Job Measure Reporting

Job Measure Reporting

Documentation Home	Download as PDF

This module looks at the use of Job Measure Reporting within Workbench.

For further information regarding a specific module or aspect within Workbench, you could also refer to the Individual Module User Guides, for a more comprehensive description of available User features and functions.

OVERVIEW:

For contracts with rapid rates of expenditure, it is essential that Workbench provide an accurate weekly view of costs and measured work to assist the Project Manager in assessing how the project is performing overall.

Based on this historical data reporting can then provide an extrapolated Costs to Complete value which can be compared with the latest monthly Contract Forecast Costs to Complete.

All reporting is by Contract / Job / Subjob (if used) / Work Centre. It is important to realise this when working out the Work Breakdown Structure when setting up the Job and Contract in the first place. All of the measures are at the Work Centre level.

This approach assumes:

COSTS:

- A weekly snapshot of Costs to Date, based on cut-off rules for the week. This data will be held in a separate WeeklyForecast table, based on Sunday week ending dates. (Note it is always Sunday. It is not looking at the Week Ending date from the Control File.)
- The Cost Budget figures used in the Weekly Progress reporting include the 6 budget types 'above the line' in the Client Contract. This is the Current Contract Value.
- It is expected that a full Forecast Cost to Complete process will be undertaken monthly, and will provide the Baseline for the subsequent Weekly Progress Reports as any budget changes will flow through to the Weekly Progress reporting. Forecast Adjustment do not flow through to the Weekly Progress reporting.
- Given the basis of the rules proposed, multiple updates can be made to the weekly snapshot, each one overriding the previous one
- In some cases it may not be possible to complete a weekly progress. This will be OK as the reporting is all based on 'To Date' figures.

MEASURED PROGRESS:

- An Output Budget based on a Unit of Measure per Work Centre will be entered. This would normally be entered at the start of the contract but can be changed as the monthly forecasting is completed and budget variations entered.
- A Weekly update of the achieved Measure to Date will be entered.

COSTS TO COMPLETE:

Two calculations will be available

- To Complete at Budget Rate (Budget only 'above the line')

- To Complete at Achieved Rate to Date

ACCRUALS:

- Outstanding PO's and WO's are NOT taken into account in the Weekly Progress reporting.
- To ensure accuracy of Costs to Cut Off, Workbench has brought in a special Job Cost Accrual that relates only to the Weekly Progress reporting.

Job Setup for Weekly Measure Reporting

To use weekly reporting there are a couple of considerations to make when setting up the Contract.

The main consideration is that progress is measured at a Work centre Level, and therefore the budget needs to be setup to allow the logical entry of measured progress, against the project deliverables. This is the Work Breakdown Structure discussed in the Overview.
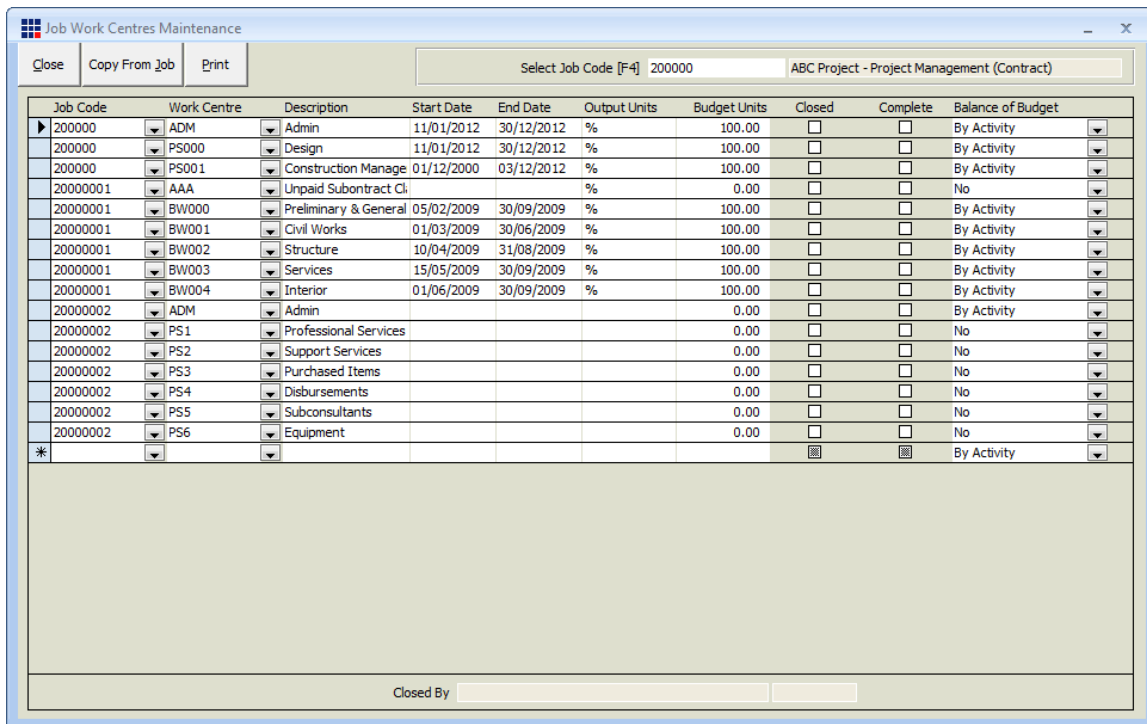
As part of the Job Work Centre Setup, you will also need to define the units of measure e.g. Man Days, Metres, Hours and so on.

