 **Viewpoint**
Jobpac Connect[™]

Forecasting Outside the Review Period
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	30/04/2022	DMB	Initial Release

Table of Contents

- Overview 4**
- Configuration of Function 5**
 - Menus 5
 - New parameter 5
 - Set up Users 5
 - Managing the Forecast 6
- Preparing a Forecast Outside the Review Period 8**
 - Introduction 8
 - Before the Forecast Starts 8
 - Starting the Forecast..... 8
 - Locking the Forecast 10
 - Restarting the Forecast 11
 - Treatment of Parent Projects 11
 - End of Month Process 12
- Reports and Enquiries 13**
 - New and Changed Reports 13
 - Actual Costs Enquiry 14
 - Committed Movements Enquiry..... 14

Forecasting Outside the Review Period

Overview

This function is generally used when a company requires month end results very early in the next month, and there is insufficient time to do a forecast after period end close.

This function provides the ability to take a snapshot of Costs and Revenue for a single job, and then provide the ability to forecast costs by updating FCC during the month using either:

Current	Forecast in Progress Based on a Snapshot of Current Data
Last Month	Forecast in Progress Based on Snapshot of last Month position, i.e. that of the BFM history for the previous period.

System will hold the FCC and WIH spread prepared during the month, and automatically recalculate the FCC in BFM at time of Job Cost month-end close. Appropriate entries will be made to the PMW to support the changed FCC.

Work in hand (WIH) for current month remains an input field until month-end close. The system month-end will reallocate the difference between forecast and actual for current month, and place that difference in the next month, so WIH total is preserved

Forecasting Outside the Review Period

Configuration of Function

Menus

Two new menu options are required for this function

The first menu item should be an administrator function only.

Forecasting Super Control FCSTCONTP

This menu option should be placed in the BFM More Reports menu.

Negative FCC Report CCNGFCCRPP

New parameter

A new parameter must be setup for the workid that is to use this function.

PREFST Position 1 must be Y.

When this is set new option will appear in the Contract Valuation Summary Screen to allow a forecast to be done outside the review period.

Set up Users

All users nominated in the BFM Users Maintenance Screen will be able to prepare and lock a forecast outside the review period. When the PREFST parameter is set for a workid, a new option will display in the BFM User Maintenance Screen, called Forecasting Control. See below.

The screenshot shows the 'BFM User Maintenance' interface. At the top right, there are buttons for 'ACTIONS', 'OK', and 'BACK'. A dropdown menu is open, showing options: 'Refresh', 'Add New Entries', and 'Forecasting Control'. Below the menu is a table with columns: 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, and Base On Use. Two users are listed: BOUDAM0 and SADSHE0.

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
BOUDAM0	N	Y	Y	9	N		N		N		Y	Y		
SADSHE0	N	Y	Y	9	N		N		N		Y	Y		

Selecting this option will display the forecasting control options that users have.

The screenshot shows the 'Maintain Forecasting Control' interface. It has buttons for 'ACTIONS', 'OK', and 'BACK'. Below are search filters for 'From' and 'To'. A table lists users with columns: User, Name, Super Forecast Lock, Forecasting Capability, and Secured Project Level. Two users are listed: BOUDAM0 (Damien Bourke 0) and SADSHE0 (Sheraz Sadik - Jobpac).

User	Name	Super Forecast Lock	Forecasting Capability	Secured Project Level
BOUDAM0	Damien Bourke 0	N	Y	9
SADSHE0	Sheraz Sadik - Jobpac.	N	Y	9

Forecasting Outside the Review Period

Field Name	Description
Super Forecast Lock	If this is set to Y, then that user will have the ability to establish a 'Super' lock on any or all projects, that will prevent any user from further changes to the forecast, even if a forecast is not started.
Forecasting Capability	By default all user in the BFM User Maintenance screen have the ability to prepare a forecast outside the review period. However they can be set to N, which will remove this capability.
Secured Project Level	This is copied from the BFM User Maintenance screen, and determines the hierarchy for locking off, or unlocking a Forecast.

Managing the Forecast

Individual projects can start their forecast at any time outside the review period. In order to maintain control over this forecast process, there is a 'Super Lock' facility, that can independently lock forecasts for selected or all projects. This can occur no matter what the Forecasting status of a project is. i.e. projects may have not started their forecast, or are part way through or have locked a forecast.

