

## Process

<i>Process Name:</i>	Jobpac – Project Lifestyle
<i>Process Date:</i>	March 2020
<i>Endorsed By:</i>	Directors
<i>Process Code:</i>	PROC010

### 01. INDEX

02. PURCHASE ORDERS	Page 1
03. CONTRACTOR / SUPPLIER INVOICE APPROVAL	Page 6
04. VARIATIONS	Page 8
05. PROJECT REPORTING & FORECASTING	Page 13

### 02. PURCHASE ORDERS

Purpose	To generate a Purchase Order for supplier/contractor to commit to cost and project	
Method	Enter PO Requisition in Jobpac and generate PO once approved.	
Approval workflow	<ol style="list-style-type: none"> <li>1. PM prepares Purchase Requisition</li> <li>2. PM sends Purchase Requisition for Approval</li> <li>3. Approver/s approve PO</li> <li>4. PO now available to be generated as a doc if required</li> </ol>	
Authority Limits	< \$2,5000	PM can approve themselves
	< \$20,000	Requires 2 approvers – one is issuing PM and other could be any team member
	> \$20,000	Requires 2 approvers – Finance Director and Director
	If more than budget or no budgets available at all	Irrespective of amount, needs to be approved by Finance Director and Director

Step 1:

Go to 'Enter Requisition' menu

PROJECTS... ▼

JOB SETUP & REPORTS... ▶

PURCHASE ORDERS/INVOICES. ▼

ENTER REQUISITION

ENTER/MAINTAIN P/ORDER

Step 2:

Enter Supplier & Job Number

ENQUIRY ORDER MAINTENANCE

Supplier

Order No  or Blank to Generate New Order

Job

Step 3:

Enter Header Details as per below:

- Enter Project Name in Description (shown as 'Louis Vuitton at DFS Cairns' below)
- If you have any specific delivery date for the materials, please enter the date
- Enter Foreman/PM details as RJA contact
- Enter Supplier Contact if known
- Enter Contractor/Supplier Quote Number

ENQUIRY ORDER MAINTENANCE ⏴ ACTIONS ✔ OK ↶ BACK

Supplier	AAAGL	AAA Glass			
Australian Business Number	26 005 437 838	Currency	AUD	Phone	Fax
Order Number	To be generated	Description	Louis Vutton at DFS Cairns	Delivery Job/code	19319
Order Date	3/02/2020	Delivery Date	28/02/2020	Delivery Address	Cnr Abbot & Spence Sts
Raised By	RJASHAARJ	Internal Contact	Luke Smith	Suburb	Cairns City
Quote No	Q301	Supplier Contact	Blake	State	QLD
User 2		Requisition No		Postcode/Country	4870
Email Address				Delivery Contact	
Product/Service	<input type="text"/>	<input type="checkbox"/> Invoices in Taxable Payments Reporting		Delivery Phone	

Step 4:

Click on OK to enter Item No 1 and enter the following information:

- Enter Description of the items
- Choose correct Cost Centre
- Enter Quantity and Rate (ex GST) to calculate total amount

ENQUIRY ORDER MAINTENANCE

⏴ ACTIONS
✅ OK
⏮ BACK

---

Supplier **AAAGL**    **AAA Glass**

Australian Business Number    26 005 437 838    Phone    Fax

Created 3/02/2020 by RJASHAARJ

---

Order Number    19319004    Louis Vuitton at DFS Cairns

Item Number    1    Description    Supply of Glass

Costing work id        Resource Code   

Job        Louis Vuitton @ DFS Cairns

Cost Centre            Supply and Install Glazing

G/L Account        Direct cost - Contractors    Product Code   

Need By Date        Review By Date

---

Quantity	<input type="text" value="16.0000"/>	Unit	<input type="text" value="EACH"/>	Rate	<input type="text" value="500.0000"/>	=	<input type="text" value="8000.00"/>
				Committed Budget	<input type="text" value="38.09"/>	%	<input type="text" value="8000.00"/>
				Discount	<input type="text"/>	%	<input type="text"/>
				Sales Tax	<input type="text"/>	%	<input type="text"/>
				Nett Amount			<input type="text" value="8000.00"/>
Delivery Date	<input type="text" value="28/02/2020"/>	GST Code	<input type="text" value="A1"/>	GST Tax Invoice Held			<input type="text"/>
Payment Date	<input type="text" value="29/03/2020"/>	GST Amount					<input type="text" value="800.00"/>
		Invoiced to date					

