

 **Viewpoint**
Jobpac Connect[™]

BFM – Non Project Operation
Module Guide
Version: 1.0

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Overview

Jobpac Business Forecasting Module (BFM)



Jobpac Business Forecasting Module (BFM) Integration

What is Non-Project Maintenance?

The Business Forecasting Module has been designed and developed to provide comprehensive analysis tools to review assess and reconcile the financial position of administration and operational support services. This design focus recognises that there is more to preparing a business forecast, than simply reviewing and controlling existing projects. The inclusion of Unsecured Works and Non-project data can provide a more complete view of all business operations and support services for the current year and monthly performance together with forecasting projections for future accounting periods.

The Non-project maintenance option within the Jobpac BFM supports the structured review and analysis of business costs and incomes not directly processed through the Jobpac Jobcosting module.

This can typically include:

1. Overheads costs
2. Head Office, branch and divisional overhead costs
3. Interest income and expenses
4. Sundry incomes
5. Not project related expenses and incomes
6. Profit and loss on disposal of fixed assets
7. Extraordinary costs.

Jobpac's BFM Non-project maintenance module is based on the definition of a three tiered hierarchical summary structure, which is mapped directly to specific Indirect Revenue and Indirect Expense General Ledger accounts (types 7 and 9).

This architecture supports complete flexibility for any organisation to summarise their Non-project operations in a structured and logical view to manage:

- Actual Costs
- Accrued Costs
- Budget Comparatives
- Cost Variances
- Forecast projection

The integration of core Jobpac General Ledger based forecasting and BFM accrual accounting tools enhances the online review and maintenance of Non-project information within and across a range of timelines e.g. monthly, year to date, last year, current year and future years.

The configuration of user access and security rules, hierarchical summary structure maintenance, General Ledger account mapping and access to review period 'locking' are defined within the BFM System Administration manual.

Non-Project Maintenance Hierarchical Structure

The three tiered, hierarchical summary structure available within BFM Non-project Maintenance consists of the definition of:

- User defined Level,
- User defined Category
- User defined Subcategory and
- Link to all Indirect Cost and Revenue accounts (Type 7 and 9)

Level

The BFM Non-project Level definition is the highest level of summarisation of Non-project information. Two examples of this are:

- Overhead Costs
- Sundry Income & Expenses
- Plant Operations
- Stock Operations

OR

- Head Office
- NSW
- VIC
- QLD

These are only a representation of two options available to configure the Level element within this hierarchy, a number of companies using the BFM module have successfully defined levels to represent geographical and discipline based summary data. The key point is the definition and control is totally user based and configurable within any Jobpac Work ID based on each organisation's specific reporting and control requirements.

Categories

The Category element is the second tier of summary within the BFM Non-project Maintenance with each category being defined within a predefined Level code.

Categories may be defined for any organisational need, but a typical definition and configuration is built on the 'Discipline' concept of grouping functional support services and entities together to represent a controllable cost or reporting unit within an organisation.

This can represent:

- Management Overheads
- Business Development Overheads
- Estimating Overheads
- Engineering Support Overheads
- Construction Support Overheads
- Human Resources Overheads
- Information Technology Overheads
- General Service Overheads

To provide a lower or second tier analysis of each level defined.

Enter Module Name Here

The Non-project Maintenance Category panel is shown below.

Sub-Categories

The Sub-category element is the third tier within BFM Non-project Maintenance hierarchy with each sub-category being defined within a pre-defined Level and Category code.

A typical subcategory definition and configuration is built on the logical grouping of 'like' General Ledger accounts and can define a consistent heading which logically applies these General Ledger accounts.

This can represent G/L Account groupings such as:

- Accounting Fees
- Advertising
- Computer Expenses
- Consultants
- Depreciation
- Entertainment
- Insurance
- Legal Fees
- Office Expenses.

Note: It is important to observe that when viewing a subcategory summary in the form defined above we have been able to simply build a logical tiered summary hierarchy above the Jobpac General Ledger module. Once defined the summary structure is dynamically maintained by the Jobpac database to facilitate the immediate review using the online and reporting tools available within BFM Non-project Maintenance.

Account Levels

The defined Jobpac Indirect Revenue and Indirect Cost accounts are manually assigned or mapped to individually link them to the predefined three tiered hierarchical summary structure.

Typically, this mapping process is usually a one-time definition completed during the implementation phase of BFM Non Project Maintenance.

Note: When a new Indirect Revenue or Cost account is created using Jobpac Chart of Account maintenance this additional mapping process (Level, Category and Subcategory assignment) must also be completed within the BFM module. Unmapped accounts cause reconciliation problems in BFM versus Financial reports.

