

# Viewpoint Jobpac Connect™

Small Order Projects Function Guide Version: 1.0





#### **Document Control Table**

Prepared by	Damien Bourke
Approved or authorised by	
Release date	31/12/2021
Version	1.0
	Commercial in Confidence

# **Change History**

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





#### **Table of Contents**

ln	troductiontroduction	4
Se	etting up a Small Order Project	5
	BFM Configuration for Small Order Projects	
	Setting up Cost Centres for a Small Order Project	
О.	eporting of Small Order Projects	
N.		
	Forecasting Revenue on Small Order Projects	
	Payanua Jaurnals for Small order Projects	11





#### 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.

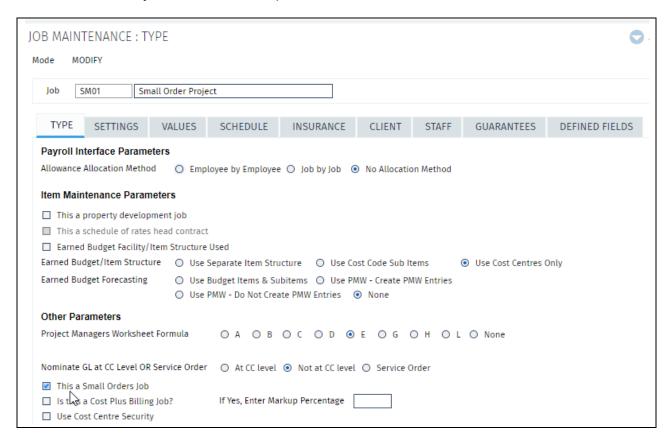
To utilise this function, an overarching small order job is set up. Then a number of small jobs within this represented by a Cost Code or a small set of Cost Codes.





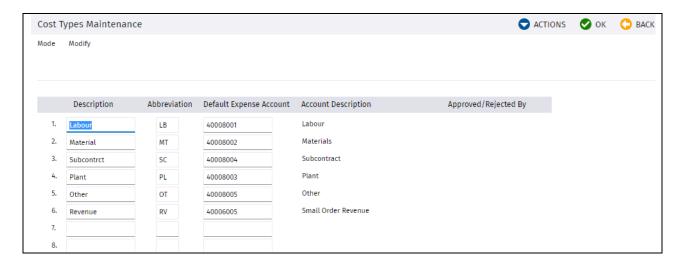
### **Setting up a Small Order Project**

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



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







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

Cost Type	LB	MT	SC	PL	ОТ	RV
Description	Labour	Material	Subcontrct	Plant	Other	Revenue
AP Transaction Entry	ĭ	Υ	Υ	Υ	Υ	N
Purchase Orders	Υ	Y	Y	Y	Υ	N
S/C Agreements	Υ	N	Y	N	N	N
Timesheet Entry	L	L	N	N	N	N
GL Prompt Cheques	Υ	Υ	Υ	Y	Υ	N
Job Journal Entry	Υ	Y	Y	Υ	Υ	N
Accounts Receivable	N	N	N	N	N	Υ

#### **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



See 'Forecasting Revenue on Small Order Projects' below.





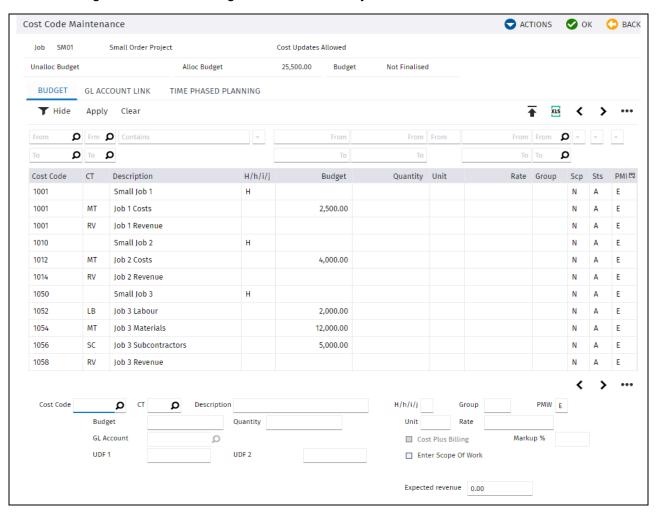
#### **Setting up Cost Centres for a Small Order Project**

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.

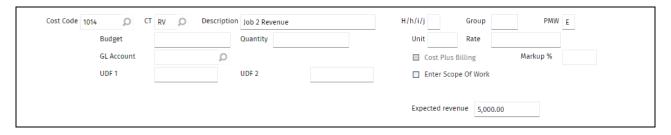
- Job 1 is a single cost code covering both Cost and Revenue
- Job 2 is Two Cost Codes, one for costs and one for Revenue
- Job 3 is a three cost codes for Costs, and one for Revenue.

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



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.

