 **Viewpoint**  
Jobpac Connect<sup>™</sup>

Internal and External Variations  
Module Guide  
Version: 1.0

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## Document Control Table

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# Internal and External Variations

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## Introduction

Most projects usually undergo some changes, or 'Variations', during their lifecycles. The usual practice is to immediately enter into Jobpac any event that occurs on a site or within a contract that could give rise to a Variation.

Each Variation is represented by a Variation number. This is six digits long, and broken into two components. The first two digits represent a 'Variation Group', and the second four a sequential number within that Group.

Revenue and Budget amounts associated with Client variations do not affect the financial position of projects until the variation is 'Transferred'.

# Internal and External Variations

## Overview of Variations in Jobpac

Variations can be divided into two broad types:

- **Internal** – Changes to the scope of Subcontract work or Contra Charges that do not affect the contract sum, and have no revenue.
- **External** – Changes to the scope of head contract works outside the original contracted scope that may be charged to the client. These are most commonly known as Contract Variations, or Head Contract Variations, or External Variations. All these terms mean the same thing.

### Variation Group Codes

Internal Variations are recognised by having a Group Code 01, i.e. the first two characters of the Variation number is 01.

External Variations are recognised by having Group Codes 02 – 99, i.e. the first two characters of the Variation number is 02 to 99.

The Group codes 02 – 99 can be set up to group together types of Variations, e.g.: mechanical, electrical, or Architect Variations, or Provisional Sums.

e.g.	Group 02	Variations from Client
	Group 03	Variation to the Client
	Group 05	Variations form the Architect.
	Group 50	Provisional Sums

These are setup for each project, at the discretion of the user.

### External (Head Contract) Variation process

Just like the negotiation of a project involves the relaying of information between the contractor, client and Subcontractor, so too does the negotiation of a Variation. For example:

Additional scope of work is recognised by the client or the Head Contractor.

At this point, the Contractor must undertake an initial analysis of how the Variation will impact on the contract, (i.e.: Revenue, Budget and Margin). Even though nothing has been approved or signed off (the Subcontractors may not have even been contacted yet) it is essential that the Contractor records the Variation details immediately so a record is maintained. This would have a status of 'N' (Not yet submitted).

The Contractor usually engages the relevant Subcontractor(s) to provide information on their ability and costs to complete the additional works. Once all parties are involved, there is usually a process of negotiation until a final accepted (or rejected) Variation is reached.

An estimate is prepared and sent to the client. This is entered into Jobpac with a status of 'W' (Waiting approval).

The status can then be changed and is catered for by the following in Jobpac:

#### Three standard Status:

- **Notified** – Variation recognised by Head Contractor but Client not yet send a price.
- **Submitted** – Price submitted to the Client

# Internal and External Variations

- **Approved** – Written authorisation to proceed received

## Three others:

- **Approved in Principle** –submitted and verbal authorisation to proceed received, but price not yet agreed.
- **Rejected** – submitted and rejected by client
- **Withdrawn** – submitted and subsequently withdrawn by contractor.

## Internal Variations process

The same procedure is applicable in the case of internal Variations, which only involves the Contractor and Subcontractor. For example:

The Contractor realises that the design on the concrete rating is understated on a D & C contract after the Subcontract has been let. The estimate is entered into Jobpac with a status of 'N' (Not yet Notified).

The Contractor commences negotiation with the Subcontractor to address the requirement.

The Contractor receives the Subcontractor's quotation for the works and marks the Subcontract component of the Variation with a status of 'R' (Received). This automatically updates the committed cost of the Subcontract as unapproved Variations. The Variation may then progress through to 'A' (Approved).

The three Status are:

- **Notified** – Subcontractor not yet notified
- **Received** – Price submitted by the Subcontractor
- **Approved** – Variation approved by the Head Contractor.

## Impact of Variations on Margin

The financial details of a Variation need to be entered into Jobpac to ensure that the Contractor's overall financial management of the project remains accurate.