The mapping definition of each account is permanently recorded within the Jobpac database until changed or re-mapped by an authorised user, should this requirement occur within the organisation.

Enter Module Name Here

Note: It is important that all Indirect Revenue and Cost accounts are mapped within this structure to facilitate full BFM financial reconciliation with existing Jobpac P&L and Trial Balance reports.

The following financial values are shown at this account level:

- Actuals (YTD)
- Accruals & Adjustments
- YTD Totals (Actuals + Accruals & Adjustments)
- Movement (in the reporting period)
- Original Budget This Year
- Current Forecast This Year
- Current Forecast Next Year
- Level, Category, Subcategory definition and assignment flag.

Setting up the Structure

To setup the three tier structure and link GL accounts to the structure, the setup user must be defined in BFM User Maintenance, with a Y in the column Level (Lvl).

BFM User Maintenance														
⌵ ACTIONS ✔ OK ⬅ BACK														
⌵ Hide Apply + ⬅ ➡ ⋮														
From	=	=	=	Frrr	=	Frrr	=	Frrr	=	Frrr	=	Frrr	=	Frrr
To				To		To		To		To		To		To
User	Sys	Lvl	Secured Project Lock	Secured Project Level	Unsec Project Lock	Unsec Project Level	Non Project Lock	Non Project Level	Setup	Cost Trf Lvl	Afm Update	Proj Typ	Error Action	Base On Use
BOUDAMO	N	Y	Y	9	N		N		N		Y	Y		

Go to BFM **Non Project Operation** in the main menu. An empty screen displays. Select Add for the Actions Menu

BFM Non Project Maintenance						
🖨 ⌵ ACTIONS ✔ OK ⬅ BACK						
As at <input type="text" value="MAR22"/>						
ACTUAL COST FORECAST VALUES						
⌵ Hide Apply + ⬅ ➡ ⋮						
From <input type="text"/>						
Level	Description	Actual Cost Actuals	Actual Cost Accrual/Adjust	Actual Cost Year To Date	Actual Cost Movement	
	No Levels Exist					

This displays and entry screen for the first Level entry.

BFM Non Project Maintenance	
⌵ ACTIONS ✔ OK ⬅ BACK	
As at <input type="text" value="MAR22"/>	
Level	<input type="text"/>

Enter Module Name Here

Enter the level code followed by a description

BFM Non Project Maintenance ACTIONS OK BACK

As at

Level

Select OK, and then continue to add more level entries, using the **Add** option, until completed

BFM Non Project Maintenance ACTIONS OK BACK

As at

ACTUAL COST FORECAST VALUES

Hide Apply + < > ...

From

Level	Description	Actual Cost Actuals	Actual Cost Accrual/Adjust	Actual Cost Year To Date	Actual Cost Movement	
CORPORATE	Corporate Expenses					
NSW	New South Wales Overheads					
QLD	Queensland Overheads					

Then select each level, and add Categories

BFM Non Project Maintenance ACTIONS OK BACK

As at

ACTUAL COST FORECAST VALUES

Hide Apply + < > ...

From

Level	Description	Actual Cost Actuals	Actual Cost Accrual/Adjust	Actual Cost Year To Date	Actual Cost Movement	
CORPORATE	Corporate Expenses					
NSW	New South Wales Overheads					
QLD	Queensland Overheads					

Note: In the original image, the NSW row is highlighted, and a context menu is open over it with options: Select, Delete.

Then select each Category, and add Sub-Categories.

Linking the Structure to GL Accounts

Every Type 7 and 9 GL account must be linked to this structure.

Parameters that must be setup. NPJA07, and NPJA09. Both set to Y

Select a Level, then a Category, then a Subcategory.

Empty screen displayed. Select All Accounts from the Actions menu

Enter Module Name Here

BFM Non Project Maintenance

As at

Level NSW New South Wales Overheads
 Category ESTIMATING Estimating Expenses
 Sub Category OVERHEADS Estimating Overheads

ACTIONS OK BACK

- Next Tab
- Print
- All Accounts

ACTUAL COST DESCRIPTION FORECAST VALUES

Hide Apply

From

Account	Description	Actual Cost Actuals	Actual Cost Accrual/Adjust	Actual Cost Year To Date	Actual Cost Movement
	No Accounts Exist for this Subcategory				

This displays all Type 7 and 9 GL accounts. Then select the DESCRIPTION Tab

BFM Non Project Maintenance

As at

Level NSW New South Wales Overheads
 Category ESTIMATING Estimating Expenses
 Sub Category OVERHEADS Estimating Overheads

ACTIONS OK BACK

ACTUAL COST **DESCRIPTION** FORECAST VALUES

Hide Apply

From

Account	Description	Level	Category	Subcategory	Assign (Y/N)
30007100	Property Rental				N
30007300	Equipment Hire				N
30009121	Advertising & Promotion				N
30009122	Advertising & Promotion - Gifts & Entertaining				N
30009131	Assets - Small Tools < \$300				N
30009151	Bank Charges				N
30009152	Bank Guarantee Charges				N
30009171	Couriers & Cartage				N

Then set the Assign to Y for the GL accounts you want to link to this Level, Category, and Subcategory.