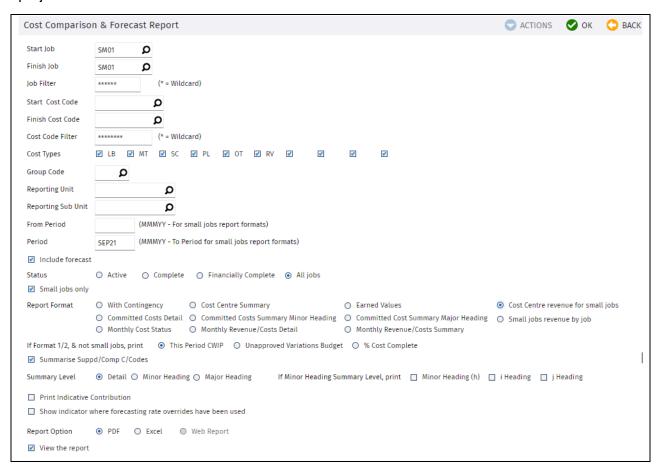






## **Reporting of Small Order Projects**

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



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

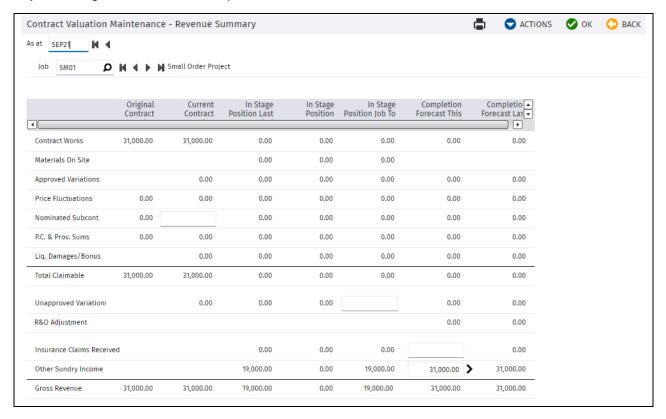




1056	SC	Job 3 Subcontractors	0.00	5,000.00	-5,000.00	0.00	0.00	0.00	0.00
1058	RV	Job 3 Revenue	23,000.00	0.00	23,000.00	12,000.00	0.00	12,000.00	100.00
		Total for Small Job 3	23,000.00	19,000.00	4,000.00	12,000.00	10,000.00	2,000.00	16.67
		Total for Small Order Project	31,000.00	25,500.00	5,500.00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

#### **Forecasting Revenue on Small Order Projects**

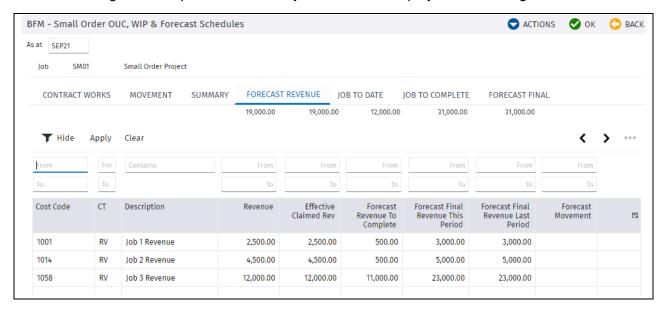
The 'Use Small Order Forecast Revenue Schedule' in the BFM System Parameter provides a mechanism for forecasting Revenue against a Small order Project. This schedule is accessed by selecting the Action Button option 'Revenue'.







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



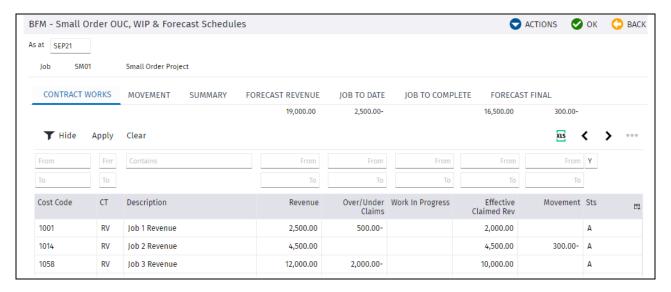
On this screen, the user can enter Forecast Revenue to Complete, or Forecast Final Revenue This Period.

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.

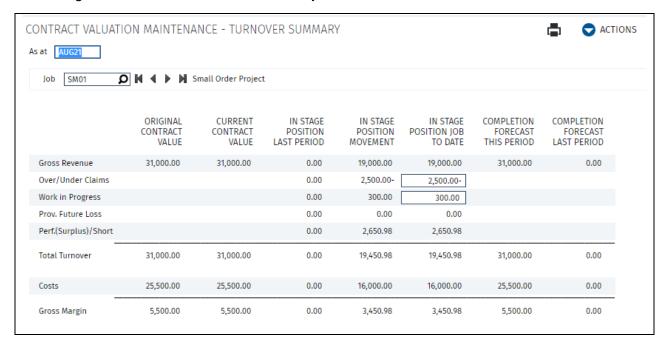
The 'Use Small Order jobs OUC and WIP Schedule' in the BFM system parameter will allow the user to enter Under and Over Claims and Work In Progress values directly against Cost Centres.







#### These figures can also be entered at the Project level



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.