The **Job Work Centre** created will contain the Unit of Measure, and the Qty for that Unit of Measure for the whole of the Contract.
The **Budget** will hold the Value for that same Unit of Measure.

Job Work Centre Setup

Select the "Job Work Centres" button from the "Job Estimate Entry" screen.

On the "Job Work Centres Maintenance" screen, Set up the Work Centres you require for your contract.

- Select Job Code
- Select the Work Centre Code (You can only use each Work Centre code once per job)
- Either use the default description for the Work Centre or type in your own, if you are using very generic Work Centres you will probably need to rename Work Centres every time.
- Enter a Start Date and End Date for these Work Centres if desired, this isn't required for Measured Outputs though. These are used in Project Cashflows (Not Covered as part of this Manual)
- Enter the Output unit for this Work Centre e.g. Days, Hours, Metres
- Enter the Output Budget for this Work Centre this is the quantity of Outputs to be delivered based on the Unit of Measure.
- Balance of Budget (This is covered in Contract Forecasting and is not required as part of this Manual)

The "Job Work Centre Output Budget Entry" can also be accessed from the menu.

This will allow entry of the Budgeted Output quantity only.

Budget Entry

Enter the cost budget for your contract as per normal using the "Job Work Centres" that you have setup.

The Budget Types that are valid for Weekly Progress reporting are the 6 that make up the Current Contract Value.

Weekly Cost to Date Data

The success of this Weekly Reporting is totally dependant on the accuracy of the Weekly Cost and Measure data contained in the snapshot created.

Procedures that ensure the correct weekly cut-off need to be implemented so that the report can be generated on a timely basis.

It is expected that the report may be needed on the Monday of each week, and the processes below are based on this assumption.

To ensure the integrity of the total process, all Transaction types need to be handled. The process will therefore be designed to include:

- Time
- Plant
- Subcontracts
- AP Invoices
- Stock
- Disbursements

Note that Job Adjustments do not need to be covered separately, as they will be picked up in the other transaction types based on the Activity Type.

Accruals

To ensure accuracy of Costs to Cut Off, Workbench has brought in a special Job Cost Accrual that relates only to the Weekly Progress reporting.

The Job Cost Accrual needs to be a reversing accrual, and is an 'accounting' accrual which really does not need to cloud the overall cost view of the job from the perspective of the Project Manager. It is therefore proposed that these accruals will not be Job Adjustment transactions, but a new Transaction Type of Cost Accrual and will be kept in a separate JobCostAccruals table. They will be used only in the Weekly Reporting process.