Only selected people have this ability, and this is determined by the screen displayed in the section above called "Maintain forecast Control". If a user has a Y against their name then they can impose forecast locks on projects.

Once a lock is implemented on a project, then all forecasting is prevented. The forecast screens will be greyed out. The same rules apply as if the forecast is locked by the project manager. These are described later in the document.

To set those locks, the new menu option called 'Forecasting Super Control' is used.

Forecast Control (for user) ACTIONS OK BACK

Hide Apply Clear < > ...

Job Status Active Complete Financially Complete Forecast Status Not Started Snapshot Locked

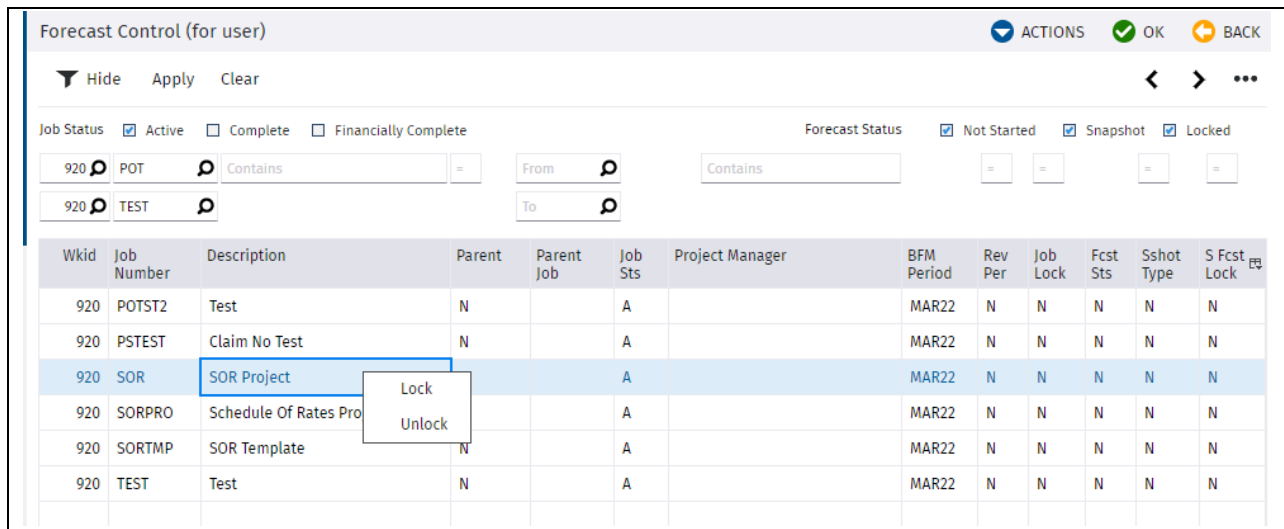
920 POT Contains = From Contains = = = =

920 TEST To

Wkid	Job Number	Description	Parent	Parent Job	Job Sts	Project Manager	BFM Period	Rev Per	Job Lock	Fcst Sts	Sshot Type	S Fcst Lock
920	POTST2	Test	N		A		MAR22	N	N	N	N	N
920	PSTEST	Claim No Test	N		A		MAR22	N	N	N	N	N
920	SOR	SOR Project	N		A		MAR22	N	N	N	N	N
920	SORPRO	Schedule Of Rates Project	N		A		MAR22	N	N	N	N	N
920	SORTMP	SOR Template	N		A		MAR22	N	N	N	N	N
920	TEST	Test	N		A		MAR22	N	N	N	N	N

Forecasting Outside the Review Period

Individual projects can be locked by using the right mouse button option, **Lock**. Projects already locked can be unlocked by the same process.



The screenshot shows the 'Forecast Control (for user)' interface. It includes a top navigation bar with 'ACTIONS', 'OK', and 'BACK' buttons. Below this are filter options for 'Job Status' (Active, Complete, Financially Complete) and 'Forecast Status' (Not Started, Snapshot, Locked). A search area contains filters for '920 POT' and '920 TEST'. The main table lists jobs with columns: Wkid, Job Number, Description, Parent, Parent Job, Job Sts, Project Manager, BFM Period, Rev Per, Job Lock, Fcst Sts, Sshot Type, and S Fcst Lock. A context menu is open over the 'SOR Project' row, showing 'Lock' and 'Unlock' options.

