

Business Forecasting Period

Contract Trading Period

JOBPAC Jobcosting Period

JOBPAC Interface Active

Setup Mode

Secured Project Level (0-9)

Locking Level In NPJ Locking Not Used Lock entire non project operations
 Lock at level Lock at category Lock at sub-category

Use MOS Schedule No Yes, post summary Yes, post details

Use UVTW Schedule No Yes, post summary Yes, post details

Use Accrual Schedule No Yes, post summary Yes, post details

Use Over/Under Claim Schedule

Use WIP Schedule

Use Sundry Income Schedule

Use Insurance Claim Schedule

Use Cost Transfer

Recognise Unapproved Variations

Variation Schedule

Allow Event Structure For Unsecured Projects

Profit Taking Threshold Method Recognise full % completion Normal

AFM Cost Centre Allow direct R&O takeup

Material Cost Type List	MT	OT	SC	PL					
Labour Cost Type List	LB								

Auto generate R&O number

Use Account Accrual Details No Yes, post summary Yes, post details

Field Name	Description
Jobpac Job costing Period.	The current Jobpac Job costing accounting period value is displayed for informational purposes only to assist in understanding the current BFM review period processing status.
Business Forecasting Period. (Contract Valuation and Non Project Control)	<p>This accounting period value represents the 'As At' period within the BFM. It also controls the entire BFM review process i.e. BFM review is active when this BFM period value is one period less than the current Jobcost accounting period</p> <p>When the BFM Close Period is submitted to finalise and complete the BFM review process, the BFM Forecasting period will be updated automatically to equal the current Jobcosting accounting period.</p> <p>Note: This BFM accounting period value should never be changed or overridden manually using this maintenance program, unless authorised by your Jobpac Account Manager.</p>
Contract Trading Accounting Period. (Unsecured Works)	<p>This accounting period value represents the 'As At' review period within BFM Unsecured Works, when the BFM Unsecured Works module is installed and operated as a standalone BFM component.</p> <p>When both Secured and Unsecured components of the BFM are installed, this accounting period value is automatically kept in synchronisation with the Business Forecasting Period above.</p>

Field Name	Description
Jobpac Interface 'Active' Flag.	This should be ticked. As the BFM can be operated as standalone modular components without Jobpac resident, this flag controls the database integration operation between Jobpac and BFM.
Work Id Setup Mode.	This should not be ticked. This control setting overrides the setup mode value defined at user id level within BFM User Maintenance. This mode can be used when the client intends to manually input all base project data into the BFM database, and as a result most data cells within the Contract Valuation worksheet become input capable and operate independently of the Jobpac database.
Variation Schedule	This should be ticked. This control setting determines whether variation valuations and forecast recognition are determined at individual variation detail level or are maintained in summary form within the BFM Variation summary panel of BFM Contract Valuation.
Secured Project Level	Range between 0-9. To use the function to open PMW for the next month in the Contract valuation screen, a user must have a security level greater than the one nominated here.
'Locking' levels Control for Non Project Maintenance.	This setting defines where 'locking control' will be managed within the BFM Non Project hierarchical structure.
Use MOS schedule, control setting. (Material on Site)	This control value determines whether a full supporting schedule will be used to record MOS and whether this information will be posted in summary form to the GL, or individual lines are posted to the GL. If set to No, then option is not available.
Use UVTW schedule, control setting. (Unrealised Value of Temporary Works)	This control value determines whether a full supporting schedule will be used to record and whether this information will be posted in summary form to the GL, or individual lines are posted to the GL. If set to No, then option is not available.
Use Accrual schedule control. (cost accruals)	This control value determines whether a full supporting schedule will be used to record Cost Accruals and whether this information will be posted in summary form to the GL, or individual lines are posted to the GL. If set to No, then the option is not available as a menu option, however cost accruals can still be entered directly against Cost centres, via the Accrual tab in Cost Centre Cost Reconciliation screen. The accrual column is open for entry.
Use Under/Over Claim Schedule	There are three options for entering Under/Over amounts. <ol style="list-style-type: none"> 1. In Summary form. When Use Easy Entry of O/U Claims, WIP, and Unbalancing Early Payment is ticked on page 2 of BFM System Parameters. The supporting schedules are disabled with this option. 2. When Easy Entry is not ticked, The Actions Option to enter Under/Over is available. Values are entered directly into this screen. 3. When Easy Entry is not ticked, and this option is ticked. A schedule of Under/Over claims is then available in the Under/Over screen.

Field Name	Description
Use WIP Schedule.	<p>There are three options for entering WIP amounts.</p> <ol style="list-style-type: none"> 1. In Summary form. When Use Easy Entry of O/U Claims, WIP, and Unbalancing Early Payment is ticked on page 2 of BFM System Parameters. The supporting schedules are disabled with this option. 2. When Easy Entry is not ticked, The Actions Option to enter WIP is available. Values are entered directly into this screen. 3. When Easy Entry is not ticked, and this option is ticked. A WIP schedule is then available in the WIP screen.
Use Sundry Income schedule control.	<p>This control value determines whether a full supporting schedule will be used to record Sundry Income forecast makeup or alternatively, whether this information will be maintained and recorded in summary form only.</p>
Use Insurance Claims Received schedule control.	<p>This control value determines whether a full supporting schedule will be used to record Insurance Claims Received forecast makeup or alternatively, whether this information will be maintained and recorded in summary form only.</p>
Use Cost Transfers schedule control.	<p>This control value determines whether the Cost Transfers feature will be accessible within the BFM Contract Valuation process. Users need to be nominated in BFM User Maintenance to have access to cost Transfers.</p>
Recognise Unapproved Variations.	<p>When the Recognise Unapproved Variations option is activated the user can specify a takeup % directly within the BFM Variations Register.</p>
Variation Schedule	<p>This should be ticked. This control setting determines whether variation valuations and forecast recognition are determined at individual variation detail level or are maintained in summary form within the BFM Variation summary panel of BFM Contract Valuation.</p>
Allow Event Structure for Unsecured Projects.	<p>Enables the use of an events structure to analyse probability of project proceeding and recognition in BFM reporting in the Unsecured Projects facility.</p>
Profit Taking Threshold Method.	<p>The option defines the method used to take profit when Profit Taking thresholds are operational and the threshold percentage is reached.</p> <p>If Normal is ticked, the originally held profit is proportionally recognised over the remaining life of the project.</p> <p>If Recognise Full % completion is defined, the accumulated deferred profit to date is recognised immediately the threshold percentage is reached. This is recommended setting.</p> <p>Note: BFM Project Types have different calculation methods for determining the % completion. This may have an impact on the timing of the profit recognition.</p>

Field Name	Description
AFM Cost Centre.	<p>When the Approved Final Margin feature is activated for a Secured Project, the project managed Forecast Final Margin (FFM) can be overridden with an AFM value or from Take-up from Risk and Opportunities.</p> <p>For this to occur, a default AFM cost centre must be defined to allow the system to automatically account for both direct input of an AFM (cost effect difference between the recorded project FFM and AFM in the PMW) or alternatively, direct takeup of cost related issues within the R&O register.</p> <p>An automatic PMW entry is created when R&O take-up is used for a Cost R&O.</p> <p>This nominated AFM cost centre is only used in the PMW to adjust FFC and the cost centre will be protected throughout Jobpac from all maintenance and transactional processing.</p>
Allow Direct R&O take up.	<p>Allows direct R&O take-up will enable the functionality to adjust the AFM utilising the R&O schedule and restricts direct override of the AFM field.</p>
Material and Labour Cost Type control list.	<p>These control arrays will allow the user to define the Jobpac Cost Type relating to Labour Cost and Material costs. These are used validate input into the Contract Valuation MOS & UVTW schedules (materials) and within KPI Reporting (labour).</p>
Auto generate R&O issue number.	<p>This setting controls system generation of Risk & Opportunity issues within the R&O register, or whether issues numbers can be manually assigned by an authorised user.</p>
Use Account Accrual Details schedule control.	<p>This control value determines whether a full supporting schedule will be used to record Cost Accruals and Adjustments for Non Project General Ledger accounts or alternatively, whether this information will be maintained and recorded in summary form only and GL posting level control.</p> <p>No. Accrual can be entered directly against the GL Account in the Non Project Maintenance Screen.</p> <p>Yes. Post Summary. Accrual Details can be entered into a schedule, but the posting will only occur as one summary amount per GL account.</p> <p>Yes. Post Details. Accrual Details can be entered into a schedule, and each individual schedule item will be posted for each GL account.</p>

Select **More Parameters** from the **Actions** options to display the second parameter maintenance screen

BFM - System Parameter Maintenance ACTIONS

Protect WIH Comp \$ Fields

Protect WIH Comp % Fields

Protect WIH Margin \$ Fields

Protect WIH Margin % Fields

Use Unsecured Works Security

BFM Contract Reconciliation Forma Standard CCIP

Use BFM Cost Centre Cost Reconciliation Format

Use Operating Margin

Activate Target Margin in Secured Works Activate Target Margin in Unsecured Works

Parent DCV Earned - Use Normal Not Used Use Earned Values From Jobpac Easy Entry method in use

Default Project Type Margin = Cost % Complete x FFM

BFM Labels Standard Label Set 2

Use CV Unsecured WIH Schedules

Margin Earned Calculation (Project Type 'R' Only) %Complete=Turnover (incl Over/Under)/FFCV %Complete=CWIP/FFC

Use Small Order Jobs OUC & WIP Schedules

Use Small Order Forecast Revenue Schedule

=> Allow Concurrent Input

Small Order Job -Revenue Cost Types

Default Contract Valuation Summary Sched Original Contract Value Forecast Movement Year to Date Work In Hand Contingency

Use Easy Entry of O/U Claims, WIP, and Unbalancing/Early Payment No Summary

Include Undistributed Budget in FFC

Show Totals in Contract Valuation

Show totals for Secured and Unsecured Works in the Unsecured Works screen

View only access to BFM Variation Function

R&O Issue Number to be Linked to Unapproved Variations

Show jobs with remaining Work In Hand or Cash

Initialise Target Completion Date

Link Forecast Date Yes No Both

Field Name	Description
Protect WIH Comp \$ Fields.	The WIH Project Costs value fields/column on WIH Yearly allocation panels are input inhibited.
Protect WIH Comp % Fields.	The WIH Project Costs percentage fields/column on WIH Yearly allocation panels are input inhibited.
Protect WIH Margin \$ Fields.	The WIH Project Margin value fields/column on WIH Yearly allocation panels are input inhibited.
Protect WIH Margin % Fields.	The WIH Project Margin percentage fields/column on WIH Yearly allocation panels are input inhibited.
Use Unsecured Works Security	If unsecured works security is set-up, apply to user security access. See BFM user set-up.
BFM Contract Reconciliation Format.	The default print format setting relating to the BFM Contract Reconciliation report bounding screen.
Use BFM Cost Centre Cost Reconciliation format	Recommended to be ticked. It provides a more comprehensive set of tabs for the BFM Cost Centre Cost Reconciliation screen.

