

 **Viewpoint**
Jobpac Connect[™]

Small Order Projects
Function Guide
Version: 1.0

Document Control Table

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Change History

Version	Date	Author	Description of Changes
1.0	31/12/2021	DMB	Initial Release

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Introduction

The Small Order Project option in Jobpac can be used when the company undertakes a number of small, but separate projects with their own costs and revenue, often with relatively low values. Creating a full job for each of these is time consuming and inefficient.

Small Order Projects have revenue directed to Cost Centres instead of the Project itself. For this type of project, there is generally one Cost Type that is used solely for Revenue.

To utilise this function, an overarching small order job is set up. Then a number of small jobs within this represented by a Cost Code or a small set of Cost Codes.

Setting up a Small Order Project

A Small Order Project must have the option 'This is a Small orders Job' ticked.

JOB MAINTENANCE : TYPE ▼

Mode MODIFY

Job

TYPE
 SETTINGS
 VALUES
 SCHEDULE
 INSURANCE
 CLIENT
 STAFF
 GUARANTEES
 DEFINED FIELDS

Payroll Interface Parameters

Allowance Allocation Method
 Employee by Employee
 Job by Job
 No Allocation Method

Item Maintenance Parameters

This a property development job
 This a schedule of rates head contract
 Earned Budget Facility/Item Structure Used
 Earned Budget/Item Structure
 Use Separate Item Structure
 Use Cost Code Sub Items
 Use Cost Centres Only
 Earned Budget Forecasting
 Use Budget Items & Subitems
 Use PMW - Create PMW Entries
 Use PMW - Do Not Create PMW Entries
 None

Other Parameters

Project Managers Worksheet Formula
 A
 B
 C
 D
 E
 G
 H
 L
 None

Nominate GL at CC Level OR Service Order
 At CC level
 Not at CC level
 Service Order

This a Small Orders Job
 Is this a Cost Plus Billing Job?
 If Yes, Enter Markup Percentage

Use Cost Centre Security

This will disable the Values screen, as Contract Sum and Budget are sum of cost centre budgets and forecast revenue, i.e. bottom up process.

A revenue cost type needs to be established for the Workid in System Admin>Define Companies>Cost Types

Cost Types Maintenance
 ACTIONS ▼
 OK ✓
 BACK ↶

Mode Modify

	Description	Abbreviation	Default Expense Account	Account Description	Approved/Rejected By
1.	Labour	LB	40008001	Labour	
2.	Material	MT	40008002	Materials	
3.	Subcontract	SC	40008004	Subcontract	
4.	Plant	PL	40008003	Plant	
5.	Other	OT	40008005	Other	
6.	Revenue	RV	40006005	Small Order Revenue	
7.					
8.					

Small Order Projects

Entries against the Revenue Cost Type should be limited to AR Invoices

Cost Types Maintenance

Mode Modify

Cost Type Description	LB Labour	MT Material	SC Subcontract	PL Plant	OT Other	RV Revenue
AP Transaction Entry	<input type="text" value="Y"/>	<input type="text" value="Y"/>	<input type="text" value="Y"/>	<input type="text" value="Y"/>	<input type="text" value="Y"/>	<input type="text" value="N"/>
Purchase Orders	<input type="text" value="Y"/>	<input type="text" value="Y"/>	<input type="text" value="Y"/>	<input type="text" value="Y"/>	<input type="text" value="Y"/>	<input type="text" value="N"/>
S/C Agreements	<input type="text" value="Y"/>	<input type="text" value="N"/>	<input type="text" value="Y"/>	<input type="text" value="N"/>	<input type="text" value="N"/>	<input type="text" value="N"/>
Timesheet Entry	<input type="text" value="L"/>	<input type="text" value="L"/>	<input type="text" value="N"/>	<input type="text" value="N"/>	<input type="text" value="N"/>	<input type="text" value="N"/>
GL Prompt Cheques	<input type="text" value="Y"/>	<input type="text" value="Y"/>	<input type="text" value="Y"/>	<input type="text" value="Y"/>	<input type="text" value="Y"/>	<input type="text" value="N"/>
Job Journal Entry	<input type="text" value="Y"/>	<input type="text" value="Y"/>	<input type="text" value="Y"/>	<input type="text" value="Y"/>	<input type="text" value="Y"/>	<input type="text" value="N"/>
Accounts Receivable	<input type="text" value="N"/>	<input type="text" value="N"/>	<input type="text" value="N"/>	<input type="text" value="N"/>	<input type="text" value="N"/>	<input type="text" value="Y"/>