Wkid	Job Number	Description	Parent	Parent Job	Job Sts	Project Manager	BFM Period	Rev Per	Job Lock	Fcst Sts	Sshot Type	S Fcst Lock
920	POTST2	Test	N		A		MAR22	N	N	N	N	N
920	PSTEST	Claim No Test	N		A		MAR22	N	N	N	N	N
920	SOR	SOR Project			A		MAR22	N	N	N	N	N
920	SORPRO	Schedule Of Rates Pro			A		MAR22	N	N	N	N	N
920	SORTMP	SOR Template	N		A		MAR22	N	N	N	N	N
920	TEST	Test	N		A		MAR22	N	N	N	N	N

The columns on the screen are described below

Field Name	Description
Parent	This is Y if the job is a parent. These projects cannot be locked unless all children projects are locked.
Parent Job	This is the job number of the parent. This only displays if the project is a child of a parent job.
Job Sts	Status of the project. Can be, A, C, F. Filters for this status are at the bottom of the screen.
Project Manager	This is picked up from the Job Maintenance screen.
BFM Period	This is for information only
Rec Period	This is N if Job Cost period = BFM period, and Y if Job Cost Period not = to BFM period, i.e. in the review period.
Job lock	This is the standard BFM Job lock.
Fcst Status	This is the status of a Forecast being done outside the review period. N = Not Started S = Started L = Locked
Snapshot Type	C = Current data used to start the forecast H = Last period data used to start the forecast.
Sup Fst Lock	N = No Super lock on, Y = Super lock in place

The options in the **Actions** Button allow a user to Bulk Lock/Bulk Unlock multiple projects at the same time. Selecting this option will mark all projects currently filtered as Locked/Unlocked.

For a project to be locked by this method, the same rules apply as when a project manager locks the forecast. There must be no unallocated WIH or Cash Receipts or Payments. A message will be displayed if this situation exists.

Forecasting Outside the Review Period

Preparing a Forecast Outside the Review Period

Introduction

BFM Contract Valuation, including a cost forecast, can commence after the BFM period has been closed and before the Job Costing Period is rolled over, i.e. Job Cost period = BFM Period. For this function to be available, the parameter PREFST must be set to Y for the workid. This will display new options in the Contract Valuation Summary Screen.

Before the Forecast Starts

Users must do the following prior to starting the forecast in order to use the data within the forecast they are about to do.

- Budget Transfers
- Changes to Budget via Cost Centre Maintenance
- Transfers of Variations
- Rise and Fall Distribution
- Provisional Sum Adjustments
- Item Maintenance Changes

Once a forecast has started, i.e. Forecast Status = S or L, and BFM period = Job Costing period, users can continue these functions, however they will not update the forecast currently being done. These functions will continue to update the 'Current' set of files.

Starting the Forecast

If the PREFST parameter is set to Y, new options will be displayed at the top of the BFM Contract Valuation Summary Screen shown below for Child Projects, Standard Projects, and Parent Projects.

Contract Valuation Maintenance - Summary							
As at MAR22 Snapshot Type <input checked="" type="radio"/> None <input type="radio"/> Current <input type="radio"/> History <input type="checkbox"/> Forecast Lock							
Job 2180 Large Park							
	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	Completion Forecast This Period	Completion Forecast Last Period
Gross Revenue	8,687,902.82	8,687,902.82	10,005,000.00	0.00	10,005,000.00	8,687,902.82	8,687,902.82
Turnover	8,687,902.82	8,687,902.82	10,005,000.00	0.00	10,005,000.00	8,687,902.82	8,687,902.82
Costs	8,119,535.35	8,119,535.35	148,918.82	0.00	148,918.82	8,136,778.93	8,136,278.93
Gross Margin	568,367.47	568,367.47	9,856,081.18	0.00	9,856,081.18	551,123.89	551,623.89
Gross Margin %	6.54	6.54	98.51	0.00	98.51	6.34	6.35
Margin Variance						17,243.58-	16,743.58-
R&O Unsecured							

The Default position for Snapshot Type is **None**.