Field Name	Description
Use Operating Margin.	This setting activates BFM Operating Margin features relating to turnover volume based, apportionment of nominated overhead costs to projects. This will change the Contract Valuation Maintenance screen, and add rows for Operating Margin.
Activate Target Margin in Secured Works.	This creates a target margin entry field in the BFM Summary screen of Contract Valuation. A Target Margin and % can be entered.
Activate Target Margin in Unsecured Works.	This activates the Target Margin feature in Unsecured works. See Function Guide for further information.
Parent DCV Earned. Direct Cost Value	<p>The Default Direct Cost value setting for Parent projects.</p> <p>Option 1 - the DCV Earned value may be sourced externally to Jobpac and then entered directly into this Schedule by the user in either value or percentage terms.</p> <p>Option 2 - The Unbalancing schedule is deactivated e.g. Small Order projects, Commercial Building projects. (Recommended Value for Parent Default)</p> <p>Option 3 – the DCV Earned value is sourced and updated automatically from the Jobpac Earned Value module.</p> <p>Option 4 - Direct input of an Unbalancing value (Front Loading or Advance Income assessment) with related DCV Earned value and percentage automatically calculated.</p>
Default Project Type.	This setting defines the default BFM Project Type that will be used when a new project is created in Jobpac.
BFM Labels.	<p>Allows for workid selection of an alternate field labelling set to be used in BFM Contract Valuation.</p> <p>Standard - 'Work in Progress' and 'Perf.(surplus)/Short'</p> <p>Label set 2 – 'Work in Progress' replaced by 'Effect/Contingencies:' 'Perf.(Surplus)/Short' replaced by 'Unanalysed Balance:'</p>
Use CV Unsecured WIH Schedules.	This provides an option in Yearly WIH screen to use Unsecured WIH data.
Margin Earned Calculation (Project type R Only)	<p>This determines the % Revenue Complete.</p> <p>The first option = (Project Revenue + Under/Over Claims)/FFR *100</p> <p>The Second Option = (Project Revenue)/FFR *100. This is the default, and it recommended setting.</p>
Use Small Order Jobs OUC & WIP Schedules.	This setting controls input of Over/Under claims and WIP at cost centre level for Small Order Jobs. For Small order jobs, access this via the > next to Other Sundry Income in the Revenue option on the Actions Menu
Use Small Order Jobs Forecast Revenue Schedule	This setting controls input cost centre level revenue forecasts for Small Order Jobs. For Small order jobs, access this via the > next to Other Sundry Income in the Revenue option on the Actions Menu
Allow Concurrent Input.	This setting controls 'toggle' access between the OUC & WIP panel and the Forecast Revenue panels for Small Order jobs.

Field Name	Description
Small Order Job – Revenue Cost Types.	This control array defines the Jobpac Cost Type that Small Order Job revenue will be posted to. Identifies which Small Order cost centres appear in the Revenue, WIP, and OUC entry screen.
Default Contract Valuation Summary Schedule.	Defines the default TAB for BFM Contract Valuation Summary panel.
Use Easy Entry of O/U Claims, WIP, and Unbalancing Early Payment.	The supporting schedules are disabled and allow direct input of summary Over/Under claims, WIP and Unbalancing values in the Contract Valuation Turnover panel if Summary Option is selected.
Include Undistributed Budget in FFC.	Select to include Undistributed Budget in Forecast Final Cost. The Undistributed Budget values will be displayed and accounted for on the Cost Type – Cost Reconciliation panel.
Show Totals in Contract Valuation.	Select to show totals of each numeric field on the bottom of each panel in contract valuation maintenance. i.e. list of Projects
Show totals for Secured and Unsecured Works in the Unsecured Works screen.	Select to show total unsecured work, total secured work and total work at the bottom of four panels (dates/time, description/Timeline, F/Cast Change This Year, F/Cast Change Next Year) in unsecured work.
View only access to BFM variation Function.	If enabled, all the users will only be able to view variations in variation register screen in BFM and add BFM variation function will be unavailable. They will not be able to create BFM Variations, or enter Take-up values for unapproved variations.
R&O issue number to be linked to unapproved variation.	If R&O issue number is entered, when an unapproved variation is created, system will pick up this R&O number automatically and put it in the variation header 'R&O issue number' field. The R&O issue number must exist in BFM Risk and Opportunities.
Show jobs with remaining work in hand or cash.	Select to show complete jobs with remaining work in hand or cash when the status is filtered as 'YTD recognition' in contract valuation screen. If the parameter is not ticked, complete jobs will be cleared from the view when the status is filtered as 'YTD recognition'.
Initialise Target Completion Date	Do not Use. Unknown Feature.
Link Forecast Date	This sets the default in the Duration Schedule when a Job is created.

Project Types Maintenance

The calculation of project job to date margin is controlled within the BFM through Project Type administration. A default BFM Project type is setup in the BFM System Parameter. All new Projects get this. It can then be changed on a Project by Project basis.

The complex profit taking and margin recognition algorithms are central to the correct operation of the BFM. The creation and management of all BFM project types is a technical responsibility managed by the Jobpac Development team.

To access **Business Forecasting>BFM Utilities>Project Types Maintenance**

Project Type	Description	PYTT%	< PTT%	Reserve Hold%	Reserve Release%	CT	CT	CT	CT	CT	CT	CT	CT	CT	CT	CT
C	Cost Collector															
D	Development															
F	Formwork Systems															
I	Internal															
J	Job To Date Recognition															
L	Margin = Revenue - JTD CWIP															
M	Minor Works															
N	Margin = Cost % Complete x FFM															
P	Pending Award															
R	Revenue % Complete															
S	Settlement															
T	Contingency															
X	Exclude from BFM															
Z	Parent Projects															

The project types selected and configured for use by a client, results from reviewing and understanding which BFM project types are applicable to each specific business operation, and then selecting those for use, from the following pre-defined master BFM project types:

Development (A)

The JTD Margin is calculated based on using a combination of the percentage of Sales Revenue received, together with the percentage of Cost Completion as at the review period, subject to:

- The definition of the makeup of the cost components used to calculate the Cost Completion percentage
- Any Profit Taking Threshold defined (see Profit Taking Threshold Maintenance).

If a Loss Job is forecast (negative Forecast Final Margin (FFM), 100% of the loss is recognised irrespective of the level of In-stage completion achieved.

BFM System Administration

Original Contract values and variation and scope changes are included in Order Intake Analysis

Cost Collector (C)

This can be used for projects where no revenue is processed and the project structure is used only to collect and manage costs. The Cost of Work in Progress (CWIP) recorded to date is brought to account as effectively, a negative Gross Margin impact.

The forecast at completion information relating to a cost collector is still recorded to allow forecast projection of anticipated future costs, but the FFM does not impact the JTD Margin calculation.

If there is revenue on the project, then a WIP entry to reverse the revenue is automatically produced.

This project type is excluded from Order Intake Analysis.

Duration (D)

The JTD Margin is calculated using time percentage completion i.e. actual time elapsed since project commencement over total project duration (end point defined by Target Completion date) applied to FFM.

If a Loss Job is forecast (negative Forecast Final Margin), then 100% of the loss will be recognised irrespective of the level of In-stage completion achieved.

Original Contract values and variation and scope changes are included in Order Intake Analysis.

Formwork Systems (F)

The JTD Margin is calculated using time percentage completion i.e. actual time elapsed since project commencement over total project duration (end point defined by Target Completion date) applied to FFM.

The Project profit Taking Threshold table is used to

- Defer profit recognition until the formwork system is delivered to site.
- Proportionally release profit over the 'remaining' project timeline after delivery.

The Unbalancing schedule is automatically updated with Time percentage completion to calculate income in advance.

If a Loss Job is forecast (negative Forecast Final Margin), then 100% of the loss will be recognised irrespective of the level of In-stage completion achieved.

Original Contract values and variation and scope changes are included in Order Intake Analysis

Internal (I)

When internal interest on working capital, overhead, related party projects allocations or plant under/over absorptions are re-allocated back to project operations, a special internal project can be used within the BFM for differentiation of the makeup of project Gross Margin results.

The values recorded as 'Internal' projects are subsequently reported in a separate reporting line in the Business Trading Summary (BTS) Secured Works analysis.

Original Contract values and variation and scope changes are included in Order Intake Analysis

JTD Recognition (J)

The JTD Margin is calculated as the difference between JTD Turnover (JTD Revenue, Under/Over claim, WIP) and Cost of Work in Progress (CWIP), unless

- a) A Loss has been forecast.
- b) The Cost Percentage Completion is 100% complete

If either (a) or (b) occur, then 100% of FFM is brought to account.

Original Contract values and variation and scope changes are included in Order Intake Analysis

Load on Values (L)

When first implementing the **BFM Contract Valuation** module a common requirement is to allow client supplied JTD Margin & WIP Project Values to be loaded irrespective of percentage completion and forecast position. The 'L' – Load on Values project type is supplied for this purpose.

There is no validation on Project Locking so unallocated Work in Hand values can exist.

The JTD Margin is calculated as the difference between JTD Turnover (JTD Revenue, Under/Over claim, WIP) and Cost of Work in Progress (CWIP).

This BFM Project type can be used if there is no requirement to calculate a WIP journal.

Original Contract values and variation and scope changes are included in Order Intake Analysis

Minor Works (M)

The JTD Margin is calculated using the percentage of Cost Completion applied to the FFM, together with automatic pro rata allocation of remaining Work in Hand and Cash flow values across the remaining project timeline (controlled by the Forecast and Financial Completion dates, respectively).

