 **Viewpoint**
Jobpac Connect[™]

BFM – Unsecured works
Module Guide
Version: 1.0

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Table of Contents

- Introduction..... 5**
- Unsecured Works Register Updates 6**
 - New Projects 6
 - Go Get Probability..... 8
 - Events..... 9
 - Project Security 12
 - Project Types..... 12
 - Profit Taking Thresholds (PTT) 14
 - Project Deletion 14
 - Project Copy..... 14
 - Project Number Rename..... 14
 - Project Text Maintenance..... 15
- Work in Hand and Cashflow..... 16**
 - Work in Hand 16
 - Updating the Work in Hand Schedule..... 16
 - Unsecured Cash flow Values..... 18
 - Assign Resources..... 18
- BFM Unsecured Works Locking 19**
 - Locking Unsecured Projects 19
 - BFM Unsecured Works Bulk Locking 19
- BFM Reporting 20**
 - BFM Contract Trading Forecast Report 20
 - BFM Contract Trading Forecast – by Period 20
 - BFM Order Intake Analysis - Unsecured 20
 - BFM Trading Summary Report..... 20
- BFM Consolidated Reporting 21**
 - Consolidated Order Intake & Margin Variance Report..... 21
 - Consolidated Contract Trading Forecast..... 21
 - Consolidated Contract Trading Forecast by Period Report 21
 - Consolidated Trading Summary Report..... 21

Introduction

Jobpac recognises that project based organisations require integrated business forecasting options that not only includes current secured projects, but unsecured projects also.

The BFM Unsecured Works suite provides for management of identified project opportunities in the marketplace. The registration and assessment process can create quality, financial forecasting information that can be incorporated into the overall business forecast and plan.

The BFM Unsecured Works module provides:

1. Potential Project identification and scope
2. Expected Order Intake timing
3. Expected Project Timeline
4. Probability of the project proceeding and being awarded
5. Project Accessible values
6. Forecast Turnover, Costs and Margin

The module provides integrated register management, reporting and historical tracking from within the Jobpac application.

Unsecured Works Register Updates

The Unsecured Work register has been designed to support the constant review and updating of projects being pursued in the market.

The key information relating to each potential project, the probability assessments and factors influencing successful award require frequent updates. The frequency of update is influenced by a wide range of external events and factors such as client and competitor details, economic conditions and the latest market information which requires

- New Opportunities to be registered and existing projects updated
- Decisions and outcomes affecting status (Won, Lost etc.) to be updated
- Project potential and scope to be revised
- Events affecting project development and award probability to be updated
- Project duration and expected award to be updated
- Project Work in Hand (WIH) to reflect the latest execution strategy and program.

The Unsecured Works maintenance supports all of these functional requirements as a key component of the Jobpac business forecasting architecture.

To access Unsecured Works Project Selection from the Jobpac menu system select **>Business Forecasting>Unsecured Works**.

Contract Trading Maintenance - Unsecured Works

As at: AUG20

DESCRIPTION/PROJECT VALUES | DATES/PROJECT VALUES | DATES/TIMELINE | DESCRIPTION/TIMELINE | F/CAST CHANGE THIS YEAR | F/CAST CH...

Hide | Apply

Pending Won Lost Suppressed

Group Code: [] Locked: All

From: [] Contains: [] RU: Equals [] SU: Equals []

Project	Description	Prob % Go	Prob % Get	Prob % Fcast	Project Turnover	Project Margin	Forecast Turnover	Forecast Margin
WB0009	Alpha Apartments	76.67	72.86	55.86	1,000,000	180,000	558,617	100,551
WB0010	Miller St Upgrade	90.00	79.00	71.10	900,000	63,000	639,900	44,793
WB0011	Staley Park Fitout	93.33	87.00	81.19	100,000	15,500	81,197	12,585
WB0099	Unidentified Projects 2007/8	100.00	100.00	100.00	2,000,000	200,000	2,000,000	200,000
0021	new				100,000			

You can directly access an **Unsecured Project** by selecting a project from list displayed, using a right click and choosing **Select**, or double-clicking on the project.