Forecasting Outside the Review Period

Other options are:

- | | |
|------------|--|
| Current | Forecast in Progress Based on a Snapshot of Current Data |
| Last Month | Forecast in Progress Based on Snapshot of last Month position, i.e. that of the BFM history for the previous period. |

Ticking either of these boxes will start the forecast process. Either the current set of data for that project or the last history data for the project will be copied to a set of forecasting tables, which will be used as a basis for the forecast. Any cost or revenue transactions after that time will not update these 'copy' tables. When the copy of the appropriate records has been done, the Date Started and Userid will be populated. This will signify to the user that the Forecast can now be started.

Contract Valuation Maintenance - Summary							
As at		Snapshot Type		Date Started		By User	
MAR22		<input type="radio"/> None <input checked="" type="radio"/> Current <input type="radio"/> History		15/04/2022		BOUDAMO	
Job 2180		Large Park					
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	Completion Forecast This Period	Completion Forecast Last Period	
Gross Revenue	8,687,902.82	8,687,902.82	10,005,000.00	0.00	10,005,000.00	8,687,902.82	8,687,902.82

The default position for Forecast Lock is NOT ticked. When the Forecast is finished this box is ticked and the Userid and Date is populated. This will then prevent any further changes being done to the cash forecast.

For Parent Projects, the three options for Snapshot type will be greyed out. The Date Started will be the Date Started of the first Child Forecast.

When all Child projects are locked, the Parent can be locked.

The following changes can be done at Project level as part of this Forecast.

- Set WIH and Cash Flow Dates
- Changing Project Type (if user has access)
- Text for the period can be entered
- KPIs can be entered
- Revenue Summary screen. Nominated Subcontractor Amounts, Forecast Insurance Claims, and Forecast Sundry Income.
- Contract Works can be entered
- Variation Take-up (Variations can be transferred while this forecast is in progress, however they will not update the 'Copy' Files.
- Over/Under Claims
- Work in Progress
- Duration Screen, date update options, including Target date.
- Liquidated Damages
- Price Fluctuations
- Unapproved Variations Claimed, Certified, Received to Date
- Work in Hand and Cash forecast spread
- Entering KPIs
- Entering Text for Standard projects or Parent projects
- Risk and Opportunities.

Forecasting Outside the Review Period

Variation Transfers during the forecast Period will NOT update the current contract value of Forecast revenue or budget for the Forecasting snapshot. They WILL update the current file values.

The following changes can be done at Cost Centre level as part of this Forecast.

- Entry of Proposed FCC at cost centre level
- Entry of PMW entries
- Cost Accruals, MOS, and UVTW. These cannot be posted during the forecast period as no forward period records exist. They can only be posted after Job Cost Rollover in the Review Period.
- Cost Transfers. These can be posted during the forecast Period.

Any changes to the FCC during the Forecast need to be reflected in the 'Current' Files. If the FCC changes by 50, then this incremental change needs to be made to the FCC in the 'Current' Files, with corresponding changes to FFC, and Gain/Loss. This is to preserve the forecasting changes for the next period, when job costing is rolled.

Any new cost centres that are established during the Forecast process, either before or after the Forecast is locked, will also appear in the forecasting set of data, but with zero committed cost and actual costs. These cost centres can be forecast is required.

Any cost centres that are deleted during the Forecast process (standard deletion rules apply), either before or after the Forecast is locked, will also be deleted in the forecasting set of data.

Locking the Forecast

Ticking the 'Forecast Locked' will check that no WIH or Cash Forecast unallocated amounts exist. If they do then an error message will be displayed.

'BFM 1008 Project cannot be locked, as unallocated WIH/Cash values exist.

The UDF fields are not checked in this locking process. These can be entered at any time, and mandatory UDFs are only checked when the BFM Project Lock is used.

Once a Forecast is locked, no changes can be made that would change the Forecast Final cost or Forecast Final Revenue.

This includes:

- Forecast Insurance Claims
- Forecast Sundry Income
- Scope changes
- LDs and Bonuses
- Price Fluctuations
- Forecast Cost to Complete
- PMW Entries
- Risk and Opportunities
- Work in Hand Forecasting
- Cash Forecasting.