The following examples illustrate the impact of both an External Variation and an Internal Variation.

### Example 1: External Variation

Assuming that Variation costs for the additional concrete rating were recoverable from the client as their consultants had been used:

Revenue	\$10,000
Budget	\$ 8,000
Margin	\$ 2,000

# Internal and External Variations

## Head Contract implications:

Contract Sum		Budget		Margin	
<b>Original Contract</b>	1,000,000	<b>Original Budget</b>	900,000	<b>Original Margin</b>	100,000
<b>Variations</b>	10,000	<b>Variations</b>	8,000	<b>Variations</b>	2,000
<b>Revised Contract</b>	1,010,000	<b>Current Budget</b>	908,000	<b>Current Margin</b>	102,000

## Cost Centre implications: (Committed cost = zero before the variation)

Cost Code	Cost Type	Orig Budget	Bdgt Change	Current Budget	Commit Costs	FCC	FFC	G/L
04010	S	15,000	8,000	23,000	8,000	15,000	23,000	0

## Example 2: Internal Variation

Using the same concrete rating example but under a D&C contract where internal engineers were used and therefore the additional costs are not claimable:

**Cost \$8,000**

## Cost Centre implications:

Cost Code	Cost Type	Orig Budget	Bdgt Change	Current Budget	Commit Costs	FCC	FFC	G/L
04010	S	15,000		15,000	8,000	15,000	23,000	(8,000)

## Head Contract implications:

Contract Sum		Budget		Margin	
<b>Original Contract</b>	1,000,000	<b>Original Budget</b>	900,000	<b>Original Margin</b>	100,000
<b>Variations</b>	0	<b>Variations</b>	0	<b>Variations</b>	0
<b>Revised Contract</b>	1,000,000	<b>Current Budget</b>	900,000	<b>Current Margin</b>	100,000
				<b>Gain/Loss</b>	(8,000)
				<b>FF Margin</b>	92,000



## Parameters used with Variations

Key parameters used for Variations. (not an exhaustive list.)

Parameter	Description
<b>PMWVAR</b>	Hide the Variation Forecast option in the PMW
<b>NEGBUD</b>	Allows budget to go negative on un-transfer of a variation (Recommended Y)
<b>SCVAPP</b>	Turns on the function to electronically approve subcontract variations
<b>UNVRTR</b>	If set to Y, then unapproved variations can be transferred
<b>VARHST</b>	Turns on a tick-box on the variation screen to update the BFM period data with variation changes done in the BFM review period. This parameter should be used in conjunction with ULMTH.
<b>VAROPT</b>	Controls configurations of the Variation screens
<b>VARPMW</b>	Used to update the PMW with Notified SC variation, or Cost Centre Variations
<b>VARREG</b>	Capitalises variation descriptions
<b>VARSTS</b>	Removes the Cancelled, Deleted, and Approved in Principle variation status.
<b>VARUFB</b>	Allows Variations to projects with un-finalised budgets. (Not Recommended)
<b>VDFTFM</b>	Sets the default Tabs in Variation register and Enquiry.
<b>VRCODE</b>	Can make Reason code mandatory
<b>VRUBTR</b>	Allow variations to be transferred with Unallocated budget (Not recommended)
<b>WSVSLN</b>	Starting PMW line number for automatic variations in PMW
<b>VDFTFM</b>	Sets the default Tabs in Variation register and Enquiry.
<b>VRAPTR</b>	If set to Y, variations are automatically transferred when approved.

# Internal and External Variations

## Variations Group Code Setup

Select > **Projects > Variations > Set Variations Groups** from the Jobpac main menu, these Variation Group Codes are job specific. The following screen displays.

Group Code	Description
2	Variations from Head Contract
3	Variation from the Client

To add a new code just enter the two digit group, and a description, on the next available line.

The only impact these group codes have on reporting is that the group description will appear on any reports that use the Group code.

Other Variation Classifications are available

- Variation Types
- Variation Reasons
- Variation Packages

All three are available at the Variation Header level, not the dissection level.