New Projects

When a potential project is firstly identified and the organisation decides that the project should be registered and pursued, a *unique Unsecured Project number* must be allocated and a new project created within the BFM Unsecured Works register.

Use the **Add Project** from the **Actions** menu within **Unsecured Works Maintenance**, to add a new project. The following prompt screen will be displayed.

Unsecured Project Maintenance

As at: AUG20

Project: US0043 | Camberwell School

NB This project number is different to the project number that would be used within Secured work. It is not transferred across.

Unsecured Project Maintenance
ACTIONS OK BACK

As at

Project US0043

Tendered/Quoted

Expected/Actual Tender Date

Expected Start Date

Project Turnover

Forecast Turnover

Project Type

Group Code

Reporting Unit

Reporting Sub Unit

Status Won Lost Pending Suppress

Lock Project

Expected Award Date

Expected Finish Date

Project Margin %

Forecast Margin

EOI/PQ Start Date

Bnd/Gnt/Retention Type

Bnd/Gnt/Ret Amt

Bnd/Gnt/Ret Pct %

Auto Allocate WIH Values

Profit Taking Threshold (Group/Project Type)

Chain of events

Event	Description	Event Type	Independent Probability	Cumulative Probability
	Project goes ahead	GO AHEAD		
	Project is awarded to us	AWARD		

Final Probability

The following table lists the fields that are available in the **Unsecured Works Maintenance** screen when registering a new project or updating information relating to an existing unsecured project.

Field Name	Description
Project Description	The description of the project.
Tendered/Quoted	This tick box signifies whether the project tender or quotation has been prepared.
Expected/Actual Tender Date	The Expected or Actual Tender date.
Expected Award Date	The date that the project is expected to be awarded.
Expected Start Date	The date that the project is likely to commence. Mandatory
Expected Finish Date	The date that the project is predicted to be completed. Mandatory
Project Turnover	The total value of the project likely to be awarded.
EOI/PQ Start Date	Expression of Interest/Project qualifying date. Optional
Bnd/Gnt/Retention Type	Bond, Bank Guarantee, or Retention (B,G,R)
Bnd/Gnt/Ret Amt	Value
Bnd/Gnt/Ret %	Percent

Field Name	Description
Auto Allocate WIH Values	This will automatically spreads the value of the project equally over each month of the project.
Project Margin	The total margin that the project can deliver. If a margin value is input the Project Margin % will be calculated
Project Margin %	The total margin % that the project can deliver. If the margin % is input the margin value will be calculated.
Project Type	Type in the BFM Project Type
Group Code	Type in the Group Code.
Reporting Unit	Type in the Reporting Unit Code.
Reporting Sub Unit	Type in the Reporting Sub-unit Code
Project Status	Refer to the Status Options table below
Locked	Leave this field un ticked when adding a new project.
Profit Taking Threshold%	Type in the project specific Profit Taking Threshold % to defer profit recognition until this completion milestone is reached. If input, this value will override the Project Type and Group Code level Threshold default percentages.

The status options currently supported are:

Status Option	Definition
Pending	Projects being pursued but not yet awarded
Won	Projects now awarded or secured by us.
Lost	Projects now awarded to other competitors
Suppressed	Projects being tracked, but not taken to account in forecasts

Note: When a new project is added to the register, the status will default to Pending. If the status is of a project is changed to Won, the system will request, for notational purposes only, the input of the actual project award date and a cross reference to the actual project number allocated within the Jobpac Jobcosting module.

Go Get Probability

It is common in most companies to track multiple ‘new work’ opportunities at any point in time. The expected success rates or potential of securing these projects is reflected in the BFM by using a Go / Get probability methodology.

This assessment consists of the following two elements expressed as percentages –

- Go** Summary of all events influencing the probability of the project proceeding.
- Get** Summary of all events influencing the probability of project award to our Company.

The **Go/Get** Probability can be configured within BFM System maintenance to operate using a supporting Events register (Events Structure for Unsecured Projects) for detailed Go/Get analysis and substantiation or alternatively, by direct input by the user of the assessed Go/Get percentages.