Enter above : 'Y' - if the program can update that cost type
'N' - if it cannot update that cost type
'L' - for Labour

BFM Configuration for Small Order Projects

If Small Order Projects are to be used in a Workid, then the following must be setup in the second page of the BFM Parameter

Use Small Order Jobs OUC & WIP Schedules

Use Small Order Forecast Revenue Schedule

=> Allow Concurrent Input

Small Order Job -Revenue Cost Types

See 'Forecasting Revenue on Small Order Projects' below.

Small Order Projects

Setting up Cost Centres for a Small Order Project

There are a number of ways of structuring the work break down structure for a Small Order Project. Each Small Job within a Small Order Project must be a single cost code or a small set of cost codes.

See Examples below.

Job 1 is a single cost code covering both Cost and Revenue

Job 2 is Two Cost Codes, one for costs and one for Revenue

Job 3 is a three cost codes for Costs, and one for Revenue.

The Heading 'H' is used to distinguish different small jobs.

Cost Code Maintenance

Job SM01 Small Order Project Cost Updates Allowed

Unalloc Budget Alloc Budget 25,500.00 Budget Not Finalised

BUDGET GL ACCOUNT LINK TIME PHASED PLANNING

Hide Apply Clear

Cost Code	CT	Description	H/h/i/j	Budget	Quantity	Unit	Rate	Group	Scp	Sts	PMI
1001		Small Job 1	H						N	A	E
1001	MT	Job 1 Costs		2,500.00					N	A	E
1001	RV	Job 1 Revenue							N	A	E
1010		Small Job 2	H						N	A	E
1012	MT	Job 2 Costs		4,000.00					N	A	E
1014	RV	Job 2 Revenue							N	A	E
1050		Small Job 3	H						N	A	E
1052	LB	Job 3 Labour		2,000.00					N	A	E
1054	MT	Job 3 Materials		12,000.00					N	A	E
1056	SC	Job 3 Subcontractors		5,000.00					N	A	E
1058	RV	Job 3 Revenue							N	A	E

Cost Code CT Description

Budget Quantity

GL Account

UDF 1 UDF 2

H/h/i/j Group PMW

Unit Rate

Cost Plus Billing Markup %

Enter Scope Of Work

Expected revenue

The budgets are established in the normal way.

An Expected revenue can be entered in the Cost Centres for Revenue. No budget is entered just an Expected Revenue.

Cost Code 1014 CT RV Description Job 2 Revenue

Budget Quantity

GL Account

UDF 1 UDF 2

H/h/i/j Group PMW

Unit Rate

Cost Plus Billing Markup %

Enter Scope Of Work

Expected revenue

Reporting of Small Order Projects

The Cost Comparison and Forecast Report has options (11 in total) specifically for Small order projects.

Cost Comparison & Forecast Report ACTIONS OK BACK

Start Job: SM01

Finish Job: SM01

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:

From Period: (MMYY - For small jobs report formats)

Period: SEP21 (MMYY - To Period for small jobs report formats)

Include forecast

Status: Active Complete Financially Complete All jobs

Small jobs only

Report Format: With Contingency Cost Centre Summary Earned Values Cost Centre revenue for small jobs

Committed Costs Detail Committed Costs Summary Minor Heading Committed Costs Summary Major Heading Small jobs revenue by job

Monthly Cost Status Monthly Revenue/Costs Detail Monthly Revenue/Costs Summary

If Format 1/2, & not small jobs, print: This Period CWIP Unapproved Variations Budget % Cost Complete

Summarise Supp/Comp C/Codes

Summary Level: Detail Minor Heading Major Heading If Minor Heading Summary Level, print Minor Heading (h) i Heading j Heading

