 **Viewpoint**
Jobpac Connect[™]

Time Phased Planning
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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Overview of Time Phased Planning

Introduction

The time phased planning module will allow the business to implement Time Phased Planning of Work in Hand at cost Centre level within their projects.

Time phased Budgeting can be done at the Cost Centre level

Time phased forecasting at cost centre level consists of the user breaking up the CWIP to go for each cost centre into monthly forecasts, based on start and finish dates. This is then amalgamated at the project level to provide monthly WIH and Payments at the project level

This function must be turned on at the database level within a data area for use of Time Phased Planning.

For consultants this is

Change data area CHGDTAARA DTAARA(TPPACTIVE *ALL) VALUE(Y)

Setup for Time Phased Planning

This section outlines how you can set up system parameters for time phased planning.

System Parameters

System Parameter	Position	Description
TPHASE	1 (Y/N)	The default value to flag whether the job uses time phased planning when a new job is created. Will default to not use time phased planning if value is not entered.
	2 (Y/N)	Take up any unallocated costs in the last period in time phase budget/cost entry. Recommend Y.
	3 (Y/N)	Take up any unallocated payments in the last period in time phase budget/cost entry. Recommend Y
	4 (Y/N)	Use time phased budget values in Cashflow WIH report. Time phase budget values will be used if value is not entered.
TPPLAG	1-20	Cost type defaults for lagging. Position 1-2 will control the lag used for cost type 01, position 3-4 will control the lag used for cost type 02, etc. The order of Cost types is determined by their order in System Admin>Cost types

Marking the Project

Once the TPP/S-Curve data area is set to Y, and option will appear in Job Maintenance to turn the function on for this project. The parameter TPHASE can set the default for this.

The option is called '**Time Phased Planning**' at the bottom of the screen below.

This is used to turn on TPP and S-Curves for a project. (See separate function guide for S-Curves)


Time Phased Planning

Job Maintenance : Settings ACTIONS OK BACK

Mode MODIFY

Job TPP001 TPP Demonstration

TYPE SETTINGS VALUES SCHEDULE INSURANCE CLIENT STAFF GUARANTEES DEFINED FIELDS

Debtor 

Status Active Complete Financially Complete Use RCTI for Head Contract Claims

Job Billing Name (override)

Payment

Account Contact Subject to Rise & Fall

Accounts Phone Adjust committed budget when purchase orders are completed


Certification Period (Calendar Days)

Client Payment (Calendar Days)


(Values in these fields will be used to calculate due date for certification and payment due date of certified amount.) Use extended CC desc


Claim Tax Description Liquidated Damages per



Claim Calculation None Prorata Nominated Nominated Value Weighted % Weighted Value





Job Uses Bonds/Bank Guarantees Cash Retentions Both

CCIP Indicator ETS Config Code 

Division Code 

Time Phased Planning Target Start Date 1/09/2021  Standard Text Code for AR 

Target Completion Date 30/06/2022  Standard Text Code for PC 

Time Phased Planning

Time Phased Budgeting

Time phased budgeting can be accessed via Cost Code Maintenance

Cost Code Maintenance ACTIONS OK BACK

Job TPP001 TPP Demonstration

Unalloc Budget 960,000.00 Alloc Budget 40,000.00 Budget Not Finalised

BUDGET GL ACCOUNT LINK TIME PHASED PLANNING

Hide Apply Clear ↑ XLS < > ...

From Frm Contains = From From From From From From = = =

To To To To To To To To

Cost Code	CT	Description	H/h/i/j	Budget	Quantity	Unit	Rate	Group	Scp	Sts	PMI
001	MT	Preliminaries		40,000.00					N	A	E

Select
Delete
Time Phase

Time phased budgets can be entered manually per month for the cost centre in the following screen.

Time Phase Recording ACTIONS OK BACK

As at SEP21

Job TPP001 TPP Demonstration Lag 01 Freq M

Cost Centre 001 MT Preliminaries

----- Original Budget -----> <----- Current Budget ----->

Start Date 1/09/2021 St dte 1/09/2021

Dur 303 Finish Date 30/06/2022 Dur 303 Fn dte 30/06/2022

Period	Auto Costs	%	Auto Payments	Auto Costs	%	Auto Payments	£
SEP21	4,000.00	10.00		4,000.00	10.00		
OCT21	4,000.00	20.00	4,000.00	4,000.00	20.00	4,000.00	
NOV21	4,000.00	30.00	4,000.00	4,000.00	30.00	4,000.00	
DEC21	4,000.00	40.00	4,000.00	4,000.00	40.00	4,000.00	
JAN22	4,000.00	50.00	4,000.00	4,000.00	50.00	4,000.00	
FEB22	4,000.00	60.00	4,000.00	4,000.00	60.00	4,000.00	
MAR22	4,000.00	70.00	4,000.00	4,000.00	70.00	4,000.00	
APR22	4,000.00	80.00	4,000.00	4,000.00	80.00	4,000.00	
MAY22	4,000.00	90.00	4,000.00	4,000.00	90.00	4,000.00	
JUN22	4,000.00	100.00	4,000.00	4,000.00	100.00	4,000.00	
JUL22			4,000.00			4,000.00	
Totals	40,000.00	100.00	40,000.00	40,000.00	100.00	40,000.00	
Unalloc							