Allow Event Structure For Unsecured Projects

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*Note: It is the combination of both of these elements allows the BFM to determine a **Nett Probability Percentage**, which is used to calculate the **Forecast Turnover and Margin** that will be recognised in the business forecasts. These forecast values are simply calculated by applying the **Nett Probability percentage** to the recorded **Project Turnover and Margin values**.*

Events

The Event register feature has been provided as an option to provide a more detailed analysis and substantiation of the Go/Get position for a potential project in the register.

When in use, the user will be provided with additional event selection options to define the factors influencing the Go or Get probability being defined.

To define the events to support the **Go or Get** probability position, choose **Define Event Structure**.

Unsecured Project Maintenance
ACTIONS OK BACK

As at

Project

Tendered/Quoted

Expected/Actual Tender Date

Expected Start Date

Project Turnover Project Margin %

Forecast Turnover Forecast Margin

Project Type Contract Cost % Complete

Group Code

Reporting Unit

Reporting Sub Unit

Status Won Lost Pending Suppress

Lock Project

Expected Award Date

Expected Finish Date

EOI/PQ Start Date

Bnd/Gnt/Retention Type

Bnd/Gnt/Ret Amt

Bnd/Gnt/Ret Pct %

Auto Allocate WIH Values

Profit Taking Threshold .00 (Group/Project Type)

Chain of events < > ...

Event	Description	Event Type	Independent Probability	Cumulative Probability
	Project goes ahead	GO AHEAD	<input type="text" value=""/>	
	Project is awarded to us	AWARD		

Final Probability

The **Go or Get** event type that has been selected will be displayed in the header area of the panel.

The user can add new event criteria to assess or update the weighting and independent probability percentage for the event codes previously defined, on the panel. When you have updated event details, click **OK** to update the probability percentages for the project.

If no events are displayed, then select **Add New Entries**.

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Unsecured Project Event Structure Maintenance

As at: AUG20

Project: WB0099 Unidentified Projects 2007/8
Event Type: GO AHEAD Project Goes Ahead

⌵ ACTIONS ✔ OK ⏪ BACK

Prompt
Refresh
Add New Entries

⌵ Hide Apply + < > ⋮

From: Contains

To:

Event Code	Description	Weighting	Independant Probability%	Cumulative Probability%	
(no records to display)					

This displays a Master list of events already defined.

Select the ones you require, and enter the weighting and probability.

Unsecured Project Event Structure Maintenance

As at: AUG20

Project: WB0099 Unidentified Projects 2007/8
Event Type: GO AHEAD Project Goes Ahead

⌵ ACTIONS ✔ OK ⏪ BACK

⌵ Hide Apply + < > ⋮

From: Contains

To:

Event Code	Description	Weighting	Independant Probability%	Cumulative Probability%	
DA	Development Approval	80	60.00	48.00	
ENVIRON	Environmental Impact	20	100.00	20.00	

Return to the Unsecured Project screen. The Forecast Turnover has been updated using this probability.

Unsecured Project Maintenance ACTIONS OK BACK

As at

Project

Tendered /Quoted Expected/Actual Tender Date Expected Award Date

Expected Start Date Expected Finish Date

Project Turnover Project Margin %

Forecast Turnover Forecast Margin

Project Type Contract Cost % Complete

Group Code

Reporting Unit

Reporting Sub Unit

EOI/PQ Start Date

Bnd/Gnt/Retention Type

Bnd/Gnt/Ret Amt

Bnd/Gnt/Ret Pct %

Auto Allocate WIH Values

Status Won Lost Pending Suppress

Lock Project Profit Taking Threshold .00 (Group/Project Type)

Chain of events < > ...

Event	Description	Event Type	Independent Probability	Cumulative Probability
DA	Development Approval			
ENVIRON	Environmental Impact			
...more	Project goes ahead	GO AHEAD	68.00	68.00
PRICE	Price Comparatives			
...more	Project is awarded to us	AWARD	100.00	100.00

Final Probability 68.00

If new Events need to be added, they can from this screen below.