---

User 1   

User 2

Quantity Delivered

Quantity Invoiced

- Click OK and enter additional description if required

ENQUIRY ORDER MAINTENANCE

⏴ ACTIONS
✅ OK
⏮ BACK

---

Supplier **AAAGL**    **AAA Glass**

Australian Business Number    26 005 437 838    Phone    Fax

---

Order Number    19319004

Item Number    1

Description    

Supply of Glass  
 \* Measurement to be done by AAA Glass  
 \* Works to be done before trade

---

Note: Use Shift+Enter to add a new line

e) Click OK to complete Item No 1, noting that PO Number has now been auto generated

ENQUIRY ORDER MAINTENANCE ACTIONS OK BACK

Supplier AAAGL AAA Glass  
 Australian Business Number 26 005 437 838 Currency AUD Phone Fax

Order Number 19319004 Description Louis Vutton at DFS Cairns Delivery Job/code 19319  
 Order Date 3/02/2020 Delivery Date 28/02/2020 Delivery Address Cnr Abbot & Spence Sts  
 Raised By RJASHAARI Internal Contact Luke Smith Suburb Cairns City  
 Quote No Q301 Supplier Contact Blake State QLD  
 User 2 Requisition No Postcode/Country 4870  
 Email Address Delivery Contact  
 Product/Service Invoices in Taxable Payments Reporting Delivery Phone

Item No. 2 Allocation if Adding  Job  GL Account  Asset  
 Start at Order Totals 8,000.00 8,800.00

ITEM	DESCRIPTION	QUANTITY	NETT ITEM VALUE AUD	GROSS ITEM VALUE AUD	TC	WKID	ALLOCATION JOB	ALLOCATION COST CENTRE	RESOURCE
1	Supply of Glass	16.0000	8,000.00	8,800.00	A1	910	19319	9215 /SC	

Step 5:

To add an additional Item, click on OK to enter Item No 2.

If special instructions required at footer of PO, click on Actions/Instructions to enter detail

ENQUIRY ORDER MAINTENANCE ACTIONS OK BACK

Supplier AAAGL AAA Glass  
 Australian Business Number 26 005 437 838 Currency AUD Phone Fax

Order Number 19319004 Description Louis Vutton at DFS Cairns Delivery Job/code 19319  
 Order Date 3/02/2020 Delivery Date 28/02/2020 Delivery Address Cnr Abbot & Spence Sts  
 Raised By RJASHAARI Internal Contact Luke Smith Suburb Cairns City  
 Quote No Q301 Supplier Contact Blake State QLD  
 User 2 Requisition No Postcode/Country 4870  
 Email Address Delivery Contact  
 Product/Service Invoices in Taxable Payments Reporting Delivery Phone

Item No. 2 Allocation if Adding  Job  GL Account  Asset  
 Start at Order Totals 8,000.00 8,800.00

ITEM	DESCRIPTION	QUANTITY	NETT ITEM VALUE AUD	GROSS ITEM VALUE AUD	TC	WKID	ALLOCATION JOB	ALLOCATION COST CENTRE	RESOURCE
1	Supply of Glass	16.0000	8,000.00	8,800.00	A1	910	19319	9215 /SC	

ACTIONS OK BACK

- Prompt
- Creditor Details
- Print
- Instructions
- Toggle
- Send for Approval
- Invoices

Step 6:

Click on *Actions > Send for Approval* to submit Requisition for approval

ENQUIRY ORDER MAINTENANCE

Supplier: AAAGL AAA Glass  
 Australian Business Number: 26 005 437 838  
 Currency: AUD  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Order Number: 19319004  
 Order Date: 3/02/2020  
 Raised By: RJASHAARJ  
 Quote No: Q301  
 User 2: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

Description: Louis Vutton at DFS Cairns  
 Delivery Date: 28/02/2020  
 Internal Contact: Luke Smith  
 Supplier Contact: Blake  
 Requisition No: \_\_\_\_\_

Delivery Job/code: 19  
 Delivery Address: Cr  
 Suburb: Ca  
 State: Qu  
 Postcode/Country: 48  
 Delivery Contact: \_\_\_\_\_  
 Delivery Phone: \_\_\_\_\_

Product/Service: \_\_\_\_\_
  Invoices in Taxable Payments Reporting

Item No. 2 Allocation if Adding:  Job  GL Account  Asset  
 Start at: \_\_\_\_\_

Order Totals: 8,000.00 8,800.00

ITEM	DESCRIPTION	QUANTITY	NETT ITEM VALUE AUD	GROSS ITEM VALUE AUD	TC	WKID	ALLOCATION JOB	ALLOCATION COST CENTRE	RESOURCE
1	Supply of Glass	16.0000	8,000.00	8,800.00	A1	910	19319	9215 /SC	

Right click on the relevant Approver/s and choose *Select User*. *SEND NO EMAIL* will make the PO available for approval without sending an email to the selected approver, whereas *SEND WITH EMAIL* will also send an email to the approver.