Original Contract values and scope changes are included in Order Intake Analysis

Normal (N)

The JTD Margin is calculated using the percentage of Cost Completion applied to the FFM, subject to:

- The definition of the makeup of the cost components used to calculate the Cost Completion percentage
- Any Profit Taking Threshold defined (see Profit Taking Threshold Maintenance).

If a Loss Job is forecast (negative Forecast Final Margin), then 100% of the loss is recognised, irrespective of the level of In-stage completion achieved.

Original Contract values and variation and scope changes are included in Order Intake Analysis

Revenue (Billings) (R)

BFM System Administration

The JTD Margin is calculated using the percentage of Revenue (Claimed plus Over/Under claims) completion applied to the FFM, with consideration of any Profit Taking Threshold defined (see Profit Taking Threshold Maintenance).

If a Loss Job is forecast (negative Forecast Final Margin), then 100% of the loss is to be recognised, irrespective of the level of In-stage completion achieved.

This will generate a Cost Accrual against the Job (no cost centre involved). The value can be seen in the Cost option in the **Actions** button.

Original Contract values and variation and scope changes are included in Order Intake Analysis

Settlement (S)

The recognition of JTD Margin relating to a specific property sale and settlement milestone can be controlled in BFM using project type 'S'.

If the project status in Job Maintenance is updated to reflect 'settlement' for a Property Development job, the BFM will release and recognise 100% of the Project Margin (FFM) and generate the required accounting entries to move the full cost of WIP for the project from Balance Sheet WIP, to the Profit/Loss statement.

Original Contract values and variation and scope changes are included in Order Intake Analysis

Contingency (T)

When a project is created within Jobpac to management income and/or cost contingencies, a special Contingency project type can be linked to the project to provide flexibility in managing Work in Hand distributions and margin effects during the Contract Valuation process.

The JTD Margin for Contingency job is again calculated as the difference between JTD Turnover (assumed to be manual Under / Over claim & WIP entries) and Cost of Work in Progress (CWIP – assumed to be manual cost accruals / adjustments).

Original Contract values and variation and scope changes are included in Order Intake Analysis

Pending Award (W)

This project type automatically calculates a balancing Work in Progress value as a component of the Turnover analysis to offset the value of Cost of Work in Progress.

It is used for projects which have not yet been formally awarded but have been established in Jobpac and have costs booked or incurred. This is to ensure that no Profit and Loss (JTD Margin) or Order Intake impact occurs.

Parent Projects (Z)

This project type is used only with Parent Projects. It indicates that the parent will be the sum of the Child projects, which can be any project type. The only WIP transaction at a Parent Project Level is Loss Provision, where the sum of the FFM at the Parent Project Level is negative.

Exclude (X)

This project type completely excludes a Jobpac project from all BFM processing.

This should only be used for projects that do not contribute to Direct Cost and Revenue component of the P&L. It should never be used for projects that have contributed to Direct Costs and Revenue in the past. These projects should be set to Project Type L and then set to Financially Complete.

Order Intake Analysis Calculation

There are two project elements that are recorded within BFM Order Intake Analysis

- (a) Original Contract Value and Margin
- (b) Variation or Scope Change Values and Margin (Forecast Final less Original Contract value)

Please note BFM Order Intake analysis uses project Original Margin percentage to calculate the (b) OI margin value above, so any project that does not have Original Contract values recorded will be excluded from Order Intake analysis, irrespective of the project type used.

Order Intake for a period is recognised as a change in Original Contract Value, or change in Transferred Variation value, or change in Scope for that month.

Profit Taking Threshold Maintenance

The Secured and Unsecured Works components of the BFM can be configured to use predefined Profit Taking Thresholds when calculating JTD Margin Earned and forecasting margin take-up within the Work In Hand (WIH) screens.

The BFM allows profit taking thresholds to be defined at:

- Project Type level
- Project group level
- By exception, as a project specific threshold value

To access **Business Forecasting>BFM Utilities>Project Types Maintenance**

Project Type	Description	PYTT%	< PTT%	Reserve Hold%	Reserve Release%	CT	CT	CT	CT	CT	CT	CT	CT	CT	CT
C	Cost Collector														
D	Development														
F	Formwork Systems														
I	Internal														
J	Job To Date Recognition														
L	Margin = Revenue - JTD CWIP														
M	Minor Works														
N	Margin = Cost % Complete x FFM	20.00	10.00	5.00	90.00										
P	Pending Award														
R	Revenue % Complete														
S	Settlement														
T	Contingency														
X	Exclude from BFM														
Z	Parent Projects														

The makeup of the cost type components to be used when calculating the Cost Completion percentage, can also be optionally defined using the Profit Taking Threshold maintenance program. If no specific Cost Types are defined, then all Cost Types defined for the Work Id will be used in the calculation.

When a profit taking threshold is applied to a project job to date margin calculation, the deferred margin (Profit Taking Effect) is shown as a Turnover component within Contract Valuation.

Field Name	Description
PYTT%	Profit taking Threshold percentage is the completion percentage threshold to be achieved, before margin release can occur.
	The BFM system parameter Profit Taking Threshold Method will determine if the full held margin is released or the margin take up will be prorated over the remaining project timeline.

BFM System Administration

Field Name	Description
<PTT%	This percentage allows for partial release of deferred margin prior to achieving the defined completion threshold. i.e. if this 10%, then 10% of the deferred margin will be released up to meeting the threshold.
Reserve Hold %	Defines the percentage of Forecast Final Margin that should continue to be withheld after the completion percentage has exceeded the defined PTT%.i.e if this is 5%, then 5% of the original withheld margin will continue to be withheld.
Reserve Release %	The completion percentage threshold that needs to be achieved prior to release of the margin reserve. i.e if this 90%, then the 5% withheld margin from example above will be released when the project is 90% cost Complete.

To override the Project Type based rules for specific projects e.g. high risk projects, the BFM Project Profit Taking Threshold maintenance program can be used.

To access >**Business Forecasting>BFM Utilities>Group PTT and Default DCV**

The same rules apply as above for PTT.

The **Unbalancing** default for projects with a specific Group Code can also be set in this screen. If Group codes are not used, a default should be set for blank Group Code.

The default for **Profit Taking Threshold**, i.e. Immediate Take-up or Normal can also be set for Project Groups in this screen.

Group Code	Description	PTT%	< PTT%	Reserve Hold%	Reserve Release%	CT	CT	CT	CT	CT	CT	CT	CT	CT	CT	CT	CT	Use DCV	PTT Metl
																		2	
01	Health Projects																	2	
02	Education Projects																	2	
03	Private Sector Projects																	2	

To access >**Business Forecasting>BFM Utilities>Project Profit Thresholds**

Job	Description	PTT%	< PTT%	Reserve hold%	Reserve Release%	CT	CT	CT	CT	CT	CT	CT	CT	CT	CT	CT	CT	CT	
TR91	Demonstration Project																		

The same project type, PTT configuration options are available but now operate by exception for each of the projects defined in the above panel.

BFM General Ledger Interface Controls

At the conclusion of the BFM project review process, all valuation and management reporting adjustments should be posted into the Jobpac General Ledger to ensure that full synchronisation of management and financial reporting is achieved.

The BFM Journal and BFM Job Journal menu options are used to initiate the generation and posting of these adjustments, but a pre-requisite of the BFM Journal submission is the definition of the BFM GL Interface rules.

To access **Business Forecasting>BFM Utilities>Interface Control**

BFM General Ledger Control Maintenance

 ACTIONS
 OK
 BACK

As at

Alternate Balance Sheet Posting

Alternate Balance Sheet Work Id

Typ	Diss Type	Description	Accounting Interface Balance Sheet	AI Ctl	Accounting Interface Profit/Loss
1	EFF	Effect Unbalanced Bid / Client Advances	60001601	N	60006101
1	FLP	Provision for Future Losses	60001601	N	60006101
1	OUC	Over/Under Claims	60001601	N	60006101
1	PPT	Parent (Project) Profit Taking Effect	60001601	N	60006101
1	PTE	Profit Taking Effect	60001601	N	60006101
1	SSP	Forecast Surplus/Shortfall in Performance	60001601	N	60006101
1	WIP	Work in Progress	60001601	N	60006101
2	ACC	BFM System Cost Accrual (R)	60003091	N	60008090
2	CT1	Labour	60003091	Y	
2	CT2	Material	60003091	Y	
2	CT3	Subcontract	60003091	Y	
2	CT4	Plant	60003091	Y	
2	CT5	Other	60003091	Y	
2	MOS	Material On/Off Site		N	

When activating Alternative balance sheet posting, the balance sheet entries will be posted to a difference workid nominated in 'Alternate balance sheet work id'. Otherwise, they will be posted to the same work Id.

To add a Control record use the **Add** option in the **Actions** Button menu. If these have already been setup for another workid, then the **Copy** option can be used. Once copied, the GL accounts will need to be updated for this workid.

When adding the control records for the following dissection types are available for setup within the Interface Control table:

Interface Control Table - Turnover - Dissection Type 1

Turnover Code	Description
EFF	Effect Unbalanced Bid / Client Advances
FLP	Future Loss Provision
OUC	Over / Under Claims

Turnover Code	Description
PTE	Profit Taking Effect
PPT	Parent Profit Taking Effect
SSP	Forecast Surplus / Shortfall in Performance
WBS	WIP – Pending Approval
WIP	Measured Work In Progress

Type '1' dissections should be defined for each workid.

Costs - Dissection Type 2

Cost Code	Description
ACC	BFM Cost Accrual (R)
CT1	Jobpac Cost Type 1
CT2	Jobpac Cost Type 2
CT3	Jobpac Cost Type 3
CT4	Jobpac Cost Type 4
CT5	Jobpac Cost Type 5
CT6	Jobpac Cost Type 6
CT7	Jobpac Cost Type 7
CT8	Jobpac Cost Type 8
CT9	Jobpac Cost Type 9
CTA	Jobpac Cost Type 10
MOS	Material On Site
UVT	Unrealised Value of Temporary Works

Type '2' dissections should be defined for each workid.

Non Project Adjustments – Dissection Type 3

Code	Description
NPJ	Non Project Income and Cost Adjustments
NP1-NP9	Profit Centre based NPJ Accrual/Adjustment Account matching and Balance Sheet posting Control

The Balance Sheet accounts are mandatory input fields in the BFM GL Interface table.