The following items can be changed after the Forecast is Locked, and before the BFM lock is applied to the project:

Forecasting Outside the Review Period

Unapproved Variations Claimed, Certified, Received to Date
Over/Under Claims
WIP
Cost Transfers
Cost Accruals, MOS, UVTM

Any changes after the forecast is locked by Cost Transfers, or by Cost Accruals, MOS, or UVTM must not impact the FFC for that cost centre, and an equivalent adjustment will be made to the FCC, including a supporting PMW transaction, so that the FFC will not change.

If more changes are required after the Project is locked, then the 'Forecast Locked' box can be unticked. This is subject to the BFM Locking level of the user.

The BFM 'lock' flag will remain greyed out, but will be available to use to lock the project after Job Costing Rollover.

Restarting the Forecast

If the user wants to discard the forecast already done and start again, the Forecast must be unlocked, and then the option 'None' can be selected. A warning message will be displayed

'Selecting this option will delete any forecast already done.'

Selecting OK will delete all of the forecast that has been done to date, and the user will be returned to the current live financial status of the project.

Treatment of Parent Projects

Once any child of the Parent has commenced a forecast, then the Parent Start Date will be populated. Users cannot lock the Forecast of the Parent Project until all the Children projects are locked.

Once a Parent Project is locked for Forecast, then a Child Project cannot be unlocked for Forecast.

If a new Child Project is created after the Parent Project has been locked, then this project will be copied to the 'Copy' Files with zero values for all numeric fields. This will enable any costs that update this new project to be included in the Project to Date costs at the end of the month for both the child and parent project. It will also have the Forecast Status ticked and the Snapshot Type set to Current. The userid of the person who locked the Parent will be used.

The parent project will continue to be the summary of all the children, independent of the forecasting status of the children.

Forecasting Outside the Review Period

End of Month Process

When Job Cost is rolled into the next month, any forecast that is in progress or is locked will be updated with the committed costs and actual costs at the time of rollover. So that the FFC is not changed, an equivalent change is made to the FCC, so that

For PMW formula E Committed Cost + FCC = FFC

For PMW Formula H CWIP + FCC = FFC.

Any change made to the FCC will be supported by a PMW entry representing the difference between the existing PMW entries and the revised value of the FCC. This entry will not be retained in the forward period.

Any WIP changes can continue to be made, i.e. WIP, Under/Over Claims.

When the Job cost rollover occurs, the WIH and cash forecast values for the forecast period will be replaced by the actual WIH and actual Cash values for that period. In order to preserve the total WIH and cash spread that was done during the forecast, the next forecast period for WIH and Cash will be adjusted by an equivalent amount.

If the Forecast was locked prior to the Job Cost Rollover, or a Super lock is in place for that project, then Accruals and Cost Transfers can continue to be made in the review period, however they will not impact the FFC. If an accrual or cost transfer would result in a change to FFC, then an equivalent change is made to FCC so the FFC is not impacted. Any accrual will also adjust the WIH value for that month, so an equivalent adjustment will be made to the next WIH period to maintain the same overall total for WIH.

If the forecast is unlocked, then the project returns to the normal process rules for Contract Valuation.

Forecasting Outside the Review Period

Reports and Enquiries

New and Changed Reports

As the processes described above for adjusting the FCC occur, negative FCC values may occur. A new report is available in the Projects Menu to identify projects with Negative FCC values. Selecting this report displays the following selection screen.

Cost Centres with Negative FCC Report

⌵ ACTIONS
✔ OK
⏪ BACK

Start Work Id *Start

Finish Work Id *Finish

Start Job *Start

Finish Job *Finish

Period

Job Status Active Complete Financially Complete All Jobs

FCC Less Than

Report Option PDF Excel

View the report

This report can be run across workids, and a FCC maximum value can be entered.

The Forecast Cost Comparison Report has an additional option to allow the reports to be run using data from the forecast being prepared. The report has the same layout. The additional option is:

Use Pre-Rollover Forecast Data.