Unsecured Project Event Structure Maintenance ACTIONS OK BACK

As at

Project Event Type

Events Master Scan ×

(Multiple Selections Allowed)

+ < > ...

From Contains

To

Event Code	Description	Type	Relative Probability%
DA	Development Approval	G	
ENVIRON	Environmental Impact	G	
FEAS	Feasibility Study	G	
FINANCE	Project Finance	G	
POLITICAL	Political Stability	G	

From Contains

To

Event Code Description (no records)

To add to the Master list, select the + , to Add to the master list.

The following Screen displays

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Event Master file Maintenance

ACTIONS OK BACK

Hide Apply

From Contains To

Event Code	Description	Event Type ('Award/'Go Ahead)
CLIENT	Client Relationship	A
COMPETE	Competitors	A
DA	Development Approval	G
ENVIRON	Environmental Impact	G
FEAS	Feasibility Study	A
FEAS	Feasibility Study	G
FINANCE	Project Finance	G
POLITICAL	Political Stability	G
PRICE	Price Comparatives	A
RESOURCE	Resourcing	A
SCHEDULE	Project Plan & Delivery	A
TRACK	Track record similiar projects	A

New entries can be added at the bottom of the list

Project Security

Unsecured project access security is defined at Group Code level within the BFM User Maintenance program.

BFM User Maintenance

ACTIONS OK BACK

Hide Apply

From = = = Frr = Frr = Frr = Frr = 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
BADLES0	N	Y	Y	9	Y	9	Y	9	Y	0	Y	Y	ALLO...	
BEAGLE0	N	Y	Y	9	Y	9	Y	9	N	0	Y	Y		
BOUDAMO	N	Y	Y	9	Y	9	Y	9	N	0	Y	Y		
BRENDAN	N	N	Y	5	N				N	0	Y	N		
CALDODO	N	Y	Y	9	Y				N	0	Y	Y		
FEINORO	N	Y	Y	9	Y				N	0	Y	Y		
FRANCIS	N	Y	Y	9	Y				N	0	Y	Y		

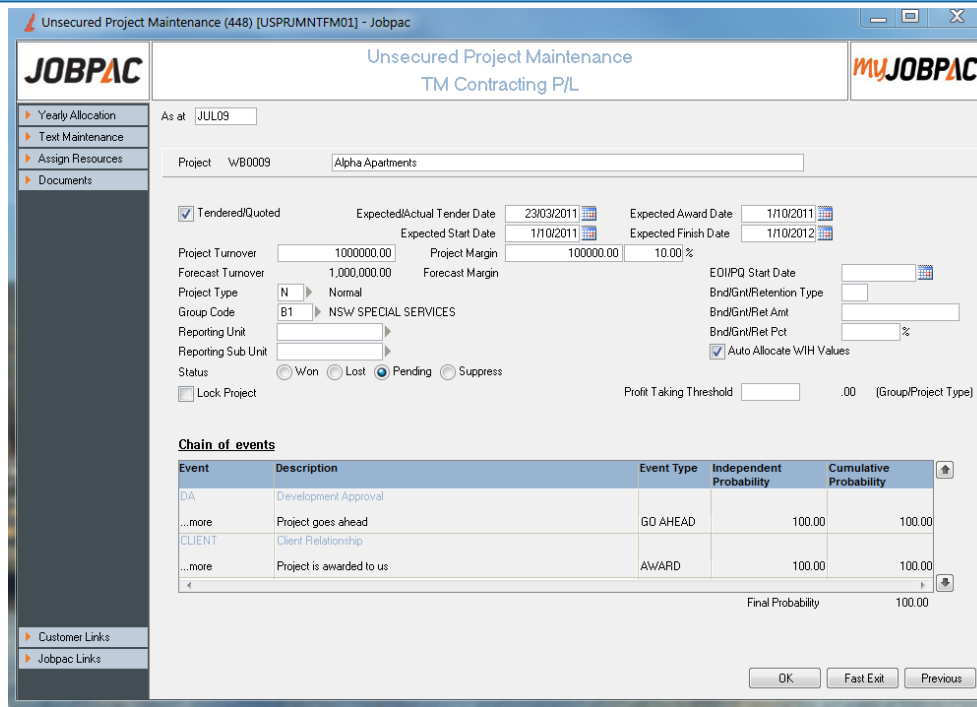
Context menu for BOUDAMO:

- Define User Security
- Unsecured Works Security
- Non Projects Security
- Delete

These access controls ensure that users are only presented with the schedule of projects that they have been authorised to view.