ENQUIRY ORDER MAINTENANCE

PO Approval - Send for Approval

Job: 19319 Total Value: 8000.00 No. Approvers: 2 \*Parallel  
 Subject: Enquiry Order 910/19319004 is submitted for your approval

USER	NAME	AUTHORISATION LIMIT	SEQUENCE ORDER	SELECTED	APP W/O BUDGET	DELEGATED TO	ALTERNATE/ IN PLACE OF
RJAANGRYL	Ryley Angles-Corke	20,000.00		N	N		
RJACRIJAM	Jamie Cristofaro	20,000.00		N	N		
RJAGILKAY	Kayla Gilchrist	20,000.00		N	N		
RJAMANANT	Antonino Manfre	1,000,000.00		N	Y		
RJAMANRICO	Rick Manias	20,000.00		N	Y		
RJASHAARJ	Arjun Sharma	1,000,000.00		N	Y		
RJASMILUK	Luke Smith	20,000.00		N	N		

POSENDAPP201

If the PO only requires one approver (such as in the example below) and your name is on the list, you can click on *SELF APPROVE* which will present the *PURCHASE ORDER APPROVAL* screen ...

Right-click on the line item and select *Approve*.

The PO has now been approved and the cost is committed against budgets.

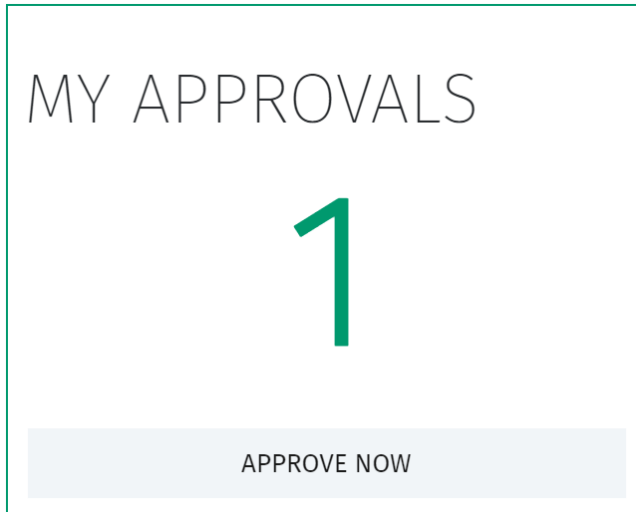
Document can be generated via *Actions > Print*

### 03. CONTRACTOR / SUPPLIER INVOICE APPROVAL

Purpose	To review and approve contractor/supplier invoices
Method	Click on My Approvals
Approval workflow	<ol style="list-style-type: none"> <li>1. Accounts Payable department prepares invoice batch by either matching invoices to PO's or coding them directly to Cost Codes</li> <li>2. Accounts Payable department send invoice batch to Finance Director for review and approval</li> <li>3. Finance Director approves the batch and it goes to PM for review and approval</li> </ol>

Step 1:

In the home screen, *MY APPROVALS* box will indicate that there are transactions available for Approval



Step 2:

Click on APPROVE NOW to show what categories of transaction are available for approval – in this there is an INVOICE batch

MAINTAIN USER APPROVALS							ACTIONS	OK		
Totals							1			1
WORK ID	PURCHASE ORDER	INVOICE	S/C COMMITMENT	S/C PAYMENT	S/C VARIATION	SC UNAPP VARIATION PAYMENT	TOTAL			
910 ***RJA - TEST ONLY ***		1					1			

Step 3:

Click on the "1" to show the invoice batch

APPROVE INVOICE BATCHES													ACTIONS	OK	BACK
User		RJAMANRICO Rick Manias													
BATCH		INVOICE													
*Approve by Batch or Right Click to Review batch															
BATCH	PREPARED BY USER ID	DATE	TIME	TOTAL BATCH VALUE	#TRANS	BATCH STATUS	J/L	JOB/ LOCATION	APP STS	APPROVED/REJECTEI BY	LAST ACTION DATE	AUTC APP			
T0209	RJAMANRICO	9/08/2019	11:47:32	100.00	1	P	J	20001	N	*Waiting approval	9/08/2019	N			

Step 4:

Right-click on the batch and select *View & Collate Batch Details* to generate a report showing details of the invoices including where they were matched or costed to and the associated invoice

***RJA - TEST ONLY ***										Generated 11:51			
Batch Authorisation Report - Detail										EINVBPRNT 9.1			
Batch: T0209 Status: P Prepared By: Rick Manias			Authorising Job: 20001 YSL Bondi - Light & Signage										
Invoice No.	Type	Description	Invoice Date	Order	Due Date	Pay Method	Accrue	Hold	Gross Amount	GST Code	Tax Amount	Nett Amount	Gr
Creditor: AAAGL AAA Glass													
100	I	Labour	30/07/19		31/08/19	C	Y	R					
1		Labour							100.00	A1	9.09	90.91	
wid: 910 Job: 20001 CC: 0143 /LB Account: 1002800100 Resource :													
Cost Centre Description :skilled Labour													
GL Account Description : Direct Cost - Labour													
<b>Creditor Totals:</b>									<b>100.00</b>		<b>9.09</b>	<b>90.91</b>	
<b>Batch Totals:</b>									<b>100.00</b>		<b>9.09</b>	<b>90.91</b>	
Authorised by: _____			____/____/____			Authorised by: _____			____/____/____				
Accepted Authorisors													
( End of Report )													

Step 5:

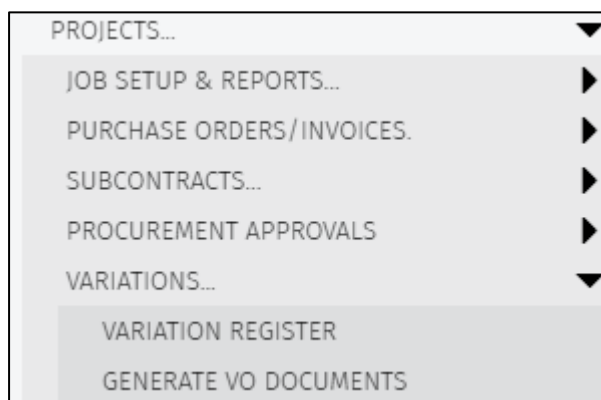
Once reviewed, right-click again on the batch and select APPROVE.

Step 6:

If there are any concerns with the invoice and/or invoice needs to be rejected, right click on the invoice under batch and click Reject. Reason for rejection is compulsory to be filled in if the invoice is getting rejected.

## 04. VARIATIONS

Purpose	To issue variation from Jobpac to the client and maintain variation register in Jobpac. Once variation is approved, transfer the budgets to cost centre.
Method	Enter Variation register in Jobpac.
Approval workflow	<ol style="list-style-type: none"> <li>1. PM enters Variation details</li> <li>2. Send it to client for approval</li> <li>3. Once approved, transfer the budgets to the cost centre and issue PO to contractor/supplier</li> </ol>



Step 1:

All Client Variations are to have the prefix **02**.

**Only for maintenance** – If we are issuing quotation to client from Jobpac (Do and Charge jobs), please use **03** as prefix.

Leave Variation No blank for new Variation ...

VARIATION REGISTER

Job 19319 Louis Vuitton @ DFS Cairns Last Variation 02 0008

Variation 02 0000

Note : Internal variations all start with 01  
Leave the last 4 digits blank to add a new variation with the next available number

Step 2:

Enter the following details:

Description – Short description of variation.

Price – Estimated price.

Date – Date 1 (Date first registered), Date 2 (Date sent to client), Date 3 (Received approval from client)

Client Reference – Who requested the variation.

Site Reference – Can be used for Site Instruction ref.

Client VO Number – Should be used to record the Client’s variation reference – shows on reporting and progress claims.

Status: N (Not Submitted), W (Waiting Approval), A (Approved), P (Approved in Principle), R (Rejected), D (Withdrawn)

Pressing Enter/OK will update the following fields:

Unallocated – Balance of Budget (cost) to be allocated across cost centres/subbies.