Auto Allocation Method Clear Values Prorata Totals Refresh Payments based on Lag Clear Payments

If the Project budgets are not yet finalised, then the 'Original Budget' columns for Cost and Payments are open for distribution. This distribution can be done manually by entering each

Time Phased Planning

month budget, or the auto allocation option '**Prorata Totals**' can be used to spread the budget evenly over the months.

There is a field for Lag where the defaults are based on parameter TPPLAG. This can be 01, 02, 03... which determines monthly the lag for payments of the costs. When the option '**Refresh payment Based on Lag**' is selected, the payments are automatically filled according to this lag.

To return to doing this manually, use the options '**Clear Values**' and '**Clear Payments**'.

If the Auto functions are used the column headings contain '**Auto**', and if manual contain '**Manual**'

When the budgets are finalised for the project, the Original Budget columns are locked off, and the Current Budget columns are used to make further changes.

There is an option to specify the auto spread of the budgets. This can be

- D Daily
- M Monthly
- Q Quarterly
- Y Annually

To use this, first clear the budget spread, then set the option, and use the 'Prorata Totals' option.

The main purpose of the Phased Budgets is to provide a base line to compare with the Forecasted monthly CWIP to go.

A summary of options follows.

Auto Allocation Option	Description
Clear Values	All cost values will be cleared.
Prorata Total	Cost values will be prorated across all remaining months.
Refresh Payments based on Lag	Payment values will be populated with cost values using the lag monthly factors defined for each cost type in the parameter TPPLAG.
Clear Payments	All payment values will be cleared.

Time Phased Planning

Time Phased Forecasting

The normal forecasting of Forecast Cost to Complete via the PMW should be done for a cost centre, to establish a Forecast Final Cost. The System then calculates FFC – CWIP to date. It is this amount that is spread over the remaining months for that cost centre.

Time phased forecasting can be accessed in a few areas of Jobpac and BFM. In Jobpac and BFM it can be accessed via the PMW Forecasting by Cost Centre screen.

PMW Forecasting by Cost Centre

Job: TPP001 | Cost Centre: 001 | TPP Demonstration Preliminaries

NEW FCC = Sum of Worksheet Entries
NEW FFC = Committed Cost + FCC

Current Budget	40,000.00	JUL21	AUG21	SEP21	Works
Committed Cost		0.00	0.00	10,000.00	
F.C.C.		0.00	0.00	30,000.00	30,000.00
F.F.C.		0.00	0.00	40,000.00	40,000.00
Gain/Loss		0.00	0.00	0.00	
Movement		0.00	0.00	0.00	

WORKSHEET

CT	Line	Resource Description	Quantity	Units	Rate	Tx	Eq
	1	FCC	1.0000	ITEM	30,000.0000		

Total W/S Entries: 30,000.00

In BFM it can also be accessed via the cost centre cost reconciliation screen.

Time Phased Planning

Cost Centre Cost Reconciliation ACTIONS OK BACK

As at

Job TPP Demonstration
 Lock Job

GAIN/LOSS | W/S ENTRY BY C/C | COMMITTED | EARNED VALUES | TP FORECAST | TP TIMELINE | MOVEMENT | GAIN/LOSS MOVEMENT

Hide Apply XLS < > ...

From	From	Contains	From	From	From	From	From	From	From
To	To		To	To	To	To	To	To	To
Cost Code	CT	Description	PMW Entries	FCC	Difference	Gain/Loss	Last Update	Sts	
001	MT	Preliminaries	30,000.00				27/11/2021	A	

- PMW by Cost Centre
- PMW by Cost Code
- Accrual/Adjust
- TP Forecasting**
- CWIP Enquiry
- Cost Centre Summary
- Cost Code Summary

The following screen is presented.

Time phased forecasts can be entered manually per month for the cost centre.

The first step is to enter a start and finish date for the works for that cost centre. Then Select OK. Then check the lag no of months, and set that as necessary. Select OK again.