Project Types

Project Types define the supported profit recognition rules in **Unsecured Works Maintenance** used to calculate forecast margin for each period of the projects projected lifecycle.



Unsecured Project Maintenance – with Project Type ‘R’ defined

The project types supported within **Unsecured Works Maintenance** are:

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 expected Cost of Work in Progress (CWIP) that is forecast, is simply recorded as negative Gross Margin impact. The forecast at completion information relating to a cost collector is used to control the forecast projection of anticipated future costs and margin impact.

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.

Note: The values recorded as ‘Internal’ projects are subsequently reported as a separate reporting line in the Unsecured Works analysis in the Business Trading Summary (BTS).

JTD Recognition (J)

The forecast Margin is calculated as the difference between forecast Turnover and forecast Cost (CWIP).

Normal (N)

The JTD Margin is calculated using the percentage of Cost Completion applied to the FFM with consideration of any Profit Taking Threshold defined (see Profit Taking Threshold Maintenance)

Note: The forecasting of Loss Jobs (negative Forecast Final Margin) is not supported in Unsecured Works Maintenance.

Revenue (Billings) (R)

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

Contingency (T)

When an Unsecured project is created to manage income and/or cost contingencies, a special Contingency project type can be used to assist in managing Work in Hand distributions and controlling margin effects.

The user can directly control the input of any combination of turnover, cost or margin to record the WIH allocation profile required.

Profit Taking Thresholds (PTT)

If a company has a policy of not declaring Profit on a straight line basis from project commencement, then a Profit Taking Threshold can be defined to defer margin recognition until the threshold has been reached.

If a default PTT has been defined for the Project Type in BFM System Maintenance, it will be recorded and used accordingly in Work in Hand (WIH) forecast projections.

If a Group Code is defined for a project, any default PTT defined for the Group code in BFM System Maintenance will override any Project Type default, and be used accordingly in Work in Hand (WIH) forecast projections.

The user can optionally override the PTT for a project within the **Unsecured Works Maintenance** screen, if a project specific risk assessment is to be applied.

Project Deletion

To delete a project use the right click and ► *Delete* option within **Unsecured Works Project Selection** and the deletion confirmation panel will be displayed. To confirm, use the *Delete this project* option and click OK.

Note: A project can only be deleted within the review period that it was created in. As soon as an Unsecured Project has period history recorded, it cannot be removed from the database as this can impact reconciliation of forecast movement in the BFM reporting suite.

Project Copy

To copy an existing project use the right click and ► *Copy* option within **Unsecured Works Project Selection** and the Copy prompt panel will be displayed to override the selected project number and description with the new unsecured project code and description.

To confirm the copy, click OK. The Unsecured Works Maintenance panel will then be displayed for you to update project details.

Project Number Rename

To rename an existing project number use the right click and **Rename** option within **Unsecured Works Project Selection** and the Rename prompt panel will be displayed. Type the new project code, overriding the existing project number and click OK to confirm the rename process.

Note: A project can only be renamed within the review period that it was created in. As soon as an Unsecured Project has period history recorded, it cannot be renamed as this can impact reconciliation of forecast movement in the BFM reporting suite.

Project Text Maintenance

To record additional narrative or information about the project, use the right click and **Text** option to display the Text maintenance panel. All information input into the Text Maintenance panel will be recorded historically as at the review period of entry.

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Work in Hand and Cashflow

The BFM suite includes the Unsecured Works register to assist in tracking and assessing future work opportunities and to support operational forecasts.