Margin – Difference between *Expected Revenue* and *Budget*.

VARIATION REGISTER

Job 19319 Louis Vuitton @ DFS Cairns Allocated 0.00

Variation Number 02 0001 Not Transferred To Jobcost Last Variation 02 0008 Unallocated 1,620.00

Description Supply of skirting in P2 finish

Variation Status  N  W  A  P  R  D  Waiting Appr

Client Reference JEAN-REMI

Site Reference CAIRNS

Proceed/Quote  Proceed  Quote

Client VO Number V0001

Date 24/07/2019

Date 14/08/2019

Date 26/08/2019

Package

Reason CLI

Edit Client Price Submission Detail EXISTS

Price 2,187.00

Expected Revenue 2,187.00

Budget 1,620.00

Margin 567.00

Ext. of Time 2 Days

Type

VALUES NOTIFIED SC PRICE APPROVED BUDGET AGREEMENT RATE SC APPROVALS



VARIATION REGISTER ACTIONS OK BACK

Job 19319 Louis Vuitton @ DFS Cairns  
 Variation Number 02 0001 Not Transferred To Jobcost  
 Description Supply of skirting in P2 finish ⓘ  
 Variation Status  N  W  A  P  R  D  Waiting Appr  
 Client Reference JEAN-REMI  
 Site Reference CAIRNS  
 Proceed/Quote  Proceed  Quote  
 Client VO Number VO001

Last Variation 02 0008  
 Date 24/07/2019  
 Date 14/08/2019  
 Date 26/08/2019  
 Package ⓘ  
 Reason CLI ⓘ  
 Edit Client Price Submission Detail ⓘ EXISTS

Allocated 1,000.00  
 Unallocated 620.00  
 Price 2,187.00  
 Expected Revenue 2,187.00  
 Budget 1,620.00  
 Margin 567.00  
 Ext. of Time 2.00 Days  
 Type ⓘ

VALUES NOTIFIED SC PRICE APPROVED BUDGET AGREEMENT RATE SC APPROVALS

AGREEMENT	SUBCONTRACTOR	VARIATION ITEM DESCRIPTION	DATE	STS	SUBBY'S PRICE	ASSD/APPRVD PRICE	F A	BUDGET
CostCntr	5110 /SC	Supply of skirting in P2						1,000.00

Repeat above steps to allocate 2<sup>nd</sup> cost allocation to the variation

VARIATION REGISTER ACTIONS OK BACK

Job 19319 Louis Vuitton @ DFS Cairns  
 Variation Number 02 0001 Not Transferred To Jobcost  
 Description Supply of skirting in P2 finish ⓘ  
 Variation Status  N  W  A  P  R  D  Waiting Appr  
 Client Reference JEAN-REMI  
 Site Reference CAIRNS  
 Proceed/Quote  Proceed  Quote  
 Client VO Number VO001

Last Variation 02 0008  
 Date 24/07/2019  
 Date 14/08/2019  
 Date 26/08/2019  
 Package ⓘ  
 Reason CLI ⓘ  
 Edit Client Price Submission Detail ⓘ EXISTS

Allocated 1,620.00  
 Unallocated 0.00  
 Price 2,187.00  
 Expected Revenue 2,187.00  
 Budget 1,620.00  
 Margin 567.00  
 Ext. of Time 2.00 Days  
 Type ⓘ

VALUES NOTIFIED SC PRICE APPROVED BUDGET AGREEMENT RATE SC APPROVALS

AGREEMENT	SUBCONTRACTOR	VARIATION ITEM DESCRIPTION	DATE	STS	SUBBY'S PRICE	ASSD/APPRVD PRICE	F A	BUDGET
CostCntr	0132 /FE	Supply of skirting in P2						620.00
CostCntr	5110 /SC	Supply of skirting in P2						1,000.00

Step 4:

Click Notes of 'Edit Client Price Submission Details' to fill in details of the variation. These will be reflected on the VO to the client.