BFM System Administration

If Profit & Loss based project control accounts (Revenue and Cost) are being used (Account Types 6 and 8) then individual project BFM valuation posting control is available per dissection type / code to P&L valuation control accounts, if required.

The 'Utilise the Job Control Account' flag also available when adding or editing Turnover or Cost control records (Dissection Type 1 or 2). When using ('Y') the Control Account flag option within this table, the BFM Journal generation procedure will determine the correct hierarchical Work Id, Group Code, Project or Cost Centre P&L control account to use during the BFM journal generation & posting process.

It is recommended that separate P&L accounts be setup for the WIP (Revenue) entries (i.e. 'N'), and the standard Revenue account not be used. It is recommended the 'Y' option be used for Cost Accruals for each cost type.

A wildcard overlay option (denotes by '**') is also supported in this table to allow for automatic substitution of typically a profit centre or COA element (substring) of a project control account. If this is used, the journal preparation program will get the *** components of the GL account from the Revenue and Cost Control accounts defined for that project in **Job G/L Links** in the Finance Menu.

When Balance Sheet based project control accounts are defined within Jobpac, the total reconciled Turnover value is required to be journalised and posted into the Profit & Loss within the Jobpac General Ledger.

The balance sheet Revenue and or Cost element to be posted to P&L can be activated by creating additional BFM interface control records as follows:

Turnover: Dissection Type 0

Code	Description
REV	Project Revenue – Balance Sheet
CST	Project Cost – Balance Sheet

This table is accounting period based and can be modified as required to reflect periodic changes to corporate accounting policy and General Ledger Chart of Account structure, while still maintaining a full chronological audit history of BFM accounting structure for each prior review period.

BFM User Maintenance

The BFM User Maintenance programs have been provided to manage user access and authorities within BFM Contract Valuation, Unsecured Works and Non Project Maintenance.

It should be noted that individual user records are not required in this table to simply allow access to BFM function. If a user has access to the BFM menu option, then by default they can use that function.

An individual user record should be setup when

- Locking control is required
- Cost Transfer access is required
- Use of the Risk and Opportunity Take-up feature is authorised
- Authority to change Project Types for a job, is required
- The user does not have authority to use all BFM Contract Valuation schedule
- The user does not have authority to view all tabs on the BFM Contract Valuation, job selection panel.
- A specific default tab is required on the BFM Contract Valuation, job selection panel.
- The user does not have access to all Group Codes relating to Unsecured Works Maintenance.
- The user does not have access to all Levels relating to Non Project Maintenance.
- The user requires access to maintain the Non Project structure and GL account mapping.

To access **Business Forecasting>BFM Utilities>BFM User Maintenance**

User	Sys	Lvl	Secured Project Lock	Secured Project Level	Unsec Project Lock	Unsec Project Level	Non Project Lock	Non Project Level	Setup	Cost Trf Lvl	Afm Update	Proj Typ	Error Action	Base On Use
BOUDAMO	N	Y	Y	9	N		N		N	2	N	Y		

When adding a record to this table, a valid System Userid must be entered.

The BFM user control table is Jobpac Work Id specific and supports the varying requirements that can exist for individual user access rules across multiple Work Ids.

The following options are available:

System Mode

This option is restricted to use by JIS Consultants and Client Services personnel. Must be set to 'N' unless otherwise instructed and approved by Jobpac.

Level Maintenance

This option allows the user to:

BFM System Administration

Maintain the BFM Non Project summary definition (Levels, Categories and Subcategories).

Assign and map GL accounts to the BFM Non Project Structure.

Secured Projects Lock & Level

This option allows the user to 'lock' secured projects during BFM Contract Valuation review process. The Userid locking level is recorded to reflect the hierarchical organisational structure and the seniority of personnel involved in the review process. Level 1 is the lowest security and 9 the highest.

Note: When a project is 'locked' by an authorised user, the 'locking' level is also recorded in the BFM database. If subsequently, it is necessary to unlock a project for further adjustment to the project result (prior to BFM Period Roll), then the 'unlocking' will be restricted to users with equal or higher 'locking level' authority.

Unsecured Projects Lock & Level

The equivalent functionality defined in **Secured Projects Lock & Level** above is also provided for unsecured project.

Non Project Lock & Level

The equivalent functionality defined in Secured Projects Lock and Level, and Unsecured Projects Lock & Level above is also provided within the BFM Non Project structure.

Setup Mode

This control setting can be used when a client intends to manually input all base project data into the BFM database. When activated most BFM data cells within the Contract Valuation worksheet become input capable and can be updated independently of the Jobpac database.

Note: This option should not be used without the approval of your Jobpac Account Manager.

Cost Transfer Level

This control setting defines the authority level available for a user to affect cost transfer within the Contract Valuation maintenance program.

The available options are:

- '0' – Basic -Cost transfers can be effected within a job
- '1' - Job to Job - Cost transfers can be affected between projects that the user has access to.
- '2' – Job to G/L-Cost transfers can be affected between jobs and from/to General Ledger accounts.
- Blank --No access to the Cost Transfer facility

AFM Update

This flag controls user authority to use the AFM (Approved Final Margin) feature and if configured, provide authority to directly take-up values against R&O issues to impact the AFM.

BFM System Administration

Error Action

To be left blank at all times. This option is only to be used by Jobpac Development and Technical support personnel.

Base on User

A copy utility option to allow fast setup of BFM user access rights, via copying existing access rights to another Userid.

To add the user using the copy

- Page down to the end of the user grid or use the left menu option **Add New Entries** to position on the next available input line.
- Enter the User id in the USER column
- Enter the User id to be copied in the BASE ON USER column
- Select OK

Note:The additional security options selected via the right mouse menu should be checked when the copy utility is used. Details of these options are provided below.

User Security for Secured Works

BFM User Maintenance														
Hide Apply + < > ...														
From	=	=	=	From	=	From	=	From	=	From	=	From	=	From
To				To		To		To		To		To		To
User	Sys	Lvl	Secured Project Lock	Secured Project Level	Unsec Project Lock	Unsec Project Level	Non Project Lock	Non Project Level	Setup	Cost Trf Lvl	Afm Update	Proj Typ	Error Action	Base On Use
BOUDAMO	N	Y	Y	9	N					2	N	Y		

To access the additional BFM User security maintenance screens use the right-mouse menu to select the option Define User Security.

BFM User Security Access : Contract Valuation

User: BOUDAM0 Damien Bourke 0

Contract Valuation

<input checked="" type="checkbox"/> 1. FORECAST (Completion Forecast Values)	<input checked="" type="checkbox"/> 10. OTHER (Other Values)
<input checked="" type="checkbox"/> 2. JTD (Job to Date)	<input checked="" type="checkbox"/> 11. BMR (BMR Values)
<input checked="" type="checkbox"/> 3. MVA (Margin Variance Analysis)	<input checked="" type="checkbox"/> 12. RISKOPP (Risks & Opportunities)
<input checked="" type="checkbox"/> 4. DATES (Contract Dates)	<input checked="" type="checkbox"/> 13. TARGMGN (Target Margin)
<input checked="" type="checkbox"/> 5. WIP (Work In Progress)	<input checked="" type="checkbox"/> 14. PDEVS1 (Prop Dev Sales Status & Key Dates)
<input checked="" type="checkbox"/> 6. CCV (Current Contract Values)	<input checked="" type="checkbox"/> 15. PDEVS2 (Prop Dev Description & Key Dates)
<input checked="" type="checkbox"/> 7. OPM (Operating Margin Values)	<input checked="" type="checkbox"/> 16. PDEVS3 (Property Dimensions)
<input checked="" type="checkbox"/> 8. CONTINGE (Contingency)	<input checked="" type="checkbox"/> 17. PDEVS4 (Prop Dev Design Details)
<input checked="" type="checkbox"/> 9. FFMANALY (FFM Analysis)	<input checked="" type="checkbox"/> 18. PDEVS5 (Prop Dev Location Details)
	<input checked="" type="checkbox"/> 19. PDEVS6 (Prop Dev Sales Status & Price)

Start Format: (1-19)

Function Keys/Schedules

<input checked="" type="checkbox"/> F01 - Help	<input checked="" type="checkbox"/> F02 - Print	<input checked="" type="checkbox"/> F03 - Exit	<input checked="" type="checkbox"/> F04 - CWIP Enquiry
<input checked="" type="checkbox"/> F05 - Refresh	<input checked="" type="checkbox"/> F06 - Summary	<input checked="" type="checkbox"/> F07 - Revenue	<input checked="" type="checkbox"/> F08 - Turnover
<input checked="" type="checkbox"/> F09 - Costs	<input checked="" type="checkbox"/> F10 - Margin	<input checked="" type="checkbox"/> F11 - M.V.A	<input checked="" type="checkbox"/> F12 - Previous
<input checked="" type="checkbox"/> F13 - Claims	<input checked="" type="checkbox"/> F14 - Contract Works	<input checked="" type="checkbox"/> F15 - Variations	<input checked="" type="checkbox"/> F16 - Over/Under
<input checked="" type="checkbox"/> F17 - W.I.P	<input checked="" type="checkbox"/> F18 - Unbalanced	<input checked="" type="checkbox"/> F19 - Duration	<input checked="" type="checkbox"/> F20 - Liquidated Damages
<input checked="" type="checkbox"/> F21 - W.I.H./Cash Flow	<input checked="" type="checkbox"/> F22 - Price Fluctuations	<input checked="" type="checkbox"/> F23 - Appvd Final Margin	<input checked="" type="checkbox"/> F24 - Risk & Opportunity

Start Schedule: (6-24)

Access to Accrual Posting

Maintain Variation Schedule

Contract Valuation

Control user access when attempting to view the alternate project information formats via the Toggle Tabs when using the Contract Valuation project selection panel.

Contract Trading Maintenance - Secured Works ACTIONS OK BACK

As at: NOV21 ⏪ ⏩

FORECAST
 JTD
 MGN VAR
 DATES
 WIP
 CURR VALS
 OPM
 CONTINGENCY
 FFM MVMT
 OTHER
 R&O

Hide Apply XLS + < > ...