These accruals will be used for all transaction types, so there will be Accrual Types of:

- Time
- Plant
- Subcontracts
- AP Invoices
- Stock
- Disbursements

It is assumed that they will always be reversed, and hence during the creation of these transactions the reversing entry will be created at the same time. The default Reversal Date will be the Cost Accrual Transaction Date + 7 days. These reversal entries are listed at the top of the 'next week' screen.

Labour

Labour Costs to Date to the previous Sunday are to be taken, based on:

- Timesheet transactions, with Transaction Dates <= the Sunday date. This will always pick up the real cost of time transactions after timesheet entry
- Job Cost Accrual transactions with Activity Codes with an Activity Type = Time, with Transaction Dates <= the Sunday date. This allows the entry of a cost accrual against Time Activity Codes where reporting is required before the timesheets / payroll has been run for the previous week.

Note:
It is for the user to ensure that if a Cost Accrual is entered for this time, then the Timesheet transactions have not been at entered the time the Weekly Costs snapshot is taken. There is no way for the system to know if the accrual is valid.

The value of Time transactions included in the Weekly Costs to Date will be:

Labour Costs to the end of the Previous Year / Period **+**
Timesheet transactions with a Year / Period equal to the Current Year / Period but with transaction dates **<= the Sunday cut-off date +**
the sum of Cost Accrual transactions with Accrual Type of Time with dates **<=** the Sunday cut-off date

Note that the Transaction Date is the critical date.

Plant

Plant Issue transactions will normally be processed via

- Plant Issue transactions
- Dockets & Daysheets
- The Workbench Plant Assignment process.

The value of Plant Issue transactions included in the Weekly Costs to Date will be:

Plant Issue Costs to the end of the Previous Year / Period **+**
Plant Issue transactions with a Year / Period equal to the Current Year / Period but with transaction dates **<=** the Sunday cut-off date **+**
the sum of Cost Accrual transactions with Accrual Type of Plant with dates **<=** the Sunday cut-off date

Note that the Transaction Date is the critical date.

The Cost Accrual structure will also be made available for Plant transaction types. If a cost needs to be accrued for a particular week it can be entered, on the same basis as the time accruals detailed previously.

Sub Contracts

To bring in the Sub Contract progress costs either:

- For each month an open a Sub Contract Claim per Subcontract for the month and update with the weekly measured value advised from the site. It will be assumed that this weekly update has been done prior to the running of the Weekly Costs snapshot.

or

- The Accrual Type of Subcontract may be used. If a cost needs to be accrued for a particular week's report it can be entered, on the same basis as the time accruals detailed previously.

The value of Subcontract transactions included in the Weekly Costs to Date will be:
Total Subcontract Claims with a Year / Period <= the Current Year / Period **+**
the sum of Cost Accrual transactions with Accrual Type of Subcontract with dates **<=** the Sunday cut-off date

The Subcontract Claim will be reconciled and adjusted when monthly the actual claim is received from the Subcontractor.

Accounts Payable Invoices

It will be assumed that all AP Invoices to be included in the Cost to Date will have been processed in the previous week or earlier. The basis of these costs is those transactions with Activity Codes having an Activity Type of Purchase.

The Accrual Type of Purchases may be used. If a cost needs to be accrued for a particular week's report it can be entered, on the same basis as the time accruals detailed previously.

The value of AP Invoice based transactions included in the Weekly Costs to Date will be:

Purchase Activity Type Costs to the end of the Previous Year / Period **+**
Purchase Activity Type transactions with a Year / Period equal to the Current Year / Period
but with transaction CreatedDateTime dates **<=** the Sunday cut-off date **+**
the sum of Cost Accrual transactions with Accrual Type of Purchase with dates **<=** the Sunday cut-off date

Note that the Created Date Time Date is the critical date.

Stock

Stock costs are determined by the Activity Type of Stock.

The Accrual Type of Stock may also be used. If a cost needs to be accrued for a particular week's report it can be entered, on the same basis as the time accruals detailed previously.