VARIATION REGISTER ACTIONS OK BACK

Job 19319 Louis Vuitton @ DFS Cairns  
 Variation Number 02 0001 Not Transferred To Jobcost  
 Description Supply of skirting in P2 finish ⓘ  
 Variation Status  N  W  A  P  R  D  Waiting Appr  
 Client Reference JEAN-REMI  
 Site Reference CAIRNS  
 Proceed/Quote  Proceed  Quote  
 Client VO Number VO001

Last Variation 02 0008  
 Date 24/07/2019  
 Date 14/08/2019  
 Date 26/08/2019  
 Package ⓘ  
 Reason CLI ⓘ  
 Edit Client Price Submission Detail ⓘ EXISTS

Allocated 1,620.00  
 Unallocated 0.00  
 Price 2,187.00  
 Expected Revenue 2,187.00  
 Budget 1,620.00  
 Margin 567.00  
 Ext. of Time 2.00 Days  
 Type ⓘ

VALUES NOTIFIED SC PRICE APPROVED BUDGET AGREEMENT RATE SC APPROVALS

AGREEMENT	SUBCONTRACTOR	VARIATION ITEM DESCRIPTION	DATE	STS	SUBBY'S PRICE	ASSD/APPRVD PRICE	F A	BUDGET
CostCntr	0132 /FE	Supply of skirting in P2						620.00
CostCntr	5110 /SC	Supply of skirting in P2						1,000.00



Step 6:

Once the VO is approved by client, change the status of VO to 'A' and transfer the variation, resulting into the following:

**Forecast Final Contract Value** for project is updated by value of Approved Variation Price.

**Cost Centre Budgets** are updated per values in the Budget column of the cost allocations.

AGREEMENT	SUBCONTRACTOR	VARIATION ITEM DESCRIPTION	DATE	STS	SUBBY'S PRICE	ASSD/APPR	BUDGET
CostCntr	0132 /FE	Supply of skirting in P2					620.00
CostCntr	5110 /SC	Supply of skirting in P2					1,000.00

Step 7:

Issue PO to the contractor for the respective Variation.

Note: Sometimes while transferring the variation, pop up comes up as 'budgets not finalised yet therefore cannot transfer the variation'. If this is the case, please let Finance Director know so they can finalise the budgets.

## 05. PROJECT REPORTING / FORECASTING

Purpose	To review financial data of the project and update forecasted final revenue and cost
Method	Maintain forecast in Jobpac's Contract Valuation module (also referred to as BFM (Business Forecasting Module))

## BFM (Business Forecasting Module) review period

Points to note:

- Revenue forecast (FFCV = Forecast Final Contract Value)
  - Review variations included in forecast
  
- Cost forecast (FFC = Forecast Final Cost)
  - Review each Cost Centre via the Project Managers' Worksheet
  - FFC = Committed Cost plus FCC
  - FCC (Forecast Cost to Complete) = Pending Items in PMW
  
- Forecast Final Margin (FFM) = FFCV less FFC

### FFCV – Forecast Final Contract Value

Step 1:

Review Revenue schedule to identify all the variations to client for this project have been entered

Review Variation detail by clicking on *Actions > Variations ...*

**CONTRACT VALUATION MAINTENANCE - SUMMARY**

As at

Job  Louis Vuitton @ DFS Cairns

	ORIGINAL CONTRACT VALUE	FORECAST MOVEMENT	YEAR TO DATE	WORK IN HAND	CONTINGENCY		
	ORIGINAL CONTRACT VALUE	CURRENT CONTRACT VALUE	IN STAGE POSITION LAST PERIOD	IN STAGE POSITION MOVEMENT	IN STAGE POSITION PROJECT TO DATE	COM	FO
Gross Revenue	1,504,350.00	1,513,762.50	0.00	0.00	0.00	1,5	1,5
Turnover	1,504,350.00	1,513,762.50	0.00	0.00	0.00	1,5	1,5
Costs	1,222,457.13	1,229,007.13	0.00	176,911.82	176,911.82	1,0	1,0
Gross Margin	281,892.87	284,755.37	0.00	176,911.82-	176,911.82-	4	4
Gross Margin %	18.74	18.81	0.00	0.00	0.00		
Margin Variance							

**Project Dates**

Contract Award	<input type="text" value="1/01/2019"/>	Completion Target	<input type="text"/>
Commence	<input type="text" value="1/01/2019"/>	Work in Hand	<input type="text" value="1/07/2019"/>
Completion	<input type="text"/>	Cash Flow	<input type="text" value="1/07/2019"/>

**Completion %**

Time (Cont)

**ACTIONS**  OK  BACK

- Print
- Refresh
- Revenue
- Turnover
- Costs
- CWIP Enquiry
- Margin
- M.V.A.
- Claims
- Contract Works
- Variations
- Duration
- Liquidated Damages
- Work In Hand
- Price Fluctuations
- R&O