Group Code =
 RU Equals
 SU Equals

Project
 Sub-Project
 Parent
 Show Totals
 Project Type =
 Status YTD Recognition
 Job Type Equals

From Contains
 Locked All
 Display Only Jobs
 S/Orders All

Job	Description	Completion F'cast Turnover	Completion F'cast Cost	Completion F'cast Margin	CF Mgn %	CF Comp %	GC	F'cast Sts	Job Sts
TR91	Demonstration Project	1,150,017.50	1,014,100.00	135,917.50	11.82	5.28			A

Function Keys / Schedules

To optionally restrict access where necessary, to specific supporting schedules within the BFM Contract Valuation program and Contract Valuation Print. These are available via the Actions Button Menu.

Contract Valuation Maintenance - Summary ACTION'S OK BACK

As at NOV21 ⏪ ⏩

Job TR91 ▶ Demonstration Project

ORIGINAL CONTRACT VALUE	FORECAST MOVEMENT	YEAR TO DATE	WORK IN HAND	CONTINGENCY		
	Original Contract Value	Current Contract Value	In Stage Position Last Period	In Stage Position Movement	In Stage Position Project To Date	Co Fore
Gross Revenue	1,100,000.00	1,113,500.00	0.00	106,000.00	106,000.00	1,
Turnover	1,100,000.00	1,113,500.00	0.00	106,000.00	106,000.00	1,
Costs	1,000,000.00	1,012,000.00	53,560.00	39,912.14	93,472.14	1,
AFM Margin	100,000.00	101,500.00	53,560.00-	66,087.86	12,527.86	
AFM Margin %	9.09	9.12	0.00	62.34	11.81	
Margin Variance						
R&O Unsecured						
Expected Margin						

Project Dates

Contract Award	<input type="text" value=""/>	Completion Target	<input type="text" value="30/06/2022"/>
Commence	<input type="text" value="1/07/2021"/>	Work in Hand	<input type="text" value="31/08/2022"/>
Completion	<input type="text" value="31/07/2022"/>	Cash Flow	<input type="text" value="30/09/2022"/>

General Information

Project Manager: Damien Bourke

Project Type: R Revenue % Complete

Lock Job Open for Next Month PMW

Completion

Time (Cont	12/2021
Time	To Date
Revenue	42.03
	42.03
	9.21

Access to Accrual Posting

If the 'Access to Accrual Posting' box is ticked, this user can post Contract Valuation Cost accruals and cost transfer entries using the **Actions 'Post'** option from within the respective valuation sub-schedules.

Maintain Variation Schedule

If the option 'View Only access to BFM Variation Function' is NOT ticked in the BFM System Parameter, then this option is greyed out. I.e., all users have access to BFM Variation Functions.

If the option 'View Only access to BFM Variation Function' IS ticked in the BFM System Parameter, then this option can be ticked, so that this user has access to BFM Variation Functions.

Unsecured Works Security

When a Userid is selected and the ‘Unsecured Work Security’ right-mouse menu option selected, the following panel is displayed:

BFM : Unsecured Work Security Access Maintenance

User BOUDAMO Access to ALL No Base On User

Hide Apply

From Contains = (Y/N/)

To

Group	Description	Access
		No
01	Health Projects	No
02	Education Projects	No
03	Private Sector Projects	No

This panel is provided to control user access to defined Group Codes within BFM Unsecured Works maintenance reporting. To expedite the granting and removal of access rights, **Actions** button options are provided.

Non Project Security

When a Userid is selected and the ‘Non Project Security’ button activated, the following panel is displayed:

BFM : Non Project Security Access Maintenance

User BOUDAMO Access to ALL No Base On User

Hide Apply

From Contains =

To

Level	Description	Access
01	Level 01	Yes

This panel is provided to control user access to defined Levels within BFM Level Maintenance reporting.

BFM Journal Generation

When BFM module is rolled to the next period, it will automatically generate, validate and post for the nominated review period:

- Reverse accrual journals containing all unposted BFM valuation adjustments
- General journals containing all unposted cost transfers entries

The journal generation process refers to the BFM General Ledger Interface control table to retrieve the defined accounting rules for posting

- Valuation adjustment relating to project turnover and cost reconciliation
- Non project accruals and adjustments.

This journal can be processed before the BFM is rolled over using the BFM Journal Generation menu option.

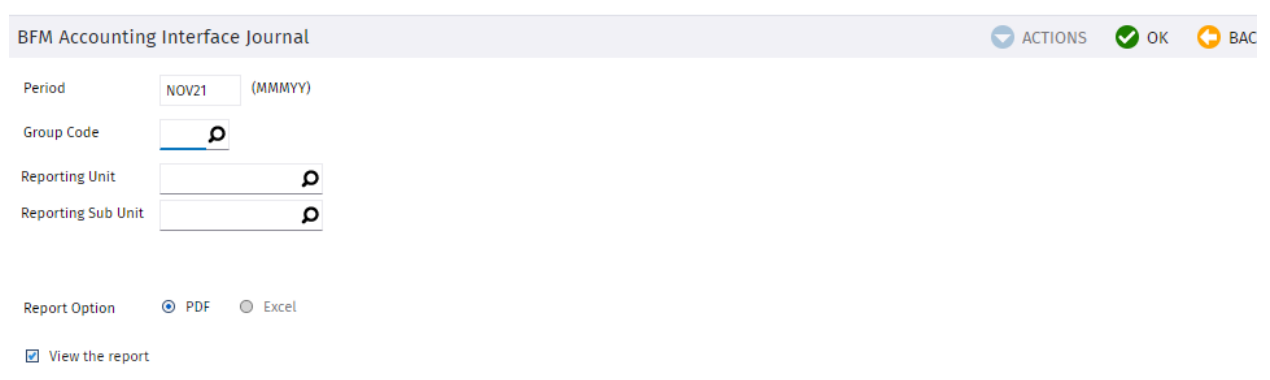
It is recommended this be done, as once BFM is rolled over, no further changes can be made to the generated accruals.

The BFM Journal generation process supports the concepts of incremental posting, in that the procedure will only post the incremental BFM valuation and accrual changes made since the previous BFM journal request was submitted.

The following request screen is displayed, with the BFM accounting period defaulting to the current BFM review period value, protected from editing or change.

To access and override the accounting period displayed e.g. end of financial year, audit adjustments, the SETUP option within BFM User Maintenance can be used.

NB. This should NOT be used by Users without first reference to a Jobpac Consultant.



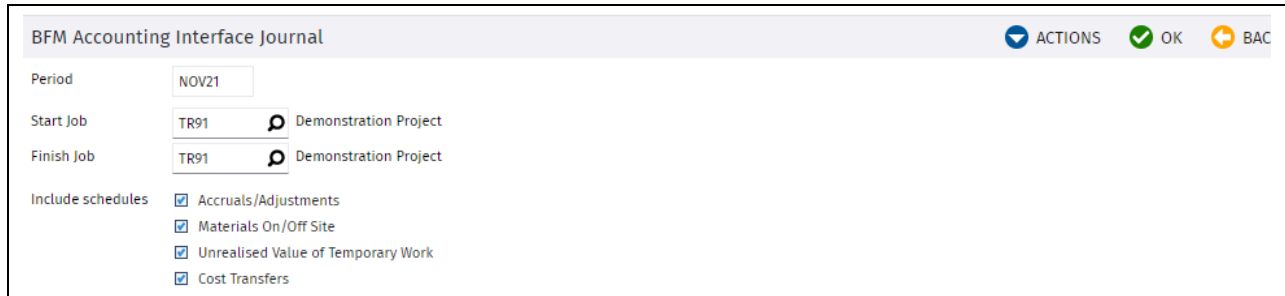
When the BFM journal is generated, it will be automatically proofed and posted to the Jobpac General Ledger. An Audit report will be produced.

Any Journal produced by this process, or by the BFM EOM process that is not automatically posted because of some validation error, MUST NOT BE DELETED.



BFM Job journals

To allow site based personnel to finalise their project cost reports prior to completion of the BFM Contract Valuation itself, the BFM Job Journals menu option is available. Users need to be given access to this via the BFM User Maintenance functions.

To access **Business Forecasting>Utilities>BFM Job Journals**



The screenshot shows the 'BFM Accounting Interface Journal' form. At the top right, there are three buttons: 'ACTIONS' (blue), 'OK' (green), and 'BAC' (orange). The form fields are as follows:

Period	NOV21
Start Job	TR91  Demonstration Project
Finish Job	TR91  Demonstration Project
Include schedules	<input checked="" type="checkbox"/> Accruals/Adjustments
	<input checked="" type="checkbox"/> Materials On/Off Site
	<input checked="" type="checkbox"/> Unrealised Value of Temporary Work
	<input checked="" type="checkbox"/> Cost Transfers

This option is provided to allow site personnel to

- Generate and post job cost accruals and adjustments
- Generate and post job material on / off site (MOS) adjustments
- Generate and post job Unrealised Value of Temporary Works (UVTW) adjustments
- Generate and post job Cost Transfers

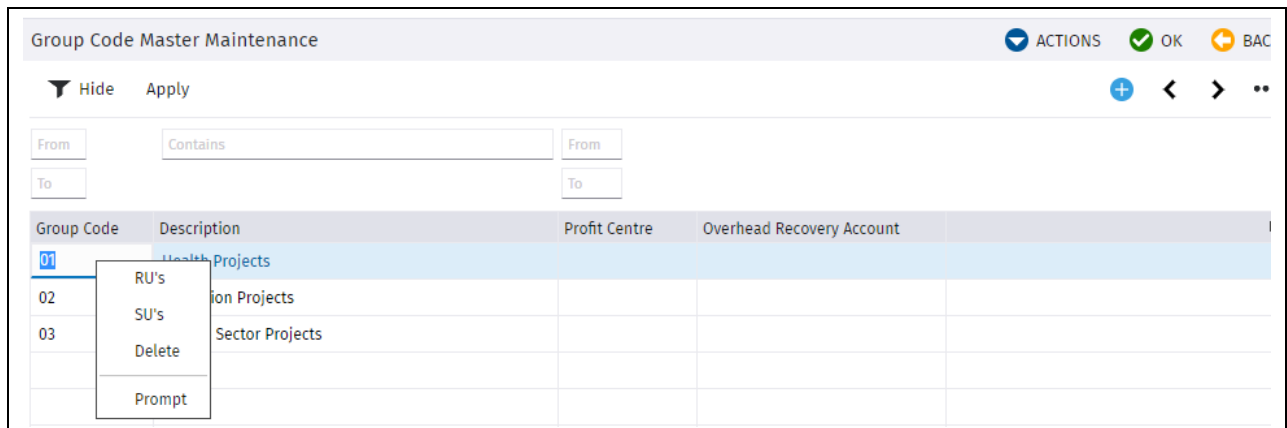
Note : If 'Access to Accrual Posting' authority has been granted, the same BFM Job Journal posting request can be made online using the Actions option 'Post' from within the respective valuation sub-schedules.