A key requirement in Business Planning and management is access to performance and forecast information across a range of timelines.

So that period based management and financial reporting could be generated from the BFM, the **Work in Hand (WIH)** function was developed in **Contract Valuation**, and the **Yearly Allocation** function developed within **Unsecured Works Maintenance**.

Work in Hand

To access the Work in Hand screen from the **Unsecured Works Maintenance** screen, select **Yearly Allocation** from the options on the **ACTIONS** menu.

The screenshot shows the 'Unsecured Project Maintenance' interface. At the top right, there are buttons for 'ACTIONS', 'OK', and 'BACK'. The 'ACTIONS' dropdown menu is open, showing options: 'Assign Resources', 'Yearly Allocation' (highlighted), 'Text Maintenance', and 'Enter UDFs'. The main form contains fields for 'As at' (AUG20), 'Project' (WB0010), and 'Miller St Upgrade'. It also includes date pickers for 'Expected/Actual Tender Date' (15/04/2004), 'Expected Award Date' (1/09/2020), 'Expected Start Date' (1/09/2020), and 'Expected Finish Date' (1/09/2021). Financial summary fields include 'Project Turnover' (900,000.00), 'Project Margin' (63,000.00, 7.00%), 'Forecast Turnover' (639,900.00), and 'Forecast Margin' (44,793.00).

Updating the Work in Hand Schedule

The **Work in Hand Schedule** screen is integrated within **Unsecured Works Maintenance**, to allow for time based allocation of the expected project Turnover, Costs and Margin values, over the expected Contract execution period (defined by the Expected Start and Finish dates recorded for a project).

The WIH review and allocation process commences with the selection and display of the **WIH yearly analysis** screen, which dissects the project duration into financial year elements with key project financial values and completion percentages shown.

The screenshot shows the 'Contract Trading Maintenance' interface. It has 'ACTIONS', 'OK', and 'BACK' buttons. The 'As at' field is set to 'AUG20'. The project is 'WB0010 Miller St Upgrade'. There are checkboxes for 'Override WIH' and 'Override Cashflow'. The 'PROJECT VALUES' tab is active, displaying a table with the following data:

Year	Project Turnover Total For Year	Project Turnover Unallocated	Project Costs Total For Year	Proj Costs %	Project Costs Unallocated	Project Margin Total For Year	Proj Margin %	Project Margi Unallocate
2020	630,000.00		585,900.00	70.00		44,100.00	70.00	
2021	270,000.00		251,100.00	100.00		18,900.00	100.00	

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The direct data entry of a value or percentage against either of the **Turnover, Cost or Margin** fields (dependant on Project Type), on a yearly analysis line is permitted for any year during the expected project execution period.

The objective of this screen is to allow the user to distribute the WIH Total values shown under each column, within the project execution period. Once this process is complete there should be no 'Unallocated' values displayed on this screen.

Having allocated values over the financial year records, it is then necessary for the user to allocate this forecast Turnover, Cost and Margin over the months within each financial year. This is achieved by selecting the relevant year, right clicking and choosing **Select** and the 12 month dissected screen view displays with each month between project start and finish available for user allocation of **Turnover, Cost and Margin** (dependant on Project Type).

Right click and choose **Select**. The following screen displays.

Contract Trading Maintenance

As at

Project WB0010 Miller St Upgrade
 Year 2020 ▶ S Curve
 Override WIH Override Cashflow