Continue with all Levels, Categories, and Subcategories until all GL account have a Y (assigned)

If this structure is setup after costs have been incurred, an SQL needs to be run to bring the values through for each Level, Category, and Subcategory. Your consultant can do this.

Update GLACCOUNT set program='GLINTOBFM' Where firm='xx'.

Enter Module Name Here

Forecasting Overheads

When the linking of GL accounts to the structure is completed, there are options to forecast each GL account via this structure.

A number of options are available

BFM Non Project Maintenance ACTIONS OK BACK

As at

Level 01 New South Wales Overheads
 Category 03 Estimating
 Sub Category IND.EXP. Overhead Expenditure

ACTUAL COST DESCRIPTION FORECAST VALUES

Hide Apply < > ...

From

Account	Description	Actual Cost Actuals	Actual Cost Accrual/Adjust	Actual Cost Year To Date	Actual Cost Movement
209751	STAFF - CAs and PMs ESTIMATING	8,056.00		8,056.00	
209784	STAFF - ECI				
209801	STATIONERY - ESTIMATING				
209812	SUBSCRIPTIONS - ESTIMATING				
209905	TRAINING - ESTIMATING				
209956	TRAVEL - ESTIMATING	256.89		256.89	115.77

Yearly Forecasts
 G/L Enquiry
 Text
 Accrual Details
 YTD Summary

These are described below

Accruals Details

Note: The input and posting of GL Account Accruals and Adjustments either at a detail or summary level is controlled via an option on the BFM System Parameter record. Refer to the BFM System Administration reference guide for details of the BFM System Parameter setup.

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

The BFM Non Project Maintenance screen as displayed above has the Accrual/Adjust column input inhibited which indicates that the BFM System Parameter record has been setup with the option to use the GL Account accrual schedule. When the schedule is not used the Accrual / Adjustment column is available for update.

The option to use the Accrual / Adjustment schedule is the most common selected. To create or modify the Accrual / Adjustment schedule for an account:

Select a G/L Account by right clicking and selecting **Accrual Details**.

Enter Module Name Here

BFM : Maintain Account Accrual/Adjustment Details ACTIONS OK BACK

As at

Account 209751 STAFF - CAs and PMs ESTIMATING

Hide Apply + < > ...

From Contains From =
To To

Line	Description	Amount	Posted
1	Staff Estimating costs not yet included	3,000.00	N
2			

When a BFM review is in progress, the Accrual & Adjustments column will allow direct input of accrual values at General Ledger account level. This feature allows an authorised user to directly control, and manage the YTD Costs reported for the review period.

These accrual values, once reviewed and approved will be generated on request, into the JOBPAC General Ledger Module via a system generated BFM Reverse Accrual journal.

Text

When viewing information at G/L Account level, the user can select a G/L Account by right clicking and selecting **Text** to access a text entry screen.

Where an account has text entered the account code is highlighted in Blue colour.

Yearly Forecasts

When viewing information at G/L Account level, the user can select a G/L Account by right clicking and selecting **Yearly Forecasts** to access the full functionality of the Jobpac Yearly Forecast program within BFM Non-project maintenance.

General Ledger Yearly Forecasting ACTIONS OK BACK

Account Number 209751 STAFF - ESTIMATING

Forecast Worksheet
% Spread Method
Spread Amount:

* Monthly View
Year

Month	Last Year 2020 Actual	This Year 2021 Budget	This Year 2021 Actual	Current Forecast	Calculated Forecast
JULY		4,166.66	8,056.00	8,056.00	8,056.00
AUGUST		4,166.66			
SEPTEMBER		4,166.66			
OCTOBER		4,166.66			
NOVEMBER		4,166.67		3,000.00	3,000.00
* DECEMBER	1,611.20	4,166.67		4,166.67	4,166.67
JANUARY		4,166.67		5,000.00	5,000.00
FEBRUARY	10,791.42	4,166.67		5,000.00	5,000.00
MARCH	17,942.84	4,166.67		4,166.67	4,166.67
APRIL	11,643.92	4,166.67		4,166.67	4,166.67
MAY	4,804.20	4,166.67		4,166.67	4,166.67
JUNE	23,256.00	4,166.67		4,166.67	4,166.67
Total	70,049.58	50,000.00	8,056.00	41,889.35	41,889.35

Enter Module Name Here

This program allows a user to review and where necessary maintain G/L Account forecasts for the current or any future financial year from within one centralised program.