BFM Group Code/Reporting Unit/Reporting Sub-Units

This menu option is used to define Project Group Codes, and link Reporting Units, and Reporting Sub-Units to that Group code.

To access >**Business Forecasting**>**Utilities**>**GC/RU/SRU Maintenance**

Group codes are displayed



Users can then link existing Reporting Units, and Reporting Sub-Units to each Group code. These must have been previously setup in **Job Setup**.

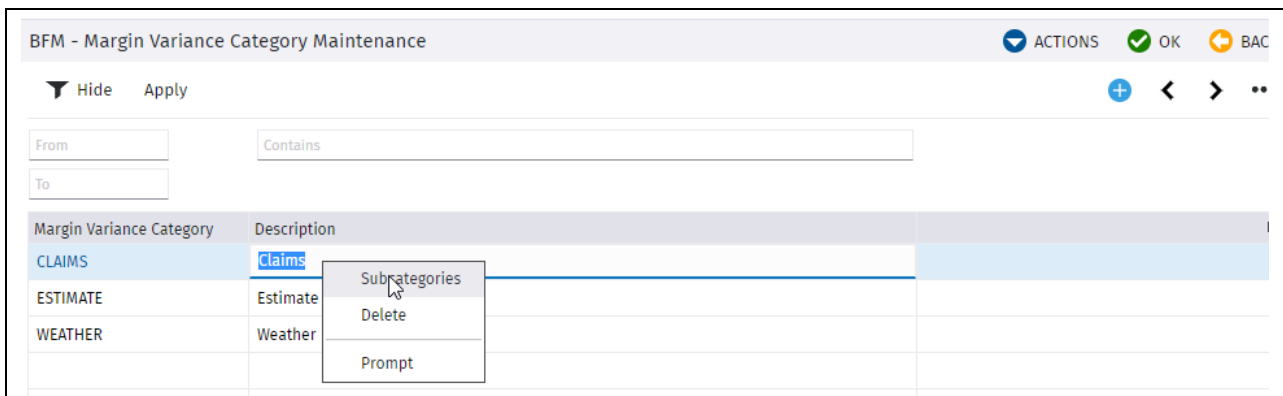
Reporting Units and reporting Sub-Units are not standalone, they must be linked to a Group code.

BFM Margin Variance/R&O Categories

This menu option is used to define the Margin Variance categories and subcategories, used as the framework structure for substantiation of project events and outcomes, contributing to project margin variance.

Note: The Margin Variance categories also populate the Risk & Opportunities category table, as the default categorisation structure within the BFM Contract Valuation, R&O register

To access **Business Forecasting>BFM Utilities>Margin Variance/R&O Cat**



To maintain Margin Variance categories simply enter or overwrite the appropriate code and description fields.

To maintain Margin Variance subcategories, select a Margin Variance category and then use the **Subcategory** option to enter Sub-Categories.

BFM System Administration

BFM Close Period

At the conclusion of the BFM end of period review process, the Close BFM Period procedure is run to finalise and lock the BFM review period.

The roll procedure completes the following:

- Automatically increments the BFM and Contract Trading Accounting (CTA) periods on the BFM System Parameter record.
- Locks all secured, unsecured and non project elements (not already locked).
- Completes a final journal posting cycle to ensure that all BFM valuation adjustments are posted to the Jobpac General Ledger module.

The Close BFM Period request screen is shown below with the current and new valuation periods displayed for visual confirmation, prior to using the confirmation tick box provided to initiate the Close BFM Period procedure.

Business Forecasting End of Month

 ACTIONS OK BAC

Current Valuation Period	NOV21
New Valuation Period	DEC21

Perform month end processing for the Business Forecasting Module

On confirmation, the BFM close procedure will be submitted to run as a BATCH process.

The BFM EOM can also be run via the Standard Scheduled EOM Process.

End of Month Batch Processing

 ACTIONS OK

Select Work Ids To Run
Current Periods

< > ...

Wkid	Work Id Description	GL	AP	AR	JC	BFM	PR	
960	Training Workid 960	DEC21	DEC21	DEC21	DEC21	NOV21	DEC21	

End of Months to Run

Accounts Payable
 Accounts Receivable
 Job Costing
 General Ledger
 Payroll
 BFM

Scheduled Date:
 Time:

Email notification of Start and Finish of this process can be setup via the EOMEML parameter.

BFM Trading Summary Definition Maintenance

The BFM Trading summary is a report covering all aspects of a Business, i.e. Secured Works, Unsecured Works, and Business Overheads. If setup correctly, it will reconcile back to the P&L for the company.

It has specific rows. See Below

BFM Trading Summary

REVENUE
MARGIN
MARGIN %
Secured Turnover
Projects
Secured Gross Margin Internal
Secured Gross Margin Total
Secured Gross Margin %
Unsecured Turnover
Unsecured Gross Margin
Projects
Unsecured Gross Margin Internal
Total
Margin %
TOTAL TURNOVER
Gross Margin Desc
Gross Margin % Desc
Work in Hand Turnover
Work in Hand Gross Margin
Margin %
Overhead 01
Overhead 02
Overhead 03
Overhead 04
Total Overhead Desc
Total Overhead % Desc
Desc
EI 1
EI 2
EI 3
EI 4
EI 5
EI 6
EI 7
EI 8
EI 9
EI 10
Description
Profit Before % Description
Interest Expense Desc
NPBT Description
NPBT % Description
Taxation Description
P After T Description
P After T % Description

The rows marked in yellow have soft coded descriptions. These are set up using

Business Forecasting>Utilities>Trading Summary Definition

The TS Definition maintenance program provides soft coding and formatting control for all non-project reporting rows.

BFM - Trading Summary Definition Maintenance	
Gross Margin -	
Total Gross Margin Description	Gross Margin Desc
Total Gross Margin % Description	Gross Margin % Desc
Overheads -	
Overhead 01 Description	Overhead 01
Overhead 02 Description	Overhead 02
Overhead 03 Description	Overhead 03
Overhead 04 Description	Overhead 04
Total Overheads Description	Total Overhead Desc
Total Overheads % Description	Total Overhead % Desc
Operating Margin	
Operating Earnings Description	Operating Earnings Desc
Extraordinary expense & income -	
Expense/Income Description 01	EI 1
Expense/Income Description 02	EI 2
Expense/Income Description 03	EI 3
Expense/Income Description 04	EI 4
Expense/Income Description 05	EI 5
Expense/Income Description 06	EI 6
Expense/Income Description 07	EI 7
Expense/Income Description 08	EI 8
Expense/Income Description 09	EI 9
Expense/Income Description 10	EI 10

BFM - Trading Summary Definition Maintenance		
Other -		
Override Subtotal 01 Label To	Profit Before I & T Description	(PROFIT BEFORE INTEREST & TAX)
Override Subtotal 02 Label To	Profit Before % Description	(Profit Before Interest & Tax : Turnover %)
Interest Expense Description	Interest Expense Desc	
NPBT Description	NPBT Description	
NPBT % Description	NPBT % Description	
Taxation Description	Taxation Description	
Profit After Taxes Description	P After T Description	
Profit After Taxes % Description	P After T % Description	

If a reporting row label has not defined and COA master records have not been mapped, the reporting line will be omitted from the report format.

The structure can be established however the users wants. There are 4 'Overhead Categories' and 10 'Expense/Income Categories'. They are essentially all the non project overheads.

Each Indirect Cost and Revenue account in the GL. i.e. types 7 and 9, must be linked to one of these categories. This is done via the Master Chart of Accounts.

To complete the BTS configuration, all non project reporting rows will require COA master records to be mapped. Any unmapped, non project related COA master records could cause reconciliation issues between the BTS and Jobpac Financial Statements.

To access Finance>General Ledger>Maintain Accounts>COA Master Maintenance

Select the required COA Master record to map to the BTS using the right mouse button and select the BFM Trading Summary option from the dropdown options list.

Common Chart Of Account Maintenance				
▼ Hide Apply				
From				
Main Account	Account Description	Type (1-9)	Rec Type	Ctrl Acct
9191	Internal Corp Charges - Qld	9		
9201	IT Hardware /Software	9		
9202	Other Computer Expenses	9		
9203	IT Support & Maintenance	9		
9204	IT Support & Maintenance	9		
9205	IT Support & Maintenance	9		
9206	IT Support & Maintenance	9		
9221	Depreciation - Land	9		
9222	Depreciation - Buildings & Improvements	9		

GL COA Master Maintenance

Select a radio button to map the displayed COA Master record to one of the BTS non project reporting rows displayed and press OK to confirm.

This must be done for every Type 7 and 9 Master GL account.

BFM - Trading Summary Main Account Maintenance

Main Account 9203 IT Support & Maintenance

Define main account as

- Overhead 01
- Overhead 02
- Overhead 03
- Overhead 04
- EI 1
- EI 2
- EI 3
- EI 4
- EI 5
- EI 6
- EI 7
- EI 8
- EI 9
- EI 10
- Interest Expense Desc
- Taxation Description
- None

Currently there is no report that lists the connections between the Master GL account and the Non Project Categories. This will be provided in the future. So each Master GL account needs to be checked.

Note: When the COA Master accounts are mapped to the BTS non project reporting rows, all budgets entered in the Jobpac GL module will be published and visible using the BFM Plan Maintenance menu option.

BFM Plan Maintenance

The term Plan within BFM means Business Plan. This function provides the facility to enter Business Plan data into the Trading Summary Report. The Plan data is prepared outside of Jobpac.

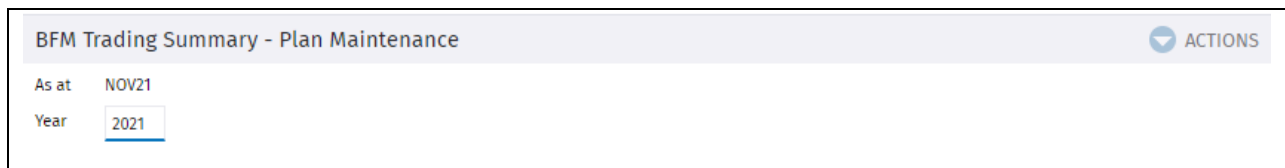
The entry screens consists of 12 tabs for entering Plan data for each component of the Trading Summary.