Print Indicative Contribution

Show indicator where forecasting rate overrides have been used

Report Option: PDF Excel Web Report

View the report

Selecting the option 'Cost Centre Revenue for Small Jobs' results in the following report

Cost Centre Revenue Report Report for month : AUG21

Cost Code	Cost Type	Description	Expected Revenue	Current Budget	Expected Margin	Actual Revenue	Actual Cost	Actual Margin	Margin %
		Job : SM01 Small Order Project							
1001		Small Job 1							
1001	MT	Job 1 Costs	0.00	2,500.00	-2,500.00	0.00	2,000.00	-2,000.00	0.00
1001	RV	Job 1 Revenue	3,000.00	0.00	3,000.00	2,500.00	0.00	2,500.00	100.00
		Total for Small Job 1	3,000.00	2,500.00	500.00	2,500.00	2,000.00	500.00	20.00
1010		Small Job 2							
1012	MT	Job 2 Costs	0.00	4,000.00	-4,000.00	0.00	4,000.00	-4,000.00	0.00
1014	RV	Job 2 Revenue	5,000.00	0.00	5,000.00	4,500.00	0.00	4,500.00	100.00
		Total for Small Job 2	5,000.00	4,000.00	1,000.00	4,500.00	4,000.00	500.00	11.11
1050		Small Job 3							
1052	LB	Job 3 Labour	0.00	2,000.00	-2,000.00	0.00	0.00	0.00	0.00
1054	MT	Job 3 Materials	0.00	12,000.00	-12,000.00	0.00	10,000.00	10,000.00	0.00

1056	SC	Job 3 Subcontractors	0.00	5,000.00	-5,000.00	0.00	0.00	0.00	0.00
1058	RV	Job 3 Revenue	23,000.00	0.00	23,000.00	12,000.00	0.00	12,000.00	100.00
		Total for Small Job 3	23,000.00	19,000.00	4,000.00	12,000.00	10,000.00	2,000.00	16.67
		Total for Small Order Project	31,000.00	25,500.00	5,500.00	19,000.00	16,000.00	3,000.00	15.79

Forecasting Revenue on Small Order Projects

The 'Use Small Order Forecast Revenue Schedule' in the BFM System Parameter provides a mechanism for forecasting Revenue against a Small order Project. This schedule is accessed by selecting the Action Button option 'Revenue'.

Contract Valuation Maintenance - Revenue Summary

 ACTIONS
 OK
 BACK

As at

Job Small Order Project

	Original Contract	Current Contract	In Stage Position Last	In Stage Position	In Stage Position Job To	Completion Forecast This	Completion Forecast Last
Contract Works	31,000.00	31,000.00	0.00	0.00	0.00	0.00	0.00
Materials On Site			0.00	0.00	0.00		
Approved Variations		0.00	0.00	0.00	0.00	0.00	0.00
Price Fluctuations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Nominated Subcont	0.00	<input type="text"/>	0.00	0.00	0.00	0.00	0.00
P.C. & Prov. Sums	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Liq. Damages/Bonus		0.00	0.00	0.00	0.00	0.00	0.00
Total Claimable	31,000.00	31,000.00	0.00	0.00	0.00	0.00	0.00
Unapproved Variation:		0.00	0.00	0.00	<input type="text"/>	0.00	0.00
R&O Adjustment						0.00	0.00
Insurance Claims Received			0.00	0.00	0.00	<input type="text"/>	0.00
Other Sundry Income			19,000.00	0.00	19,000.00	31,000.00	31,000.00
Gross Revenue	31,000.00	31,000.00	19,000.00	0.00	19,000.00	31,000.00	31,000.00

Then selecting the lookup on Other Sundry Income This displays the following screen:

BFM - Small Order OUC, WIP & Forecast Schedules

As at

Job SM01 Small Order Project

CONTRACT WORKS MOVEMENT SUMMARY **FORECAST REVENUE** JOB TO DATE JOB TO COMPLETE FORECAST FINAL

19,000.00 19,000.00 12,000.00 31,000.00 31,000.00

Hide Apply Clear

Cost Code	CT	Description	Revenue	Effective Claimed Rev	Forecast Revenue To Complete	Forecast Final Revenue This Period	Forecast Final Revenue Last Period	Forecast Movement
1001	RV	Job 1 Revenue	2,500.00	2,500.00	500.00	3,000.00	3,000.00	
1014	RV	Job 2 Revenue	4,500.00	4,500.00	500.00	5,000.00	5,000.00	
1058	RV	Job 3 Revenue	12,000.00	12,000.00	11,000.00	23,000.00	23,000.00	

On this screen, the user can enter **Forecast Revenue to Complete**, or **Forecast Final Revenue This Period**.