The screen will display columns for Last Year Actual, Current Year Budget, Current Year Actual, Current Forecast and calculated forecast can be calculated in the last column.

Procedure: Maintaining a Yearly Forecast

Complete the following steps in order to maintain a yearly forecast:

1. Type in the forecast amount to spread in the months. The forecast amount will only be spread over the future months. The current period is indicated with an * and all prior periods will be input inhibited.
2. Enter the Percentage spread method and the forecast amount to be spread in the months. Click OK and it will spread the budget as per specified method. The default is to prorate the amount.
3. Individual months forecasts can be entered directly if required.
4. Select **Month/Cumulative** from the actions on the **Actions** menu. It will display cumulative values to all months.
5. Select **Update** from the actions on the **Actions** menu.
6. Select **Use Current Budget** from the actions on the **Actions** menu. It will spread the forecast as per current budget.
7. Select **Text** from the actions on the **Actions** menu. It will display the next screen where you can enter the text details for the data entered.

There is an upload available to update forecasts for overhead GL accounts in the menu option **Maintain Forecasts**. This is outside of BFM Non Project options, but does update forecasts for these GL accounts.

General Ledger (G/L) Enquiry

When viewing information at G/L Account level, you can select a G/L Account using the right-mouse click menu, select **G/L Enquiry** to access the full functionality of the Jobpac General Ledger Enquiry from within BFM Non-project Maintenance.

Locking Control

When the review and maintenance of BFM Non Project information has been completed, in terms of reconciling YTD Costs, accrual entry and all forecast updates have been completed, the BFM Non Project maintenance Level or Category or Subcategory can be locked by an authorised user. This locking feature is to prevent further uncontrolled adjustment or review.

The tier at which this locking occurs is controlled for a Work ID within the BFM System Parameter Maintenance option.

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

When a summary tier is locked, access is restricted to enquiry mode only and access to the Yearly Forecasting Detail for a G/L account is restricted.

Enter Module Name Here

A 'locked' summary tier can only be "unlocked" by the user who executed the "lock" or by a user with an equal or higher level locking access level.

These locking levels are set in the BFM User Maintenance

BFM User Maintenance														ACTIONS	OK	BACK	
Hide Apply														+	<	>	...
From	=	=	=	Frr	=	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			
BOUDAM0	N	Y	Y	9	N		Y	7	Y		N	Y					

The lock can be set here

BFM Non Project Maintenance			ACTIONS	OK	BACK	
As at	NOV21					
Level	01	New South Wales Overheads				
Category	03	Estimating	<input type="checkbox"/> Lock Category			
ACTUAL COST FORECAST VALUES						
Hide Apply			+	<	>	...

Non Project Reporting

There is a single report, called the **BFM Non Project Report**, which provides three formats, each selected from the report types shown and described below. (Note Print Amount option, Thousands or Whole Dollars.)

Non Project Operations Report		ACTIONS	OK	BACK
Level	<input type="text"/> (Blanks For ALL)			
Category	<input type="text"/> (Blanks For ALL)			
Subcategory	<input type="text"/> (Blanks For ALL)			
Accounting Period	NOV21 (MMYY)			
<input checked="" type="checkbox"/> Print Account Details				
Print Amount in	<input type="radio"/> Thousands <input checked="" type="radio"/> Whole Dollars			
Report Type	<input checked="" type="checkbox"/> Summary			
or	<input type="checkbox"/> Monthly Budget <input type="checkbox"/> Monthly Forecast Year <input type="text"/>			
Report Option	<input checked="" type="radio"/> PDF <input type="radio"/> Excel			
<input checked="" type="checkbox"/> View the report				

The first is the Overhead Budget Summary report which provides the following financial details via two reporting formats currently defined.

- Last Year Actuals
- This Month Budget
- This Month Actual
- YTD Budget
- YTD Actuals
- This Year Forecast

Enter Module Name Here

- This Year Forecast Movement
- Next Year Forecast
- Next Year Forecast Movement

The second is the Monthly Budget report which provides the following financial details which are presented in a twelve month columnar format.

- Last Year Actuals
- This Year Budget by Month
- Full Year Budget
- Full Year Forecast
- Variance – Budget to Forecast.

The third is the Monthly Forecast report which provides the following financial details which are presented in a twelve month columnar format.

- Last Year Actuals
- This Year Total Budget
- This Year Forecast by Month
- Full Year Forecast
- Variance – Budget to Forecast