Time Phased Forecasting For Cost Centre ACTIONS OK BACK

As at

Job TPP Demonstration
 Cost Centre /MT Preliminaries

Cost of WIP CWIP to Complete FCC

Start Date Finish Date Lag

Period	Project Costs	%	Payments
SEP21	10,000.00	25.00	10,000.00
OCT21		25.00	
NOV21		25.00	
DEC21		25.00	
JAN22			
FEB22			
2021	10,000.00		10,000.00
Total	10,000.00	25.00	10,000.00
Unalloc	30,000.00	75.00	30,000.00

Auto Allocation Method Clear Values Prorata Totals Refresh Payments Based on Lag Clear Payments

Time Phased Planning

Contract Valuation has TPP specific tabs in the cost centre cost reconciliation screens.

TP Forecast tab shows allocated and unallocated costs, and allocated and unallocated payments. You can use these screens to see if all cost centres have been allocated. If everything is done correctly, there should be no values in the columns **'Costs Unallocated'** and **'Payments Unallocated'**

Cost Centre Cost Reconciliation
ACTIONS OK BACK

As at SEP21

Job TPP001 TPP Demonstration

Lock Job

GAIN/LOSS W/S ENTRY BY C/C COMMITTED EARNED VALUES TP FORECAST TP TIMELINE MOVEMENT GAIN/LOSS MOVEMENT

Hide Apply

From	From	From	From	From	From	From	From	From
To	To	To	To	To	To	To	To	To
Cost Code	CT	Cost Of WIP	FFC	CWIP To Comp	Costs Allocated	Costs Unallocated	Payments Allocated	Payments Unallocated
001	MT	10,000.00	40,000.00	30,000.00	40,000.00		40,000.00	

Time Phased Planning

Importing WIH from Cost Centres

If Time Phased Forecasts are prepared for all cost centres, a summary of the monthly values can be imported to the Project level WIH.

In the WIH Screen, if TPP is turned on, there is an option 'Import from CCs'

The screenshot shows the 'Contract Trading Maintenance' interface. At the top right, there is an 'ACTIONS' menu with options 'Next Tab' and 'Import From CCs'. The 'Import From CCs' option is highlighted with a mouse cursor. Other visible elements include 'As at SEP21', 'Year 2021', 'Job TPP001', and 'S Curve'.

If this is selected, the project level WIH and Payments are populated for the sum of the cost centres.

The screenshot shows the 'Contract Trading Maintenance' interface with the 'Import from CCs' option selected. The 'WORK IN HAND/CASH FLOW' tab is active, and a table of project data is displayed. The table includes columns for Period, Project Turnover, Project Costs, %, Project Margin, %, Receipts, Payments, and Position. The data is summarized for the year 2021 and includes a total row.

Period	Project Turnover	Project Costs	%	Project Margin	%	Receipts	Payments	Position
JUL21								
AUG21								
SEP21	11,000.00	10,000.00	1.00	1,000.00	1.00		10,000.00	10,000.00-
OCT21	11,000.00	10,000.00	2.00	1,000.00	2.00			10,000.00-
NOV21	11,000.00	10,000.00	3.00	1,000.00	3.00		10,000.00	20,000.00-
DEC21	11,000.00	10,000.00	4.00	1,000.00	4.00		10,000.00	30,000.00-
JAN22			4.00		4.00		10,000.00	40,000.00-
FEB22			4.00		4.00			40,000.00-
MAR22			4.00		4.00			40,000.00-
APR22			4.00		4.00			40,000.00-
MAY22			4.00		4.00			40,000.00-
JUN22	1,056,000.00	960,000.00	100.00	96,000.00	100.00			40,000.00-
Unalloc	0.00	0.00		0.00		0.00	0.00	0.00
2021	1,100,000.00	1,000,000.00	100.00	100,000.00	100.00		40,000.00	40,000.00-
Total	1,100,000.00	1,000,000.00		100,000.00		1,100,000.00	1,000,000.00	100,000.00
Unalloc	0.00	0.00		0.00		1,100,000.00	960,000.00	140,000.00

Auto Allocation Method: Clear Values Prorata Totals Accumulate Totals Clear Cash Accumulate Cash

Time Phased Planning

Reporting

Time phased budgets and forecasts can be viewed via the Cash Flow / WIH Report.

Projects>Forecasting>Cash Flow/WIH Report

Cash Flow / WIH Report

Start Job:

Finish Job:

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:

Report Type: Cash Flow WIH

Format: Standard Period Analysis

For Period Analysis Report - Print: Actual Variance

From Period:

Period:

Status: Active Complete Financially Complete All

Report Option: PDF Excel

View the report

Period Analysis format must be selected in combination with Variance option to output both budgets and costs.