Variation packages are available as a filter in most variation reports. They can be used within the BI module for specific reporting.

There is a specific report '**VO Reason Analysis**' for variation reasons.

# Internal and External Variations

## Fine Print Maintenance

There are various Forms that can be printed to send to clients or to Subcontractors. On each of these forms, specific text can be printed. These sets of Text are setup in the option called Fine Print Maintenance, and then can be selected when you print any of the forms.

Use the menu option Fine Print Maintenance.

Give the entry a number 01 to 99, and a short description. Then enter the text that is required.

Fine Print Maintenance ACTIONS OK BACK

Job number TR91      Demonstration Project

Select the fine print number to modify or to add (01-99) OR scan 01

Short Description

Fine Print:

Please respond to this notice within 7 days

# Internal and External Variations

## Variations Register

The **Variation Register** screen within Jobpac differs for internal and external Variations. However, both show all details of a Variation contained within the one screen. The top half of the screen shows the client details if applicable, and the Variations financial on the head contract. The bottom half of the screen represents the Subcontractor or builder components of the Variation.

Each Variation is displayed showing its current status on the project; however the prior status may be viewed for both client and Subcontract components.

### External Variations Register

**External Variations** are those with a **Group of 02** or greater. They are used for Client variations that will result in a change of contract value and budget.

To create an External Variation, use option **Variation Register**. This will default the Group (first two digits) of Variation no to 02. This can be changed to 01 for an Internal Variation, or to any other Group from 03 to 99.

Agreement	Subcontractor	Variation Item Description	Date	Sts	Subby's Price	Assd/Apprvd Price	F A	Budget
CostCntr	110 /LB	V004 - GLC Labour						768.00
CostCntr	313 /MT	V004 - Misc Mat. Cable Ties						65.00
CostCntr	505 /PL	V004 - Add. Fence Bracing 12						1,095.00

Tab through the fields in the Header Section and complete as required.

Field Name	Description
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<b>Variation Number</b>	Made up of two parts, the Group code and then a sequential number
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<b>Job Transferred</b>	This shows the current status of Variation transfer. Until Variations are 'transferred' they do not update the Project Contract or Budget. See section below on Transferring/Un-transferring Variations
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# Internal and External Variations

Field Name	Description
<b>Last Variation</b>	Last Variations No.
<b>Description</b>	Type in a description. Use the icon at the end of the description line to enter a long description.
<b>Allocated</b>	This is the total of the budgets allocated to either Subcontracts or Cost Centres in the lower panel.
<b>Unallocated</b>	The difference between the budget and allocated budget.
<b>Price</b>	This is the price that is associated with the current status. i.e. it can be an estimated value for 'N' variations, or the Submitted price for a 'W' variation, or the Approved Price for an 'A' variation.
<b>Expected Revenue</b>	This is the expected revenue amount as assessed by the project team. It is used in the calculation of margin when the variation has any status other than Approved.
<b>Budget</b>	The Cost Budget for the Variation.
<b>Margin</b>	The <b>Margin</b> field is the difference between price and Budget for Approved variations, and the difference between the Expected Price and Budget for variations with any status other than Approved.
<b>Date</b>	This is the date associated with the current Variation status. This date can be over-riden with a difference date when the status is changed.
<b>Variations Status</b>	This is the current status of the Variation and may be: <b>N</b> - Not yet submitted <b>W</b> - Awaiting approval <b>A</b> - Approved <b>P</b> - Approved in Principle <b>R</b> - Rejected <b>D</b> - Withdrawn/Deleted. The prior status' and their associated date(s) can be viewed using the <b>Prior Status</b> option in the <b>Actions</b> menu
<b>Client Reference</b>	If the client advised you of the Variation, then this indicates any reference (such as a reference of a letter or a site instruction) and the date of the advice.
<b>Site Reference</b>	This indicates any reference from the site and the date of the advice.
<b>Proceed/Quote</b>	This defaults from the project setup. The system offers a quotation option however it is usual policy that all Variations are marked proceed. Variations marked as Quote cannot be approved or transferred.
<b>Package</b>	Select a Package Code. (Rarely used)
<b>Ext of Time</b>	Type in the period allotted for an Extension of Time. (Rarely used)
<b>Client VO Number</b>	The Variation Number that has been issued by the client.
<b>Reason</b>	Select a Reason Code.
<b>Type</b>	Select a Type Code
<b>Folder Icon</b>	Allows you to enter text related to this variation which can then be included in client generated variation documents. See sections on Text for Variation forms, and Generating Variation documents.