PROJECT & FORECAST ◀ ▶ ⋮

Period	Project Turnover	Project Costs	%	Project Margin	%	Forecast Turnover	Forecast Costs	Forecast Margi ₪
JUL20								
AUG20								
SEP20	63,000.00	58,590.00	7.00	4,410.00	7.00	44,793.00	41,657.49	3,135.51
OCT20	63,000.00	58,590.00	14.00	4,410.00	14.00	44,793.00	41,657.49	3,135.51
NOV20	63,000.00	58,590.00	21.00	4,410.00	21.00	44,793.00	41,657.49	3,135.51
DEC20	63,000.00	58,590.00	28.00	4,410.00	28.00	44,793.00	41,657.49	3,135.51
JAN21	63,000.00	58,590.00	35.00	4,410.00	35.00	44,793.00	41,657.49	3,135.51
FEB21	63,000.00	58,590.00	42.00	4,410.00	42.00	44,793.00	41,657.49	3,135.51
MAR21	63,000.00	58,590.00	49.00	4,410.00	49.00	44,793.00	41,657.49	3,135.51
APR21	63,000.00	58,590.00	56.00	4,410.00	56.00	44,793.00	41,657.49	3,135.51
MAY21	63,000.00	58,590.00	63.00	4,410.00	63.00	44,793.00	41,657.49	3,135.51
JUN21	63,000.00	58,590.00	70.00	4,410.00	70.00	44,793.00	41,657.49	3,135.51

◀ ▶ ⋮

Unalloc

Total	630,000.00	585,900.00	70.00	44,100.00	70.00	447,930.00	416,574.90	31,355.10
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Auto Allocation Method Clear Values Prorata Totals Accumulate Totals

The user can then allocates the outstanding Turnover, Cost and Margin by month by either of the following methods and utility options:

- Select the **Clear Totals** checkbox to initialise all **Project and Forecast** Turnover, Cost and Margin values recorded for the financial year displayed.
- Select the **Prorata Totals** checkbox and click **OK**. The outstanding (unallocated) values will then be equally spread over the available (data entry capable) months of the year selected.
- The user can directly enter the required values or completion percentages, against each data entry capable month row displayed to ensure that no remaining 'Unallocated' WIH values exist for that financial year. Alternatively select the **Accumulate Totals** checkbox to update the financial year totals displayed.

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- S-Curves can also be used to automatically allocate the monthly amounts based on the S-Curve. See the Function Guide '**S-Curves for WIH Forecasting**'

Note: There must be no 'Unallocated' values remaining when an authorised user attempts to 'lock' a project at the completion of Unsecured Works Maintenance for a review period otherwise an error warning message displays. If 'Unallocated' values exist within a project a number of higher level BFM reports, such as the BFM Trading Summary will have reconciliation issues when compared to the BFM Contract Trading Forecast reports.

Unsecured Cash flow Values

As an unsecured project, forecast values are calculated based on the *Nett Cumulative probability* assessment recorded for the project.

At this point of our R&D cycle and market requirements, it is not considered logical to expect a user to be preparing and maintaining a separate Cash Flow forecast from a set of derived forecast turnover, cost and margin values, but rather use the forecast values themselves as a pseudo Cash Flow projection

The monthly forecast Turnover, Cost and Margin values should be used within the existing suite BFM Reports to provide the basis of an Unsecured Works Cash flow forecast.

Assign Resources

Resources, e.g. Project Manager, can be assigned to an unsecured project. Select **Assign Resource** from the **Actions** menu, then select the resource required

Unsecured Project - Allocate Resources

Contains

Resource Name	Name
Damien Bourke	
Jim Smith	

Select

This is a predefined list to be used for all projects. To update the list, use the BFM Utilities Menu option **Resources For Unsecured**.

BFM Unsecured Works Locking

Locking Unsecured Projects

The concept of hierarchical line management review of the Unsecured Project forecast is supported within the BFM.

As a Business Development, Commercial manager or designate completes all unsecured work updates, then a project can be locked to:

Prevent another user making further changes to the recorded position.

Provide a visual identification in the register that project has been assessed and updated.

While a project is locked, user access is restricted to enquiry mode only and no further maintenance can occur.

A locked project can only be unlocked by a user with an equivalent or higher unsecured project locking level authority, defined within their BFM user profile.

The edit capability to the lock option will only be enabled when a user has a lock level authority defined for their BFM user profile (see BFM System Administration)

When a project is locked, a locking audit stamp containing userid, date and time is recorded and displayed within **Unsecured Works Maintenance** for information purposes only.

BFM Unsecured Works Bulk Locking

The Unsecured Bulk Lock Is typically used during a BFM review period to 'lock' or 'apply' a higher level, user locking authority to unsecured projects within the BFM Unsecured Work register.