CONTRACT VALUATION MAINTENANCE - VARIATIONS

As at JUN19

Job 19319 Louis Vuitton @ DFS Cairns

VARIATION COUNT

	VARIATION COUNT	VARIATION PRICE 1ST INDICATED	VARIATION PRICE SUBMITTED	TRANSFERRED TO JOBCOSTING	JOB TO DATE CLAIMED	WORK IN PROGRESS	ASSESSED OVER/UNDER CLAIMS	TAKEN TO FORECAST AT COMPLETION
Not Submitted		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Waiting	3	14,187.00	15,187.00	0.00	0.00	0.00	0.00	0.00
App. In Principle		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Unapproved	3	14,187.00	15,187.00	0.00	0.00	0.00	0.00	0.00
R&O Takeup								0.00
Approved	6	4,012.50	19,412.50	9,412.50	0.00	0.00	0.00	9,412.50
<b>Total</b>	<b>9</b>	<b>18,199.50</b>	<b>34,599.50</b>	<b>9,412.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9,412.50</b>
Job Claimed					0.00			
Unallocated					0.00			
Withdrawn		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rejected		0.00	0.00	0.00	0.00	0.00	0.00	0.00

Refer the *Taken to Forecast at Completion* column above which shows the value of Unapproved and Approved Variations included in forecast revenue.

Points to note:

- The trigger for recognizing variations is Transferring from the Variation Register. This applies to both Approved and Unapproved Variations.
- Transferred to Jobcosting column – represents all Variations that have been transferred via the Variation Register.
- Taken to Forecast at Completion – the same value in this column represents the value of varies taken to forecast.

Step 2:

Review the individual Variations contributing to the forecast by clicking on *Actions > Variation Register*

CONTRACT VALUATION MAINTENANCE - VARIATION REGISTER

As at JUN19

Job 19319 Louis Vuitton @ DFS Cairns

DESCRIPTION	ASSESSMENT	CLAIMED	OVER/UNDER	MARGIN	MARGIN & REFERENCE	TAKEUP			
VARN	DESCRIPTION	DATE	STS	TAKEUP %	TAKEN TO FORECAST AT COMPLETION	APPROVAL EXPECTED/ACHIEV JUN19	APPROVAL EXPECTED/ACHIEV MAY19	TX	
20001	Supply of skirting in P2 finish	24/07/2019	W			JUN19			
20002	New Bricks	6/08/2019	W						
20003	Additional walls V003	13/09/2019	A	100.00	1,000.00	JUN19			
20004	Plastering V004	13/09/2019	A	100.00	1,000.00	JUN19			
20005	Tiling TO FOH	13/09/2019	A	100.00	1,000.00	JUN19			
20006	VO6 - Design Change Add new rack	27/11/2019	A			JUN19			
20007	BOH racking	9/01/2020	A	100.00	1,012.50	JUN19			
20008	Clearance of millwork	9/01/2020	A	100.00	5,400.00	JUN19			
30001	ry5tyhrtry	6/02/2020	W						
					Subtotal	9,412.50			

Selection  Untransferred Variations  
 Approved in Principle  
 Unapproved & Transferred  
 Approved Variations

## FFC – Forecast Final Cost

Step 1:

Review Committed Costs, represented by:

- Purchase Orders
- Supplier Invoices (not matched to POs)
- Labour (e.g. Weekly wages)
- Misc. journals

This can be done through Actions > Commitments

Step 2:

Update the Project Managers Worksheet (PMW) for every Cost Centre.

Click on *Actions* > *Costs* ...

CONTRACT VALUATION MAINTENANCE - SUMMARY

As at JUN19

Job 19319 Louis Vuitton @ DFS Cairns

ORIGINAL CONTRACT VALUE	FORECAST MOVEMENT	YEAR TO DATE	WORK IN HAND	CONTINGENCY
ORIGINAL CONTRACT VALUE	CURRENT CONTRACT VALUE	IN STAGE POSITION LAST PERIOD	IN STAGE POSITION MOVEMENT	IN STAGE POSITION PROJECT TO DATE
Gross Revenue	1,504,350.00	1,513,762.50	0.00	0.00
Turnover	1,504,350.00	1,513,762.50	0.00	0.00
Costs	1,222,457.13	1,229,007.13	0.00	176,911.82
Gross Margin	281,892.87	284,755.37	0.00	176,911.82-
Gross Margin %	18.74	18.81	0.00	0.00
Margin Variance				