# Internal and External Variations

## Text for Variation Forms

This can be used when the Variation has a status of N or W.

**For Notified Status Variations**, if the Folder icon is clicked, the following screen is displayed. This can be used to describe generally the variation, and then produce a form to notify the client that a variation may be priced and submitted in the near future.

Variation Register - Notice to Client

 ACTIONS
 OK
 BACK

Job 2180      Large Park      Variation 02 0004      Additional Fence Bracing

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Instructed by       Documentation

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This is notice that.....|

Text can be entered, and a Form printed displaying the text via **Generate VO Documents** menu option.

**For Waiting Approval Status Variations**, the same click will display the following screen:

Variation Register - Price Submission


 ACTIONS
 OK
 BACK

Job 2180      Large Park      Variation 02 0004      Additional Fence Bracing

---

< > ...

Line	Details	Quantity	Unit	Rate	Amount	
1	Supply, Install & Remove Additional Fence Bracing	73.0000	EACH	22.4000	1,635.20	
2						
3	*Notes;					
4	- Allowance made for Stage 1 area only					
5	- Qty based on 350lm, as per PCC supplied qty					
6	- Based on 12 month hire period only					
7	- Reinstall PCC Printed Screen	16.0000	HOUR	70.0000	1,120.00	
8	*Notes;					
9	- Nil cost applied for initial installation					
10	- Nil cost applied for removing screen material					
11	in high wind.					
12	Misc Materials - Cable Ties	1.0000	ITEM	61.8000	61.80	
13						
14						
15						
16						
17						
18						
19						
20						

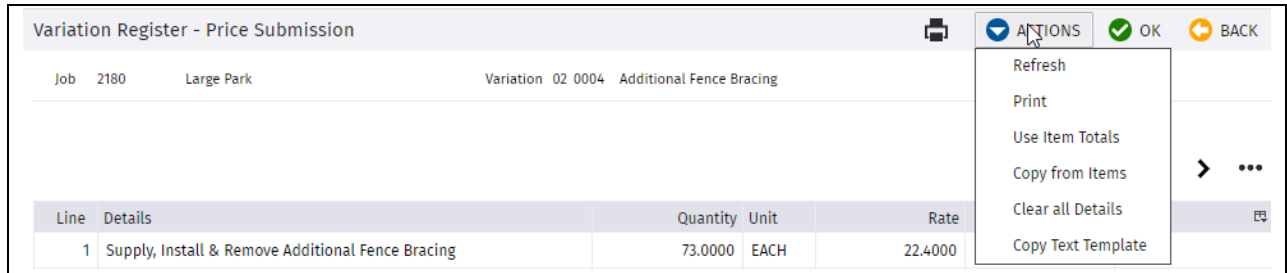
< > ...

Submitted Price
0.00
Total Price
2,817.00

# Internal and External Variations

The pricing of the variation can be entered however the user requires, providing the total adds to the Submitted Price at the bottom of the form.

Action options are:



Field Name	Description
<b>Print</b>	This will display the selection screen for printing the Price submission form.
<b>Use Item totals</b>	This will set the Submitted Price to equal the sum of the lines in the screen
<b>Copy from Items</b>	This will copy all the Variation dissections already setup into the screen.
<b>Clear All Details</b>	This will clear the screen.
<b>Copy Text Template</b>	This can copy any one of the templates that have previously been setup. Templates can be setup from the menu option Price Submission Template in the Variation menu.