Cost Comparison & Forecast Report

⌵ ACTIONS
✔ OK
⏪ BACK

Start Job

Finish Job

Job Filter (* = Wildcard)

Start Cost Code

Finish Cost Code

Cost Code Filter (* = Wildcard)

Cost Types LB MT SC PL OT RV

Group Code

Reporting Unit

Reporting Sub Unit

Start Period (MMYY - For small jobs report formats)

Period (MMYY - To Period for small jobs report formats)

Include forecast
 Small jobs only

Use Pre-Rollover forecast data

Status Active Complete Financially Complete All Jobs

Forecasting Outside the Review Period

Actual Costs Enquiry

The Actual Costs enquiry that is available from within the PMW entry screen has been updated to include the date and time of entry of transactions. This will enable users to prepare a list of actual costs that support the Actual costs total at the time of starting the forecast.

Only transactions up to the start of the forecast will be displayed. The filters can be removed and the user can see transactions that have been processed after the forecast has started.

Job Transaction Enquiry

Job: 2180 Large Park Type: Active
 Cost Centre: 501 PL Hire - Amenities Status: Active

Hide Apply < > ...

Accounts Payable Transactions
 AP Inv
 AP Crd
 AP PPI
 AP Chq
 AP Can
 Accounts Receivable Transactions
 AR Inv
 AR Crd
 AR Adj
 AR Csh
 Other Transactions
 G Jnl
 S Jnl
 R Jnl
 PR Jnl
 G Chq
 SC Accruals
 Direct Dbts
 Job Jnl
 OH Jnl
 AS Jnl
 RJ Jnl
 SR Jnl

Filter Selected: Equals

From	From	From	From	From	From
JUL40	1/01/1940				
JUN40	31/12/2039	15/04/2022	10:59		
To	To	To	To	To	To

CT	Period	Date	Entry Date	Entry Time	Type	Description	Batch	Source	Internal Ref.	Amount
	JUL21	30/06/2021	4/08/2021	11:32	AP INV	Lunch Room Fri 25/06 Delivery	E1782	4380	3347429	30.90
	JUL21	30/06/2021	4/08/2021	11:32	AP INV	Portable Toilet - Delivery Fri	E1782	4380	3347429	161.52
	JUL21	30/06/2021	4/08/2021	11:32	AP INV	Delivery Hiab 25/06/21	E1782	4380	3347429	437.50
	JUL21	31/07/2021	2/08/2021	19:06	AP INV	Portable Toilet - Delivery Fri	E1745	4380	3361393	217.00
	JUL21	31/07/2021	2/08/2021	19:06	AP INV	Lunch Room Fri 25/06 Delivery	E1745	4380	3361393	324.68
	JUL21	31/07/2021	2/08/2021	19:06	AP INV	Site Office Delivered 09/07/21	E1746	4380	3361394	716.28

Committed Movements Enquiry

The Committed Costs Movement enquiry that is available from within the PMW entry screen has been updated to include the date and time of entry of transactions. This will enable users to prepare a list of committed costs that support the committed costs total at the time of starting the forecast.

Only transactions up to the start of the forecast will be displayed. The filters can be removed and the user can see transactions that have been processed after the forecast has started.

Committed Cost Movement Enquiry

Job: 2180 Large Park Available budget: 24,570.00
 Cost Centre: 501 PL Hire - Amenities

Hide Apply < > ...

Purchase orders
 Journals
 Invoices/Credits
 Subcontracts
 Labour

From	From	From	From	From	From	From	From	From
	15/04/2022	10:59:0						
To	To	To	To	To	To	To	To	To

Cst Typ	Act Typ	Date	Time	AP	Creditor	Reference	Item	Type	Variatn	Description	Change In Comit CO'
	01	1/07/2021	14:19:05	JUN21	4380	21800009	1	P/O		Lunch Room Fri 25/06 Delivery	3,769.80
	01	1/07/2021	14:19:06	JUN21	4380	21800009	2	P/O		Portable Toilet - Delivery Fri	420.00
	01	1/07/2021	14:19:06	JUN21	4380	21800009	3	P/O		Delivery Hiab 25/06/21	577.50
	01	8/07/2021	7:35:23	JUN21	4380	21800009	4	P/O		Site Office Delivered 09/07/21	4,380.00
	01	8/07/2021	7:36:42	JUN21	4380	21800009	5	P/O		Site Office Delivery	437.50
	05	8/07/2021	7:36:57	JUN21	4380	21800009	5	P/O		Site Office Delivery/Pick-up	437.50