The Unsecured Bulk Lock option can be run at workid level.

To access the BFM Unsecured Works Locking select > **Business Forecasting > Reporting > More BFM Reports > Unsecured Bulk Lock** from the Jobpac main menu.

BFM Reporting

BFM Contract Trading Forecast Report

The Contract Trading Forecast (CTF) can be used to review both secured and unsecured contracts focusing on contract performance, unsecured works probability, financial year end forecast positions and forecast movement within the nominated BFM review period.

This report can also be run at workid or consolidation levels.

To access the BFM Contract Trading Forecast report, select > **Business Forecasting > Reporting > Contract Trading Forecast** from the Jobpac main menu.

BFM Contract Trading Forecast – by Period

The Contract Trading Forecast (CTF) – By Period can be used to review both secured and unsecured contracts for a nominated financial year, focusing on contract performance, unsecured works probability, and monthly forecasts up to financial year end, for a nominated BFM review period.

The CTF by Period can be generated at workid or consolidation levels

To access the BFM Contract Trading by Period report select > **Business Forecasting > Reporting > Contract Trad'g by Period** from the Jobpac main menu.

BFM Order Intake Analysis - Unsecured

The Order Intake Analysis USW is used to review the order intake or contract award values expected from all unsecured projects currently included in the business forecast.

The report can be run for a nominated financial year and the **Expected Award** date recorded for each unsecured projects is used to individually 'plot' the intake value to a specific month of the financial year.

This report can also be run at workid or consolidation levels.

To access the BFM Order Intake Analysis – Unsecured report select > **Business Forecasting > Reporting > Order Intake Analysis USW** from the Jobpac main menu.

You can also select viewing preferences for the report. Select the required report option: Spool file, PDF or Excel. Click *OK* and you are prompted 'Do you wish to proceed?' Click *Yes* to proceed or *No* to cancel and the report displays

BFM Trading Summary Report

The Business Trading Summary (BTS) can be used to review key operational performance (secured and unsecured projects), financial results and forecasts for a contracting entity.

The BTS can be generated at workid or consolidation levels.

To access the BFM Trading Summary report select > **Business Forecasting > Reporting > Trading Summary** from the Jobpac main menu.

BFM Consolidated Reporting

A selection of the BFM reports can also be run at as consolidated reports.

Consolidated Order Intake & Margin Variance Report

The Order Intake and Margin Variance report is used analyse Order Intake position, Work In Hand (WIH) movement and Margin Variance as at a BFM Review period.

The Order Intake & Margin Variance Report can be generated at workid or consolidation levels

To access the Consolidated Order Intake & Margin Variance report select > **Business Forecasting > Reporting > Consolidated Reports > Order Intake, WIH & V'rnce** from the Jobpac main menu.

Consolidated Contract Trading Forecast

The Contract Trading Forecast (CTF) can be used to review both secured and unsecured contracts focusing on contract performance, unsecured works probability, financial year end forecast positions and forecast movement within the nominated BFM review period.

To access the BFM Consolidated Contract Valuation report select > **Business Forecasting > Reporting > Consolidated Reports > Contract Trading Forecast** from the Jobpac main menu.

Consolidated Contract Trading Forecast by Period Report

The Contract Trading Forecast (CTF) – By Period can be used to review both secured and unsecured contracts for a nominated financial year, focusing on contract performance, unsecured works probability, and monthly forecasts up to financial year end, for a nominated BFM review period.

The CTF by Period can be generated at workid or consolidation levels

To access the BFM Consolidated Contract Trading by Period report select > **Business Forecasting > Reporting > Consolidated Reports > Contract Trad'g by Period** from the Jobpac main menu.

Consolidated Trading Summary Report

The Business Trading Summary (BTS) can be used to review key operational performance and financial results for a contracting entity.

The BTS can be generated at workid or consolidation levels.

To access the BFM Consolidated Trading Summary report select > **Business Forecasting > Reporting > Consolidated Reports > Trading Summary** from the Jobpac main menu.