If Forecast Revenue to Complete is entered, then Forecast Final Revenue This Period is calculated as Effective Claimed Revenue + Forecast Revenue to Complete.

If Forecast Final Revenue this period is entered, then Forecast Revenue to Complete is calculated as Forecast Final Revenue This period – Effective Claimed Revenue.

On the **Contract Works Tab** the revenue can be adjusted by entering an Under or Over Claim Value, and/or a WIP value.

The **'Use Small Order jobs OUC and WIP Schedule'** in the BFM system parameter will allow the user to enter **Under and Over Claims** and **Work In Progress** values directly against Cost Centres.

BFM - Small Order OUC, WIP & Forecast Schedules

As at

Job SM01 Small Order Project

CONTRACT WORKS MOVEMENT SUMMARY FORECAST REVENUE JOB TO DATE JOB TO COMPLETE FORECAST FINAL

19,000.00 2,500.00- 16,500.00 300.00-

Hide Apply Clear

Cost Code	CT	Description	Revenue	Over/Under Claims	Work In Progress	Effective Claimed Rev	Movement	Sts
1001	RV	Job 1 Revenue	2,500.00	500.00-		2,000.00		A
1014	RV	Job 2 Revenue	4,500.00			4,500.00	300.00-	A
1058	RV	Job 3 Revenue	12,000.00	2,000.00-		10,000.00		A

These figures can also be entered at the Project level

CONTRACT VALUATION MAINTENANCE - TURNOVER SUMMARY 🖨️ ⚙️ ACTIONS

As at

Job Small Order Project

	ORIGINAL CONTRACT VALUE	CURRENT CONTRACT VALUE	IN STAGE POSITION LAST PERIOD	IN STAGE POSITION MOVEMENT	IN STAGE POSITION JOB TO DATE	COMPLETION FORECAST THIS PERIOD	COMPLETION FORECAST LAST PERIOD
Gross Revenue	31,000.00	31,000.00	0.00	19,000.00	19,000.00	31,000.00	0.00
Over/Under Claims			0.00	2,500.00-	<input type="text" value="2,500.00-"/>		
Work in Progress			0.00	300.00	<input type="text" value="300.00"/>		
Prov. Future Loss			0.00	0.00	0.00		
Perf.(Surplus)/Short			0.00	2,650.98	2,650.98		
Total Turnover	31,000.00	31,000.00	0.00	19,450.98	19,450.98	31,000.00	0.00
Costs	25,500.00	25,500.00	0.00	16,000.00	16,000.00	25,500.00	0.00
Gross Margin	5,500.00	5,500.00	0.00	3,450.98	3,450.98	5,500.00	0.00

NB Costs on Small Order Projects are forecast in the normal way using the Project Managers Worksheet

Revenue Journals for Small order Projects.

When a General Journal is processed to a Job only and not a job and Cost Centre, the system assumes this is a revenue journal.

If it is a Small Order Project, the revenue must be assigned to a Cost Centre. To indicate this is a revenue journal and not a Cost journal, the flag 'Small Order Revenue' must be ticked.

Journal Entry ⚙️ ACTIONS ✓ OK ⬅️ BACK

Work ID 940
 Batch 6282 Period AUG21 Date 23/08/2021 Type G
 Debits 19,000.00 Credits 19,000.00- Difference 0.00

Format 1

Costing Wkid **TEST** DMB Queensland Asset Wkid

Line 4 Small Order Revenue

Account Sundry Contract Revenue Amount

Description

Job Cost Centre RV

Resource Code

Internal Reference External Reference

Quantity UOM Rate

Asset Work Order Cost Type