Plan data for the 14 'Overhead' components is not entered, but comes automatically from the Budgets entered against the overhead GL accounts matched to the 14 overhead components.

The Plan values are stored for a Work ID and are record 'As At' the review period of entry. They can be changed in future periods. Once they are entered for the current BFM period, they must be copied to the rest of the periods for the current financial year. There is a function to do this.

Plan data can also be entered for future years. The year for entry is on the first screen.

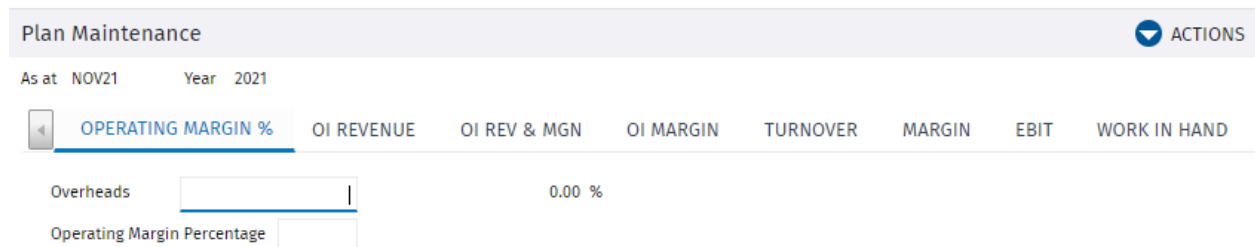
To access **Business Forecasting>Utilities>BFM Plan Maintenance>BFM Plan Maintenance**



The screenshot shows the 'BFM Trading Summary - Plan Maintenance' interface. At the top right is an 'ACTIONS' dropdown menu. Below the title, there are two input fields: 'As at' with the value 'NOV21' and 'Year' with the value '2021'.

Select OK to bring up the 12 tabs

Operating Margin % Tab



The screenshot shows the 'Plan Maintenance' screen with the 'OPERATING MARGIN %' tab selected. The 'As at' is 'NOV21' and 'Year' is '2021'. A horizontal menu contains several tabs: OPERATING MARGIN %, OI REVENUE, OI REV & MGN, OI MARGIN, TURNOVER, MARGIN, EBIT, and WORK IN HAND. Below the tabs, there are two input fields: 'Overheads' with a value of '0.00 %' and 'Operating Margin Percentage' which is currently blank.

This panel is used only when the Operating Margin feature is activated, to:

- Display the total overheads to be distributed to projects to
- Record and the tender overhead budget rate to apply at new contracts.

If No Operating Margin, then leave blank.

Order Intake (OI) Revenue Tab

Only the first column (Order Intake Revenue) needs to be populated. The next three are the makeup of Order Intake Revenue.

Plan Maintenance				
As at NOV21		Year 2021		
OPERATING MARGIN %	OI REVENUE	OI REV & MGN	OI MARGIN	TURNOVER
MARGIN	EBIT	WOI		
Period	Order Intake Revenue	Order Intake Original Contract Revenue	Order Intake Variation Revenue	Order Intake Unsecured Revenue
Last Year	0.00	0.00	0.00	0.00
JUL21	3,020,000.00	1,000,000.00	20,000.00	2,000,000.00
AUG21	3,020,000.00	1,000,000.00	20,000.00	2,000,000.00
SEP21	3,020,000.00	1,000,000.00	20,000.00	2,000,000.00
Quarter 1	9,060,000.00	3,000,000.00	60,000.00	6,000,000.00
OCT21	3,020,000.00	1,000,000.00	20,000.00	2,000,000.00
NOV21	3,020,000.00	1,000,000.00	20,000.00	2,000,000.00
DEC21	3,020,000.00	1,000,000.00	20,000.00	2,000,000.00
Quarter 2	9,060,000.00	3,000,000.00	60,000.00	6,000,000.00
JAN22	3,020,000.00	1,000,000.00	20,000.00	2,000,000.00
FEB22	3,020,000.00	1,000,000.00	20,000.00	2,000,000.00
MAR22	3,020,000.00	1,000,000.00	20,000.00	2,000,000.00
Quarter 3	9,060,000.00	3,000,000.00	60,000.00	6,000,000.00
APR22	3,020,000.00	1,000,000.00	20,000.00	2,000,000.00
MAY22	3,020,000.00	1,000,000.00	20,000.00	2,000,000.00
JUN22	3,020,000.00	1,000,000.00	20,000.00	2,000,000.00
Quarter 4	9,060,000.00	3,000,000.00	60,000.00	6,000,000.00
Year	36,240,000.00	12,000,000.00	240,000.00	24,000,000.00
Next Year	0.00	0.00	0.00	0.00

This screen populates the Order Intake Revenue Plan data in yellow

12/01/22 Training Workid 960				
BFM Trading Summary				
As at : NOV21		Group Code:		
		Reporting Unit : All		
(All Values in '000s)		Reporting Sub Unit : All		
		Last Year Actual	Full Year Plan	Full Year Forecast
	ORDER INTAKE REVENUE		36,240.00	11,253.00
	ORDER INTAKE GROSS MARGIN		1,200.00	1,023.00
	ORDER INTAKE GROSS MARGIN %		3.31	9.09
	Secured Turnover		12,000.00	9,447.00

Order Intake Revenue and Margin Tab

If the previous screen is populated, the Order Intake Revenue column on this screen, plus the last three columns will be populated from that screen. **Order Intake Gross Margin** needs to be populated.

Plan Maintenance ACTIONS						
As at NOV21 Year 2021						
	OPERATING MARGIN %	OI REVENUE	OI REV & MGN	OI MARGIN	TURNOVER	MARGIN
Period	Order Intake Revenue	Order Intake Gross Margin	Intake Margin %	Order Intake Original Contract Revenue	Order Intake Variation Revenue	Order Intake Unsecured Revenue
Last Year	0.00	0.00			0.00	0.00
JUL21	3,020,000.00	302,000.00	10.00	1,000,000.00	20,000.00	2,000,000.00
AUG21	3,020,000.00	302,000.00	10.00	1,000,000.00	20,000.00	2,000,000.00
SEP21	3,020,000.00	302,000.00	10.00	1,000,000.00	20,000.00	2,000,000.00
Quarter 1	9,060,000.00	906,000.00	10.00	3,000,000.00	60,000.00	6,000,000.00
OCT21	3,020,000.00	302,000.00	10.00	1,000,000.00	20,000.00	2,000,000.00
NOV21	3,020,000.00	302,000.00	10.00	1,000,000.00	20,000.00	2,000,000.00
DEC21	3,020,000.00	302,000.00	10.00	1,000,000.00	20,000.00	2,000,000.00
Quarter 2	9,060,000.00	906,000.00	10.00	3,000,000.00	60,000.00	6,000,000.00
JAN22	3,020,000.00	302,000.00	10.00	1,000,000.00	20,000.00	2,000,000.00
FEB22	3,020,000.00	302,000.00	10.00	1,000,000.00	20,000.00	2,000,000.00
MAR22	3,020,000.00	302,000.00	10.00	1,000,000.00	20,000.00	2,000,000.00
Quarter 3	9,060,000.00	906,000.00	10.00	3,000,000.00	60,000.00	6,000,000.00
APR22	3,020,000.00	302,000.00	10.00	1,000,000.00	20,000.00	2,000,000.00
MAY22	3,020,000.00	302,000.00	10.00	1,000,000.00	20,000.00	2,000,000.00
JUN22	3,020,000.00	302,000.00	10.00	1,000,000.00	20,000.00	2,000,000.00
Quarter 4	9,060,000.00	906,000.00	10.00	3,000,000.00	60,000.00	6,000,000.00
Year	36,240,000.00	3,624,000.00	0.00	0.00	240,000.00	24,000,000.00
Next Year	0.00	0.00			0.00	0.00

This screen populates the Order Intake Revenue and Order Intake Gross Margin Plan data in yellow.

12/01/22 Training Workid 960			
BFM Trading Summary			
As at : NOV21		Group Code:	
		Reporting Unit : All	
(All Values in '000s)		Reporting Sub Unit : All	
		Last Year Actual	Full Year Plan
	ORDER INTAKE REVENUE		36,240.00
	ORDER INTAKE GROSS MARGIN		1,200.00
	ORDER INTAKE GROSS MARGIN %		3.31

Order Intake Margin Tab

This plan tab allows the user to input of dissected Order Intake Margin values (optional).

Plan Maintenance							ACTIONS
As at NOV21		Year 2021					
OPERATING MARGIN %	OI REVENUE	OI REV & MGN	OI MARGIN	TURNOVER	MARGIN	EBIT	WORK IN HAND
Order Intake Actual Margin	Intake Actual	Order Intake Original Contract	Order Intake Variation Margin	Order Intake Unsecured			
Last Year	0.00	0.00	0.00	0.00	0.00	0.00	
JUL21	303,000.00	10.03	90,000.00	0.00	12,000.00	200,000.00	
AUG21	302,000.00	10.00	90,000.00	0.00	12,000.00	200,000.00	
SEP21	302,000.00	10.00	90,000.00	0.00	12,000.00	200,000.00	
Quarter 1	0.00	0.00	270,000.00	0.00	36,000.00	600,000.00	
OCT21	302,000.00	10.00	90,000.00	0.00	12,000.00	200,000.00	
NOV21	302,000.00	10.00	90,000.00	0.00	12,000.00	200,000.00	
DEC21	302,000.00	10.00	90,000.00	0.00	12,000.00	200,000.00	
Quarter 2	0.00	0.00	270,000.00	0.00	36,000.00	600,000.00	
JAN22	302,000.00	10.00	90,000.00	0.00	12,000.00	200,000.00	
FEB22	302,000.00	10.00	90,000.00	0.00	12,000.00	200,000.00	
MAR22	302,000.00	10.00	90,000.00	0.00	12,000.00	200,000.00	
Quarter 3	0.00	0.00	270,000.00	0.00	36,000.00	600,000.00	
APR22	302,000.00	10.00	90,000.00	0.00	12,000.00	200,000.00	
MAY22	302,000.00	10.00	90,000.00	0.00	12,000.00	200,000.00	
JUN22	302,000.00	10.00	90,000.00	0.00	12,000.00	200,000.00	
Quarter 4	0.00	0.00	270,000.00	0.00	36,000.00	600,000.00	
Year	0.00	0.00	1,080,000.00	0.00	144,000.00	2,400,000.00	
Next Year	0.00	0.00	0.00	0.00	0.00	0.00	

This screen populates the Order Intake Gross Margin Plan data in yellow

12/01/22 Training Workid 960		BFM Trading Summary	
As at : NOV21		Group Code:	
		Reporting Unit : All	
(All Values in '000s)		Reporting Sub Unit: All	
		Last Year Actual	Full Year Plan
	ORDER INTAKE REVENUE		36,240.00
	ORDER INTAKE GROSS MARGIN		1,200.00
	ORDER INTAKE GROSS MARGIN %		3.31

Turnover Tab

This plan tab allows the user to input Secured and Unsecured Turnover values. It calculate Secured and unsecured Gross Margin.