A Prices Submission form can be printed displaying the data in this screen via Generate VO documents.

Once all the Header information is entered, the bottom part of the screen is populated with dissections that make up the budget for the variation. These dissections can be budgets for non-subcontract work, i.e. labour and materials, AND/OR Variations to existing subcontracts where some or all of the work associated with an External Variation will be done

## Variation Budgets: Non-Subcontract

Variation cost elements such as labour or materials (i.e. not Subcontract) are defined in this section.

The user can add a cost element and allocate it to a Cost Centre using the fields at the bottom of the screen table.

From the Actions Menu, select '**Add a CC Item**'. Enter the cost centre that will hold budget for this work, and enter QTY rate and Amount.

# Internal and External Variations

Variation Register ACTIONS OK BACK

Job 2180 Large Park  
 Variation 02 0004 Not Transferred To Jobcost  
 Allocated 1,928.00  
 Unallocated

---

Cost Centre 110 LB  
 Description V004 - Labour

	Quantity	UOM	Rate	Amount
Budget	16.0000	HOUR	48.0000	768.00

If a new Cost Centre is required to hold budget and cost for this variation, then this can be setup using **'Add Cost Centre'** option from the **Actions** Menu.

## Subcontract Variations Within an External Variation

Subcontractors may undertake work associated with an External Variation. This will be a change in the scope of work for existing subcontracts.

If an existing Subcontract is going to be used for the variation, but a different cost centre is required, then select the option **'Add a New SC Item'** from the Actions menu. Then add the Variation details as described further down on this page.

Otherwise, Select **'Add a SC Item'** from the **Actions** menu to choose an Existing SC item.

This will list all SC Agreements for that Project.

Variation Register ACTIONS OK BACK

Job 2180 Large Park  
 Variation Number 02 0004 Not Transferred To Jobcost  
 Last Variation 02 0004  
 Description Additional Fence Bracing  
 Allocated 1,928.00

**SC Agreement Scan**

Apply

From	From	Contains	From	From	Contains	From	From	Contains
Cost Centre	Cost Centre Description	Subcontractor	Name	Agreement	Item	Description		
243 /SC	Subbie - Earthworks	BRENAGRO	Brena Group P/L	21809001	1	ACM Excavation, Removal &		
243 /SC	Subbie - Earthworks	BRENAGRO	Brena Group P/L	21809001	2	VI-Subbie - Earthworks		

Select the SC Agreement and Item that will undertake the work. The following screen displays.

There are three Status. You can move straight to Approved if required.

- Notified.** This will just be the estimate of the variation cost. Details are sent to the subcontractor asking for a price to undertake the work.
- Received.** This is details of the Price submitted by the Subcontractor
- Approved.** This is the Price approved by the Head Contractor and advised to the Subcontractor.

OK must be selected to move from one status to another.



# Internal and External Variations

Variation Register

 ACTIONS
 OK
 BACK

---

Job 2180 Large Park

Variation 02 0004 Not Transferred To Jobcost

Allocated 2,428.00

Unallocated 500.00-

---

S/C Agreement 21809001 1 Subcontractor Brena Group P/L

Cost Centre 243 SC

Description

Status  Notified  Received  Approved

Approval Status A-Approved

	Date	Quantity	UOM	Rate	Amount
Notified ▶ Assessed Price	14/03/2022	10.0000	EACH	50.0000	500.00
Received --> Subcontractor's Price	14/03/2022	10.0000		60.0000	600.00
Approved --> Approved Price	14/03/2022	10.0000		50.0000	500.00
Budget		10.0000		50.0000	500.00
Proposed Approved Price					

S/C Ref.

Site Ref

Proceed/Quote  Proceed  Quote  Print on SC Status Advice SAA No

Subject to R&F  Formal Assessment Done

Tab through the fields and complete as required.