The value of Contract Stock transactions included in the Weekly Costs to Date will be:

Stock Activity Type costs to the end of the Previous Year / Period **+**
Stock Activity Type transaction costs with a Year / Period equal to the Current Year / Period
but with transaction dates **<=** the Sunday cut-off date **+**
the sum of Cost Accrual transactions with Accrual Type of Stock with dates <= the Sunday cut-off date

Note that the Transaction Date is the critical date.

Disbursements

Disbursement costs are determined by the Activity Type of Disbursement.

The Accrual Type of Disbursement may also be used. If a cost needs to be accrued for a particular week's report it can be entered, on the same basis as the time accruals detailed previously.

The value of Disbursements transactions included in the Weekly Costs to Date will be:

Disbursement Activity Type costs to the end of the Previous Year / Period **+**
Disbursement Activity Type transaction costs with a Year / Period equal to the Current Year / Period but with transaction dates **<=** the Sunday cut-off date **+**
the sum of Cost Accrual transactions with Accrual Type of Disbursement with dates <= the Sunday cut-off date

Note that the Transaction Date is the critical date.

Weekly Processing

Job Weekly Cost Accrual Entry

The Weekly cost accrual process allows you to enter an accrual for items where you are expecting to incur a cost but may not have done so yet.

For Example :

- You have received deliveries of materials to site, which you have used, but you haven't yet been invoiced.
- You have had subcontractors working on the project that have not yet submitted a progress claim / invoice.

These Accrual entries will be automatically reversed out next week so that these costs are not duplicated if Invoices have been received.

"Job Weekly Cost Accruals Entry" is accessed from the "Job Measure management" menu.

- You can enter a specific date for the accrual or use the default Week Ending Date.
- Select the job for which you wish to accrue costs.
- Select the Activity Code relevant to the cost you are accruing.
- Select the Work Centre that this Accrual relates to.
- Enter a Qty and a rate for this accrual this will calculate an Accrual total for the week.
- You are also able to enter details relating to each accrual that is made

The following week, when you make your cost accrual entries, the accruals from the previous week are automatically reversed.

Job Work Centre Measure Entry

- To enter the progress that you have achieved to date open the function "Job Work Centre Measure Entry".

- Select the Contract from the drop down list for which you want to enter your measured progress.

- Click the "Generate" button this will create the "Work Centre Output Budget" lines for the week which you can enter your measure to date figures against.

- When you open this screen it will default to the Week Ending date for the current working week. (Sunday W/E)

- Each Work Centre line displays the following Job Code / Description / Output Units / Budget Measure / Prev Measure / To date Measure.
  Enter in the "To Date Measure" column, the number of units you have completed for each Work Centre for the week.

- When you have finished close the screen.

When you enter your measure for the following week the previous measure is displayed. Enter the new "Total To Date Measure" which will reflect the progress for this week in the Progress column. To Date Measure - Prev Measure = Progress

Generate Job Measure Costs

Before we can report on the "Measure to date" progress for the job we need to generate Job Measure Costs. This takes a snapshot of the project and the current job transactional data. This data is held in a specific weekly reporting table, and the job cost data will not change for the week, unless the "generate job measure costs" function is rerun. It is important that this function is run right at the end of the week, after all data entry and Job Measure Accruals have taken place so that the reporting is as up to date and as accurate as possible.

- From the contract drop down list select the "Contract" that you wish to generate measure costs for.
- Select the week ending date for which to generate the snapshot, Upon opening this screen the week ending date will default to the week ending date of the current week.
- Click the Generate button to generate the snapshot.

(You can also preview the output of this by clicking in the Preview Output via Query check box.)

Job Measured Costs Report

To report on Weekly progress run the "Job Measure Cost Report". This is located under the "Client Contract Reports" menu.

Select the Contract for which you want to run the report. Select the "Job Measure Cost" report and double click it to run.

You will then be required to enter the week ending date for which you want to report. Enter this in the date field. The Dropdown displays a Calendar. (Sunday W/E) Ignore the Time.

WEEKLY COST / PRODUCTION REPORT - WEEK 1

WEEKLY COST / PRODUCTION REPORT - WEEK 2