Plan Maintenance								ACTIONS	OK
As at NOV21		Year 2021							
OPERATING MARGIN %	OI REVENUE	OI REV & MGN	OI MARGIN	TURNOVER	MARGIN	EBIT	WORK IN HAND	OVERHI	
Month	Secured Turnover	Secured Gross Margin	%	Unsecured Turnover	Unsecured Margin	%	Total Turnover		
Last Year	0.00	0.00	0.00	0.00	0.00		0.00		
JUL21	1,000,000.00	100,000.00	10.00	2,000,000.00	200,000.00	10.00	3,000,000.00		
AUG21	1,000,000.00	100,000.00	10.00	2,000,000.00	200,000.00	10.00	3,000,000.00		
SEP21	1,000,000.00	100,000.00	10.00	2,000,000.00	200,000.00	10.00	3,000,000.00		
Quarter 1	3,000,000.00	300,000.00	10.00	6,000,000.00	600,000.00	10.00	9,000,000.00		
OCT21	1,000,000.00	100,000.00	10.00	2,000,000.00	200,000.00	10.00	3,000,000.00		
NOV21	1,000,000.00	100,000.00	10.00	2,000,000.00	200,000.00	10.00	3,000,000.00		
DEC21	1,000,000.00	100,000.00	10.00	2,000,000.00	200,000.00	10.00	3,000,000.00		
Quarter 2	3,000,000.00	300,000.00	10.00	6,000,000.00	600,000.00	10.00	9,000,000.00		
JAN22	1,000,000.00	100,000.00	10.00	2,000,000.00	200,000.00	10.00	3,000,000.00		
FEB22	1,000,000.00	100,000.00	10.00	2,000,000.00	200,000.00	10.00	3,000,000.00		
MAR22	1,000,000.00	100,000.00	10.00	2,000,000.00	200,000.00	10.00	3,000,000.00		
Quarter 3	3,000,000.00	300,000.00	10.00	6,000,000.00	600,000.00	10.00	9,000,000.00		
APR22	1,000,000.00	100,000.00	10.00	2,000,000.00	200,000.00	10.00	3,000,000.00		
MAY22	1,000,000.00	100,000.00	10.00	2,000,000.00	200,000.00	10.00	3,000,000.00		
JUN22	1,000,000.00	100,000.00	10.00	2,000,000.00	200,000.00	10.00	3,000,000.00		
Quarter 4	3,000,000.00	300,000.00	10.00	6,000,000.00	600,000.00	10.00	9,000,000.00		
Year	12,000,000.00	1,200,000.00	10.00	24,000,000.00	2,400,000.00	10.00	36,000,000.00		
Next Year	0.00	0.00	0.00	0.00	0.00		0.00		

This screen populates the fields marked in yellow

ORDER INTAKE REVENUE	36,240.00
ORDER INTAKE GROSS MARGIN	1,200.00
ORDER INTAKE GROSS MARGIN %	3.31
Secured Turnover	12,000.00
Secured Gross Margin Projects	1,200.00
Secured Gross Margin Internal	
Secured Gross Margin Total	1,200.00
Secured Gross Margin %	10.00
Unsecured Turnover	24,000.00
Unsecured Gross Margin Projects	2,400.00
Unsecured Gross Margin Internal	
Unsecured Gross Margin Total	2,400.00
Unsecured Gross Margin %	10.00
TOTAL TURNOVER	36,000.00

Margin Tab

This plan tab allows the user to input Secured and Unsecured Margin values for all projects and separately for Internal Projects. .

Plan Maintenance								ACTIONS	OK
As at NOV21		Year 2021							
OPERATING MARGIN %	OI REVENUE	OI REV & MGN	OI MARGIN	TURNOVER	MARGIN	EBIT	WORK IN HAND	OVERHEAD	
	Secured Gross	Unsecured Gross Margin	Unsecured Gross Margin	Unsecured Gross Margin	Secured Gross Margin Projects	Secured Gross Margin Internal			
Last Year	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
JUL21	100,000.00	10.00	200,000.00	200,000.00		100,000.00			
AUG21	100,000.00	10.00	200,000.00	200,000.00		100,000.00			
SEP21	100,000.00	10.00	200,000.00	200,000.00		100,000.00			
Quarter 1	300,000.00	10.00	600,000.00	600,000.00	0.00	300,000.00	0.00		
OCT21	100,000.00	10.00	200,000.00	200,000.00		100,000.00			
NOV21	100,000.00	10.00	200,000.00	200,000.00		100,000.00			
DEC21	100,000.00	10.00	200,000.00	200,000.00		100,000.00			
Quarter 2	300,000.00	10.00	600,000.00	600,000.00	0.00	300,000.00	0.00		
JAN22	100,000.00	10.00	200,000.00	200,000.00		100,000.00			
FEB22	100,000.00	10.00	200,000.00	200,000.00		100,000.00			
MAR22	100,000.00	10.00	200,000.00	200,000.00		100,000.00			
Quarter 3	300,000.00	10.00	600,000.00	600,000.00	0.00	300,000.00	0.00		
APR22	100,000.00	10.00	200,000.00	200,000.00		100,000.00			
MAY22	100,000.00	10.00	200,000.00	200,000.00		100,000.00			
JUN22	100,000.00	10.00	200,000.00	200,000.00		100,000.00			
Quarter 4	300,000.00	10.00	600,000.00	600,000.00	0.00	300,000.00	0.00		
Year	1,200,000.00	10.00	2,400,000.00	2,400,000.00	0.00	1,200,000.00	0.00		
Next Year	0.00	0.00	0.00	0.00	0.00	0.00	0.00		

This screen populates the fields marked in yellow

	Last Year Actual	Full Year Plan
ORDER INTAKE REVENUE		36,240.00
ORDER INTAKE GROSS MARGIN		1,200.00
ORDER INTAKE GROSS MARGIN %		3.31
Secured Turnover		12,000.00
Secured Gross Margin Projects		1,200.00
Secured Gross Margin Internal		
Secured Gross Margin Total		1,200.00
Secured Gross Margin %		10.00
Unsecured Turnover		24,000.00
Unsecured Gross Margin Projects		2,400.00
Unsecured Gross Margin Internal		
Unsecured Gross Margin Total		2,400.00
Unsecured Gross Margin %		10.00
TOTAL TURNOVER		36,000.00

EBIT Tab

No entry required

Work in Hand Tab

This plan tab allows the user to input WIH Turnover and Margin values

Plan Maintenance ACTION

As at NOV21 Year 2021

OPERATING MARGIN % OI REVENUE OI REV & MGN OI MARGIN TURNOVER MARGIN EBIT **WORK IN HAND**

Month	Work In Hand Turnover	Work In Hand Gross Margin	%
Last Year	0.00	0.00	0.00
JUL21	1,200,000.00	100,000.00	8.33
AUG21	1,200,000.00	100,000.00	8.33
SEP21	1,200,000.00	100,000.00	8.33
Quarter 1	1,200,000.00	100,000.00	8.33
OCT21	1,200,000.00	100,000.00	8.33
NOV21	1,200,000.00	100,000.00	8.33
DEC21	1,200,000.00	100,000.00	8.33
Quarter 2	1,200,000.00	100,000.00	8.33
JAN22	1,200,000.00	100,000.00	8.33
FEB22	1,200,000.00	100,000.00	8.33
MAR22	1,200,000.00	100,000.00	8.33
Quarter 3	1,200,000.00	100,000.00	8.33
APR22	1,200,000.00	100,000.00	8.33
MAY22	1,200,000.00	100,000.00	8.33
JUN22	1,200,000.00	100,000.00	8.33
Quarter 4	1,200,000.00	100,000.00	8.33
Year	1,200,000.00	100,000.00	8.33
Next Year	0.00	0.00	0.00

This screen populates the fields marked in yellow

		Last Year Actual	Full Year Plan
	ORDER INTAKE REVENUE		36,240.00
	ORDER INTAKE GROSS MARGIN		1,200.00
	ORDER INTAKE GROSS MARGIN %		3.31
	Secured Turnover		12,000.00
	Secured Gross Margin Projects		1,200.00
	Secured Gross Margin Internal		
	Secured Gross Margin Total		1,200.00
	Secured Gross Margin %		10.00
	Unsecured Turnover		24,000.00
	Unsecured Gross Margin Projects		2,400.00
	Unsecured Gross Margin Internal		
	Unsecured Gross Margin Total		2,400.00
	Unsecured Gross Margin %		10.00
	TOTAL TURNOVER		36,000.00
	Gross Margin Desc		3,600.00
	Gross Margin % Desc		10.00
	Work in Hand Turnover		1,200.00
	Work in Hand Gross Margin		100.00
	Work in Hand Gross Margin %		8.33

Rest of the Tabs

The remaining tabs are for display only. The fields are automatically populated from existing data.

Copy Plan Maintenance

Once the BFM plan maintenance has been completed, the plan **must** be copied forward to each month for the remainder of the financial year. If any plan data is updated during the year, then this copy must be run again to populate the remaining months of the year with this changed data.

Plan Data for Project Groups.

Separate standalone Plan data can be entered for each Project Group. A set of screens that is the same as the Workid Plan data entry is available from the Menu Option **BFM Plan Maint-Groups**. Data for each Project Group is entered separately.

NB. Plan Data for Groups does not add to Plan Data for a workid. They are entered separately.