Project Dates: Contract Award 1/01/2019, Commence 1/01/2019, Completion

Completion Target: 1/07/2019, Work in Hand 1/07/2019, Cash Flow 1/07/2019

Completion %

Time (Cont)

Time

Actions Menu:

- Print
- Refresh
- Revenue
- Turnover
- Costs
- CPW Enquiry
- Margin
- M.V.A.
- Claims
- Contract Works
- Variations
- Duration
- Liquidated Damages
- Work In Hand
- Price Fluctuations
- R&O

Right click on any row from the Cost Type Summary screen and select All Cost Centres ...

CONTRACT VALUATION MAINTENANCE - COST RECONCILIATION

As at JUN19

Job 19319 Louis Vuitton @ DFS Cairns

COMMITTED EARNED VALUES ACCRUALS

COST TYPE	DESCRIPTION	CURRENT BUDGET	COMPLETION FORECAST LAST PERIOD	COMPLETION FORECAST THIS PERIOD	JTD ACTUALS	ACCRUALS/ ADJUSTMENTS	CWIP THIS PERIOD	CWIP LAST PERIOD
FE	Fees	98,906.25		67,100.00	155.00		155.00	
LB	Labour	167,049.00		221,689.17	81,494.00		81,494.00	
MT	Material	180,659.84		182,531.27	1,248.91		1,248.91	
OT	Other			25,674.11	2,554.12		2,554.12	
SC	Subcontract			576,547.16	91,459.79		91,459.79	

Select Cost Type  
All Cost Centres

Double click on the first Cost Centre with cost in it.

Review the Current Budget, Committed Cost, FCC (Forecast Cost to Complete), & FFC (Forecast Final Cost) as indicated below. FCC is sum of uncommitted cost plus any contingencies. FFC is total of committed costs plus FCC.

PMW FORECASTING BY COST CENTRE

Job 19319 Louis Vuitton @ DFS Cairns  
Cost Centre 0141 LB Project Manager

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

Formula E  
Last Upd Date  
Last Upd User

CURRENT BUDGET	68,000.00	APR19	MAY19	JUN19	Worksheet
Committed Cost	0.00	0.00	0.00	19,411.33	
F.C.C.	0.00	0.00	0.00	48,588.67	0.00
F.F.C.	0.00	0.00	0.00	68,000.00	19,411.33
Gain/Loss	0.00	0.00	0.00	0.00	48,588.67
Movement	0.00	0.00	0.00	0.00	48,588.67

Work out how much more it will cost to complete the project in addition to already committed cost for respective cost centre and enter forecasted cost in the worksheet.

PMW FORECASTING BY COST CENTRE

Job 19319 Louis Vuitton @ DFS Cairns  
Cost Centre 0141 LB Project Manager

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

Formula E  
Last Upd Date 10/02/2020  
Last Upd User RJAMANANT

CURRENT BUDGET	68,000.00	APR19	MAY19	JUN19	Worksheet
Committed Cost	0.00	0.00	0.00	19,411.33	
F.C.C.	0.00	0.00	0.00	48,000.00	48,000.00
F.F.C.	0.00	0.00	0.00	67,411.33	67,411.33
Gain/Loss	0.00	0.00	0.00	588.67	588.67
Movement	0.00	0.00	0.00	588.67	588.67

WORKSHEET HEAD CONTRACT ITEM SEQUENCE NUMBER AUDIT ITEM DESCRIPTION NOTES

CT	LINE	RESOURCE DESCRIPTION	QUANTITY	UNITS	RATE	VALUE	C/P	A	R	TX
	1	Forecast	1.0000	ITEM	48,000.0000	48,000.00	P	N	Y	

### Step 3:

Repeat the above process for every cost centre with budget/cost in it.

### Notes:

- Forecasting should be updated at least once a week to reflect true financial position of each cost centre.
- Committed cost should be reviewed prior entering forecast to understand what cost is already booked and what more to expect

### Related Resources, Tools and Links

- N/A

### Contact & Further Information

For further assistance please contact your direct manager.

### Process Owner

Directors – RJA

Note: This Process does not form part of any contract between you and RJA. It is not intended to create any additional legal rights or obligations. Any reference to obligations or requirements of the Company in this Process is not intended to give rise to contractual obligations binding on the Company. This Process may be varied from time to time.