Field Name	Description
<b>Description</b>	Type in a description
<b>Status</b>	This is the stage in the life cycle of the Variation. They are: <b>N</b> for Notified <b>R</b> for Received <b>A</b> for Approved.(if electronic approvals are being used, this only displays if SC VO is approved)
<b>Date</b>	Type in or select a date for each Status.  Head Contractor initial assessment for the cost of the variation.
<b>Assessed Price</b>	<b>This is the Value of the commitment taken up in the system while the status is R.</b>
<b>Subcontractors Price</b>	Price the Subcontractor submits to the Head Contractor.
<b>Approved Price</b>	Price Head Contractor agrees with the Subcontractor. <b>This is the Value of the commitment taken up in the system while the status is A.</b>  There is an electronic approval process for approving SC Variations. See the Advanced Approvals User Guide.
<b>Budget</b>	The Cost Budget for the Variation, and defaults to the assessed price (if Status N or R), or approved price (if status is A).
<b>Formal Assessment Done</b>	Click this checkbox if a formal assessment has been done and the Assessed price has been updated with that assessment.
<b>S/C Ref</b>	This is the Subcontractor's quotation or price submission reference.
<b>Proceed/Quote</b>	Defaults to P for proceed. Q Variations cannot be approved. <b>If a Q variation, then no committed cost is taken up by the variation Assessed price.</b>
<b>SAA No</b>	This is the Subcontract Amendment Advice number. This is allocated automatically by the system when the Subcontract Variation is approved. It increases sequentially from one with each approved Subcontract Variation for that Subcontract Agreement.

# Internal and External Variations

Field Name	Description
<b>Print on S/C Status</b>	Applies only to Variations with Status of N. If status is R or A, then they automatically appear on the SC Status Advice Report.
<b>Site Ref</b>	Type in the site reference.
<b>Subject to R &amp; F</b>	Click this checkbox if subject to R & F.

## Internal Variations

Internal Variations always have a Group Code for 01. These are used for SC Variations where the work being undertaken is not related to External Variation.

These are accessed by a separate '**Internal Variation**' menu item, or by using the Variation register and changing the group code to 01.

As Internal Variations do not adjust the Head Contract Sum, the Header part of the screen does not contain revenue, budget or margin fields.

Variation Register ACTIONS OK BACK

Job: 2180 Large Park  
 Variation: 01 0007 Not Transferred To Jobcost Last Variation: 01 0007  
 Description: Low bedrock encountered Status: I INTERNAL  
 Date: 20/09/2021 Ext of Time: Days Package: Allocated 0.00  
 Reason: Unallocated 0.00

---

VALUES NOTIFIED SC PRICE APPROVED BUDGET AGREEMENT RATE SC APPROVALS

Hide Apply Clear

Show only lines with memo  Show Cost Centre Items  Show Subcontract Items

Agreement	Subcontractor	Variation Item Description	Date	Sts	Subby's Price	Assd/Approvd Price	F A	Budget
		No items meeting criteria						

Field Name	Description
<b>Transferred Status</b>	Job Transferred Or Not Transferred displays by default. <b>It is not necessary to transfer Internal variations unless they are adjusting budgets for contra charges.</b>
<b>Last Variation</b>	Last Variations No
<b>Status</b>	Always I Internal
<b>Allocated</b>	Sum of the Budgets for the SC Components
<b>Unallocated</b>	Always zero
<b>Description</b>	Enter a Description for the Variation (Mandatory)
<b>Date</b>	Date of Variation (Mandatory)
<b>Ext. of Time</b>	Rarely used.
<b>Reason</b>	Select the Reason Code. May be mandatory (parameter VRCODE)

# Internal and External Variations

The description and date fields are the only fields required to be completed in the top section of the screen.

The processing for the SC Components is the same as for SC Components in External Variations, except there is generally no budget.

## Processing Contra Charges

Contra Charges can be processed using internal Variations. These can be allocated to Subcontracts, Cost Centres or a combination of the two.

One amount is positive and the other negative, with the net effective on the budget being zero.

The value in the Allocated Budget field must equal “0” so that the Variation is able to be transferred and the project reporting and current budgets for the cost centres are updated.

In circumstances where one Subcontractor is being paid more or less than is being withheld from the other, a profit or loss is recognised by adding a cost centre dissection.

## Changing a Variation Number

Select > **Variations** > **Variations Register** from the Jobpac main menu. The following screen displays.

Enter the Variation Number to be changed, then select Change Variation Number.

Enter the new number and select Ok

Internal Variations can be changed to another Internal Variation, and External Variations can be changed to another External Variation. This can be overridden by parameter VAROPT.

This changes the VO number everywhere, including past transactions.

# Internal and External Variations

## Transferring/Un-transferring Variations

Because of the number of changes to Budgets, Forecasts, Costs, Revenues and Margin that can occur as the result of a Variation, Jobpac uses a single process to update or undo these changes.

This is called Transferring/Un-transferring Variations.

After all details of a Variation are entered, the Variation can be “Transferred”. In the case of a contract Variation, this will update the contract sum with the Variation price if approved, and the expected revenue if the Variation is unapproved. The contract margin is also be updated. When a Variation is un-transferred these updates are ‘undone’.

Existing Variations may be modified to reflect changes in status, price, references etc. only in ‘un-transferred’ state.

When Variations with Subcontract components are ‘Transferred’, the budget for the component updates the Cost Centre budget and if the status of the S/C Variation is ‘N’, then the cost to complete is updated. If the status of the Subcontract Variation is ‘R’ (Received) or ‘A’ (Approved) the committed cost is updated immediately it is entered, independently of transferring, i.e. costs are updated immediately, and budgets only on transfer.

When Variations with non-Subcontract components are transferred, the budget for the component updates the Cost Centre budget and the cost to complete. This cost to complete may need to be revised using the PMW if some or all of the work has already been done.

Individual companies have specific business rules for the take up of Variation Revenue, Margin and Budget depending on the Status of the variation.

Variations can be transferred with any Status. There are parameters that can control the transfer process.

UNVRTR      If set to Y, then unapproved variations can be transferred.

VRAPTR      If set to Y, variations are automatically transferred when approved.

When Transferring a variation during a Forecasting period (i.e. BFM period one less than Job Cost Period), a tickbox, called **Update Job History**, can appear to allow the transfer to update both the review period and the forward Jobcost period. It is recommended this be ticked. It is set by parameter VARHST.

The screenshot shows the 'Variation Register' interface. At the top right, there are buttons for 'ACTIONS', 'OK', and 'BACK'. The main area is divided into several sections:

- Job Information:** Job: TR06, Teck's Project; Variation Number: 02 0001, Not Transferred To Jobcost; Last Variation: 02 0001.
- Description:** Additional paved area.
- Variation Status:** Radio buttons for N, W, A (selected), P, R, D. Status: Approved.
- References:** Client Reference: CI-V01; Site Reference: SR-001.
- Proceed/Quote:** Radio buttons for Proceed (selected) and Quote.
- Client VO Number:** A0001.
- Update job history:** A checked checkbox.
- Date and Type Fields:** Date: 25/09/2021; Date: 25/09/2021; Date: 22/09/2021; Type: [icon]; Package: [icon]; Reason: 01 [icon].
- Financial Summary:**
  - Allocated: 12,000.00
  - Unallocated: 0.00
  - Price: 13,500.00
  - Expected Revenue: 14,000.00
  - Budget: 12,000.00
  - Margin: 1,500.00
  - Ext. of Time: [input] Days

# Internal and External Variations

## Generating Variation Documents

Jobpac provides four documents that can be used to assist in the administration of Variations. These documents can only be generated if text is entered in the Client or Subcontractor text fields on the Variation. If no text has been used, no document can be printed.

Use menu option ‘Generate VO Documents’

### Generating Variation Documents

Tab through the fields and complete as required.

Field Name	Description
<b>Job</b>	Type in or select the Job Number.
<b>Variation Notice to Client</b>	Click this checkbox (optional). This document is used to advise the client that a Variation has been registered. This can be used to confirm Variations raised by the client, or to notify the client of Variations raised by you.
<b>Subcontract Variation Request</b>	Click this checkbox (optional). This document is sent to Subcontractors requesting them to prepare a price for a Variation. This document may indicate that the Subcontractor should start on the work immediately, or alternatively just prepare the quotation.
<b>Variation Price to Client</b>	Click this checkbox (optional). This document is sent to the client submitting the Variation price.
<b>Subcontract Variation Price Acceptance</b>	Click this checkbox (optional). This document that is sent to the Subcontractor advising that their price has been accepted and that they should commence work (if they have not already done so).
<b>S/C Agreement</b>	Select the Subcontractor Agreement number if a SC Document has been selected.
<b>Approved Date GE</b>	All Approved SC Variations after this date will be printed.
<b>Start Variation Number</b>	Start No
<b>Finish Variations Number</b>	Finish No

# Internal and External Variations

Field Name	Description
<b>Fine Print Number</b>	Select a Fine Print number. (Refer earlier in this document for setup of Fine Print). More than one set of Text can be added to the document by using the 'Select Fine Print No'.
<b>Include Previously Printed text</b>	By default only documents Not already printed, will print. To print previously printed documents, select this option.

The format of the four documents is a default format. If you want changes to these documents, you consultant can arrange this. Changing them in not a user function.

# Internal and External Variations

## Variations Enquiry

Select > **Variations** > **Variations Enquiry** from the Jobpac main menu.

An Extensive Variation enquiry is available.

# Internal and External Variations

## Client Variation Reporting

Use this section to access the various client reports available in the Jobpac system.

### Contract Variations Summary Report

This report displays the Contract Variations Summary Report for the specified period and for a selected job. There are two formats for this report. The second format can be implemented by the parameter VCVSUM.

### Variations Cost Report

This Variations Cost Report displays the Variations budget, margin and Variations values against the Variations Code for the selected period and job.

This report can be used as an audit report for variation summary appearing on the BFM Project Summary Report when run with option of Transferred only.

### Variations Not Yet Submitted

This report displays Client Variations where a price has not been submitted to the client

### Variations Waiting Approval

This report displays Client Variations where a price has been submitted to the client

### Claimed Variations Report

This report displays Variations Claimed via the Progress Claim function for the selected period and job.

### Variation Claim by Client Variation Number Report

This report displays all the Variations Claims in order of Client Variation number.

### Variation Status

This report displays Variations in order of Transferred status and then Variation status

### Variation Details Report

This report displays Variations and their dissections.

### Variations Risk Report

This report displays transferred and non transferred Variations and summarises Revenue, Cost, Budget and Margin details for each Variation status.

### Transferred Variations with Unallocated Budget



# Internal and External Variations

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This report displays any Variations that have been transferred to jobcosting with unallocated cost budgets.

## Client Forecast Report

This report provides the client with the forecast final contract sum, starting from the original contract value plus any rise & fall and including variations.

## Subcontractor Variations Reports

Use this section to access the various client reports available in the Jobpac system.

### Subcontractor Not Yet Priced

This report displays Subcontractor prices not yet priced, i.e. with a status of N.

### Subcontractor Pricing Awaiting Approval

This report displays Subcontractor prices that have been received, but not yet approved.

### Internal Variations Report

This report displays Internal Variations including all dissections.

### Subcontractor Variations Listing By Agreement

This report displays Subcontractor Variations listing details by Agreement Order number sequence for the selected job.

### Subcontractor Variations Listing by Cost Centre

This report displays Subcontractor Variations Listing details by Cost Centre sequence for the selected job.

### Subcontractor Variations Listing by Variation Number

This report displays Subcontractor Variations Listing details by Variation Number sequence for the selected job.